TOWN COUNCIL REGULAR MEETING AGENDA

January 28, 2026 at 5:00 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/@townofjunobeach477/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/towncouncil/webform/public-comments#_blank *(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 5:00pm 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. Ceremonial Swearing In - Officer Michael Cecchini
2. Vulnerability Assessment Plan Presentation

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

3. Year to Date (YTD) Financial Statements
4. ACFR Award for Fiscal Year 2024

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

5. Town Council Pre-Agenda Work Session Minutes - December 3, 2025
6. Town Council Meeting Minutes - December 10, 2025
7. Master Development Plan Forum Work Session Minutes - December 11, 2025
8. Special Event Request - 2026 Turtlefest
9. Special Event Request - 2026 Holy Spirit Easter
10. Special Event Request - 2026 Artfest by the Sea
11. Special Event Request - 2026 Aloha Surf Camp
12. Resolution 2026-01 – Amending the Town of Juno Beach Fee Booklet
13. Resolution No. 2026-02 – Agreement with Palm Beach County Supervisor of Elections for Vote Processing Use and Election Services

COUNCIL ACTION/DISCUSSION ITEMS

14. ORDINANCE NO. 793 – LIVE LOCAL ACT AMENDMENT

    AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING DIVISION 18, "LIVE LOCAL ACT," OF ARTICLE IV, "SUPPLEMENTAL REGULATIONS," OF CHAPTER 34, "ZONING" OF THE TOWN CODE OF ORDINANCES TO CONFORM WITH CHAPTER 2025-172, LAWS OF FLORIDA; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE

15. 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.

16. 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.

17. 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.

18. Explanation of Legal and Practical Limitations on Posting Public Records on the Town's Website

19. Juno Ocean Walk RV Park Drainage

20. FY 2025-2026 "Return of US1 Median to 2005 Plans" CIP project

21. Discussion on Draft Town Council Orientation Packet

22. Discussion on Future Development Scenarios

COMMENTS FROM THE COUNCIL

ADJOURNMENT

AGENDA ITEM

Meeting Name: Town Council – Regular Meeting

Meeting Date: January 28th, 2026

Prepared By: Chief Brian J. Smith

Item Title: Ceremonial Swearing In - Officer Michael Cecchini

DISCUSSION:

Ceremonial Swearing In

Officer Michael Cecchini comes to the Juno Beach Police Department after serving more than twenty-five years as a police officer in New Jersey, where he attained the rank of Detective Sergeant. Upon retirement, Michael moved to Palm Beach County, attained his Florida Law Enforcement Officer Certification. He served for a short time with the Florida Highway Patrol, however soon realized his heart is in small town policing that is community focused, just like what we as an agency practice in our community of Juno Beach.

Michael and his wife Donna have been married for twenty-seven years. They have one adult son, Gaven, who is also a police officer. Additionally, Michael served in the United States Marine Corps prior to becoming a police officer.

We are very pleased to welcome Officer Cecchini to our Agency and are looking forward to him being part of our JBPD Team.

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: January 28, 2026

Prepared By: Andrea Dobbins, Project/Risk Manager

Item Title: Vulnerability Assessment Plan Presentation

DISCUSSION:

In 2024, the Town of Juno Beach entered into an agreement with APTIM to partner with them to develop a Vulnerability Assessment Plan. The purpose of this plan is to identify local vulnerabilities and propose mitigation strategies to reduce the Town's risk exposure. Over the past 16 months, APTIM has conducted data collection, analyzed flood modeling, held two public outreach meetings, and engaged in one-on-one meetings with the elected officials and town staff. Collectively, these efforts have resulted in a Vulnerability Assessment Plan that will be presented to the State of Florida for review and approval.

Samantha Danchuk, Ph.D.,P.E. is here to present her team's findings and present the final plan to the Juno Beach Town Council.

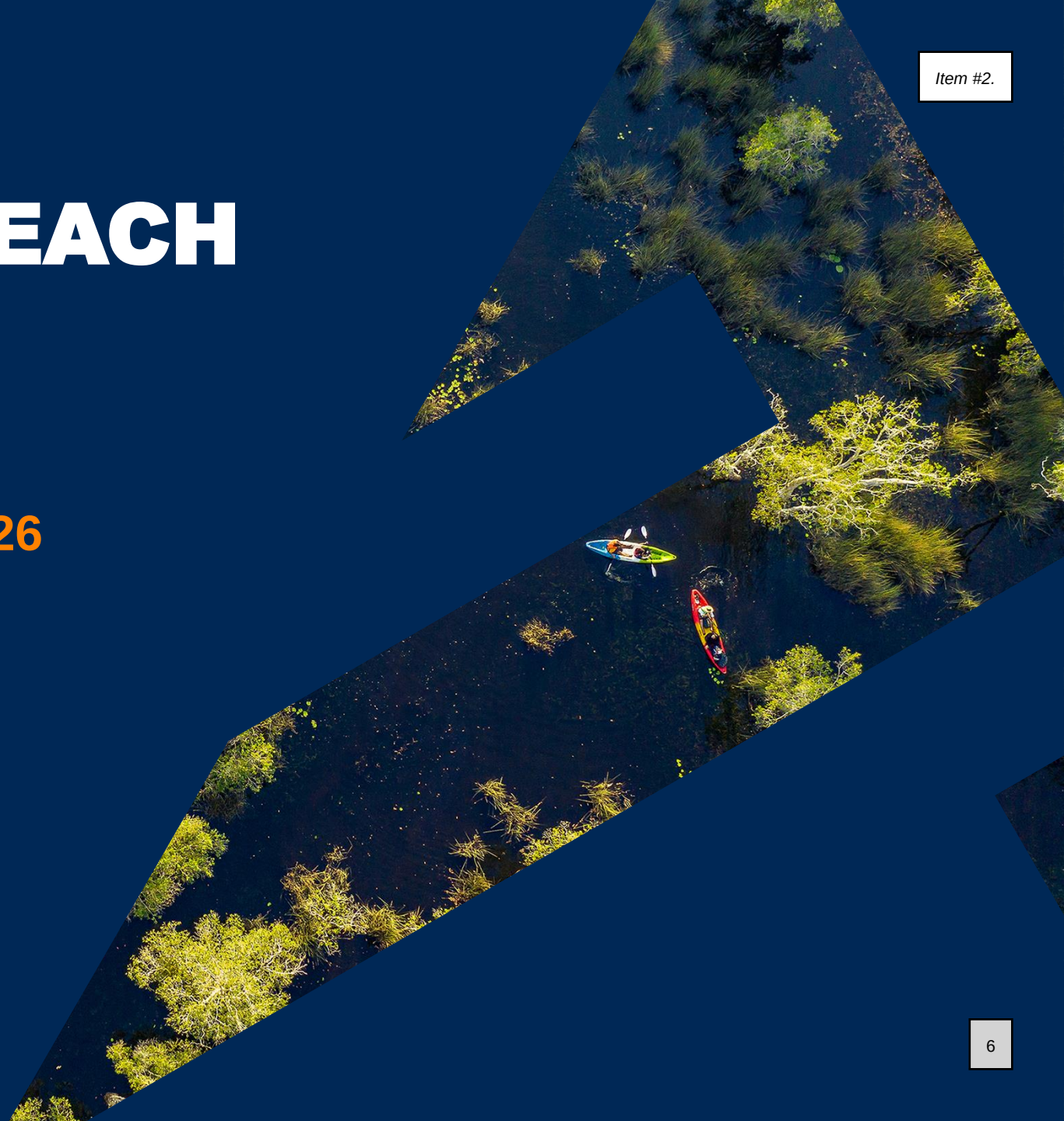
ATTACHMENTS:

APTIM's Presentation of the Juno Beach Vulnerability Assessment Plan

APTIM

TOWN OF JUNO BEACH VULNERABILITY ASSESSMENT

Final Presentation | January 28, 2026



ACKNOWLEDGMENT

Thank you for your input, support, and collaboration!



Town Council Members

- Mayor Peggy Wheeler
- Vice Mayor John Callaghan
- Vice Mayor Pro Tem Diana Davis
- Councilmember DD Halpern
- Councilmember Marianne Hosta
- Town Staff
- Juno Beach Residents

AGENDA

1. State of Resilience
2. Summary of Flood Scenarios
3. Most Vulnerable Assets
4. Focus Areas
5. Potential Projects
6. Takeaways
7. Next Steps
8. Questions



VULNERABILITY ASSESSMENT APPROACH



Data Collection

- Town infrastructure data
- State critical asset inventory
- Flood and non-flood hazard scenarios
- #1 Public Outreach Meeting



Exposure Analysis

- 10+ Scenarios
- % of assets exposed
- % of land area exposed
- Flood depth by scenario at each asset



Sensitivity Analysis

- Rank assets based on consequence of failure (CoF) of those assets and their depth threshold (dt)
- Identify focus areas



Review of Priority Vulnerable Assets

- Prioritization
- Potential Adaptation Strategies
- Focus Areas

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APTIM

STATE OF RESILIENCE

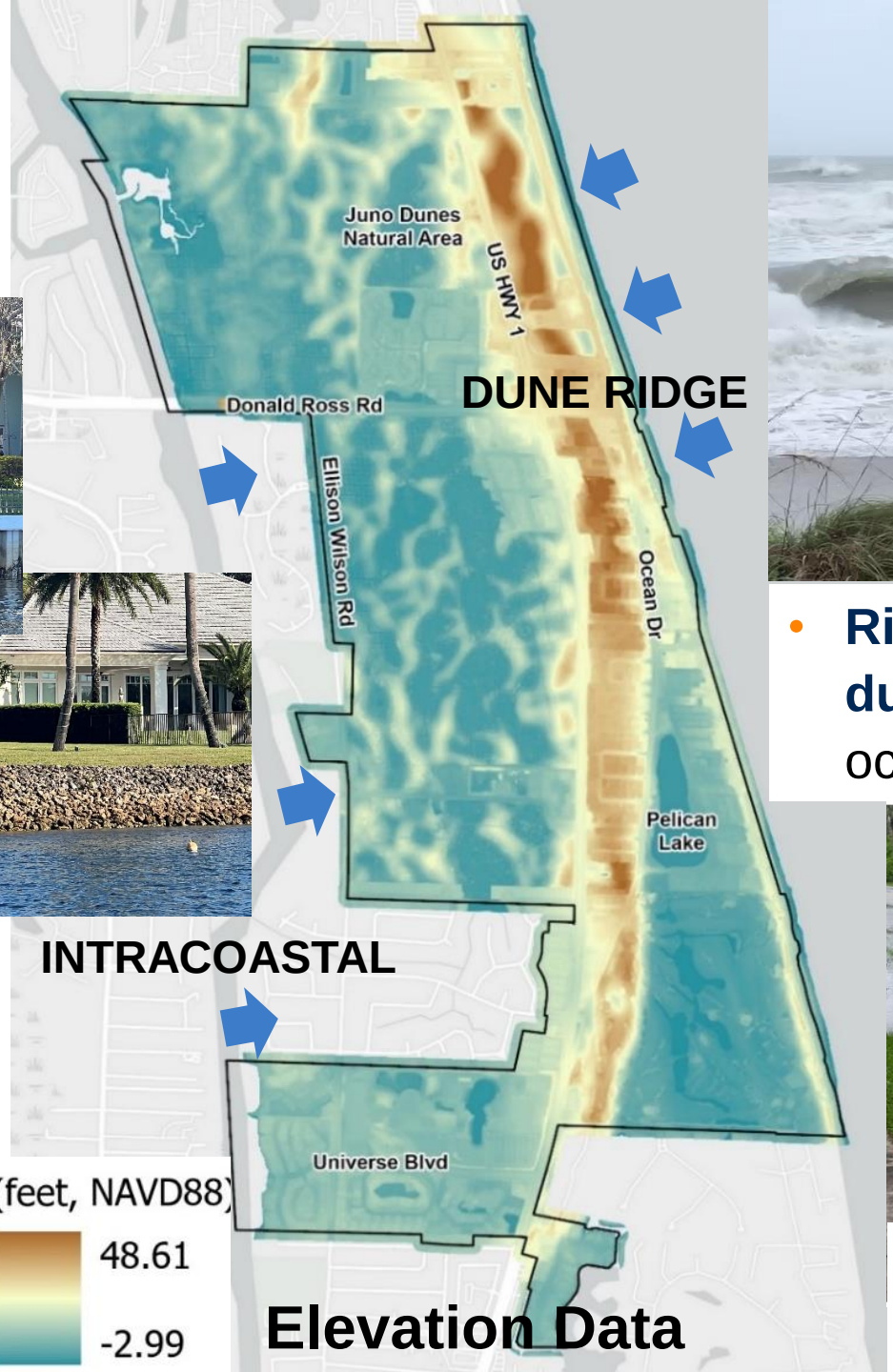
- **Intracoastal shorelines** higher than current high tides and typical annual storm surge







Photos at low tide, show +2-3 feet capacity



Elevation Data

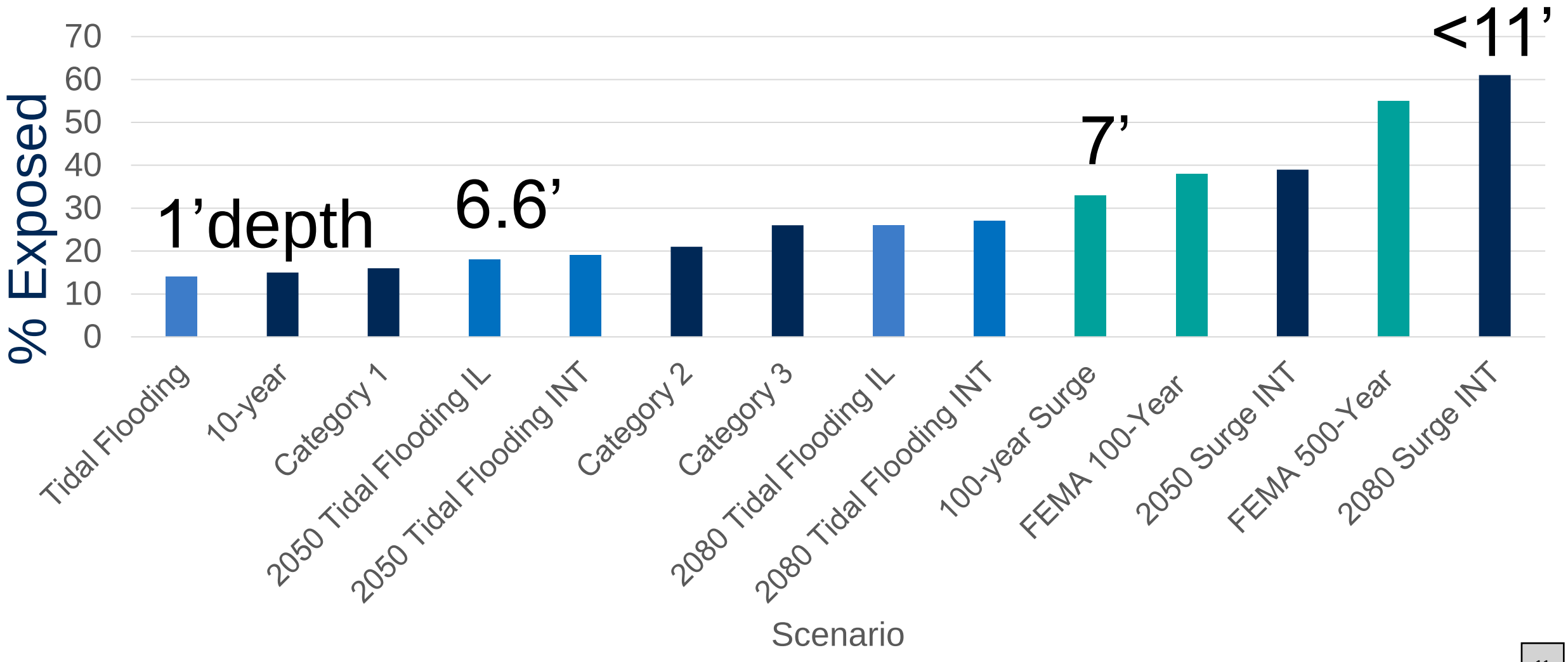


- **Ridge, beach, and dunes** protect against oceanfront **surge**



- **Rainfall** drains quickly in sandy soil

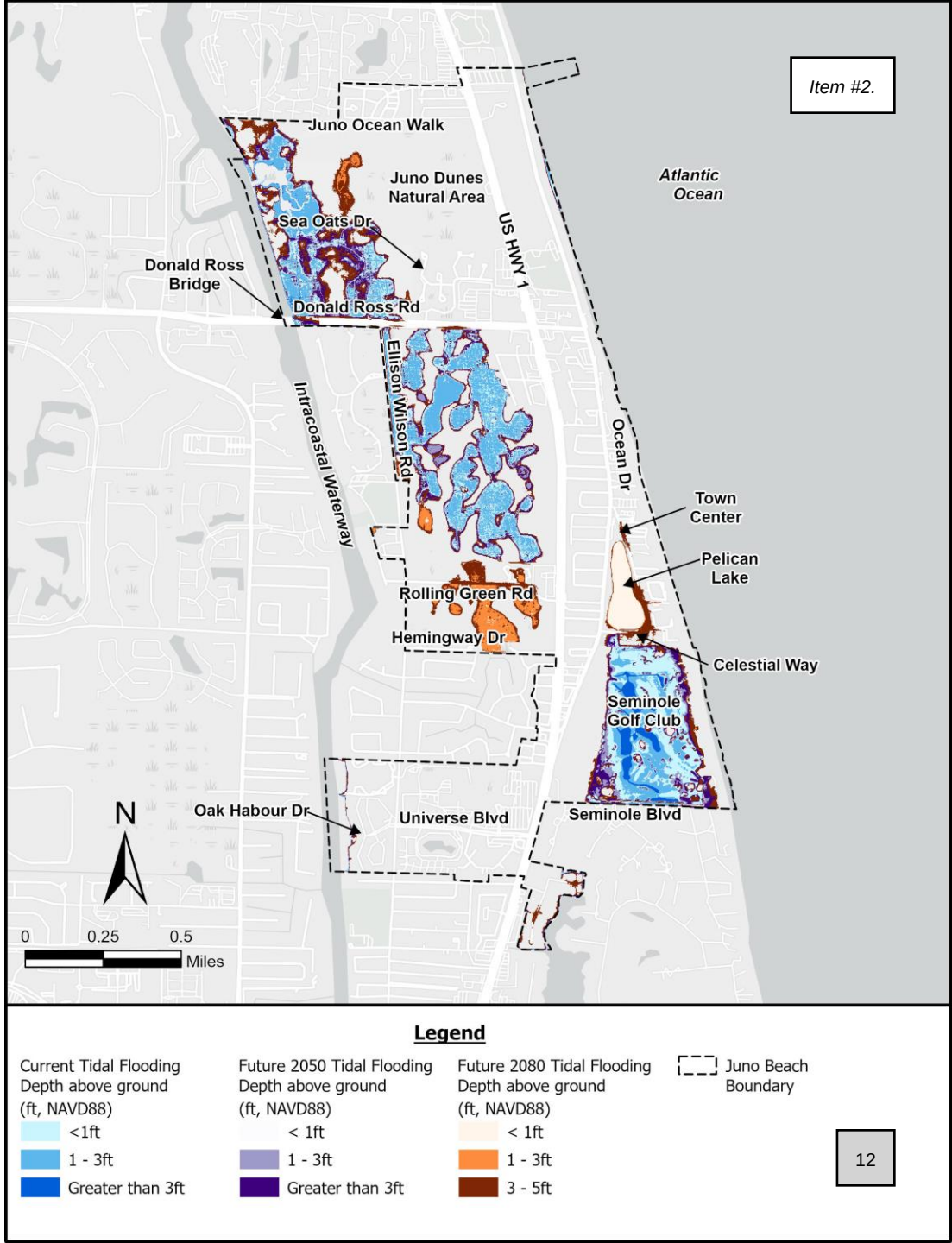
SUMMARY OF FLOOD SCENARIOS



EXPOSURE & SENSITIVITY

TIDAL FLOODING

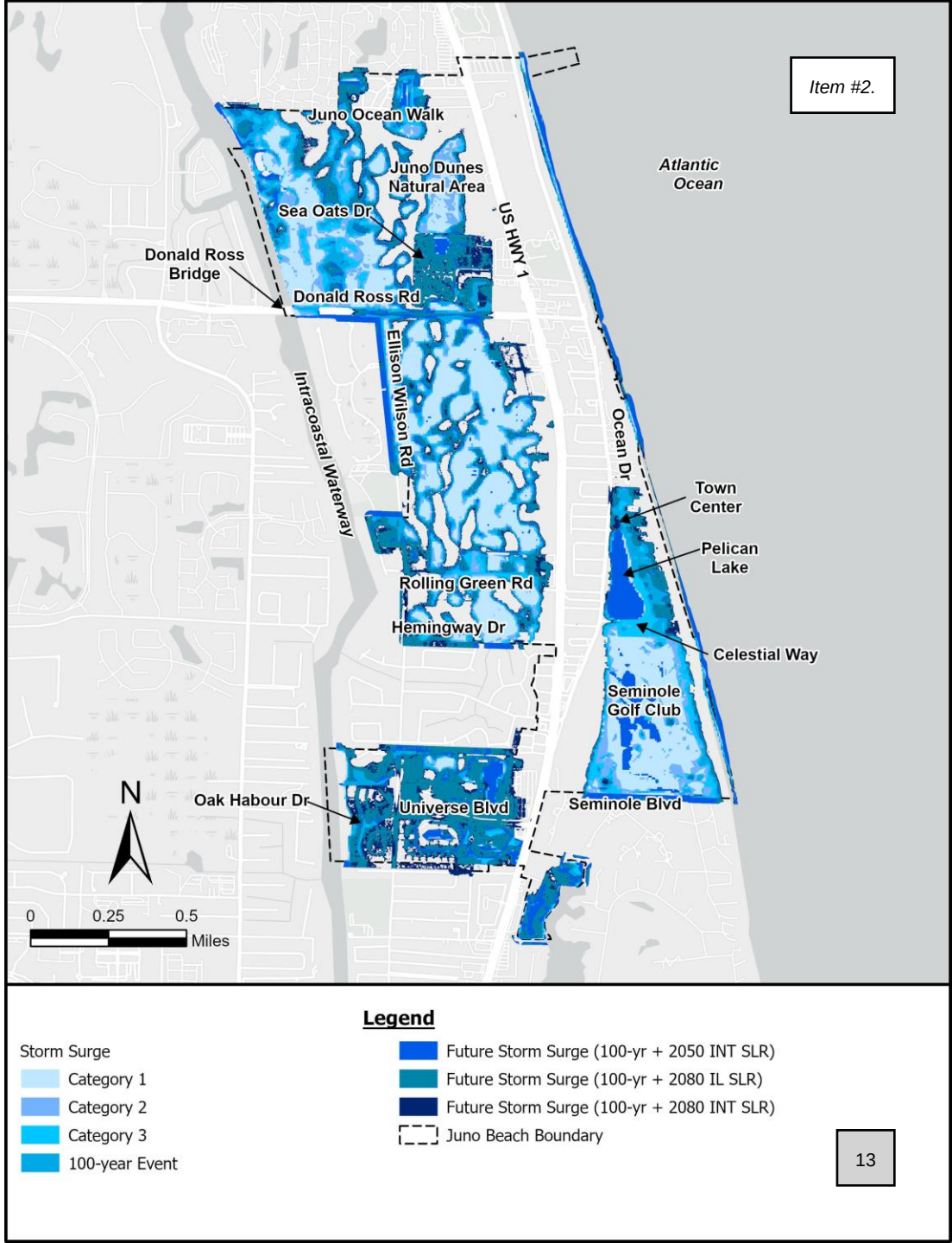
- **Current Tidal Flooding**
  - Depths of less than a foot along intracoastal
  - Inundate up to 8% of the Town
- **Future Tidal Flooding**
  - Inland seepage (groundwater rise) may slow drainage
  - By 2080, areas below 5 ft NAVD, this future condition may mean daily tidal inundation
- **Most exposed assets**
  - Privately-owned shorelines and County-owned wetlands
  - Stormwater facilities



EXPOSURE & SENSITIVITY

STORM SURGE

- **Current Storm Surge Flooding**
  - Inundating 33% of the Town
  - Inundating 24% of critical assets
  - Max flood depths of 6 feet
- **Future Storm Surge Flooding**
  - Maximum flood depth:
    - ~7 ft in 2050; ~9 ft in 2080
- **Town-Owned High Vulnerability Zones**
  - Area around Pelican Lake, including Celestial Way
  - Area around Universe Blvd



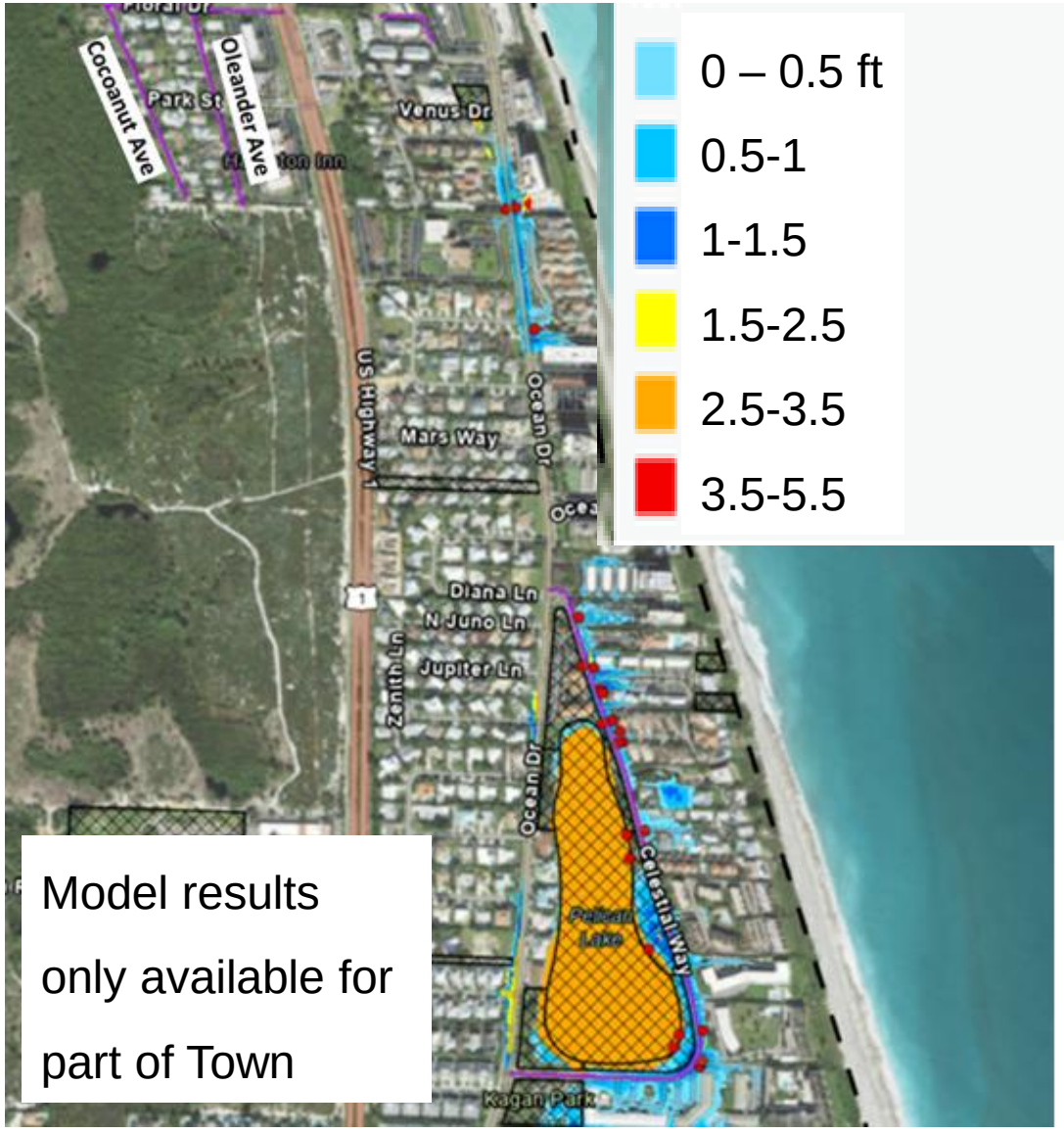
EXPOSURE & SENSITIVITY

RAINFALL

25-Year, 24-Hour Rainfall Scenario: Assets Sensitive to Rainfall Flooding

- Headwalls along Celestial Way and nearby catch basins → greatest flood depth due to low elevations (feet)
- Pelican Lake → limited freeboard and outfall capacity / aging Town Hall drainage system
- Privately owned systems including lift stations, fire hydrants, and catch basins

25-Year, 24 hour



MOST VULNERABLE ASSETS



SW Infrastructure Around Pelican Lake
Includes concrete headwalls, catch basins, lift stations, etc.



Celestial Way
Town-Owned Roadway, 3 ft under 100-year Storm Surge



Rolling Green Road
>2.5 ft under 100-year and Compound Flooding



Universe Boulevard Area
Cluster of roadways, fire hydrants, catch basins, etc.

VULNERABLE TOWN MAINTAINED ROADS



Celestial Way
Rainfall and future sea level rise seepage



Mercury Rd
100-year rainfall and future sea level rise seepage



Rolling Green Rd
100-year rainfall and future sea level rise seepage



Universe Blvd
500-year Compound Flooding

ROAD SENSITIVITY

Town Owned Roads

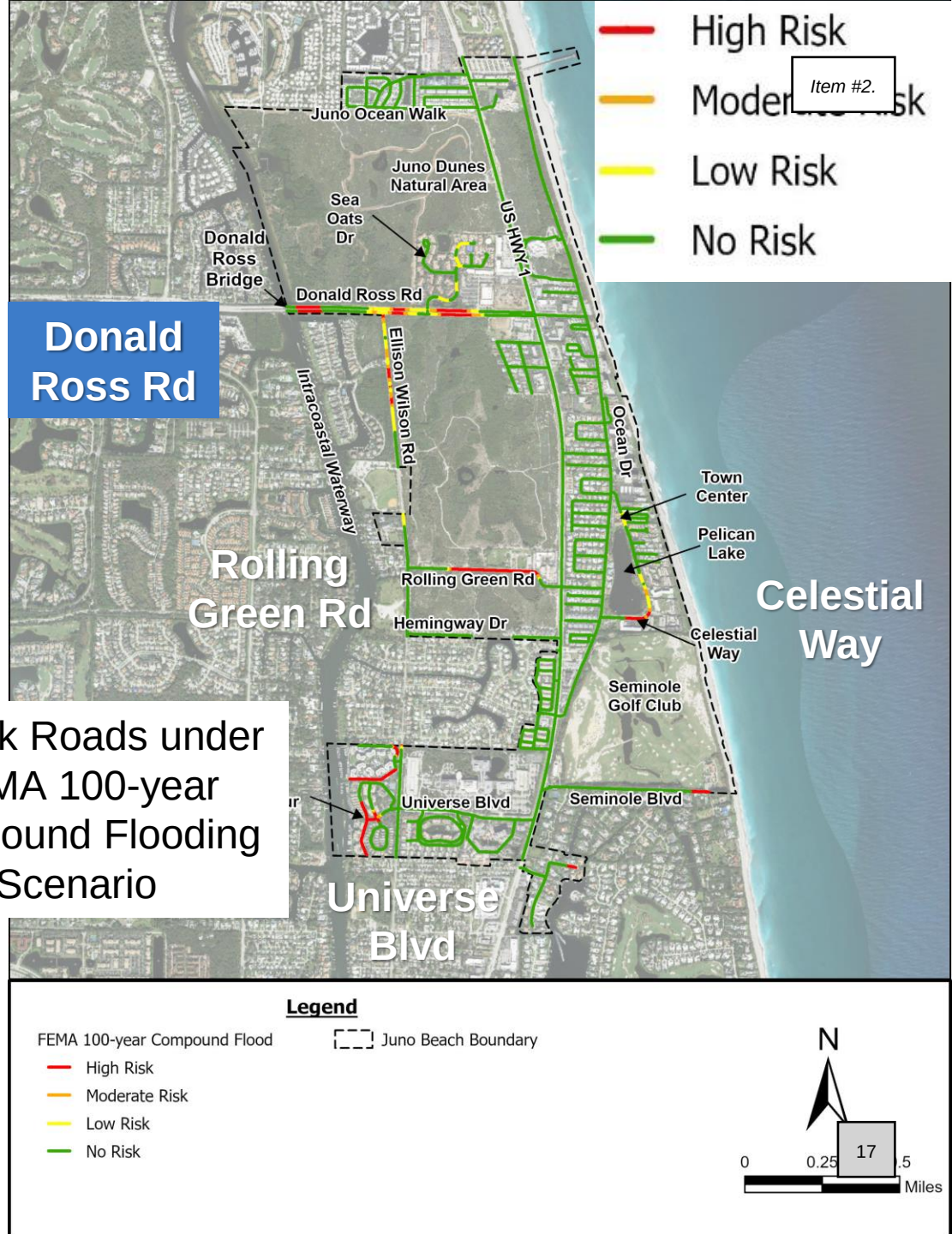
- **Celestial Way**: Low - High
- **Rolling Green Road**: High
- **Universe Blvd**: Low - High

County Road

- **Ellison Wilson Road**: Low - High
- **Ocean Dr**: Low
- **Donald Ross Rd**: Low - High

Private Roads

- **Sea Oats Drive**: Low
- **Seminole Blvd**: Low (High @ dip)



At Risk Roads under FEMA 100-year Compound Flooding Scenario

ASSETS AT RISK

100-YEAR SURGE SCENARIO



Roads

Max Depth:
6 ft

16%
impacted



Lift Station

Depth:
3 ft

30%
impacted



Fire Hydrant

Depth:
4 ft

39%
impacted



Catch Basins

Depth:
3 ft

53%
impacted



Beach

Depth:
6 ft

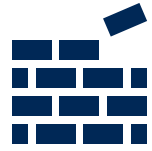
69%
impacted



Park

Depth:
<1 ft

80%
impacted



Concrete Headwall

Depth:
6 ft

100%
impacted



Wetland

Depth:
6.5 ft

100%
impacted

RESILIENT ASSETS

No Flood Risk

- **Critical Community and Emergency Facilities (Town Hall, Police Department, Fire Stations, Hospitals and Shelters)** protected across most events
- **Town-owned and residential parcels, parks, and wetlands** face minimal risk
- **Bridges (2)** projected to be safe under almost all scenarios
- **Some critical infrastructure and majority of roadways** face little or no risk at all



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RECENT PROJECTS

Road Drainage

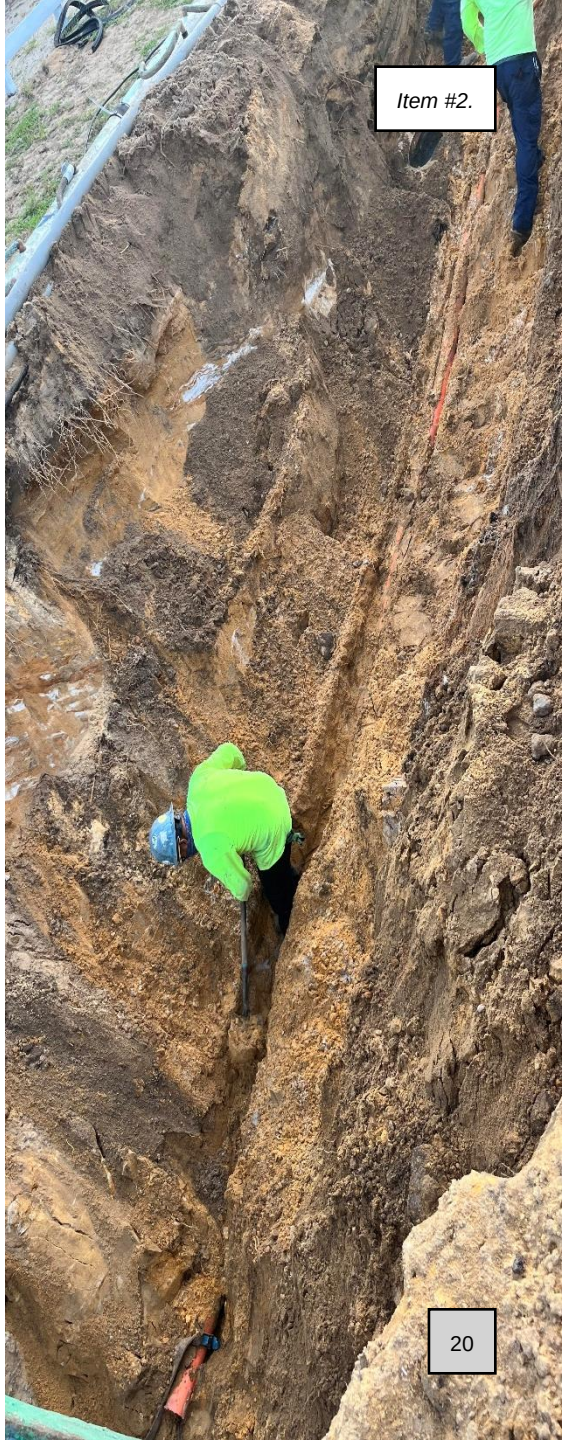
- Celestial Way
  - *Swales, permeable pavers*

- Universe Blvd (photos)
  - *Pipes, catch basins, manholes*









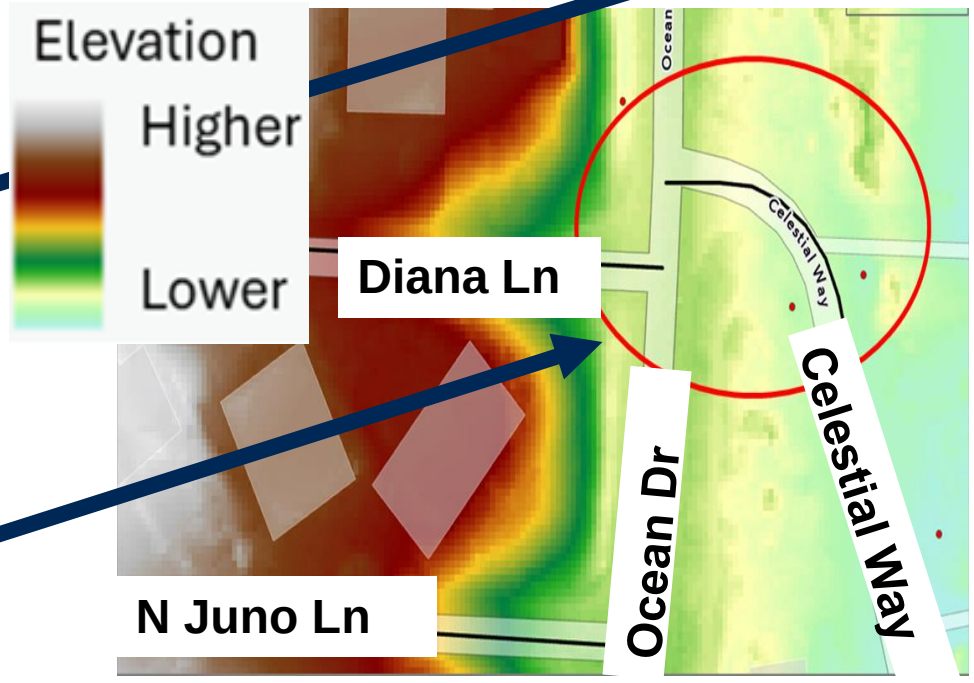
PENDING PROJECT

Ocean Drive

- Pending Palm Beach County Project, 2026
  - *Pipes, catch basins, swales*



Ocean Road @ Low Risk, 100 Yr Storm



Identified Dip in Road (Circle)



PUBLIC FEEDBACK

From Residents and Community

- **Celestial Way** prone to flooding → residual flooding present
- **Juno Ocean Walk RV Park**
  - Heavy rain and resulting floods affecting 225 properties
  - Need to be classified as vulnerable area → explore drainage design solutions (currently a non-functional drain in US-1 near Shell Station)
- Flooding occurs around **Uno Lago**, SW runoff into nearby lagoon
- Interest in improvement of overall drainage and water systems (especially **Pelican Lake**)





FOCUS AREAS

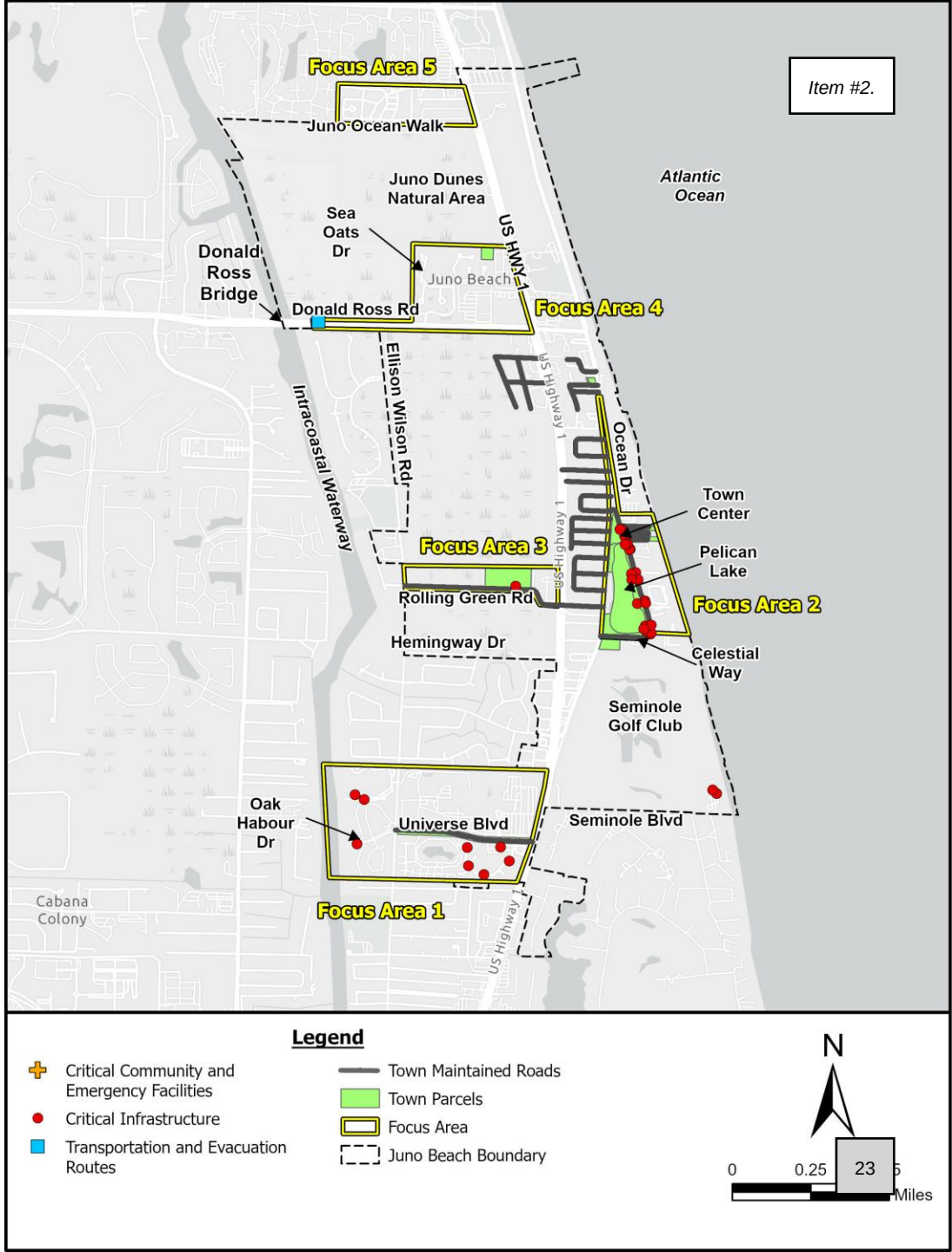
- ***1:*** Top ranked assets → cluster of fire protection infrastructure, transportation routes, SW and wastewater facilities, and natural features

- ***2:*** 34 assets in Town-wide top 100, includes SW infrastructure, transportation corridors, wastewater facilities, residential parcels, and emergency operations infrastructure; SW assets show highest ranking → especially catch basins along **Celestial Way** and outfall structures around **Pelican Lake**

- ***3:*** Parts of **Rolling Green Road** in Town's top 100 list, overall lower concentration of high sensitivity assets and few high-ranked assets

- ***4:*** Parts of **Donald Ross Road** (County-owned) subject to flooding, 2 assets in top 100

- ***5:*** Highest ranked assets → **Lift Station LS 111**, **Ocean Breeze Drive**, and Lake Feature



POTENTIAL PROJECTS

Infrastructure

- Inlet rehabilitation / capacity increases near **Pelican Lake**, **Celestial Way**, and **Universe Blvd** → regrade gutter lines, add / resize inlets at sag points, add “double inlets” at chronic ponding locations
- Stem wall near **Rolling Green public works site** to protection onsite critical infrastructure
- Lengthen exfiltration trenches as needed



POTENTIAL PROJECTS

Operations

- Evaluate performance of **A1A** proposed improvements
- Monitor for **infiltration** and seal / maintain pipes
- **Post-King Tide inspections** near areas marked for flooding → photos, depth logs, duration notes
- Evaluate need for portable pump and develop protocol for deployment (consider **Juno Ocean Walk** use)
- Review **level of service** for roads and drainage as tidal flooding or rainfall conditions evolve; provide relevant design standards for private owners



POTENTIAL PROJECTS

Planning

- Right of way easement needs for stormwater **storage** cells upstream of zones where backflow may occur
- **Bioswales** in areas of high heat
- Evaluate submittal of LOMR to FEMA using updated topography and hydraulics near **Pelican Lake**
- Advocate to raise road points and add drains → **Donald Doss Rd**, **Ellison Wilson Rd**, and other private roads)
- Advocate for County-led mangrove **wetland adaptation**
- Encourage private tidal adaptation near Bay Colony Dr S
- Identify beneficial use for stormwater near **Juno Ocean Walk** if intracoastal discharge prohibited
- H&H **model** update inclusive of recent projects
- Maintain **grant readiness** assessment for projects
- Consider underwater fire **hydrants** in emergency planning or tabletop exercises



KEY TAKEAWAYS

- Town has **low to moderate** exposure to flood hazards → exposure to high-frequency, lower-impact events is minimal, but infrequent extreme events could flood **55%** of town
- High Vulnerability Roads → area around **Pelican Lake** / **Celestial Way**, **SW quadrant** bounded by US-1, Pleasant Dr, Ardley Rd, and Intracoastal Waterway (with **Universe Blvd** in the center**)**, **Juno Ocean Walk**, **Ellison Wilson Rd**, **Rolling Green Rd**, **Seminole Blvd**
- **Natural, Cultural, and Historical Resources** most exposed asset class to extreme storm events
- **Relatively moderate** wildfire risk





NEXT STEPS

January 2026

- Presentation of Draft Report to Council
- Council Review of Report

February 2026

- Final Report Delivered to Staff

March 2026

- State Submittal, Eligible for Resilient Florida Implementation Funding



QUESTIONS

Andrea Dobbins

Town of Juno Beach Project / Risk Manager

adobbins@juno-beach.fl.us

Samantha Danchuk

Climate and Coastal Resilience Lead

samantha.danchuk@aptim.com



Expect the Extraordinary.

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: January 28th, 2026

Prepared By: E. Alves, CPA, Finance/HR Director

Item Title: Year to Date (YTD) Financial Statements

Beginning with this Town Council Meeting, the Year-to-Date (YTD) financial statements presented to the Town Council will reflect the most recently closed month. This change aligns the Council's financial review with the completion of the month-end close process to ensure that all routine accruals, reconciliations, and other required adjustments are recorded prior to reporting. Please note that these figures are unaudited and remain subject to further 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 2

FUND: 01 GENERAL FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	01	10101	GENERAL FUND CHECKING	-25,250.48	-64,406.64
	01	10102	PAYROLL CHECKING	-4,232.18	12,528.77
	01	10106	CREDIT CARD ACCOUNT	53,371.53	1,953,678.51
	01	10201	PETTY CASH	250.00	850.00
	01	10202	PETTY CASH-PD	-250.00	.00
	01	10410	WELLS FARGO-MM SWEEP	561,374.16	3,114,951.43
	01	10412	MONEY MARKET	7,973.63	2,824,012.95
	01	10420	POOLED CASH-STATE BD OF A	2,422.42	713,112.88
	01	10421	FL PALM INVESTMENT	1.86	3,364,439.58
	01	10424	FMIT-0-2 HQ BOND FUND	979.37	255,329.16
	01	10425	FMIT-SHORT TERM BOND	2,355.69	489,043.47
	01	10426	FMIT-INTERMEDIATE TERM BD	4,399.59	601,202.35
	01	10435	CERTIFICATES OF DEPOSIT	.00	1,097,426.71
	01	11510	ACCOUNTS RECEIVABLE	-1,005.89	-11,856.33
	01	11590	AR-RETIREE INSURANCES	-2.64	177.69
	01	13310	DUE FROM OTHER GOV'T UNIT	.00	837.05
	01	13501	ACCRUED INTEREST RECEIVABLE	14,587.33	77,850.99
	01	15500	PREPAID EXPENSES	4,902.82	12,311.83
		TOTAL ASSETS		621,877.21	14,441,490.40
LIABILITIES					
	01	20200	ACCOUNTS PAYABLE	.00	-15,349.70
	01	20210	PENSION PAYABLE-FRS	-5,111.49	-6,685.76
	01	20211	RETIRE-GEN. EMP. PAYABLE	-12,710.46	-23,658.13
	01	20241	125-CAFE.HEALTH INSURANCE	123.70	1,008.41
	01	20242	125-CAFE. MEDICAL FSA	3,712.70	7,425.40
	01	20245	ALLSTATE VOLUNTARY INSURANCE	-303.76	-303.79
	01	20247	PIC-VOLUNTARY INSURANCES	-66.46	66.46
	01	20250	125-CAFE. VISION CARE	-115.50	-111.06
	01	20295	PD-TAKE HOME CAR	-980.00	-1,930.00
	01	20810	DUE TO PALM BEACH COUNTY	-21,309.11	-48,734.08
	01	20830	DUE TO STATE-BLDG PERMIT FEES	2,575.11	-9,814.06
	01	21720	SOCIAL SECURITY TAXES	.07	-.07
		TOTAL LIABILITIES		-34,185.20	-98,086.38
FUND BALANCE					
	01	17200	REVENUE CONTROL	-1,138,001.35	-1,550,753.93
	01	24200	EXPENDITURE CONTROL	550,309.34	1,090,656.88
	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	-7,950,406.97
		TOTAL FUND BALANCE		-587,692.01	-14,343,404.02
		TOTAL LIABILITIES + FUND BALANCE		-621,877.21	-14,441,490.40

TOWN OF JUNO BEACH

BALANCE SHEET FOR 2026 2

FUND: 01 GENERAL FUND	NET CHANGE FOR PERIOD	ACCOUNT BALANCE

FUND BALANCE

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

TOWN OF JUNO BEACH
MONTH ENDING NOVEMBER 30, 2025

GENERAL FUND	Original FISCAL YEAR	Amended FISCAL YEAR	Actual		
REVENUES	**2025-2026**	**2025-2026**	**YTD 11/30/25**	**Difference**	**% To Amended Budget**
Ad Valorem Taxes	$4,596,375	$4,596,375	$633,510	$3,962,865	14%
Local Option, Use & Fuel Taxes	58,000	58,000	9,311	48,689	16%
One-Cent Discretionary Surtax	125,000	125,000	65,052	59,948	52%
Utility Services Taxes	1,019,000	1,019,000	199,952	819,048	20%
Local Business Tax	50,000	50,000	11,810	38,190	24%
Building Permits	1,000,000	1,000,000	387,769	612,231	39%
Franchise Fees	100,000	100,000	26,504	73,496	27%
Permits, Fees & Special Assessments	194,000	194,000	37,297	156,703	19%
Grants	337,499	337,499	0	337,499	0%
Intergovernmental Revenue	491,500	491,500	42,883	448,617	9%
Charges for Services	17,500	17,500	2,690	14,810	15%
Fines and Forfeitures	16,000	16,000	8,768	7,232	55%
Investment Earnings	500,000	500,000	81,844	418,156	16%
Miscellaneous	120,500	120,500	5,882	114,618	5%
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	1,350,984	1,350,984	0	1,350,984	0%
TOTAL REVENUES	**$10,645,492**	**$10,645,492**	**$1,513,271**	**$9,132,221**	14%
EXPENDITURES BY DEPARTMENT					
LEGISLATIVE					
Salaries	$43,269	$43,269	$7,140	$36,129	17%
Employee Benefits	3,310	3,310	546	2,764	17%
Operating Expenses	217,150	217,150	2,484	214,666	1%
TOTAL LEGISLATIVE	**263,729**	**263,729**	**10,170**	**253,559**	4%
FINANCE & ADMINISTRATION					
Salaries	$960,438	$960,438	$96,042	$864,396	10%
Employee Benefits	285,895	285,895	31,220	254,675	11%
Professional Fees	366,750	366,750	46,231	320,519	13%
Operating Expenses	266,400	266,400	64,320	202,080	24%
Capital Outlay	610,000	610,000	53,332	556,668	9%
TOTAL FINANCE & ADMINISTRATION	**2,489,483**	**2,489,483**	**291,145**	**2,198,338**	12%

TOWN OF JUNO BEACH
MONTH ENDING NOVEMBER 30, 2025

	FISCAL YEAR	FISCAL YEAR	Actual		
COMPREHENSIVE PLANNING	**2025-2026**	**2025-2026**	**YTD 11/30/25**	**Difference**	**% To Amended Budget**
Salaries	$526,960	$526,960	$68,983	$457,977	13%
Employee Benefits	192,236	192,236	22,675	169,561	12%
Professional Fees	929,000	929,000	0	929,000	0%
Operating Expenses	76,200	76,200	9,795	66,405	13%
Capital Outlay	98,500	98,500	0	98,500	0%
TOTAL COMPREHENSIVE PLANNING	**1,822,896**	**1,822,896**	**101,453**	**1,721,443**	6%
LAW ENFORCEMENT					
Salaries	$2,144,204	$2,144,204	$237,079	$1,907,125	11%
Employee Benefits	1,157,641	1,157,641	156,431	1,001,210	14%
Professional Fees	7,150	7,150	0	7,150	0%
Operating Expenses	425,170	425,170	53,518	371,652	13%
Capital Outlay	196,634	196,634	15,266	181,368	8%
TOTAL LAW ENFORCEMENT	**3,930,799**	**3,930,799**	**462,294**	**3,468,505**	12%
PUBLIC WORKS					
Salaries	$384,476	$384,476	$39,605	$344,871	10%
Employee Benefits	165,441	165,441	17,643	147,798	11%
Professional Fees	10,000	10,000	0	10,000	0%
Operating Expenses	705,854	705,854	50,404	655,450	7%
Capital Outlay	305,814	305,814	1,488	304,327	0%
TOTAL PUBLIC WORKS	**1,571,585**	**1,571,585**	**109,139**	**1,462,446**	7%
GENERAL GOVERNMENT					
Insurance	567,000	567,000	116,456	$450,544	21%
Town Debt Service	0	0	0	0	0%
Contingency	0	0	0	0	#DIV/0!
TOTAL GENERAL GOVERNMENT	**567,000**	**567,000**	**116,456**	**450,544**	21%
TOTAL EXPENDITURES	**$10,645,492**	**$10,645,492**	**$1,090,657**	**$9,554,835**	**10%**
Net Income YTD	**$0**	**$0**	**$422,614**		

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: January 28, 2025

Prepared By: E. Alves, CPA, Finance/HR Director

Item Title: ACFR Award for Fiscal Year 2024

DISCUSSION:

The Government Finance Officers Association of the United States and Canada (GFOA) recently awarded the Town of Juno Beach the Certification of Achievement in Excellence in Financing Reporting for its annual comprehensive financial report (ACFR) for the fiscal year ended September 30, 2024.

The certificate of achievement is the highest form of recognition in government accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. This accolade reflects Juno Beach's commitment to meeting the highest principles and best practices in governmental accounting and reporting.

The GFOA advances excellence in government finance by providing best practices, professional development, resources and practical research for more than 21,000 members and the communities they serve.

RECOMMENDATION:

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

GOVERNMENT FINANCE OFFICERS ASSOCIATION

NEWS RELEASE

FOR IMMEDIATE RELEASE

12/8/2025

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
Email: mlevine@gfoa.org

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **Town of Juno Beach** for its annual comprehensive financial report for the fiscal year ended September 30, 2024. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 25,000 members and the communities they serve.

Government Finance Officers Association

Certificate of Achievement for Excellence in Financial Reporting

Presented to

Town of Juno Beach
Florida

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

September 30, 2024

Christopher P. Morrill

Executive Director/CEO

The Government Finance Officers Association of the United States and Canada

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Finance Department

Town of Juno Beach, Florida

The Award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the department or individual designated as instrumental in the government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Executive Director

Christopher P. Morrill

Date: 12/8/2025

TOWN COUNCIL PRE-AGENDA WORK SESSION MINUTES

December 3, 2025 at 3:00 PM

Council Chambers – 340 Ocean Drive and YouTube

PRESENT:	PEGGY WHEELER, MAYOR JOHN CALLAGHAN, VICE MAYOR *(Via Zoom)* DIANA DAVIS, VICE MAYOR PRO TEM MARIANNE HOSTA, COUNCILMEMBER DD HALPERN, COUNCILMEMBER
ALSO PRESENT:	ROBERT A. COLE, TOWN MANAGER TG LAW PLLC, TOWN ATTORNEY CAITLIN COPELAND-RODRIGUEZ, TOWN CLERK
AUDIENCE: 4	

CALL TO ORDER – 3:00PM

AGENDA REVIEW - DECEMBER 10 TOWN COUNCIL MEETING

Vice Mayor Callaghan entered the meeting via zoom at 3:25pm.

(Mayor Wheeler, Vice Mayor Pro Tem Davis and Councilmember Halpern provided handouts during the meeting, see attached.)

Council reviewed and discussed items listed on the December 10, 2025 Town Council meeting agenda.

Council provided unanimous consensus for the Town Attorney to exercise their professional judgment regarding the list of items motioned to move forward at the last meeting on single-family appearance review that was proposed by Vice Mayor Callaghan, in order to achieve the stated objectives.

ADJOURNMENT

Mayor Wheeler adjourned the Work Session at 5:07pm.

Peggy Wheeler, Mayor **Caitlin E. Copeland-Rodriguez, Town Clerk**

DRAFT

RESOLUTION NO. 2025-XX

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, CLARIFYING LEGISLATIVE INTENT BEHIND THE TERM HARMONY WITHIN CHAPTER 34, "ZONING," OF THE CODE OF ORDINANCES, AS IT APPLIES TO APPEARANCE REVIEW OF SINGLE FAMILY DWELLINGS; PROVIDING FOR IMPLEMENTATION AND PROVIDING FOR 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 (the "Town Council") 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, the Town Council adopted Division 4, "Site Plan and Appearance Review," of Article II, "Administration and Enforcement," of Chapter 34, "Zoning," of the Town Code of Ordinances, "(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," as stated in Section 34-115, Town Code of Ordinances; and

WHEREAS, the Town Council adopted Ordinance 421 at second and final reading on February 19, 1992, which, among other items, established appearance and site plan review criteria for new developments and included the criteria, "is of a design and proportion which enhances and is in harmony with the area;" and

WHEREAS, the Town Council adopted Ordinance 763 at second and final reading on July 26, 2023, which, among other items, provided a definition of the term harmony, which "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 adopted Ordinance 780 at second and final reading on January 24, 2024, which provided clarification on the assessment of harmony during appearance reviews by specifying, "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;" and

WHEREAS, the Town Council now desires to clarify its legislative intent for appearance reviews and the determination of whether harmony has been achieved does not require neighboring properties to be of the same or similar overall square footage; and

WHEREAS, the Town Council desires to further clarify its legislative intent for appearance reviews and the determination of whether harmony has been achieved must address adverse physical or visual impacts as permitted under Florida Statutes, the Town Comprehensive Plan, and the Town Code of Ordinances; and

WHEREAS, the Town Council recognizes that the Town's planning and zoning department may properly consider the plain language of the Town Code of Ordinances to administer appearance reviews and utilize any expert consultants as may be necessary in the review of individual applications to determine whether harmony has been achieved as defined in the Town Code of Ordinances; and

WHEREAS, the Town Council determines that the adoption of this Resolution in the best interest of the Town of Juno Beach.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, as follows:

Section 1. The foregoing recitals are hereby ratified as true and correct and are incorporated herein.

Section 2. The Town Council hereby clarifies its legislative intent for appearance reviews and the determination of whether harmony has been achieved does not require neighboring properties to be of the same or similar overall square footage and recognizes that the Town's planning and zoning department may properly consider the plain language of the Town Code of Ordinances to administer appearance reviews and utilize any expert consultants as may be necessary in the review of individual applications to determine whether harmony has been achieved as defined in the Town Code of Ordinances.

Section 3. The Town Council hereby authorizes the Town Manager to take any action which is necessary to implement this Resolution.

Section 4. This Resolution shall be effective immediately upon adoption.

RESOLVED AND ADOPTED this _____ day of _____, 2025.

_____
Peggy Wheeler, Mayor

ATTEST:

_____
Caitlin Copeland-Rodriguez, MMC
Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

_____
TG Law PLLC, Town Attorney

TOWN OF JUNO BEACH, FLORIDA

ORDINANCE NO. ___

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 APPEARANCE REVIEW OF SINGLE FAMILY DWELLINGS TO BE SUBJECT TO ADMINISTRATIVE REVIEW AND APPROVAL AND CLARIFYING COMPLIANCE OF APPEARANCE REVIEW WITH RELEVANT FLORIDA STATUTES; 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 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 rather than requiring a public hearing before the Planning and Zoning Board; and

WHEREAS, the Town's Planning and Zoning Board, as the Local Planning Agency, has conducted a public hearing on this Ordinance and provided its recommendation to the Town Council; 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 Division 4, "Site Plan and Appearance Review," of Article II, "Administration and Enforcement," or Chapter 34, "Zoning," of the Town Code of Ordinances is hereby amended as set forth below. For purposes of this Ordinance, <u>underlined</u> type shall constitute additions to the original text, *** shall constitute ellipses to the original text and ~~strikethrough~~ shall constitute deletions to the original text.

Sec. 34-116. Required; criteria.

No construction or clearing of land may begin in any district prior to review and approval of the site plan and appearance. The review shall consist of:

(1) Consideration of the application by the development review committee (DRC), which may recommend approval, denial, or approval with modifications and/or conditions;
(2) Consideration of the application by the town planning and zoning board, which may recommend approval, denial, or approval with modifications and/or conditions; and
(3) Final review and approval or denial, or approval with modifications by the town council. Single-family detached dwellings not located within an approved planned unit development shall be subject to appearance review and approval or denial, or approval with modifications by the town planning and zoning ~~board~~ <u>director</u>, with site plan review by the town planning and zoning department. Single-family dwellings within an approved planned unit development shall be subject to site plan and appearance review and approval only by the town planning and zoning department in accordance with the established design criteria. The criteria to be used in this review shall be to ascertain that the proposed site plan for new development meets the following criteria:

***

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 though large and expansive windows. The aforementioned architectural styles shall be considered preferred, but not required to the extent that the town is preempted from consideration of building design elements, as defined in Section 163.3202(5)(b)1, Florida Statues, in review and approval 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, except to the extent any of the aforementioned factors may be preempted from consideration by Section 163.3202(5)(a), Florida Statutes in the review and approval of single-family or two-family dwellings. 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;

3. Elevator and stairwell shafts and other modern operations and features of a building shall be either completely concealed or shall incorporate the elements of the architectural style of the structure; rooftop equipment and elevator and mechanical penthouse protrusions shall be concealed; and parking garages and other accessory structures shall be designed with architectural features and treatments so that they are well proportioned and balanced and in keeping with the architectural style of the principal

structure, except to the extent any of the aforementioned factors may be preempted from consideration by Section 163.3202(5)(a), Florida Statutes in the review and approval of single-family or two-family dwellings;

4. Shall have all on-site structures and accessory features (such as but not limited to light fixtures, benches, litter containers, including recycling bins, traffic and other signs, letter boxes, and bike racks) compatible in design, materials, and color, except to the extent any of the aforementioned factors may be preempted from consideration by Section 163.3202(5)(a), Florida Statutes in the review and approval of single-family or two-family dwellings;

5. Shall have a design in which buildings over 40 feet in height shall appear more horizontal or nondirectional in proportion rather than vertical, accomplished by the use of architectural treatments as described in these criteria, except to the extent any of the aforementioned factors may be preempted from consideration by Section 163.3202(5)(a), Florida Statutes in the review and approval of single-family or two-family dwellings;

6. Shall locate and design mechanical equipment with architectural treatments so that any noise or other negative impact is minimized;

7. Complies with the town's community appearance standards (see article IV, division 14 of this chapter).

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 _____, 202_.

SECOND, FINAL READING AND ADOPTION this _____ day of _____, 202_.

_____	_____	_____
AYE	NAY	PEGGY WHEELER, MAYOR
_____	_____	_____
AYE	NAY	JOHN CALLAGHMAN, VICE MAYOR
_____	_____	_____
AYE	NAY	DIANA DAVIS, VICE MAYOR PRO TEM
_____	_____	_____
AYE	NAY	DD HALPERN, COUNCILMEMBER
_____	_____	_____
AYE	NAY	MARIANNE HOSTA, COUNCILMEMBER

ATTEST:	APPROVED AS TO FORM AND LEGAL SUFFICIENCY:
_____	_____
CAITLIN E. COPELAND-RODRIGUEZ, MMC	TG LAW PLLC
TOWN CLERK	TOWN ATTORNEY

"Reconsider the Vote" on the 3 changes to our Zoning Code to complete due diligence on litigation risk and financial exposure of that risk:

A. Legal Analysis of Litigation Risk & Costs

The Town Staff should **not** proceed with drafting, and Town Council should not proceed with adopting zoning-code amendments until a full legal risk assessment is completed. Specifically, the Council should:

1. **Obtain a formal written legal opinion from the Town Attorney** evaluating:
    - The litigation risk created by SB 180; The likelihood that unrelated third parties could file suit; The financial exposure (attorney fees, potential prevailing-party fees, uninsured losses); and The specific risks associated with the **six-paragraph motion** approved 3–2 on November 12, 2025.
2. **Require the opinion to include strategies to reduce litigation risk**, including whether delaying any action until statewide uncertainty around SB 180 is resolved would substantially lower the Town's exposure.

B. Land Use Planning Analysis Needed Before Any Ordinance Drafting

If the legal analysis shows that the Council may proceed—and the Council elects to do so despite the risks—the next step must be to:

3. **Engage an experienced land use planning firm** to assist with drafting ordinance language.
   Professional planning support is essential because zoning amendments are permanent, high-impact policy decisions. A qualified planner would ensure that any code amendments:
    - Comply with our Comprehensive Plan; Follow planning and regulatory best practices;
    - Provide clarity and internal consistency; Avoid unintended impacts across zoning districts; incorporate defensible standards; and
    - **Mitigate litigation risk** through precise, defensible, and technically sound language.

C. Timing Strategies to Reduce Litigation Risk

To further minimize exposure under SB 180, the Town Council should delay zoning-code amendments until:

4. **The constitutional challenge to SB 180 is resolved**, clarifying whether the law is enforceable; or
5. **The 2026 Legislative Session (beginning in January) determines whether corrective legislation will modify or narrow SB 180.**

Waiting for these two developments would significantly reduce the probability that any new Town ordinance becomes the target of SB 180 litigation.

Audit and Disclosure Requirement

At minimum, if the Town Council chooses to move forward **before** these legal uncertainties are resolved, then:

- The Town Attorney must provide a written opinion quantifying the financial exposure; and
- This exposure must be included in the Town's **annual audit disclosures** as a significant, known legal and financial risk created by Council action.

Workshop 12-3-2025

To: Town Council

From: Diana Davis, Vice Mayor Pro Tem

Correction to the proposed Organizational Chart.

First, the highest authority in Florida makes it clear that it is the residents, our voters and taxpayers, who belong at the top of our organizational chart.

Article I, Section 1 of the Florida Constitution begins with a simple, powerful statement:

"All political power is inherent in the people."

That is the foundation of every decision we make. The power we exercise does not originate with Council or staff — it comes from the people of Juno Beach, who have delegated authority to us through their votes.

- First Tier are "Residents of Juno Beach."
- Second Tier are "Town Council."
- Third Tier are Town Manager – Town Attorneys, then staff groups.

MEMORANDUM

To: Town Council - Mayor Wheeler, Vice Mayor Callaghan, Councilmember Hosta, and Councilmember Halpern
From: Vice Mayor Pro Tem Diana Davis
Date: December 3, 2025
Subject: Litigation Risk Assessment for Drafting New Zoning Ordinances Under Florida Senate Bill 180 (SB 180)

I. Purpose of This Memo

This memorandum outlines the **significant litigation risks** associated with drafting or adopting new zoning ordinances at this time, due to the **Florida Senate Bill 180**, which substantially expands standing, increases exposure to attorney-fee claims, and creates an environment where **frivolous or opportunistic litigation cannot be prevented.**

The Town Council in our Town Charter is given a fiduciary responsibility to our residents. This responsibility requires that the financial burden of potential litigation risk be included within the discussion for actions to adopt changes to our zoning code. This memo questions whether the Council persons who voted to adopt three new zoning ordinances included within their deliberations at the November 12, 2025, meeting to determine the potential financial burden of the litigation risk that the Town was assuming by this action.

II. Overview of SB 180 and Its Expanded Litigation Exposure

SB 180 (2023) fundamentally changed Florida's zoning litigation landscape by:

- **Eliminating traditional standing requirements (page 36, lines 1041-1043).**
  A person or entity **does not need to be an affected party**, adjoining owner, or property-owner within the municipality to file suit.
- **Permitting lawsuits by unrelated outside entities.**
  This opens the door to lawsuits filed by parties with **no connection to Juno Beach**, similar to past "cottage industry" litigation—such as the well-known wave of lawsuits from individuals who sued many municipalities over ADA website compliance costing hundreds of thousands of dollars to the municipalities.
- **Mandating prevailing-party attorney fees (page 36, line 1041 – page 37-line 1066).**
  If the challenger prevails **in whole or in part**, the Town must pay **their attorney fees in addition to our own defense costs.**

- **Removing most municipal immunities.**
  These suits are **not covered by standard municipal insurance**, including the Town of Juno Beach's liability policies; the Town pays entirely out-of-pocket.

This statutory environment makes even a **meritless lawsuit** costly to defend and difficult to dismiss early.

III. Practical Implications: You Cannot Prevent Frivolous or Opportunistic Lawsuits

Under SB 180:

- Anyone, anywhere in Florida, can sue a municipality for adopting or enforcing zoning regulations.
- The plaintiff does **not** need to show injury, property impact, or any nexus to Juno Beach.
- The Town cannot screen or preempt filing through procedural defenses that were available before SB 180.
- Plaintiffs can be advocacy groups, political organizations, or individuals with **no stake in Juno Beach's built environment**.

This is the same dynamic previously seen in the *ADA website litigation wave*, in which one or two individuals sued many municipalities for hundreds of thousands of dollars each.

SB 180 recreates this environment—this time targeting land development regulations.

IV. Risk to the Town if We Proceed with New Zoning Ordinances Now

1. Mandatory Repeal of Adopted Codes

If any portion of the new ordinances is successfully challenged, the court may order repeal of the adopted regulations. Because the proposal before Council involves **three new zoning ordinances**, this exposes multiple sections of our code to invalidation.

2. Spillover Risk to Other Zoning Districts

If litigation invokes SB 180 and challenges the validity, enforceability, or procedural compliance of the Town's zoning framework, this could endanger:

- Architectural review standards
- Harmony review criteria
- Appearance review provisions

- Definitions and tables that apply across zoning districts

Even if the litigation begins in one district (e.g., single-family), the **entire chapter** becomes vulnerable once it is opened.

3. Financial Exposure: Attorney Fees and Uninsured Losses

Because these suits are **not covered by the Town's insurance**, Juno Beach would pay:

- All of our attorneys' fees to defend the case
- Potentially **the plaintiff's attorney fees** if we do not prevail completely
- Staff time, consultant costs, and delays in processing applications

For a small municipality, even one such action could exceed tens or hundreds of thousands of dollars.

4. Increased Uncertainty for Residents and Developers

Paradoxically, the effort to "clarify" or revise certain standards may lead to:

- Greater regulatory uncertainty due to the threat of code sections being stricken
- Confusion among applicants, builders, and residents
- Delayed projects during litigation
- Risk of inconsistent application of remaining code provisions

This is especially concerning because the proposal affects code sections central to **mass, bulk, scale, architectural design, and appearance**—the very standards that protect existing homeowners.

V. Timing Concerns: Active Lawsuit Against the State and Forthcoming Legislative Session

Two major factors suggest that **waiting** is the prudent and fiscally responsible choice:

1. Ongoing Constitutional Challenge to SB 180

A lawsuit has already been filed challenging SB 180 as unconstitutional state overreach into local zoning powers.
Until the courts rule, municipalities statewide face uncertainty.

2. Legislative Session Begins in January

Multiple legislators have signaled interest in introducing corrective legislation to fix or narrow SB 180.
Possible outcomes include:

- Reinstating traditional standing
- Removing mandatory attorney fees
- Clarifying the scope of permissible challenges
- Limiting suits to affected parties

Waiting 60–90 days could dramatically reduce the Town's exposure.

VI. Key Policy Question: Will Drafting New Ordinances Now Expose the Entire Zoning Chapter?

Yes.
Drafting any new zoning ordinance invites scrutiny of:

- The new language
- The procedural process
- The underlying zoning framework

If challenged, a court may review the entirety of the zoning chapter, which may lead to:

- Invalidation of related sections
- Repeal of vital protective standards
- Collateral impacts on commercial, multifamily, and single-family districts

This risk is **substantial** and **cannot be quantified** at this time.

VII. Conclusion and Recommendation

Given the expansion of standing, the prevalence of opportunistic litigation, the uninsured exposure to attorney-fee awards, and the active statewide uncertainty surrounding SB 180, **proceeding now with new zoning ordinances presents extreme litigation risk.**

The potential financial exposure to the Town is unknown and potentially very large. The potential regulatory damage—including invalidation of code sections unrelated to the proposal—is equally uncertain.

Recommendation:
The Town Council should **delay any zoning-code amendments** until:

1. The constitutional challenge to SB 180 is resolved; or
2. The 2026 Legislative Session clarifies or amends SB 180; or
3. Engage a land use planner to assist in drafting the proposed ordinance language to prevent unwanted consequences for ordinance and code amendments that will be forever decisions for the Town. A land use planning firm, if engaged to help with code language drafting can assure that the language complies with our comprehensive plan, incorporates planning best practices, provides clarity, mitigates to provide a lower risk of litigation, responsive to modern trends, and gives the Town operational flexibility.

*At minimum, if the Town Council proceeds despite the legal risks, we need a Town Attorney opinion that quantifies the financial exposure of the potential SB 180 litigation, and this financial exposure should be reported in the Town's **annual audit disclosure** as a significant known legal exposure created by Council action.

Organizational Chart

Strategic Plan 2017 - 2023

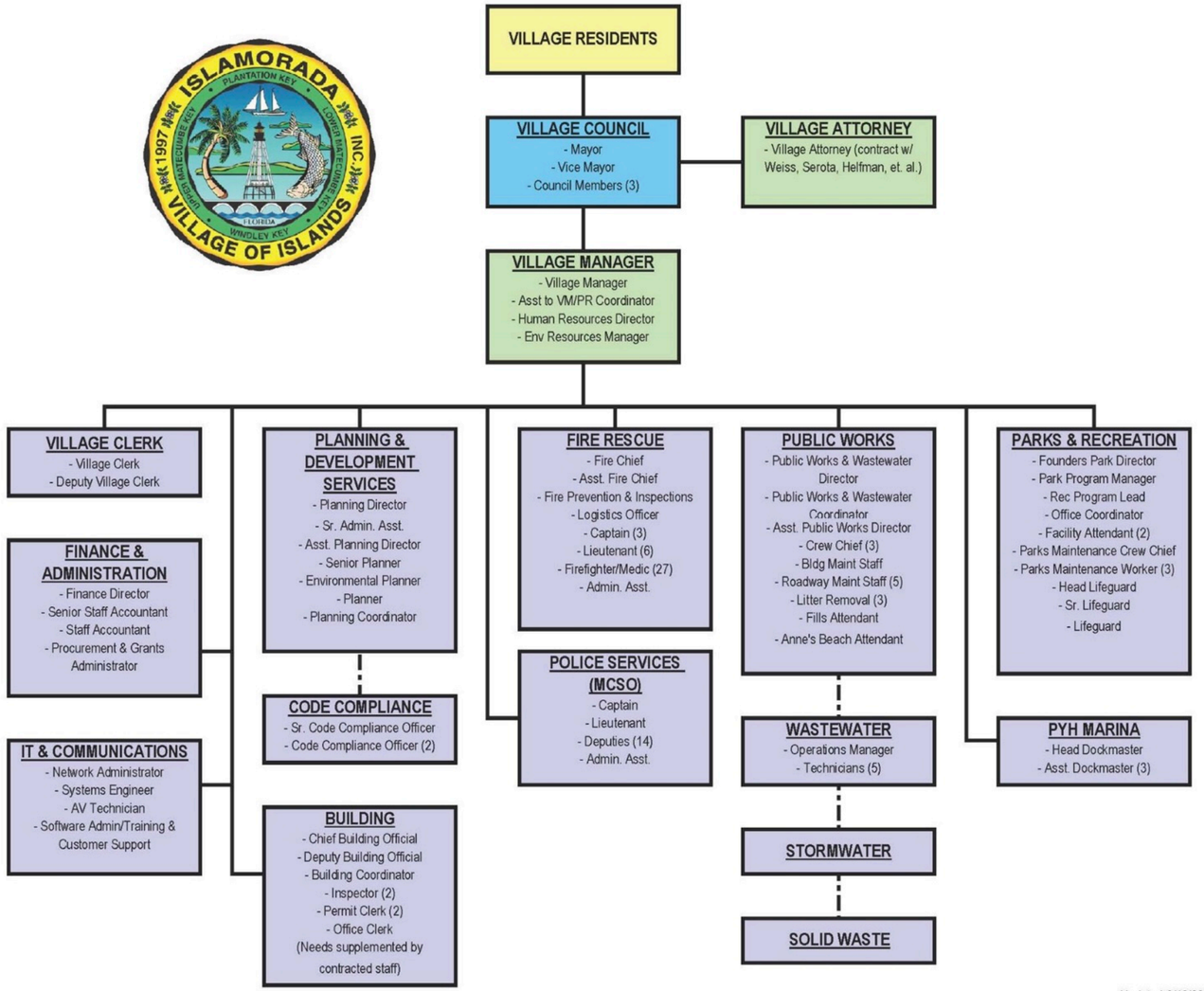
Village Weekly Newsletter

Sign Up For Newsletter

Social Media Policy

ISLAMORADA, VILLAGE OF ISLANDS
Organizational Chart

Provided by Councilmember Halpern on 12/3/25



Updated 6/19/2023

CITY OF SARASOTA

TABLE OF ORGANIZATION

THE PUBLIC

CITY COMMISSIONERS



MAYOR
Liz Alpert
DISTRICT TWO



VICE MAYOR
Debbie Trice
AT-LARGE



COMMISSIONER
Jen Ahearn-Koch
AT-LARGE



COMMISSIONER
Kyle Battie
DISTRICT ONE



COMMISSIONER
Kathy Kelley Ohlrich
DISTRICT THREE



INTERIM CITY MANAGER
Dave Bullock



CITY AUDITOR & CLERK
Shayla Griggs



CITY ATTORNEY
Joseph Polzak



PLANNING
Steven Cover
Director



COMMUNICATIONS
Jan Thornburg
General Manager



DEPUTY CITY AUDITOR & CLERK
Lori Rivers

DEVELOPMENT SERVICES
Lucia Panica
Director



FINANCIAL ADMINISTRATION
Kelly Strickland
Director



PUBLIC BROADCASTING
Miles Larsen
Manager



INTERNAL AUDIT
Hayden Gaston
Manager



GOVERNMENTAL AFFAIRS
Jennifer Jorgensen
Director



HUMAN RESOURCES
Stacie Mason
Director



CENTRAL RECORDS
Nick Dazio
Manager



PENSIONS
Debra Martin
Administrator



VAN WEZEL PERFORMING ARTS HALL
Mary Bensel
Executive Director



DEPUTY CITY MANAGER & PUBLIC SAFETY ADMINISTRATOR
Pat Robinson



POLICE DEPARTMENT
Rex Troche
Police Chief



OFFICE OF HOMELESSNESS RESPONSE
Shellie Legarsky
Coordinator

OFFICE OF EMERGENCY MANAGEMENT
Vacant
Administrator

OFFICE OF INDEPENDENT POLICE ADVISORY PANELS
Heather Salzman, PhD
Administrator



UTILITIES
Verne Hall
Director



PUBLIC WORKS
Douglas Jeffcoat
Director



PARKS & RECREATION
Jerry Fogle
Director

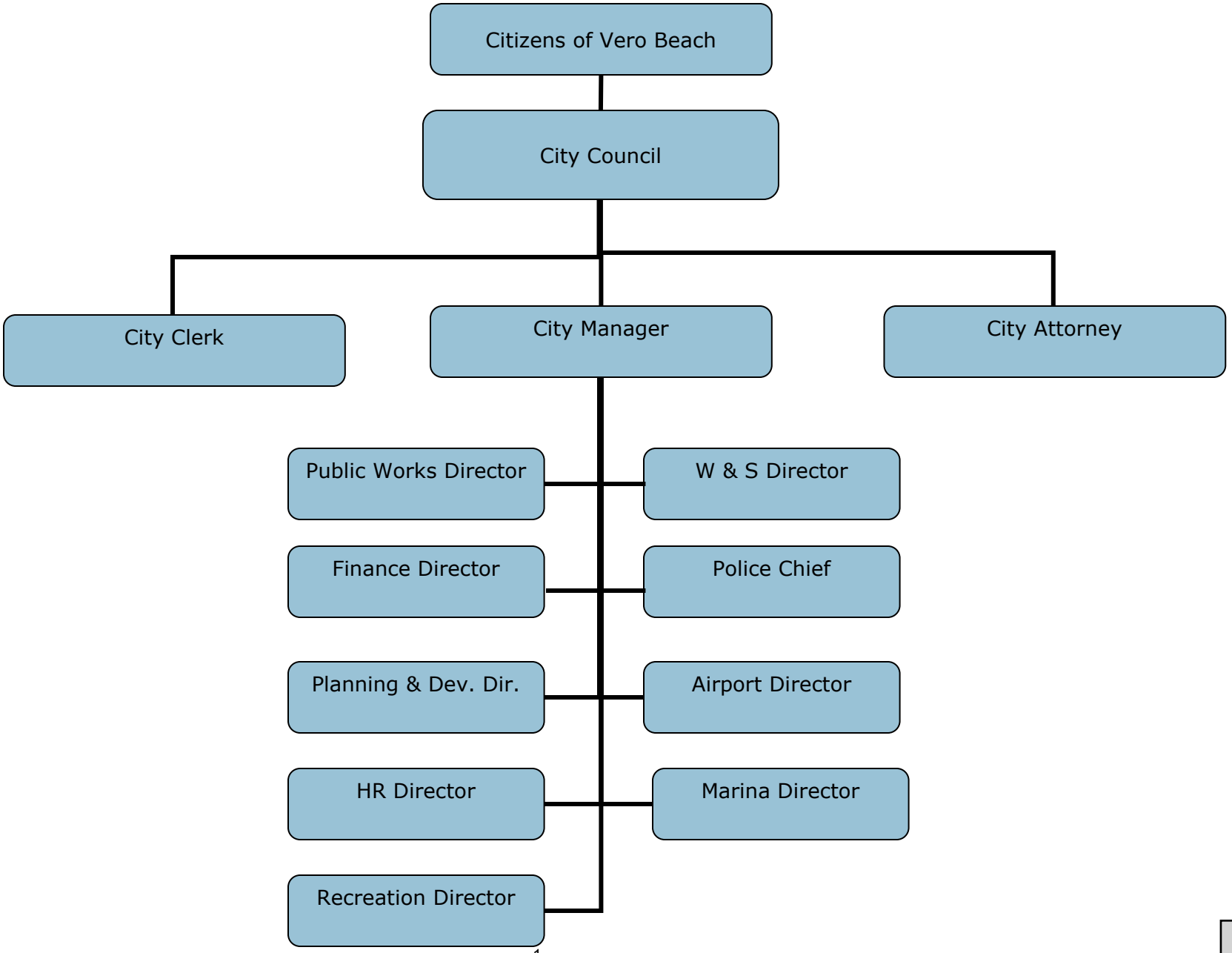


INFORMATION TECHNOLOGY
Herminio Ro[illegible]ez
Director



Updated 6/16/2025

City of Vero Beach, Florida
Organizational Chart



TOWN COUNCIL REGULAR MEETING MINUTES

December 10, 2025 at 5:00 PM

Council Chambers – 340 Ocean Drive and YouTube

PRESENT:	PEGGY WHEELER, MAYOR JOHN CALLAGHAN, VICE MAYOR DIANA DAVIS, VICE MAYOR PRO TEM MARIANNE HOSTA, COUNCILMEMBER DD HALPERN, COUNCILMEMBER
ALSO PRESENT:	ROBERT A. COLE, TOWN MANAGER TG LAW PLLC, TOWN ATTORNEY CAITLIN COPELAND-RODRIGUEZ, TOWN CLERK FRANK DAVILA, DIRECTOR OF PLANNING & ZONING DUNCAN CLARK, PLANNING TECHNICIAN
AUDIENCE: 36	

CALL TO ORDER – 5:00PM

PLEDGE ALLEGIANCE TO THE FLAG

ADDITIONS, DELETIONS, SUBSTITUTIONS TO THE AGENDA

Mayor Wheeler, Vice Mayor Callaghan, Vice Mayor Pro Tem Davis, and Councilmember Halpern gave consensus to remove Item #7 from the Consent Agenda and place on the agenda for discussion as Item #11.

Mayor Wheeler, Vice Mayor Pro Tem Davis, and Councilmember Halpern gave consensus to add a discussion on the Master Plan Questions to the agenda as Item #12.

Mayor Wheeler, Vice Mayor Pro Tem Davis, and Councilmember Halpern gave consensus to have the Town Council Orientation Packet as a discussion item on the next agenda.

Mayor Wheeler, Vice Mayor Callaghan, and Councilmember Halpern gave consensus to remove Item #8 from the Consent Agenda and place on the agenda for discussion as Item #10A.

Vice Mayor Callaghan, Vice Mayor Pro Tem Davis, and Councilmember Halpern gave consensus to remove Item #4from the Consent Agenda and place on the agenda for discussion as Item #13.

DRAFT

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

Mayor Wheeler, Vice Mayor Pro Tem Davis, Councilmember Hosta, and Councilmember Halpern gave consensus to not proceed with Pre-Agenda Work Sessions.

1. Update on Review of Public Records Posting on Website

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 5:28pm.

Vice Mayor Callaghan, Vice Mayor Pro Tem Davis, Councilmember Hosta, and Councilmember Halpern gave consensus to allow a member of the public to read a statement on behalf of another individual in their absence.

Public Comments Closed at 6:57pm.

CONSENT AGENDA

2. Council Briefing Work Session Minutes for November 7, 2025
3. Town Council Meeting Minutes for November 12, 2025
4. ~~Resolution No. 2025-19 - Supporting Legislative Amendments to Chapter 2025-190, Florida Statutes (SB 180)~~
5. 2026 Health Insurance Renewals
6. Year to Date (YTD) Financial Statements
7. ~~Approval of 2026 Town Council Meeting Dates~~
8. ~~Special Event Request - 2026 Classics by the Sea~~

MOTION: *Hosta/Callaghan 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 from Vice Mayor Pro Tem Davis.)

9. 3D GIS Scene View

MOTION: *Davis/Halpern made a motion to direct staff to incorporate 3D GIS Scene View visualizations into all building and redevelopment application reviews, either prepared in-house using AHRQIS Pro or by qualified consultants with the cost passed through to the applicants; and 3D content models shall be included in all future presentations to the Planning & Zoning Board and Town Council so that decision makers and residents can clearky understand the bulk, mass, and scale our proposed structures in relationship to the character of the surrounding structures.*

Mayor recessed the meeting at 6:48pm.
Mayor reconvened the meeting at 6:56pm.

ACTION: *The motion failed 1-4 with Mayor Wheeler, Vice Mayor Callaghan, Councilmember Hosta, and Councilmember Halpern opposed.*

DRAFT

10. Special Event Request - 2026 MindTravel Silent Piano Concert

MOTION: *Hosta/Callaghan made a motion to approve the special event request, subject to the applicant being responsible for the process of special events and all conditions and requirements following the application.*

ACTION: *The motion passed unanimously.*

10A. Special Event Request - 2026 Classics by the Sea

MOTION: *Davis/Halpern made a motion to approve the special event request, subject to the applicant being responsible for the process of special events and all conditions and requirements following the application, and any additional agency reviews/approvals/fees.*

ACTION: *The motion passed unanimously.*

11. Approval of 2026 Town Council Meeting Dates

Mayor Wheeler, Vice Mayor Callaghan, and Councilmember Hosta gave consensus to proceed with the meeting dates as presented.

12. Master Plan Questions

MOTION: *Callaghan/Hosta made a motion to continue as is and move forward with the Work Session scheduled for December 11, 2025.*

ACTION: *The motion passed 4-1 with Vice Mayor Pro Tem Davis opposed.*

13. Resolution No. 2025-19 - Supporting Legislative Amendments to Chapter 2025-190, Florida Statutes (SB 180)

Vice Mayor Callaghan, Vice Mayor Pro Tem Davis, and Councilmember Halpern gave consensus to change the term "consider" with "enact" in Section 2.

Council gave unanimous consensus to include in Section 3 the verbiage: "and other parties as appropriate".

Mayor Wheeler recessed the meeting at 8:47pm.
Mayor Wheeler reconvened the meeting at 8:51pm.

MOTION: *Davis/Callaghan made a motion to approve Resolution No. 2025-19 as amended.*
ACTION: *The motion passed unanimously.*

COMMENTS FROM THE COUNCIL

Vice Mayor Pro Tem Davis, Councilmember Hosta, and Councilmember Halpern gave consensus to have the Hanukkah Celebration event in the courtyard with tents.

Mayor Wheeler, Vice Mayor Callaghan, Vice Mayor Pro Tem Davis, and Councilmember Halpern gave consensus to have a discussion in January on the Sign Code Review.

Mayor Wheeler, Vice Mayor Callaghan, and Councilmember Hosta gave consensus to have a Special Town Council Meeting scheduled for February 18, 2026, at 5:30pm.

DRAFT

Mayor Wheeler, Vice Mayor Callaghan, Vice Mayor Pro Tem Davis, and Councilmember Hosta gave consensus to have an agenda item on crosswalks and sidewalks at the next meeting.

Mayor Wheeler, Vice Mayor Callaghan, and Councilmember Hosta gave consensus to have a discussion on future development scenarios on the next agenda.

ADJOURNMENT

Mayor Wheeler adjourned the meeting at 9:56pm.

_____ _____

Peggy Wheeler, Mayor Caitlin E. Copeland-Rodriguez, Town Clerk

DRAFT

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 #: General comment **DATE:** 12-10-25

NAME: Jacob Rosengarten **PHONE NO.:**

REPRESENTING (IF APPLICABLE):

ADDRESS: Hemming Way

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 #: General Comment **DATE:** Dec. 10th '25

NAME: Siobhan O'Donnell **PHONE NO.:** 561.510-5422

REPRESENTING (IF APPLICABLE):

ADDRESS: N. Lyra Cir

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 #: _____ DATE: 12/10/25

NAME: Meredith Shirk PHONE NO.: 310.500.5304

REPRESENTING (IF APPLICABLE): General Comments

ADDRESS: 451 S. Juno Lane 33408

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 #: Not on agenda DATE: 12/10/25

NAME: Mary Peterson PHONE NO.: (561) 329-7376

REPRESENTING (IF APPLICABLE): _____

ADDRESS: 481 Mars Way

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 #: General DATE: 12/10/2025

NAME: Kathy Peterson PHONE NO.: (443) 758-1526

REPRESENTING (IF APPLICABLE):

ADDRESS: 456 Ocean Ridge Way

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 #: Harmony DATE: 12/10/2025

NAME: Ken Abbott PHONE NO.: 339-798-4625

REPRESENTING (IF APPLICABLE):

ADDRESS: 531 Lyre Cir South

TOWN OF JUNO BEACH RECEIVED DEC 10 2025 A 11:34

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 #: GC DATE: 12-10-2025

NAME: Linda Elanabithig PHONE NO.: 561-371-0800

REPRESENTING (IF APPLICABLE):

ADDRESS: 471 N. Lyra Circle

2025 DEC 10 P 3:22
TOWN OF JUNO BEACH
RECEIVED

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 #: DATE: 12/10/25

NAME: JIM EHRET PHONE NO.: 302-540-7600

REPRESENTING (IF APPLICABLE): J.B CITIZEN

ADDRESS: 450 OCEAN DR #802 J.B

CHECK WHAT MAY APPLY:

☐ SUPPORT ☐ OPPOSE ☒ I WISH TO SPEAK

To: Mayor Peggy Wheeler, Vice Mayor John Callaghan, and Councilmember Marianne Hosta

From: *Jim L. Ehret, P.E.*- Member of Juno Beach P&Z 2024- to present

Date: December 9, 2025

Re: Request to Reconsider Recent Ordinance Restricting Full Harmony Review of Residential Projects

Dear Mayor Wheeler, Vice Mayor Callaghan, and Councilmember Hosta:

I am writing to respectfully request that the Council reconsider its recent ordinance that effectively eliminates the Town's ability—through both the Planning & Zoning Board and the P&Z Department—to conduct meaningful Architectural and Harmony Reviews for new residential construction.

At the October 2025 Council meeting, Vice Mayor Callaghan introduced a motion that significantly reduced the Town's design oversight. By limiting review primarily to minimum setback compliance, the ordinance removes the ability to evaluate important issues such as size, bulk, massing, scale, and proportionality of new homes. As a result, houses of 5,000–8,000 square feet can now be built directly beside homes that are a fraction of that size. This is, in effect, a "supersizing" of Juno Beach—creating oversized residential structures that are inconsistent with the character of our historic, small-scale seaside community.

It appears you slipped this approval so it cannot be changed for few years by New Florida Law 180 to help rebuild many areas of the states impacted by hurricanes. And 2 of you are not even going for reelection.

As a volunteer member of the Juno Beach Planning & Zoning Board for the past two years, I have seen firsthand the value of a thoughtful, well-managed review process. Contrary to the narrative pushed by the Property Rights campaign, the P&Z Board has approved more than 90% of residential applications during my tenure, with applicants willingly adopting constructive suggestions to improve design harmony. The claim that homeowners were being prevented from improving or enlarging their homes was inaccurate and misleading.

I am deeply concerned that the recent ordinance moves the Town in a direction that is not supported by most residents. This community turned out in large numbers this spring and summer to voice their desire to preserve Juno Beach's character. Yet the Council's actions appear more aligned with the interests of developers and real estate groups who favor much larger, more intensive development.

The impact of these decisions is already visible in Juno Beach. The scale and mass of the Carretta development have forever dramatically altered the character of our primary entrance into Town. I am equally concerned that the same incentives and density allowances championed in the flawed Treasure Coast proposal could be pursued for Plaza La Mer, now under new ownership. The precedent set by the "White Monster"—with 95 units of 2,600–3,400 square-foot condominiums selling for over $1,000 per square foot and offering limited views—suggests that similar oversized development pressures will continue.

Not look forward to another election where last mayor race had over 10 negative ad post cards from Tallahassee veiled PACs. It was embarrassing to see this in our area, likely all driven by outside major profit seekers looking for incentivized deals.

For these reasons, I ask that at least one of you introduce a motion to reconsider the vote eliminating full architectural and harmony review for single-family homes. Restoring this review process would align the Council's actions with the clear preferences of Juno Beach residents and uphold the Town's long-standing commitment to maintaining our unique coastal character.

Being in high end construction for over 40 years, I am really concerned the pressures that future Council Members must be getting from Outside Interests in back room deals. We will then become like most over developed Florida seaside towns then.

Thank you for your consideration. I remain committed to serving this community and stand ready to assist in any way that helps Juno Beach remain the special place it has always been.

One of you DO THE RIGHT THING and reconsider your vote December 10th Town Council Meeting.

CC Councilperson Diana Davis
Councilperson DD Halpern
Town Manager Rob Cole
Town P&Z – Frank Davia

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 #: general DATE: 12-10-25

NAME: Elizabeth Murray PHONE NO.: 561. 906 4332

REPRESENTING (IF APPLICABLE):

ADDRESS: 100 Paradise Harbour Blvd # 301

CHECK WHAT MAY APPLY:

☐ SUPPORT ☐ OPPOSE ☒ I WISH TO SPEAK

TOWN OF JUNO BEACH

PUBLIC COMMENT CARD

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AGENDA ITEM #: NONE DATE: 12/10/2025

NAME: SUSAN KATZ PHONE NO.: 6316558949

REPRESENTING (IF APPLICABLE):

ADDRESS: 100 OCEAN DR

CHECK WHAT MAY APPLY:

☐ SUPPORT ☐ OPPOSE ☑ I WISH TO SPEAK

TOWN OF JUNO BEACH

PUBLIC COMMENT CARD

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AGENDA ITEM #: PC DATE: 12/10/2025

NAME: Eddie Gottschalk PHONE NO.: 561-234-9779

REPRESENTING (IF APPLICABLE):

ADDRESS: 926 Oak Harbour Drive

CHECK WHAT MAY APPLY:

☐ SUPPORT ☐ OPPOSE ☑ I WISH TO SPEAK

TOWN OF JUNO BEACH

PUBLIC COMMENT CARD

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AGENDA ITEM #: CITIZEN COMMENTS DATE:

NAME: WILLIAM KUGLE PHONE NO.:

REPRESENTING (IF APPLICABLE):

ADDRESS:

CHECK WHAT MAY APPLY:

☐ SUPPORT ☐ OPPOSE ☑ I WISH TO SPEAK

Good evening. My name is William Kimball, and I am a lifelong resident of Juno Beach.

I come before you tonight to explain why harmony needs to be preserved in our code—why harmony must be considered by all of us here in this room, by everyone watching on YouTube, by our council, our town manager, our attorneys, our town staff, every single person who lives here, and every person who visits. We all need to recognize the heritage, the history, the environment, and the incredible responsibility we have as individuals in a small beach town to save a piece of the world. Not just this state, not just this town—the world.
For a community that is only a 9.5-mile stretch, we are a critical global nesting site for loggerhead turtles.

If you really look at the global significance, Florida beaches—including Juno Beach—host about 90% of U.S. loggerhead nests and roughly 40% of all loggerhead nests worldwide. That alone shows the crucial role we play. This is what we have right now. This is what we protect. When we look to the future, we must look to these species. And we must also understand the context in which we stand today. From the 1970s to 2020, 73% of all wildlife on Earth has disappeared. Eighty-five percent of that loss has been in freshwater species. Tragically, 95% of wildlife in the Caribbean—our own backyard—is gone.

This blue water that comes in here—this coastline, this ecosystem—it is up to us to protect it.

So instead of focusing on financial gain, the new car, the buildings, the material things, we need to come together and realize that we *can* make a difference. We must make that difference as a community. And by doing so, we become a beacon to the communities around us—an example that says: We can. We should. And we will fight for this.
It's not about who you are. It doesn't matter what party you represent. It doesn't matter what opinions you hold. Materialistic things are fine to have—but at the end of the day, they become rust and dust.

What echoes into eternity is the wildlife around us—the creatures that share this place with us. And they are disappearing at a rate that is not sustainable. Think about it: in just fifty years, 73% gone. That cannot continue. We have twenty-five, maybe twenty-six, twenty-seven years left at this rate. It is simply not sustainable.
We have to make a difference right here in our community.

So tonight, council members, I ask you: those of you who did not look at Harmony thoroughly and thoughtfully, please make the right choice. Let us choose harmony—not chaos. Let us stand on the side of life and stand behind protecting it.
I greatly appreciate your input, but you must listen to the people. I know there are differing viewpoints, but this is something we face together as a human race. It is bigger than any one of us.

So please, to everyone in the audience: get behind this. Get behind not just Harmony, but making a difference in your community. Let's fight to save the open spaces we still have. For such a small town, we hold one of the *largest* amounts of conservation land per acre along our stretch of coast.
Those are my words tonight—words of life and inspiration. Thank you for listening.
Let's move forward, together, and make a difference in this life.

WILLIAM KIMBALL

TOWN OF JUNO BEACH

PUBLIC COMMENT CARD

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AGENDA ITEM #: _____ **DATE:** _____

NAME: Bill Blacke **PHONE NO.:** _____

REPRESENTING (IF APPLICABLE): _____

ADDRESS: 13896 Coconut Rd Juno FL

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 #: _____ **DATE:** 12/10/2025

NAME: Andy Spilos **PHONE NO.:** _____

REPRESENTING (IF APPLICABLE): _____

ADDRESS: 140 Ocean DRive

CHECK WHAT MAY APPLY:

☐ **SUPPORT** ☐ **OPPOSE** ☑ **I WISH TO SPEAK**

TOWN OF JUNO BEACH

PUBLIC COMMENT CARD

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AGENDA ITEM #: **DATE:** 12/10/2025

NAME: Dimi Kalivas **PHONE NO.:** 3019085797

REPRESENTING (IF APPLICABLE):

ADDRESS: 140 Ocean Drive Juno Beach

CHECK WHAT MAY APPLY:

☐ SUPPORT ☐ OPPOSE ☑ I WISH TO SPEAK

TOWN OF JUNO BEACH

PUBLIC COMMENT CARD

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AGENDA ITEM #: **DATE:** 12/10

NAME: Laura Lewtes **PHONE NO.:** 646-420-7211

REPRESENTING (IF APPLICABLE):

ADDRESS: 1030 N. Lakeside Drive

I'm a candidate for FL State House 87. Would like to introduce myself.

CHECK WHAT MAY APPLY:

☐ SUPPORT ☐ OPPOSE ☒ I WISH TO SPEAK



LAURA LEVITES

FOR STATE HOUSE
DISTRICT 87 ★★★

SPECIAL ELECTION

PRIMARY DATE
JANUARY 13, 2026

BUILDING A BETTER NEIGHBORHOOD BY CREATING A

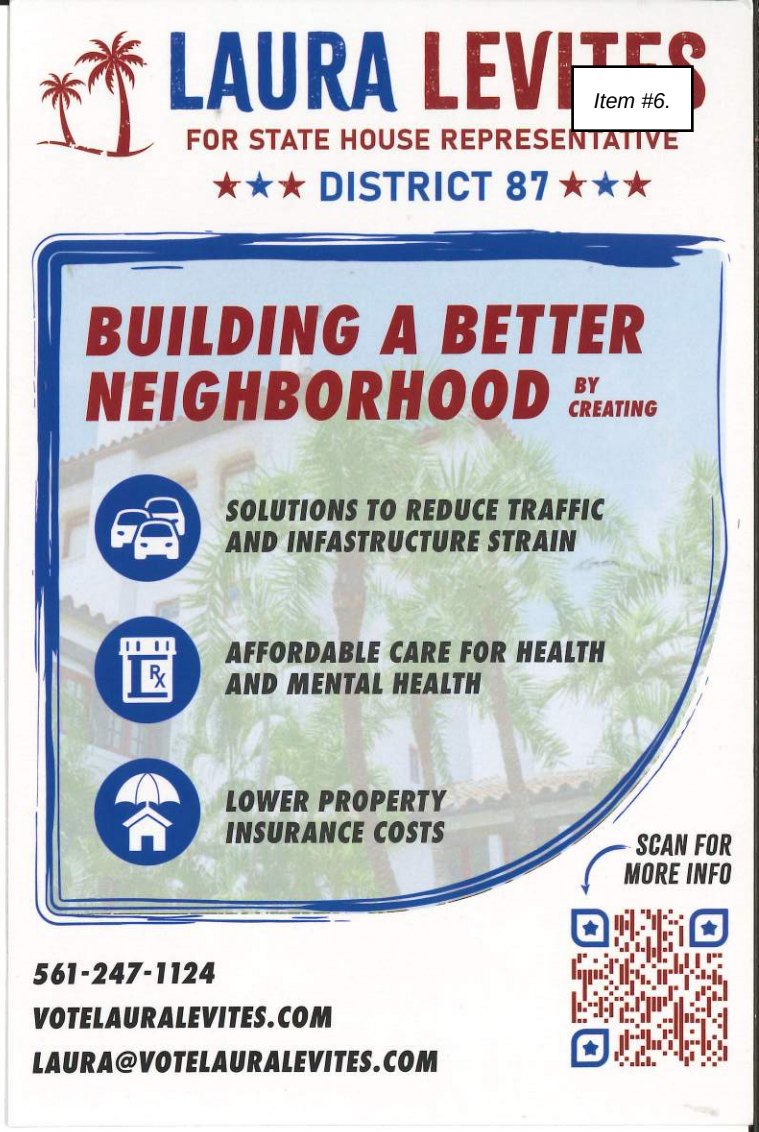
SMART.
AFFORDABLE.
FLOOD-RESILIENT.
ECONOMY.

SCAN FOR MORE INFO

561-247-1124
VOTELAURALEVITES.COM
LAURA@VOTELAURALEVITES.COM

PAID FOR BY LAURA LEVITES
DEMOCRAT FOR FLORIDA STATE HOUSE

GCC/IBT 1470-M UNION24.US


LAURA LEVITES
FOR STATE HOUSE REPRESENTATIVE
★★★ DISTRICT 87 ★★★
BUILDING A BETTER NEIGHBORHOOD BY CREATING
SOLUTIONS TO REDUCE TRAFFIC AND INFASTRUCTURE STRAIN
AFFORDABLE CARE FOR HEALTH AND MENTAL HEALTH
LOWER PROPERTY INSURANCE COSTS
SCAN FOR MORE INFO
561-247-1124
VOTELAURALEVITES.COM
LAURA@VOTELAURALEVITES.COM

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 #: General Items **DATE:** 12-10-25

NAME: John Stellato **PHONE NO.:** 561 891-7378

REPRESENTING (IF APPLICABLE):

ADDRESS: 401 SUNSET WAY

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 #: Non Agenda **DATE:** 12-10

NAME: Brian Cole **PHONE NO.:** 561-234-8181

REPRESENTING (IF APPLICABLE): Self

ADDRESS: 380 Sunset Way Juno Beach

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 #: _____ **DATE:** 12/10/23

NAME: Beverly Gilbel **PHONE NO.:** _____

REPRESENTING (IF APPLICABLE): _____

ADDRESS: 451 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 #: ~~#~~ 13 **DATE:** 12-10-

NAME: John Stellato **PHONE NO.:** 561-891-7378

REPRESENTING (IF APPLICABLE): _____

ADDRESS: 401 SUNSET WAY

CHECK WHAT MAY APPLY:

☐ SUPPORT ☐ OPPOSE ☑ I WISH TO SPEAK

Item #6.

Gmail

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

Form submission from: PUBLIC COMMENTS

1 message

Town of Juno Beach Florida <juno-beach-fl@municodeweb.com> Wed, Dec 10, 2025 at 8:15 AM
Reply-To: Town of Juno Beach Florida <ccopeland@juno-beach.fl.us>
To: ccopeland@juno-beach.fl.us

Submitted on Wednesday, December 10, 2025 - 8:15am

Submitted by anonymous user: 76.110.93.102

Submitted values are:

First Name Kathy
Last Name Peterson
Address 456 Ocean Ridge Way
Email Address kvpeterson95@yahoo.com
Agenda Item Number (Ex: 1, 2, 3) General
Public Comment / Question
At this time, I believe the Town Council should make NO to changes to any commercial or residential zoning rules for Juno Beach.
Why?

1)Two of our current Town Council members are stepping down. If you change zoning rules now, that leaves any issues or problems left on the doorstep of our NEW council members. That's not fair.

2)State Bill 180 prohibits changes that are "more restrictive and burdensome." That means that any changes to zoning, with SB 180 in play, can only result in zoning rules that are more lenient and potentially unrestrictive.

Example: Creating "Unenforceable" or Optional Appearance reviews for single family homes will result in builders ignoring the "suggested" rules.

3)Commercial zoning rules in our town makes no sense. I'm still scratching my head to figure out how "Commercially Zoned" property can have 75% residential and ONLY 25% commercial. If it is zoned commercial, it should be ALL commercial.

The results of this submission may be viewed at:

https://www.juno-beach.fl.us/node/2951/submission/20025

Item #6.

Gmail

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

Form submission from: PUBLIC COMMENTS

1 message

Town of Juno Beach Florida <juno-beach-fl@municodeweb.com> Wed, Dec 10, 2025 at 9:12 AM
Reply-To: Town of Juno Beach Florida <ccopeland@juno-beach.fl.us>
To: ccopeland@juno-beach.fl.us

Submitted on Wednesday, December 10, 2025 - 9:12am

Submitted by anonymous user: 174.48.187.146

Submitted values are:

First Name Cheryl
Last Name Ulrich
Address 630 Ocean Drive
Email Address cherylulrich@comcast.net
Agenda Item Number (Ex: 1, 2, 3) 4 - SB 180
Public Comment / Question
I am NOT in favor of changing our building codes. They have kept our beautiful town beautiful!! VOTE NO PLEASE!!!

The results of this submission may be viewed at:

https://www.juno-beach.fl.us/node/2951/submission/20026

Provided by Vice Mayor Pro Tem Diana Davis on 12/10/2025

Workshop 12-3-2025 12-10-2025

To: Town Council

From: Diana Davis, Vice Mayor Pro Tem

Correction to the proposed Organizational Chart.

First, the highest authority in Florida makes it clear that it is the residents, our voters and taxpayers, who belong at the top of our organizational chart.

Article I, Section 1 of the Florida Constitution begins with a simple, powerful statement:

"All political power is inherent in the people."

That is the foundation of every decision we make. The power we exercise does not originate with Council or staff — it comes from the people of Juno Beach, who have delegated authority to us through their votes.

- First Tier are "Residents of Juno Beach."
- Second Tier are "Town Council."
- Third Tier are Town Manager – Town Attorneys, then staff groups.

Motion to ask Staff to accomplish the following 6 things:

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.

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.

REVISED STATEMENT FOR COUNCIL – URGING RECONSIDERATION

Tonight, I am asking the Town Council to **reconsider the vote** to draft three ordinances that would permanently change our zoning codes by removing appearance review for single-family homes — including architectural review, harmony review, and our resident Planning and Zoning Board review.

Before we take any step toward writing ordinances, we must admit a simple truth:
We do not have agreement on the basic facts needed to make this decision.

Our *former* Town Attorney, Len Rubin and Land Use Attorney, Nancy Stroud, have said our codes are **legal.**
Our Town staff has publicly stated the opposite.
Residents cannot be asked to trust this process when even the leadership cannot agree on the underlying facts.

That is why the first step must be a **fresh review by our new Town Attorneys,** specifically on the following questions:

A. New Attorneys' Legal Analysis – Required Before Any Action

1. Are our codes legal or illegal?

Former attorneys say **yes**, staff says **no**.
We need a clear, unified answer.

2. Can Juno Beach continue architectural review under F.S. 163.3202?

That statute restricts municipal review of "building design elements" but also contains **important exceptions**. Legislative history suggests our codes are sufficient.
Do our existing codes fall within those exceptions given the authorities give for appearance review to our planning & zoning board in 34-28?

3. Is our harmony review—mass, bulk, scale, and context—legal?

It has been in our code in different forms for decades and the latest changes have been used successfully in 19 reviews with only one denial.
If staff does not feel they can make the "subjective" reviews, can we use **outside architectural experts,** with costs passed through to the applicant?
Many cities do this.

4. What are the legal implications of reverting back to the 1992-style review?

Those reviews existed when homes were smaller due to septic tanks and no sewers, and when some neighborhoods still had covenants controlling height and form.
Is it legally sound to adopt outdated standards that no longer match today's built environment?

5. Could homeowners have a claim against the Town if their property loses value because we removed architectural and appearance review?

If dropping these protections causes a proven decrease in value, **who can sue, and on what grounds?**

6. Only when these questions are answered can we have a true "meeting of the minds."

Right now, we are moving forward on **false premises** —
• that harmony review "takes away property rights," even though Attorney Rubin repeatedly said this is not true;
• that our appearance codes are "illegal," despite two municipal attorneys and one land-use attorney saying otherwise;
• and that our 300-foot context review is impermissible, though no clear legal explanation has been provided.

The Town's newsletter, the Mayor's comments, the petition circulated by maximum-square-footage advocates, and even the Town website have all presented information that is disputed or inaccurate.
This has divided our community.
A new, independent legal review is not optional — we **owe clarity to our residents**.

B. Land Use Planning Analysis Before Any Ordinance Drafting

If, and only if, the legal review is completed and shows the Council should proceed:

We must then bring in a **professional land-use planning firm** to help draft any ordinance language.
These decisions are **forever decisions**.
A qualified planner will ensure that amendments:
• Comply with our Comprehensive Plan
• Follow planning best practices
• Avoid unintended impacts across zoning districts
• Use clear, defensible standards

• Preserve the character of Juno Beach
• Reduce—not increase—legal vulnerability

No planner has been engaged, and yet we are on the path to drafting ordinances.
This is backwards.

C. Timing and Practical Impact Questions That Must Be Answered

Before any ordinance drafting begins, we need clear answers:

1. How large will new structures actually become if appearance review is eliminated?

Residents deserve to know the consequences of "no mitigation" for these supersized structures in our neighborhoods.

2. Will neighboring homeowners have legal claims if the Town removes the standards that once protected their property values?

3. How will the Town meet its Comprehensive Plan requirement to preserve community character — a mandatory obligation under state law?

Right now, none of these questions have been answered.

D. Audit & Disclosure Requirement

If the Council chooses to proceed without resolving these issues, the Town Attorney must provide a written statement quantifying the financial and legal exposure.
This must be placed in the Town's **annual audit** so residents understand the risks created by Council action.

Final Request

Given the disagreement on basic facts, the conflicting interpretations by staff and Town Attorneys, and the lack of legal or planning analysis, it is premature and unwise to begin drafting ordinances that permanently strip away appearance review for our single-family neighborhoods.

I respectfully request that the Council reconsider the motion and pause ordinance drafting until our new attorneys complete a full, independent review.

Our residents deserve decisions based on accurate information, not confusion, contradictions, or outdated assumptions.

AGENDA ITEM

Meeting Name: Master Development Plan Forum Work Session

Meeting Date: December 11, 2025

Prepared By: Town Staff

Item Title: Master Development Plan Forum Work Session Guideline & Questions for Discussion

INTRODUCTION:
This work session will begin with a general introduction by staff and consultant Dana Little, followed by a structured, table-based group discussion. Participants will be randomly assigned to a table upon arrival, with a Council member serving as a facilitator for each. Each table will designate its timekeeper, scribe, and spokesperson.

All tables will discuss each question provided, and Town Council facilitators will listen and encourage respectful discussion, asking probing questions to clarify statements or explore topics in further detail.

Staff and Dana Little will serve as floaters, checking in with tables and providing clarification and technical support while observing discussions and offering support or information when requested or they otherwise determine it may be helpful.

QUESTIONS FOR DISCUSSION:

1) **Preferred Uses (20 minutes)**

   Our current Commercial General zoning allows a variety of commercial uses ***(see Attachment #4)***. If redevelopment were to occur, which uses are most important to retain or add? If a preferred use is not listed, please feel free to suggest it.

   As a follow-up, do you presently have access to most of your daily living needs within reasonable distance, and are there any you wish were right here in Juno Beach rather than elsewhere?

   How should we support local business retention, and would you support redevelopment negotiations that provide concessions in exchange for local business retention strategies?

2) **Commercial General Character (35 minutes)**

   A) Scale and Height

As of right, meaning that we presently have no legal means to deny an application presenting such a permit request, current zoning allows up to four stories (60 feet) and 18 units per acre. Under what circumstances, if any, is that level of height and unit density acceptable to you and if not, what is?

As a follow-up, what would you exchange, if anything, to make height and density more acceptable to you?

B) Architectural Design

Thinking about Caretta, the Pulte Homes project, and the look and feel of our existing strip-oriented commercial development with large surface parking lots, what types of buildings and associated "vibe" would you like to see if a Commercial General parcel were to be redeveloped?

As a follow-up, how important is the "Old Florida" architectural style to you in reference to future commercial redevelopment?

C) Considering different types of potential Commercial General redevelopment ***(see Attachment #2)***, which do you feel is most contextually appropriate for Juno Beach?

As a follow-up, if we simply leave our regulations as they are, do you believe that no redevelopment will occur?

3) **Infrastructure and Environment (20 minutes)**

Thinking about what it's like to drive or walk along the streets next to our commercial properties, what changes or public/private improvements would you like to see in the future? We would like to hear about table consensus for the top three to five potential improvements, though it is OK to also express support for others

- Wider sidewalks to accommodate more users with fewer conflicts
- Stores with windows and entryways right along sidewalks (traditional Mainstreet look)
- Outdoor cafés along public sidewalk
- Public benches with shade
- Small public gathering/plaza area(s)
- Passive greenspace, whether public or private
- Parking not visible from public view
- Public art
- Enhanced public landscaping, including native plants and shade trees
- Other: _____

4) Trade-offs (20 minutes)

If the current zoning regulations don't allow your vision of success to be achieved, which strategies would you support to help make your vision possible? (Circle or highlight your top three (3) choices.)

A) Use taxpayer dollars to buy commercial properties and vacant land that go up for sale.
B) Modify zoning regulations to make it easier to redevelop commercial properties.
C) Authorize interest-based negotiations with property owners and developers, noting that outcomes are not well-defined from a regulatory perspective.
D) Increase zoning regulations to slow development, noting risk for litigation and delay of code changes due to Senate Bill 180.
E) Offer taxpayer-funded incentives directly to businesses to open and/or stay in town.
F) Encourage businesses to tax themselves in order to support local retention strategies.
G) Do nothing. Maintain current zoning regulations and let the chips fall where they may.
H) Other: _____

5) Economic Vitality (30 minutes):

A) How important is it for Juno Beach to have a strong, vibrant local economy — with small businesses that thrive and provide resources to you as a resident — even if that brings a bit more activity and traffic?

B) How do you feel about zoning code changes that shift from business uses toward more residential development?

C) Currently, about 27% of Juno Beach is residential and 9% is commercial, and the town is sometimes described as a 'bedroom community.' What is your opinion on continuing this pattern of development?

6) Future Generations (20 minutes)

A) Looking ahead, what types of uses or amenities—such as retail, restaurants, schools, or mixed-use spaces—should Juno Beach encourage through zoning or redevelopment to support future residents, including children and grandchildren

B) To what extent do you agree or disagree that Juno Beach should maintain its current mix of businesses and housing versus making changes to attract housing and amenities that support young families and children?

Additional comments or questions may be raised at the conclusion of each presentation. Please be mindful of time to ensure that all participants have the opportunity to ask questions and share their perspectives.

ATTACHMENTS:

1. Project area map
2. Architectural Styles Examples
3. Potential Attributes, e.g., green space, pedestrian-oriented sidewalks complemented by small-scale, locally owned retail establishments fronting the street, shade, public art, park-like plazas, parking not visible from street, bicycle lanes, multi-modal paths, etc.
4. Copies of code section for Commercial General (CG) zoning district (permitted uses, preferred uses, special exception uses, building site area regulations)

MEMORANDUM

To: Mayor Wheeler, Vice Mayor Callaghan, Councilmember Hosta, Councilmember Halpern, Councilmember Davis
From: Vice Mayor Pro Tem Diana Davis
Date: December 10, 2025
Subject: Litigation Risk Assessment for Drafting New Zoning Ordinances Under Florida Senate Bill 180 (SB 180)

I. Purpose of This Memo

This memorandum outlines the **significant litigation risks** associated with drafting or adopting new zoning ordinances at this time, specifically in light of **Florida Senate Bill 180**, which substantially expands standing, increases exposure to attorney-fee claims, and creates an environment where **frivolous or opportunistic litigation cannot be prevented**.

The goal is to inform Council deliberations and ensure any action taken tonight is consistent with our fiduciary responsibilities to residents.

II. Overview of SB 180 and Its Expanded Litigation Exposure

SB 180 (2023) fundamentally changed Florida's zoning litigation landscape by:

- **Eliminating traditional standing requirements.**
  A person or entity **does not need to be an affected party**, adjoining owner, or property-owner within the municipality to file suit.
- **Permitting lawsuits by unrelated outside entities.**
  This opens the door to lawsuits filed by parties with **no connection to Juno Beach**, similar to past "cottage industry" litigation—such as the well-known wave of lawsuits from individuals who sued hundreds of municipalities over ADA website compliance.
- **Mandating prevailing-party attorney fees.**
  If the challenger prevails **in whole or in part**, the Town must pay **their attorney fees in addition to our own defense costs**.
- **Removing most municipal immunities.**
  These suits are **not covered by standard municipal insurance**, including the Town of Juno Beach's liability policies; the Town pays entirely out-of-pocket.

This statutory environment makes even a **meritless lawsuit** costly to defend and difficult to dismiss early.

III. Practical Implications: You Cannot Prevent Frivolous or Opportunistic Lawsuits

Under SB 180:

- Anyone, anywhere in Florida, can sue a municipality for adopting or enforcing zoning regulations.
- The plaintiff does **not** need to show injury, property impact, or any nexus to Juno Beach.
- The Town cannot screen or preempt filing through procedural defenses that were available before SB 180.
- Plaintiffs can be advocacy groups, political organizations, or individuals with **no stake in Juno Beach's built environment**.

This is the same dynamic previously seen in the *ADA website litigation wave*, in which one or two individuals sued hundreds of municipalities.

SB 180 recreates this environment—this time targeting land development regulations.

IV. Risk to the Town if We Proceed With Master Plan or Single Family Home Appearance Review Code Changes Now

1. Mandatory Repeal of Adopted Codes

If any portion of the new ordinances is successfully challenged, the court may order repeal of the adopted regulations. Because the Master Plan and the Appearance Review for Single Family Homes proposals before Council involves adopting new ordinance to change our zoning codes, this exposes multiple sections of our code to invalidation.

2. Spillover Risk to Other Zoning Districts

If litigation invokes SB 180 and challenges the validity, enforceability, or procedural compliance of the Town's zoning framework, this could endanger:

- Architectural review standards
- Harmony review criteria

- Appearance review provisions
- Definitions and tables that apply across zoning districts

Even if the litigation begins in one district (e.g., single-family), the **entire chapter** becomes vulnerable once it is opened.

3. Financial Exposure: Attorney Fees and Uninsured Losses

Because these suits are **not covered by the Town's insurance**, Juno Beach would pay:

- All of our attorneys' fees to defend the case
- Potentially **the plaintiff's attorney fees** if we do not prevail completely
- Staff time, consultant costs, and delays in processing applications

For a small municipality, even one such action could exceed tens or hundreds of thousands of dollars.

4. Increased Uncertainty for Residents and Developers

Paradoxically, the effort to "clarify" or revise certain standards may lead to:

- Greater regulatory uncertainty due to the threat of code sections being stricken
- Confusion among applicants, builders, and residents
- Delayed projects during litigation
- Risk of inconsistent application of remaining code provisions

This is especially concerning because the proposal affects code sections on appearance review that cover all zoning districts and proposals in the Master Plan would change our commercial zoning districts. Our codes that have been in place since prior to August 2024 could be swept up and declared invalid with the proposed changes.

V. Timing Concerns: Active Lawsuit Against the State and Forthcoming Legislative Session

Two major factors suggest that **waiting** is the prudent and fiscally responsible choice:

1. Ongoing Constitutional Challenge to SB 180

A lawsuit has already been filed challenging SB 180 as unconstitutional state overreach into local zoning powers.
Until the courts rule, municipalities statewide face uncertainty.

2. Legislative Session Begins in January

Multiple legislators have signaled interest in introducing corrective legislation to fix or narrow SB 180.
Possible outcomes include:

- Reinstating traditional standing
- Removing mandatory attorney fees
- Clarifying the scope of permissible challenges
- Limiting suits to affected parties

Waiting 60–90 days could dramatically reduce the Town's exposure.

VI. Key Policy Question: Will Drafting New Ordinances Now Expose the Entire Zoning Chapter?

Yes.
Drafting any new zoning ordinance invites scrutiny of:

- The new language
- The procedural process
- The underlying zoning framework

If challenged, a court may review the entirety of the zoning chapter, which may lead to:

- Invalidation of related sections
- Repeal of vital protective standards
- Collateral impacts on commercial, multifamily, and single-family districts

This risk is **substantial** and **cannot be quantified** at this time.

VII. Conclusion and Recommendation

Given the expansion of standing, the prevalence of opportunistic litigation, the uninsured exposure to attorney-fee awards, and the active statewide uncertainty surrounding SB 180, **proceeding now with new zoning ordinances presents extreme litigation risk.**

The potential financial exposure to the Town is unknown and potentially very large. The potential regulatory damage—including invalidation of code sections unrelated to the proposal—is equally uncertain.

Recommendation:
The Town Council should **delay any zoning-code amendments** until:

1. The constitutional challenge to SB 180 is resolved; or
2. The 2026 Legislative Session clarifies or amends SB 180.

At minimum, if Council proceeds despite the risks, this action should be reflected in the Town's **annual audit disclosure** as a significant known legal exposure created by Council action.

MASTER DEVELOPMENT PLAN FORUM WORK SESSION MINUTES

December 11, 2025 at 3:00 PM

Council Chambers – 340 Ocean Drive and YouTube

PRESENT: PEGGY WHEELER, MAYOR (TABLE #3 FACILITATOR)
JOHN CALLAGHAN, VICE MAYOR (TABLE #1 FACILITATOR)
DIANA DAVIS, VICE MAYOR PRO TEM (TABLE #2 FACILITATOR)
MARIANNE HOSTA, COUNCILMEMBER (TABLE #5 FACILITATOR)
DD HALPERN, COUNCILMEMBER (TABLE #4 FACILITATOR)
ROBERT COLE, TOWN MANAGER
FRANK DAVILA, DIRECTOR OF PLANNING & ZONING
CAITLIN E. COPELAND-RODRIGUEZ, TOWN CLERK
DANA LITTLE, TCRPC CONSULTANT
TG LAW PLLC, TOWN ATTORNEY

ALSO PRESENT: SEE ATTACHED SIGN-IN SHEET

AUDIENCE: 3

INTRODUCTION – 3:00PM
Director of Planning & Zoning Davila provided a general introduction and guidelines for the Work Session.

Council gave unanimous consensus to allow members of the public to participate in place of panelists who were unable to attend; and directed staff to email those absent to provide them an opportunity to submit their responses to the questions as well.

QUESTIONS FOR DISCUSSION

1. Master Development Plan Forum Work Session Guideline & Questions for Discussion

   The panelists/participants reviewed, discussed, and presented their responses to the discussion questions.

   (See attached notes from panelists and participants.)

CLOSING REMARKS & ADJOURNMENT
Director of Planning & Zoning adjourned the Work Session at 6:39pm.

_____
Peggy Wheeler, Mayor

_____
Caitlin E. Copeland-Rodriguez, Town Clerk

DRAFT

A randomized methodology was used to determine table assignments for all participants.

TABLE #1
JOHN CALLAGHAN
JOHN STELLUTO
JIM EHRET
TEOFILO MENDEL LYNCH
MARY PETERSON

TABLE #2
DIANA DAVIS
ALDO ROVERE
JIM FERGUSON
DAVE SANTILLI

TABLE #3
PEGGY WHEELER
KATHLEEN PETERSON
SUSAN VAN LINDT
LARRY SORSBY
WILLIAM KIMBALL

TABLE #4
DD HALPERN
SIOBHAN O'DONNELL
ELAINE K. COTRONAKIS
MARK PISANO
JERRY WILSON

TABLE #5
MARIANNE HOSTA
CHRIS RYDER
MAX FRASER
PAUL TISCHLER
PETE WILLIAMS

DRAFT

SIGN-IN SHEET

MASTER DEVELOPMENT PLAN FORUM WORK SESSION	DATE : DECEMBER 11, 2025

#	NAME	SIGNATURE
1	Larry Sorsby	
2	Mark Pisano	
3	Mary Peterson	
4	Pete Williams	
5	Jim Ferguson	
6	Teo Mendez Lynch	
7	John Stolfato	
8	Kathy Peterson	
9	Susan Van Lindt	
10	Paul Trachler	
11	Aldo Rovere	
12	Siobhan O'Donnell	
13	Chris Radar	
14	William Kimball	
15	Jerry Wilson	

SIGN-IN SHEET

MASTER DEVELOPMENT PLAN FORUM WORK SESSION	DATE : DECEMBER 11, 2025

#	NAME	SIGNATURE
16	Dave Santilli	
17	MAX TRAFER	
18	JIM EVERET	
19	BOB BRIGGETT	
20	Mercedes Jones	
21		
22		
23		
24		
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30		

Nancy S. Graboski
1025 Bay Colony Drive South
Juno Beach, FL 33408

Dec. 11, 2025

Because I am unable to attend the Master Development Plan Forum Work Session, today, due to illness, I am formally designating William Kimball to attend in my place. He has my full authorization to participate, provide input, make decisions, take positions and vote as necessary during my absence.

Nancy S. Graboski
Nancy S. Graboski

John Callaghan
Vin - speak
Teo - scribe
Mary - Tim
Chris - backup chair

FACILITATOR

TOWN OF JUNO BEACH · FLORIDA · INCORPORATED 1953

AGENDA ITEM

Meeting Name: Master Development Plan Forum Work Session

Meeting Date: December 11, 2025

Prepared By: Town Staff

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subsidize relocation by Developer

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beach

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D) Increase zoning regulations to slow development, noting risk for litigation and delay of code changes due to Senate Bill 180.
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F) Encourage businesses to tax themselves in order to support local retention strategies.
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H) Other: _____

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A) How important is it for Juno Beach to have a strong, vibrant local economy — with small businesses that thrive and provide resources to you as a resident — even if that brings a bit more activity and traffic?

B) How do you feel about zoning code changes that shift from business uses toward more residential development?

C) Currently, about 27% of Juno Beach is residential and 9% is commercial, and the town is sometimes described as a 'bedroom community.' What is your opinion on continuing this pattern of development?

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B) To what extent do you agree or disagree that Juno Beach should maintain its current mix of businesses and housing versus making changes to attract housing and amenities that support young families and children?

Additional comments or questions may be raised at the conclusion of each presentation. Please be mindful of time to ensure that all participants have the opportunity to ask questions and share their perspectives.

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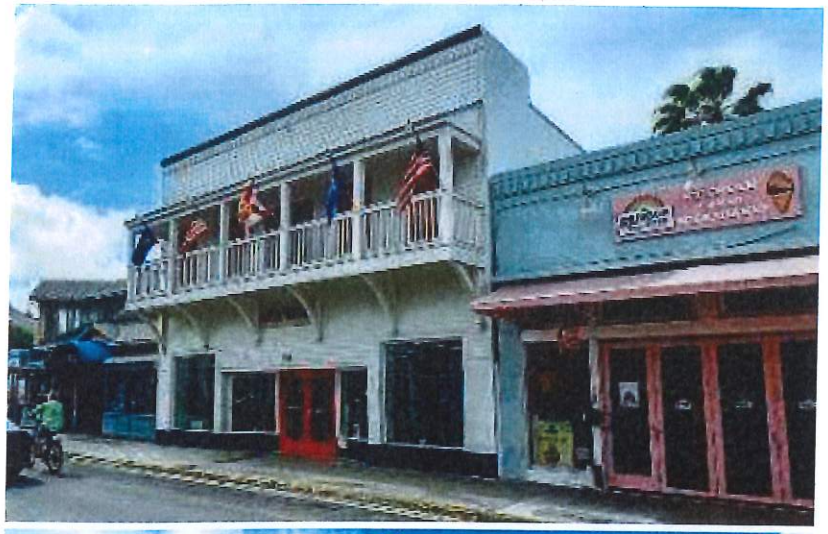
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4. Copies of code section for Commercial General (CG) zoning district (permitted uses, preferred uses, special exception uses, building site area regulations)

ATTACHMENT #2

Late Victorian (Key West Cracker)

Key West Cracker architecture is defined by its simple, functional wood-frame construction designed for Florida's climate. Typical features include raised foundations for airflow, wide porches that wrap or extend across the front, metal roofs, exposed rafters, and plentiful windows that promote cross-ventilation. Color palettes traditionally lean toward soft pastels, whites, creams, and weathered natural wood tones, creating a light, coastal character. This style reflects the practical, climate-responsive building traditions of early Florida settlers.

1122







Spanish Revival

Spanish Revival architecture draws influence from Mediterranean and Spanish colonial traditions, featuring stucco walls, red clay tile roofs, arched doorways and windows, wrought-iron details, and decorative tile work. Many buildings include courtyards or garden walls that emphasize indoor–outdoor living. The color palette commonly uses warm earth tones such as terracotta, sand, ochre, and beige, accented by deeper hues like cobalt blue, dark green, or deep red. This style conveys a sense of historic charm and architectural ornamentation.







1/12

Mid-Century Modern

Mid-Century Modern architecture emphasizes simplicity, openness, and a strong connection to the surrounding landscape. Hallmarks include clean horizontal lines, flat or low-sloped roofs, large panes of glass, carports, open floor plans, and minimal ornamentation. Materials often mix natural woods with concrete or stone. Color palettes typically focus on whites, grays, and natural wood tones, occasionally accented with bold mid-century colors such as mustard yellow, teal, burnt orange, or olive green. This style promotes transparency, indoor–outdoor flow, and modern functionality.







7322

ATTACHMENT #4

PART II - CODE OF ORDINANCES
Chapter 34 - ZONING
ARTICLE III. - DISTRICT REGULATIONS
DIVISION 14. COMMERCIAL GENERAL (CG) ZONING DISTRICT

Retail food businesses

DIVISION 14. COMMERCIAL GENERAL (CG) ZONING DISTRICT

Sec. 34-625. Purpose.

(a) The purpose of the CG commercial general district is to provide attractive and efficient retail shopping and personal service uses, to be developed either as a planned unit or in individual parcels. Retail drive-in businesses are not permitted. To enhance the general character of the district and its compatibility with its residential surroundings, this district is also suitable for professional, administrative, and general sales offices together with certain commercial uses designed primarily to serve employees in the district.

(b) Certain preferred uses are identified in the district and provided incentives to encourage their development. The purpose of the preferred uses is to encourage an environment which is particularly compatible and complementary to the adjacent residential area. The town desires a traditional town center atmosphere in its commercial areas, so as to link the commercial areas with the residential areas by both aesthetics and vehicular/pedestrian access, and to encourage residents to patronize such businesses.

(Ord. No. 207, § 4.61, 8-8-1979; Ord. No. 302, 6-25-1986; Ord. No. 375, 11-15-1989; Ord. No. 476, 12-13-1995; Ord. No. 491, 2-12-1997)

Sec. 34-626. Uses permitted.

Permitted uses in the CG commercial general district are as follows:

(1) Retail and service establishments, hardware stores, food stores, clothing stores, drugstores, barbershops, beauty salons and jewelry stores. (1)

(2) Business services. (2)

(3) Department stores. (3)

(4) Churches, synagogues or other houses of worship. (3)

(5) Nonprofit cultural centers. (2)

(6) Professional offices (greater than 40,000 gross floor area (GFA)). (3)

(7) Medical and dental offices. (1)

(8) Health spa/gym (greater than 20,000 GFA). (1)

(9) Banks and financial institutions (greater than 50,000 GFA). (3)

(10) Professional or studio-type schools (greater than 50,000 GFA). (3)

(11) Public safety facilities such as fire and/or police stations. (1)

(12) Day care centers, if not adjacent to a residential use or residentially zoned property. (2)

(13) Adult entertainment establishments. (3)

(14) Outpatient substance abuse treatment provider. (3)

(Ord. No. 207, § 4.62, 8-8-1979; Ord. No. 302, 6-25-1986; Ord. No. 375, 11-15-1989; Ord. No. 434, 12-16-1992; Ord. No. 476, 12-13-1995; Ord. No. 491, 2-12-1997; Ord. No. 644, § 2, 1-12-2011; Ord. No. 668, § 4, 5-28-2014)

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(1) Professional offices (40,000 gross floor area (GFA) or less).

(2) Residential (single-family and/or multifamily dwellings). A maximum 75 percent of the total gross floor area on the site may be used for residential.

(3) Health spa/gym (20,000 GFA or less).

(4) Banks and financial institutions (50,000 GFA or less).

(5) Retail deli, bakery, and sandwich shop.

(6) Retail landscape nursery with outdoor displays.

(7) Temporary festive outdoor markets (only fruits, vegetables, plants, flowers, arts, and handcrafted items shall be sold). Maximum two-year temporary permit, renewable at the discretion of the town council.

(8) Professional or studio type schools (50,000 GFA or less).

(9) Transient residential facilities (maximum 30 units or less for timeshare and maximum 15 rooms or less for bed and breakfast).

(10) Hotel/motel (150 rooms/units or less).

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Accessory uses in the CG commercial general district are as follows:

(1) Off-street parking and loading.

(2) Signs.

(3) Drive-in financial facilities.

(4) Accessory uses customarily incident to the permitted or approved special exception uses.

(5) Satellite dish antennas (see article IV, division 13 of this chapter).

(Ord. No. 207, § 4.63, 8-8-1979; Ord. No. 302, 6-25-1986; Ord. No. 375, 11-15-1989; Ord. No. 476, 12-13-1995; Ord. No. 491, 2-12-1997)

Sec. 34-629. Special exception uses.

Special exception uses in the CG commercial general district are as follows:

(1) Public parking garages

(2) Public and private utility structures.

(3) Fuel service stations (see section 34-869).

(3) Minimum lot depth: 100 feet.

(4) Setbacks: See section 34-631(5); covered arcades, cafes, awnings and walkways may extend up to eight feet into a required front or side yard setback provided that the property adjacent to such yard or setback does not have a residential or "R" zoning district designation.

(5) Maximum building height: See section 34-631(8). No building shall exceed 60 feet in height. Notwithstanding the foregoing, the town council may approve five stories within this overall height limitation for buildings with a mix of uses, including a residential component, provided that the town council determines that the applicant has demonstrated that the proposed project meets the purpose and intent of this section.

(6) Maximum building dimension: 300 feet.

(7) Maximum lot coverage: 45 percent.

(8) Minimum landscaped open space: 15 percent. Additionally, all building sides shall be required to install foundation planting materials along a minimum of 30 percent of the length of each facade. Such foundation plantings shall be at least four feet deep, as measured from the edge of the building.

(9) Parking:

a. See section 34-631(12) for parking standards. A minimum of 90 percent of the parking provided for a project shall be located behind the principal buildings and screened from the roadway by structures and/or a heavily landscaped buffer.

b. Preferred permitted nonresidential uses may be permitted up to a 25 percent reduction in the number of spaces required pursuant to section 34-981 (b)(5) provided that the town council determines that the applicant has demonstrated that the proposed project meets the purpose and intent of this section. This reduction in required parking shall not be available in conjunction with a shared parking plan.

(10) Signage: Mixed use developments may be entitled to utilize both the commercial and residential sign standards (see article IV, division 6 of this chapter).

(11) Residential (single-family and/or multifamily dwellings) uses: A maximum of 80 percent of the total gross floor area on the site may be used for residential provided that the town council determines that the applicant has demonstrated that the proposed project meets the purpose and intent of this section.

(Ord. No. 207, §§ 4.67—4.67.7, 8-8-1979; Ord. No. 302, 6-25-1986; Ord. No. 375, 11-15-1989; Ord. No. 476, 12-13-1995; Ord. No. 491, 2-12-1997; Ord. No. 581, § 2(exh. A), 8-24-2005; Ord. No. 668, § 4, 5-28-2014; Ord. No. 689, § 13, 1-25-2017; Ord. No. 747, § 2, 3-23-2022; Ord. No. 765, § 2, 7-26-2023)

Secs. 34-633—34-652. Reserved.

As of right, meaning that we presently have no legal means to deny an application presenting such a permit request, current zoning allows up to four stories (60 feet) and 18 units per acre. Under what circumstances, if any, is that level of height and unit density acceptable to you and if not, what is?

As a follow-up, what would you exchange, if anything, to make height and density more acceptable to you?

B) Architectural Design

Thinking about Caretta, the Pulte Homes project, and the look and feel of our existing strip-oriented commercial development with large surface parking lots, what types of buildings and associated "vibe" would you like to see if a Commercial General parcel were to be redeveloped?

As a follow-up, how important is the "Old Florida" architectural style to you in reference to future commercial redevelopment?

C) Considering different types of potential Commercial General redevelopment ***(see Attachment #2)***, which do you feel is most contextually appropriate for Juno Beach?

As a follow-up, if we simply leave our regulations as they are, do you believe that no redevelopment will occur?

3) **Infrastructure and Environment (20 minutes)**

Thinking about what it's like to drive or walk along the streets next to our commercial properties, what changes or public/private improvements would you like to see in the future? We would like to hear about table consensus for the top three to five potential improvements, though it is OK to also express support for others

- Wider sidewalks to accommodate more users with fewer conflicts
(1) Stores with windows and entryways right along sidewalks (traditional Mainstreet look)
(4) Outdoor cafés along public sidewalk
- Public benches with shade
- Small public gathering/plaza area(s)
- Passive greenspace, whether public or private
(2) Parking not visible from public view
- Public art
(3) Enhanced public landscaping, including native plants and shade trees
- Other: Take Control of Ocean Blvd from County

4) **Trade-offs (20 minutes)**

If the current zoning regulations don't allow your vision of success to be achieved, which strategies would you support to help make your vision possible? (Circle or highlight your top three (3) choices.)

A) Use taxpayer dollars to buy commercial properties and vacant land that go up for sale.
5 B) Modify zoning regulations to make it easier to redevelop commercial properties.
1 C) Authorize interest-based negotiations with property owners and developers, noting that outcomes are not well-defined from a regulatory perspective.
7 D) Increase zoning regulations to slow development, noting risk for litigation and delay of code changes due to Senate Bill 180.
2 E) Offer taxpayer-funded incentives directly to businesses to open and/or stay in town.
6 F) Encourage businesses to tax themselves in order to support local retention strategies.
4 G) Do nothing. Maintain current zoning regulations and let the chips fall where they may.
3 H) Other: Properties on Mercury to CG

5) Economic Vitality (30 minutes):

A) How important is it for Juno Beach to have a strong, vibrant local economy — with small businesses that thrive and provide resources to you as a resident — even if that brings a bit more activity and traffic?

B) How do you feel about zoning code changes that shift from business uses toward more residential development?

C) Currently, about 27% of Juno Beach is residential and 9% is commercial, and the town is sometimes described as a 'bedroom community.' What is your opinion on continuing this pattern of development?

6) Future Generations (20 minutes)

A) Looking ahead, what types of uses or amenities—such as retail, restaurants, schools, or mixed-use spaces—should Juno Beach encourage through zoning or redevelopment to support future residents, including children and grandchildren

B) To what extent do you agree or disagree that Juno Beach should maintain its current mix of businesses and housing versus making changes to attract housing and amenities that support young families and children?

Additional comments or questions may be raised at the conclusion of each presentation. Please be mindful of time to ensure that all participants have the opportunity to ask questions and share their perspectives.

ATTACHMENTS:

1. Project area map
2. Architectural Styles Examples
3. Potential Attributes, e.g., green space, pedestrian-oriented sidewalks complemented by small-scale, locally owned retail establishments fronting the street, shade, public art, park-like plazas, parking not visible from street, bicycle lanes, multi-modal paths, etc.
4. Copies of code section for Commercial General (CG) zoning district (permitted uses, preferred uses, special exception uses, building site area regulations)

MARY PETERSON

AGENDA ITEM

Meeting Name: Master Development Plan Forum Work Session
Meeting Date: December 11, 2025
Prepared By: Town Staff
Item Title: Master Development Plan Forum Work Session Guideline & Questions for Discussion

INTRODUCTION:

This work session will begin with a general introduction by staff and consultant Dana Little, followed by a structured, table-based group discussion. Participants will be randomly assigned to a table upon arrival, with a Council member serving as a facilitator for each. Each table will designate its timekeeper, scribe, and spokesperson.

All tables will discuss each question provided, and Town Council facilitators will listen and encourage respectful discussion, asking probing questions to clarify statements or explore topics in further detail.

Staff and Dana Little will serve as floaters, checking in with tables and providing clarification and technical support while observing discussions and offering support or information when requested or they otherwise determine it may be helpful.

QUESTIONS FOR DISCUSSION:

1) **Preferred Uses (20 minutes)**

   Our current Commercial General zoning allows a variety of commercial uses ***(see Attachment #4)***. If redevelopment were to occur, which uses are most important to retain or add? If a preferred use is not listed, please feel free to suggest it.

   As a follow-up, do you presently have access to most of your daily living needs within reasonable distance, and are there any you wish were right here in Juno Beach rather than elsewhere?

   How should we support local business retention, and would you support redevelopment negotiations that provide concessions in exchange for local business retention strategies?

2) **Commercial General Character (35 minutes)**

   A) Scale and Height

ATTACHMENT #4

PART II - CODE OF ORDINANCES
Chapter 34 - ZONING
ARTICLE III. - DISTRICT REGULATIONS
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2 - Public benches with shade
2 - Small public gathering/plaza area(s)
1 - Passive greenspace, whether public or private
+ - Parking not visible from public view
1 - Public art
3 - Enhanced public landscaping, including native plants and shade trees
- Other: _____

4) **Trade-offs (20 minutes)**

If the current zoning regulations don't allow your vision of success to be achieved, which strategies would you support to help make your vision possible? (Circle or highlight your top three (3) choices.)

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E) Offer taxpayer-funded incentives directly to businesses to open and/or stay in town.
F) Encourage businesses to tax themselves in order to support local retention strategies.
G) Do nothing. Maintain current zoning regulations and let the chips fall where they may.
H) Other: _____

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C) Currently, about 27% of Juno Beach is residential and 9% is commercial, and the town is sometimes described as a 'bedroom community.' What is your opinion on continuing this pattern of development?

6) Future Generations (20 minutes)

A) Looking ahead, what types of uses or amenities—such as retail, restaurants, schools, or mixed-use spaces—should Juno Beach encourage through zoning or redevelopment to support future residents, including children and grandchildren

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4. Copies of code section for Commercial General (CG) zoning district (permitted uses, preferred uses, special exception uses, building site area regulations)

(1)
- Possible Grocery Store coming in.
- Developers Subsidizing Commercial Business in their % of Comm. Space
- Forced development to allow businesses to stay.
- No tax payer money

(2) (A) We would prefer smaller scale but need to meet the code. ⇒ it is acceptable

(B) 85/15 W/a lot of concessions for the businesses to stay

(B) Hide the parking - Old Florida (1) → Important

(C) (1) Spanish
(2) Key West
(3) MC Modern

Eclectic / Aeotine / Mix of the three but not WACKYS

Lower Density/

Xmas -

Same Road - 5 to 10%

95 -

4 on Table on set.

Commercial

F

Old Florida Arch

Asslume

3 Cycles Mix

Ted,

~~#3~~

Subsized Comm Space
Developer.

10 Acres

500K.

No Taxpayer Money.

Scale + Height

60' - 18/AC.

Acceptable 60' Ht.

#2

(1)

- Add to preferred
- Move to permitted
- concessions? not sure

business mgmt district - self taxing or pmt by developer to town

(2) Scale & height

A - greater set back; parking/landscape

B - open to alternates except

C (a) Key West or Mediterranean
(b) mid century modern

(3) Infrastructure & Env.

(4)

(5)

ALDO #2

1) Spokesperson
2) Scribe/timekeeper 3)

ALDO ROVERE
DIANA DAVIS
DAVID SANTILLI
JIM FERGUSON

#1 prepared

Jim - #1 Small stores OK
#2 Residential
#3 Health ✓
#5 Retail.

restaurants passing 2/3 ✓

No Go #9 Transient ✓
#10 Hotel ✓
or Special Exception
#2 vs

Permitted
#6 & #7

Open to negotiations

#2

A Scale - not give in to developer
B ~~Not to give in to developer~~ architectural style that fits but not urban
C Mid Century Modern not a choice

#3

burned parking ✓
Enhanced public landscaping ✓
outdoor cafés ✓
passive greenspace ✓

Townwide Marenski Bridge
Lanes, Timing of traffic

(A.) (1) #2 page #1

DIANA DAVIS

Preferred use

Add #1. from permitted use

1. small retail and service establishments, hware store, food store (specialty), clothing stores, drug stores, barbershops beauty shops & jewelry (no big boxes)

#1, 3, 4, 5, 8 (mixed 1 yes #2)

more #2 special exception

more #6, 7 special exception

#9, 10 transient residential Hotel motel

(B) yes!

yes help local business (* more commercial - no net loss)

(C) open to concessions (?) keep retail local businesses

no to 90/10 yes, help businesses

(#2) (A.) height & density: prefer low scale

(don't ↑)

what give up? ≤ less/less parking/landscape

give them setbacks (A) Parking & landscape; relax sign ordinance

(B) "not urban" → like old Fla ~~old Fla good~~ ~~key West Mediterra~~

(C) Late Victorian (Key West) Mediterran

no preference mid-century modern

⊗ development will occur.

#2

(page #2)

(3) Infrastructures

① enhanced landscape ✓

② shade sidewalks ✓

③ outdoor cafe's ✓

④ passive greenspace ✓

⑤ parking not visible (berned landscape or parking in back)

(bikelane Donald Ross Town wide — ◦ Narcoossee Bridge ◦ No lanes ◦ Bridge hurts traffic)

4) Trade offs (A) (D) Require new Developer's funded incentives to businesses in town (not unanimous) encourage Mom & Pop

(H)

(5) (A) very important —

(B) NO — Keep commercial

(C) 73% residential 27% commercial okay w/ current mix.

(A) Do not want five local projects; want hardware store.

(B) keep current mix - business and residential

impractical population

#2

Architecture design book

CHL EX

add traffic solutions

tunnel/ Mancuski bridge

- no add'l lanes on
- safe crossing

donald ROSS

pedestrian

- AI sment traffic lights
- smart signals

Town wide initiatives

bicycle and pedestrian

beautification

Town wide

- bridge improvements
- shaded sidewalks
- enhanced public landscape standards

Bridge time impact last car in how many lights

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move #1 to 'preferred' use list

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ADD: (1) Retail and service establishments. #2

Sec. 34-627. Preferred permitted uses.

+ Restaurants

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(2) Residential (single-family and/or multifamily dwellings). A maximum 75 percent of the total gross floor area on the site may be used for residential.

(3) Health spa/gym (20,000 GFA or less).

REMOVE / Move to move to permitted

(4) Banks and financial institutions (50,000 GFA or less).

(5) Retail deli, bakery, and sandwich shop.

(6) Retail landscape nursery with outdoor displays.

(7) Temporary festive outdoor markets (only fruits, vegetables, plants, flowers, arts, and handcrafted items shall be sold). Maximum two-year temporary permit, renewable at the discretion of the town council.

Move to to special exception uses

(8) Professional or studio type schools (50,000 GFA or less).

(9) Transient residential facilities (maximum 30 units or less for timeshare and maximum 15 rooms or less for bed and breakfast).

(10) Hotel/motel (150 rooms/units or less).

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(Ord. No. 207, § 4.63, 8-8-1979; Ord. No. 302, 6-25-1986; Ord. No. 375, 11-15-1989; Ord. No. 476, 12-13-1995; Ord. No. 491, 2-12-1997)

Sec. 34-629. Special exception uses.

Special exception uses in the CG commercial general district are as follows:

(1) Public parking garages

(2) Public and private utility structures.

(3) Fuel service stations (see section 34-869).

#2

Town-wide initiatives

Beautification
- Shaded sidewalks
- Enhanced landscaping
- outdoor lighting (amber - decorative)
- Sign rules (~~Christmas flags Universe~~ improvements

pendants
Universe
Bld outlights

Architectural - designstds
- Check lists for architectural styles

Traffic
1. no add'l lanes Donald Ross Road
2. safe pedestrian crosswalks
3. bikelane US1 to Ocean for Donald Ross Road
4. Marcinski bridge tunnel
5. Smart signaling
6. Bridge opening synconisity

#2

AGENDA ITEM

Meeting Name:	Master Development Plan Forum Work Session
Meeting Date:	December 11, 2025
Prepared By:	Town Staff
Item Title:	Master Development Plan Forum Work Session Guideline & Questions for Discussion

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This work session will begin with a general introduction by staff and consultant Dana Little, followed by a structured, table-based group discussion. Participants will be randomly assigned to a table upon arrival, with a Council member serving as a facilitator for each. Each table will designate its timekeeper, scribe, and spokesperson.

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Staff and Dana Little will serve as floaters, checking in with tables and providing clarification and technical support while observing discussions and offering support or information when requested or they otherwise determine it may be helpful.

QUESTIONS FOR DISCUSSION:

1) **Preferred Uses (20 minutes)**

   Our current Commercial General zoning allows a variety of commercial uses ***(see Attachment #4)***. If redevelopment were to occur, which uses are most important to retain or add? If a preferred use is not listed, please feel free to suggest it.

YES As a follow-up, do you presently have access to most of your daily living needs within reasonable distance, and are there any you wish were right here in Juno Beach rather than elsewhere?

How should we support local business retention, and would you support redevelopment negotiations that provide concessions in exchange for local business retention strategies?

2) **Commercial General Character (35 minutes)**

   A) Scale and Height

Larry: Concerned w- commercial impact on traffic is a concern
Jerry Chris Rude R&R Realty

• greater set back, parking & landscape

(A) As of right, meaning that we presently have no legal means to deny an application presenting such a permit request, current zoning allows up to four stories (60 feet) and 18 units per acre. Under what circumstances, if any, is that level of height and unit density acceptable to you and if not, what is?

As a follow-up, what would you exchange, if anything, to make height and density more acceptable to you? — not sure.

B) Architectural Design

Thinking about Caretta, the Pulte Homes project, and the look and feel of our existing strip-oriented commercial development with large surface parking lots, what types of buildings and associated "vibe" would you like to see if a Commercial General parcel were to be redeveloped? → open to alternates except urban

As a follow-up, how important is the "Old Florida" architectural style to you in reference to future commercial redevelopment?

• Town could have a design book. Architectural design standards book.

C) Considering different types of potential Commercial General redevelopment ***(see Attachment #2)***, which do you feel is most contextually appropriate for Juno Beach?

• KEY WEST or Mediterranean; not urban

As a follow-up, if we simply leave our regulations as they are, do you believe that no redevelopment will occur? NO

3) **Infrastructure and Environment (20 minutes)**

Thinking about what it's like to drive or walk along the streets next to our commercial properties, what changes or public/private improvements would you like to see in the future? We would like to hear about table consensus for the top three to five potential improvements, though it is OK to also express support for others

1 ✓ Shaded sidewalks

- Wider sidewalks to accommodate more users with fewer conflicts ✓

X Stores with windows and entryways right along sidewalks (traditional Mainstreet look)

2 - Outdoor cafés along public sidewalk

- Public benches with shade

3 - Small public gathering/plaza area(s)

4 - Passive greenspace, whether public or private

- Parking not visible from public view (in rear or behind berm)

X Public art

5 ✓ - Enhanced public landscaping, including native plants and shade trees

- Other: add traffic solutions town wide • Marcinski bridge • no added lanes on D.R. • bridge timing & traffic delays (reduce bulky like 4 stories)

• Marcinski bridge
• DR no added lanes
• bridge timing & traffic delays
• bike lanes
• beautification
• smart traffic lights

4) **Trade-offs (20 minutes)** turn page

If the current zoning regulations don't allow your vision of success to be achieved, which strategies would you support to help make your vision possible? (Circle or highlight your top three (3) choices.)

A) Use taxpayer dollars to buy commercial properties and vacant land that go up for sale.
B) Modify zoning regulations to make it easier to redevelop commercial properties.
C) Authorize interest-based negotiations with property owners and developers, noting that outcomes are not well-defined from a regulatory perspective.
D) Increase zoning regulations to slow development, noting risk for litigation and delay of code changes due to Senate Bill 180.
E) Offer taxpayer-funded incentives directly to businesses to open and/or stay in town.
F) Encourage businesses to tax themselves in order to support local retention strategies.
G) Do nothing. Maintain current zoning regulations and let the chips fall where they may.
H) Other: Developer funded incentives for retail space.

5) Economic Vitality (30 minutes):

A) How important is it for Juno Beach to have a strong, vibrant local economy — with small businesses that thrive and provide resources to you as a resident — even if that brings a bit more activity and traffic? very

B) How do you feel about zoning code changes that shift from business uses toward more residential development? DON'T LIKE

C) Currently, about 27% of Juno Beach acreage is residential and 9% is commercial, and the town is sometimes described as a 'bedroom community.' What is your opinion on continuing this pattern of development? 75-25; IS OK.

6) Future Generations (20 minutes)

A) Looking ahead, what types of uses or amenities—such as retail, restaurants, schools, or mixed-use spaces—should Juno Beach encourage through zoning or redevelopment to support future residents, including children and grandchildren

B) To what extent do you agree or disagree that Juno Beach should maintain its current mix of businesses and housing versus making changes to attract housing and amenities that support young families and children?

Additional comments or questions may be raised at the conclusion of each presentation. Please be mindful of time to ensure that all participants have the opportunity to ask questions and share their perspectives.

ATTACHMENTS:

1. Project area map
2. Architectural Styles Examples
3. Potential Attributes, e.g., green space, pedestrian-oriented sidewalks complemented by small-scale, locally owned retail establishments fronting the street, shade, public art, park-like plazas, parking not visible from street, bicycle lanes, multi-modal paths, etc.
4. Copies of code section for Commercial General (CG) zoning district (permitted uses, preferred uses, special exception uses, building site area regulations)

William Kin

Peggy Wheeler, Kathy Peterson, Susan Van Laat

1) 1.) Preferred Uses

1.) Retail service establishment

Bus serv

Church

non-profit Cultural

~~Day aid ctr~~ Prof. Office less than 20K some options are too big

~~Adult Inpatient~~

~~Outpatient substance abuse~~

~~School~~

medical

Health / Gym less than 20K

Banks

Prof n Studio School less than 50K

Fire Police

no adult + outpatient

no assisted living no public parking

2. Hardware ACE

Small Groc

3. Nice to do, but ~~should~~ not at Taxpayer expense

Keep comm amt of Commercial and increase by ~~reduce~~ modest percentage over time

2.) A) Better setbacks, ~~[illegible]~~ berms, with higher landscaping. ~~[illegible]~~

Less height is better. 40 ft would be ~~better~~. More acceptable? ~~More~~ less units less height. - like Pulte with a little Commercial

40ft

B.) ~~B.)~~ ~~(less commercial 1st floor or residential above~~ ~~perimeter~~, Pulte concept inside depending on where located Old Florida, Key West, etc not all same, eclectic

C.) No - things will change and redevelopment will occur regardless

Commercial on interior - 1st floor for perimeter building; residential above.

communities
~~#~~ B) Shade

3.) A) Walking paths inside - landscape on both sides of ~~street~~ sidewalk

Stores - traditional main ~~street~~ st if possible outdoor/indoor Cafe

4.) C) Obtain professional Consultant to ~~address~~ assist and advise Town Council in negotiating with developers.

a.) Maintain current zoning

5.a.) We need local economy with small business that provide resources for residents.

b.) No change of Code to non residential

c.) We want to proportionally increase Commercial to go with residential. We don't want to lose existing Commercial + want to grow proportionately.

6.) a.) what the market will bear.
~~[illegible]~~ Code is sufficient
~~Negotiation~~ Negotiation to get what we want.

b.) No need to make changes to attract young families - we have a good ~~[illegible]~~ vibe and enough amenities

WILLIAM KIMBALL

TABLE 3

AGENDA ITEM

Meeting Name: Master Development Plan Forum Work Session

Meeting Date: December 11, 2025

Prepared By: Town Staff

Item Title: Master Development Plan Forum Work Session Guideline & Questions for Discussion

INTRODUCTION:

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Staff and Dana Little will serve as floaters, checking in with tables and providing clarification and technical support while observing discussions and offering support or information when requested or they otherwise determine it may be helpful.

QUESTIONS FOR DISCUSSION:

1) **Preferred Uses (20 minutes)**

   Our current Commercial General zoning allows a variety of commercial uses ***(see Attachment #4)***. If redevelopment were to occur, which uses are most important to retain or add? If a preferred use is not listed, please feel free to suggest it.

   As a follow-up, do you presently have access to most of your daily living needs within reasonable distance, and are there any you wish were right here in Juno Beach rather than elsewhere?

   How should we support local business retention, and would you support redevelopment negotiations that provide concessions in exchange for local business retention strategies?

2) **Commercial General Character (35 minutes)**

   A) Scale and Height

As of right, meaning that we presently have no legal means to deny an application presenting such a permit request, current zoning allows up to four stories (60 feet) and 18 units per acre. Under what circumstances, if any, is that level of height and unit density acceptable to you and if not, what is? 40 FEET MORE DENCE

As a follow-up, what would you exchange, if anything, to make height and density more acceptable to you? LESS AFFORDABLE

B) Architectural Design

Thinking about Caretta, the Pulte Homes project, and the look and feel of our existing strip-oriented commercial development with large surface parking lots, what types of buildings and associated "vibe" would you like to see if a Commercial General parcel were to be redeveloped? KEEP PLACES LIKE THE SAME

FLORIDA CRACKER DESIGN

As a follow-up, how important is the "Old Florida" architectural style to you in reference to future commercial redevelopment? MOST IMPORTANT NEW FLORIDA ARCHITECTURE EAST

C) Considering different types of potential Commercial General redevelopment ***(see Attachment #2)***, which do you feel is most contextually appropriate for Juno Beach?
KEEP IT THE SAME

As a follow-up, if we simply leave our regulations as they are, do you believe that no redevelopment will occur? NO IT WILL BUT IT WONT BE OUT OF CONTROL

3) **Infrastructure and Environment (20 minutes)**

Thinking about what it's like to drive or walk along the streets next to our commercial properties, what changes or public/private improvements would you like to see in the future? We would like to hear about table consensus for the top three to five potential improvements, though it is OK to also express support for others

✓ - Wider sidewalks to accommodate more users with fewer conflicts
~~- Stores with windows and entryways right along sidewalks (traditional Mainstreet look)~~
~~- Outdoor cafés along public sidewalk~~
✓ - Public benches with shade
✓ ~~- Small public gathering/plaza area~~(s)
✓ ~~- Passive greenspace, whether public or~~ private
✓ - Parking not visible from public view
✓ - Public art
✓ - Enhanced public landscaping, including native plants and shade trees
- Other: KEEP SOUND SOUND

4) **Trade-offs (20 minutes)**

If the current zoning regulations don't allow your vision of success to be achieved, which strategies would you support to help make your vision possible? (Circle or highlight your top three (3) choices.)

A) Use taxpayer dollars to buy commercial properties and vacant land that go up for sale.
B) ~~Modify zoning regulations to make it easier to redevelop commercial properties.~~
C) Authorize interest-based negotiations with property owners and developers, noting that outcomes are not well-defined from a regulatory perspective.
D) Increase zoning regulations to slow development, noting risk for litigation and delay of code changes due to Senate Bill 180.
E) Offer taxpayer-funded incentives directly to businesses to open and/or stay in town.
F) Encourage businesses to tax themselves in order to support local retention strategies.
G) Do nothing. Maintain current zoning regulations and let the chips fall where they may.
H) Other: THEY WERE ALL VIABLE THAT I PICKED

5) Economic Vitality (30 minutes):

A) How important is it for Juno Beach to have a strong, vibrant local economy — with small businesses that thrive and provide resources to you as a resident — even if that brings a bit more activity and traffic? VERY IMPORTANT IT WON'T CREATE MORE TRAFFIC

B) How do you feel about zoning code changes that shift from business uses toward more residential development? NO KEEP IT 75/25

C) Currently, about 27% of Juno Beach is residential and 9% is commercial, and the town is sometimes described as a 'bedroom community.' What is your opinion on continuing this pattern of development? LEAVE IT IT WORKS

6) Future Generations (20 minutes)

A) Looking ahead, what types of uses or amenities—such as retail, restaurants, schools, or mixed-use spaces—should Juno Beach encourage through zoning or redevelopment to support future residents, including children and grandchildren LEAVE IT AS IS

B) To what extent do you agree or disagree that Juno Beach should maintain its current mix of businesses and housing versus making changes to attract housing and amenities that support young families and children? NO CHANGES

Additional comments or questions may be raised at the conclusion of each presentation. Please be mindful of time to ensure that all participants have the opportunity to ask questions and share their perspectives.

ATTACHMENTS:

1. Project area map
2. Architectural Styles Examples
3. Potential Attributes, e.g., green space, pedestrian-oriented sidewalks complemented by small-scale, locally owned retail establishments fronting the street, shade, public art, park-like plazas, parking not visible from street, bicycle lanes, multi-modal paths, etc.
4. Copies of code section for Commercial General (CG) zoning district (permitted uses, preferred uses, special exception uses, building site area regulations)

FACILITATOR

#4

TOWN OF JUNO BEACH · FLORIDA · INCORPORATED 1953

AGENDA ITEM

Meeting Name:	Master Development Plan Forum Work Session
Meeting Date:	December 11, 2025
Prepared By:	Town Staff
Item Title:	Master Development Plan Forum Work Session Guideline & Questions for Discussion

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QUESTIONS FOR DISCUSSION:

1) **Preferred Uses (20 minutes)**

(1) Our current Commercial General zoning allows a variety of commercial uses ***(see Attachment #4)***. If redevelopment were to occur, which uses are most important to retain or add? If a preferred use is not listed, please feel free to suggest it.

(2) As a follow-up, do you presently have access to most of your daily living needs within reasonable distance, and are there any you wish were right here in Juno Beach rather than elsewhere? HARDWare store (Stobhan + Mark

E yes
I - yes
M - yes
S -

(3) How should we support local business retention, and would you support redevelopment negotiations that provide concessions in exchange for local business retention strategies?

2) **Commercial General Character (35 minutes)**

A) Scale and Height

Jerry - Grants - Revitalization

Stobhan - please come Given incentive to give it a facelift

MARK - Don't concede what the plan

As of right, meaning that we presently have no legal means to deny an application presenting such a permit request, current zoning allows up to four stories (60 feet) and 18 units per acre. Under what circumstances, if any, is that level of height and unit density acceptable to you and if not, what is?

As a follow-up, what would you exchange, if anything, to make height and density more acceptable to you?

B) Architectural Design — accepted

Thinking about Caretta, the Pulte Homes project, and the look and feel of our existing strip-oriented commercial development with large surface parking lots, what types of buildings and associated "vibe" would you like to see if a Commercial General parcel were to be redeveloped?

As a follow-up, how important is the "Old Florida" architectural style to you in reference to future commercial redevelopment?

C) Considering different types of potential Commercial General redevelopment ***(see Attachment #2)***, which do you feel is most contextually appropriate for Juno Beach?

As a follow-up, if we simply leave our regulations as they are, do you believe that no redevelopment will occur? Siobhan - yes / Elaine, Jerry, Mark - NO

3) **Infrastructure and Environment (20 minutes)**

Thinking about what it's like to drive or walk along the streets next to our commercial properties, what changes or public/private improvements would you like to see in the future? We would like to hear about table consensus for the top three to five potential improvements, though it is OK to also express support for others

Rank 1-9

1 - Wider sidewalks to accommodate more users with fewer conflicts #1 Siobhan
2 - Stores with windows and entryways right along sidewalks (traditional Mainstreet look) MARK
1 - Outdoor cafés along public sidewalk MARK
1 - Public benches with shade
2 - Small public gathering/plaza area(s) (MARK #4) Siobhan #3
1 - Passive greenspace, whether public or private mark
3 - Parking not visible from public view MARK #6
2 - Public art (MARK #8)
2 - Enhanced public landscaping, including native plants and shade trees
- Other: _____ Jerry's ashes take over Ocean Dr.
MARK - keep Wellness As a mindset

4) **Trade-offs (20 minutes)**

If the current zoning regulations don't allow your vision of success to be achieved, which strategies would you support to help make your vision possible? (Circle or highlight your top three (3) choices.)

A) Use taxpayer dollars to buy commercial properties and vacant land that go up for sale.
B) Modify zoning regulations to make it easier to redevelop commercial properties.
C) Authorize interest-based negotiations with property owners and developers, noting that outcomes are not well-defined from a regulatory perspective.
D) Increase zoning regulations to slow development, noting risk for litigation ~~and delay of code changes due to Senate Bill 180.~~
E) Offer taxpayer-funded incentives directly to businesses to open and/or stay in town.
F) Encourage businesses to tax themselves in order to support local retention strategies.
G) Do nothing. Maintain current zoning regulations and let the chips fall where they may.
H) Other: _____

5) Economic Vitality (30 minutes):

A) How important is it for Juno Beach to have a strong, vibrant local economy — with small businesses that thrive and provide resources to you as a resident — even if that brings a bit more activity and traffic?

B) How do you feel about zoning code changes that shift from business uses toward more residential development?

C) Currently, about 27% of Juno Beach is residential and 9% is commercial, and the town is sometimes described as a 'bedroom community.' What is your opinion on continuing this pattern of development?

6) Future Generations (20 minutes)

A) Looking ahead, what types of uses or amenities—such as retail, restaurants, schools, or mixed-use spaces—should Juno Beach encourage through zoning or redevelopment to support future residents, including children and grandchildren

B) To what extent do you agree or disagree that Juno Beach should maintain its current mix of businesses and housing versus making changes to attract housing and amenities that support young families and children?

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4. Copies of code section for Commercial General (CG) zoning district (permitted uses, preferred uses, special exception uses, building site area regulations)

ATTACHMENT #4

PART II - CODE OF ORDINANCES
Chapter 34 - ZONING
ARTICLE III. - DISTRICT REGULATIONS
DIVISION 14. COMMERCIAL GENERAL (CG) ZONING DISTRICT

DIVISION 14. COMMERCIAL GENERAL (CG) ZONING DISTRICT

Sec. 34-625. Purpose.

(a) The purpose of the CG commercial general district is to provide attractive and efficient retail shopping and personal service uses, to be developed either as a planned unit or in individual parcels. Retail drive-in businesses are not permitted. To enhance the general character of the district and its compatibility with its residential surroundings, this district is also suitable for professional, administrative, and general sales offices together with certain commercial uses designed primarily to serve employees in the district.

(b) Certain preferred uses are identified in the district and provided incentives to encourage their development. The purpose of the preferred uses is to encourage an environment which is particularly compatible and complementary to the adjacent residential area. The town desires a traditional town center atmosphere in its commercial areas, so as to link the commercial areas with the residential areas by both aesthetics and vehicular/pedestrian access, and to encourage residents to patronize such businesses.

(Ord. No. 207, § 4.61, 8-8-1979; Ord. No. 302, 6-25-1986; Ord. No. 375, 11-15-1989; Ord. No. 476, 12-13-1995; Ord. No. 491, 2-12-1997)

Sec. 34-626. Uses permitted.

Permitted uses in the CG commercial general district are as follows:

(1) Retail and service establishments, hardware stores, food stores, clothing stores, drugstores, barbershops, beauty salons and jewelry stores.

(2) Business services.

(3) Department stores.

(4) Churches, synagogues or other houses of worship.

(5) Nonprofit cultural centers.

(6) Professional offices (greater than 40,000 gross floor area (GFA)).

(7) Medical and dental offices.

(8) Health spa/gym (greater than 20,000 GFA).

(9) Banks and financial institutions (greater than 50,000 GFA).

(10) Professional or studio-type schools (greater than 50,000 GFA).

(11) Public safety facilities such as fire and/or police stations.

(12) Day care centers, if not adjacent to a residential use or residentially zoned property.

(13) Adult entertainment establishments.

(14) Outpatient substance abuse treatment provider.

(Ord. No. 207, § 4.62, 8-8-1979; Ord. No. 302, 6-25-1986; Ord. No. 375, 11-15-1989; Ord. No. 434, 12-16-1992; Ord. No. 476, 12-13-1995; Ord. No. 491, 2-12-1997; Ord. No. 644, § 2, 1-12-2011; Ord. No. 668, § 4, 5-28-2014)

TABLE 2
ADD Restaurants

Sec. 34-627. Preferred permitted uses.

Preferred permitted uses in the CG commercial general district are as follows:

(1) Professional offices (40,000 gross floor area (GFA) or less).

(2) Residential (single-family and/or multifamily dwellings). A maximum 75 percent of the total gross floor area on the site may be used for residential.

(3) Health spa/gym (20,000 GFA or less).

MAKE Permitted

(4) Banks and financial institutions (50,000 GFA or less). Mark

(5) Retail deli, bakery, and sandwich shop.

(6) Retail landscape nursery with outdoor displays.

E (7) Temporary festive outdoor markets (only fruits, vegetables, plants, flowers, arts, and handcrafted items shall be sold). Maximum two-year temporary permit, renewable at the discretion of the town council. Mark Elaine

(8) Professional or studio type schools (50,000 GFA or less).

(9) Transient residential facilities (maximum 30 units or less for timeshare and maximum 15 rooms or less for bed and breakfast).

(10) Hotel/motel (150 rooms/units or less).

(Ord. No. 207, § 4.62.1, 8-8-1979; Ord. No. 302, 6-25-1986; Ord. No. 375, 11-15-1989; Ord. No. 434, 12-16-1992; Ord. No. 476, 12-13-1995; Ord. No. 491, 2-12-1997; Ord. No. 581, § 2(exh. A), 8-24-2005; Ord. No. 644, § 3, 1-12-2011; Ord. No. 668, § 4, 5-28-2014; Ord. No. 689, § 13, 1-25-2017)

Sec. 34-628. Accessory uses.

Accessory uses in the CG commercial general district are as follows:

(1) Off-street parking and loading.

(2) Signs.

(3) Drive-in financial facilities.

(4) Accessory uses customarily incident to the permitted or approved special exception uses.

(5) Satellite dish antennas (see article IV, division 13 of this chapter).

(Ord. No. 207, § 4.63, 8-8-1979; Ord. No. 302, 6-25-1986; Ord. No. 375, 11-15-1989; Ord. No. 476, 12-13-1995; Ord. No. 491, 2-12-1997)

Sec. 34-629. Special exception uses.

Special exception uses in the CG commercial general district are as follows:

(1) Public parking garages

(2) Public and private utility structures.

(3) Fuel service stations (see section 34-869).

TABLE #4

AGENDA ITEM

Meeting Name: Master Development Plan Forum Work Session

Meeting Date: December 11, 2025

Prepared By: Town Staff

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QUESTIONS FOR DISCUSSION:

1) **Preferred Uses (20 minutes)**

Our current Commercial General zoning allows a variety of commercial uses ***(see Attachment #4)***. If redevelopment were to occur, which uses are most important to retain or add? If a preferred use is not listed, please feel free to suggest it.

As a follow-up, do you presently have access to most of your daily living needs within reasonable distance, and are there any you wish were right here in Juno Beach rather than elsewhere? YES ... AND ... YES

How should we support local business retention, and would you support redevelopment negotiations that provide concessions in exchange for local business retention strategies? NOT UNTIL M.P. HAS BEEN DEVELOPED; CODES CHANGED STRENGTHEN TO PROTECT & PRESERVE; THEN DECIDE ON CONCESSION.

2) **Commercial General Character (35 minutes)**

A) Scale and Height

TABLE #4

As of right, meaning that we presently have no legal means to deny an application presenting such a permit request, current zoning allows up to four stories (60 feet) and 18 units per acre. Under what circumstances, if any, is that level of height and unit density acceptable to you and if not, what is?

As a follow-up, what would you exchange, if anything, to make height and density more acceptable to you?

B) Architectural Design

Thinking about Caretta, the Pulte Homes project, and the look and feel of our existing strip-oriented commercial development with large surface parking lots, what types of buildings and associated "vibe" would you like to see if a Commercial General parcel were to be redeveloped? SOA-SIDE

As a follow-up, how important is the "Old Florida" architectural style to you in reference to future commercial redevelopment?

C) Considering different types of potential Commercial General redevelopment ***(see Attachment #2)***, which do you feel is most contextually appropriate for Juno Beach?

As a follow-up, if we simply leave our regulations as they are, do you believe that no redevelopment will occur?

3) **Infrastructure and Environment (20 minutes)**

Thinking about what it's like to drive or walk along the streets next to our commercial properties, what changes or public/private improvements would you like to see in the future? We would like to hear about table consensus for the top three to five potential improvements, though it is OK to also express support for others

9 - Wider sidewalks to accommodate more users with fewer conflicts
2 - Stores with windows and entryways right along sidewalks (traditional Mainstreet look)
1 - Outdoor cafés along public sidewalk
5 - Public benches with shade
4 - Small public gathering/plaza area(s)
3 - Passive greenspace, whether public or private
6 - Parking not visible from public view
8 - Public art
7 - Enhanced public landscaping, including native plants and shade trees
- Other: WALKABILITY IN MIND!!!

4) **Trade-offs (20 minutes)**

If the current zoning regulations don't allow your vision of success to be achieved, which strategies would you support to help make your vision possible? (Circle or highlight your top three (3) choices.)

A) Use taxpayer dollars to buy commercial properties and vacant land that go up for sale.
B) Modify zoning regulations to make it easier to redevelop commercial properties.
C) Authorize interest-based negotiations with property owners and developers, noting that outcomes are not well-defined from a regulatory perspective.
D) Increase zoning regulations to slow development, noting risk for litigation ~~and delay of code changes due to Senate Bill 180.~~
E) Offer taxpayer-funded incentives directly to businesses to open and/or stay in town.
F) Encourage businesses to tax themselves in order to support local retention strategies.
G) Do nothing. Maintain current zoning regulations and let the chips fall where they may.
H) Other: → Develop M.P. with Community Vision

5) Economic Vitality (30 minutes):

A) How important is it for Juno Beach to have a strong, vibrant local economy — with small businesses that thrive and provide resources to you as a resident — even if that brings a bit more activity and traffic?

B) How do you feel about zoning code changes that shift from business uses toward more residential development? → Allow Limited Zoning Changes to Align w/ Plan

C) Currently, about 27% of Juno Beach is residential and 9% is commercial, and the town is sometimes described as a 'bedroom community.' What is your opinion on continuing this pattern of development?

6) Future Generations (20 minutes)

A) Looking ahead, what types of uses or amenities—such as retail, restaurants, schools, or mixed-use spaces—should Juno Beach encourage through zoning or redevelopment to support future residents, including children and grandchildren

B) To what extent do you agree or disagree that Juno Beach should maintain its current mix of businesses and housing versus making changes to attract housing and amenities that support young families and children?

Additional comments or questions may be raised at the conclusion of each presentation. Please be mindful of time to ensure that all participants have the opportunity to ask questions and share their perspectives.

ATTACHMENTS:

1. Project area map
2. Architectural Styles Examples
3. Potential Attributes, e.g., green space, pedestrian-oriented sidewalks complemented by small-scale, locally owned retail establishments fronting the street, shade, public art, park-like plazas, parking not visible from street, bicycle lanes, multi-modal paths, etc.
4. Copies of code section for Commercial General (CG) zoning district (permitted uses, preferred uses, special exception uses, building site area regulations)

Table #4

ATTACHMENT #4

PART II - CODE OF ORDINANCES
Chapter 34 - ZONING
ARTICLE III. - DISTRICT REGULATIONS
DIVISION 14. COMMERCIAL GENERAL (CG) ZONING DISTRICT

DIVISION 14. COMMERCIAL GENERAL (CG) ZONING DISTRICT

Sec. 34-625. Purpose.

(a) The purpose of the CG commercial general district is to provide attractive and efficient retail shopping and personal service uses, to be developed either as a planned unit or in individual parcels. Retail drive-in businesses are not permitted. To enhance the general character of the district and its compatibility with its residential surroundings, this district is also suitable for professional, administrative, and general sales offices together with certain commercial uses designed primarily to serve employees in the district.

(b) Certain preferred uses are identified in the district and provided incentives to encourage their development. The purpose of the preferred uses is to encourage an environment which is particularly compatible and complementary to the adjacent residential area. The town desires a traditional town center atmosphere in its commercial areas, so as to link the commercial areas with the residential areas by both aesthetics and vehicular/pedestrian access, and to encourage residents to patronize such businesses.

(Ord. No. 207, § 4.61, 8-8-1979; Ord. No. 302, 6-25-1986; Ord. No. 375, 11-15-1989; Ord. No. 476, 12-13-1995; Ord. No. 491, 2-12-1997)

Sec. 34-626. Uses permitted.

Permitted uses in the CG commercial general district are as follows:

R = (1) Retail and service establishments, hardware stores, food stores, clothing stores, drugstores, barbershops, beauty salons and jewelry stores.

(2) Business services.

(3) Department stores.

R = (4) Churches, synagogues or other houses of worship.

(5) Nonprofit cultural centers.

A = (6) Professional offices (greater than 40,000 gross floor area (GFA)).

A = (7) Medical and dental offices.

R = (8) Health spa/gym (greater than 20,000 GFA). ✓

A = (9) Banks and financial institutions (greater than 50,000 GFA).

(10) Professional or studio-type schools (greater than 50,000 GFA).

(11) Public safety facilities such as fire and/or police stations.

(12) Day care centers, if not adjacent to a residential use or residentially zoned property.

(13) Adult entertainment establishments.

(14) Outpatient substance abuse treatment provider.

(Ord. No. 207, § 4.62, 8-8-1979; Ord. No. 302, 6-25-1986; Ord. No. 375, 11-15-1989; Ord. No. 434, 12-16-1992; Ord. No. 476, 12-13-1995; Ord. No. 491, 2-12-1997; Ord. No. 644, § 2, 1-12-2011; Ord. No. 668, § 4, 5-28-2014)

Sec. 34-627. Preferred permitted uses.

Preferred permitted uses in the CG commercial general district are as follows:

(1) Professional offices (40,000 gross floor area (GFA) or less).

(2) Residential (single-family and/or multifamily dwellings). A maximum 75 percent of the total gross floor area on the site may be used for residential.

(3) Health spa/gym (20,000 GFA or less).

A= (4) Banks and financial institutions (50,000 GFA or less).

A= (5) Retail deli, bakery, and sandwich shop.

A= (6) Retail landscape nursery with outdoor displays.

R= (7) Temporary festive outdoor markets (only fruits, vegetables, plants, flowers, arts, and handcrafted items shall be sold). Maximum two-year temporary permit, renewable at the discretion of the town council.

(8) Professional or studio type schools (50,000 GFA or less).

(9) Transient residential facilities (maximum 30 units or less for timeshare and maximum 15 rooms or less for bed and breakfast).

(10) Hotel/motel (150 rooms/units or less).

(Ord. No. 207, § 4.62.1, 8-8-1979; Ord. No. 302, 6-25-1986; Ord. No. 375, 11-15-1989; Ord. No. 434, 12-16-1992; Ord. No. 476, 12-13-1995; Ord. No. 491, 2-12-1997; Ord. No. 581, § 2(exh. A), 8-24-2005; Ord. No. 644, § 3, 1-12-2011; Ord. No. 668, § 4, 5-28-2014; Ord. No. 689, § 13, 1-25-2017)

Sec. 34-628. Accessory uses.

Accessory uses in the CG commercial general district are as follows:

(1) Off-street parking and loading.

(2) Signs.

(3) Drive-in financial facilities.

(4) Accessory uses customarily incident to the permitted or approved special exception uses.

(5) Satellite dish antennas (see article IV, division 13 of this chapter).

(Ord. No. 207, § 4.63, 8-8-1979; Ord. No. 302, 6-25-1986; Ord. No. 375, 11-15-1989; Ord. No. 476, 12-13-1995; Ord. No. 491, 2-12-1997)

Sec. 34-629. Special exception uses.

Special exception uses in the CG commercial general district are as follows:

(1) Public parking garages

(2) Public and private utility structures.

A= (3) Fuel service stations (see section 34-869).

(4) Supplemental off-site parking.

(5) Public and private academic schools.

(6) Assisted living facilities (see article IV, division 12 of this chapter).

(7) Transient residential facility (greater than 30 units for timeshare).

A = (8) Convenience stores (see section 34-868).

A = (9) Vehicle minor repair facility (see section 34-870).

(10) Hotel/motel (greater than 150 rooms/units).

(11) Day care centers, if adjacent to a residential use or residentially zoning property.

(12) Uses utilizing optional building site area development modifications identified in section 34-632.

(13) Restaurants and drinking establishments.

(Ord. No. 207, § 4.64, 8-8-1979; Ord. No. 302, 6-25-1986; Ord. No. 375, 11-15-1989; Ord. No. 434, 12-16-1992; Ord. No. 476, 12-13-1995; Ord. No. 491, 2-12-1997; Ord. No. 581, § 2(exh. A), 8-24-2005; Ord. No. 644, § 4, 1-12-2011; Ord. No. 668, § 4, 5-28-2014)

Sec. 34-630. Site plan and appearance review requirements.

A site plan and appearance review is required for all uses.

(Ord. No. 207, § 4.65, 8-8-1979; Ord. No. 302, 6-25-1986; Ord. No. 375, 11-15-1989; Ord. No. 476, 12-13-1995; Ord. No. 491, 2-12-1997)

Sec. 34-631. Building site area regulations.

The following building site area regulations shall apply to the CG commercial general district:

(1) Minimum total area: 40,000 square feet.

(2) Minimum lot width: 150 feet.

(3) Minimum lot depth: 150 feet.

(4) Density: When applied to residential uses in this district, the maximum densities shall be those which are in effect for the RH zoning district, i.e., 18 dwelling units per gross acre for multiple-family dwellings. The maximum density for transient residential facilities and hotel/motel facilities within this district shall be 30 guest units per gross acre.

(5) Setbacks:

a. The following setback schedule shall apply, and all properties adjoining or adjacent to property with a residential or "R" zoning district designation shall incorporate a minimum of a 15-foot landscaped buffer within such adjoining yard or setback:

Setback Distance Requirements from Property Line			
Total Lot Area	Front	Side	Rear
1.5 acres or less	25′	20′	20′
More than 1.5 acres to 3 acres	35′	20′*	20′*
More than 3 acres	45′	20′*	20′*

TABLE #4

Community Vision (Currently Not Established)

1. Property Owners
2. Residents
3. Business Owners
4.

Stakeholders

- Community-Wide Vision
- Comprehensive Master Plan
- Strategic Plan
- Codes / Align w/ Vision
- Master Plan - Re Development / Redevelopment

Two council members corrected the false & misleading statements by Town Mgr. R. Cole. Cole then called these council member "Liars". This is intolerable behavior and the manager should be terminated from his position w/in Juno Town Govern-ment.

Siobhan O'Donnell

TOWN OF JUNO BEACH • FLORIDA • INCORPORATED 1953

AGENDA ITEM

Meeting Name: Master Development Plan Forum Work Session
Meeting Date: December 11, 2025
Prepared By: Town Staff
Item Title: Master Development Plan Forum Work Session Guideline & Questions for Discussion

R. Cole still has the same Misleading & False Organizational Chart posted on Juno's Town website. Shameful

INTRODUCTION:
This work session will begin with a general introduction by staff and consultant Dana Little, followed by a structured, table-based group discussion. Participants will be randomly assigned to a table upon arrival, with a Council member serving as a facilitator for each. Each table will designate its timekeeper, scribe, and spokesperson.

All tables will discuss each question provided, and Town Council facilitators will listen and encourage respectful discussion, asking probing questions to clarify statements or explore topics in further detail.

Staff and Dana Little will serve as floaters, checking in with tables and providing clarification and technical support while observing discussions and offering support or information when requested or they otherwise determine it may be helpful.

QUESTIONS FOR DISCUSSION:

1) **Preferred Uses (20 minutes)**

Our current Commercial General zoning allows a variety of commercial uses ***(see Attachment #4)***. If redevelopment were to occur, which uses are most important to retain or add? If a preferred use is not listed, please feel free to suggest it. I wish for the current CG zoning that has served the town well to be preserved as is.

As a follow-up, do you presently have access to most of your daily living needs within reasonable distance, and are there any you wish were right here in Juno Beach rather than elsewhere? yes possibly Urgent Care

How should we support local business retention, and would you support redevelopment negotiations that provide concessions in exchange for local business retention strategies? Revitalization grants tax cuts Keep our zoning. Do not alter it unless it ~~sh~~ concessions to aid keeping existing zoning. Any changes to our zoning opens Juno town to dangerous litigation under SB180 which requires Juno to pay plaintiff's legal cost if the prevail.

2) **Commercial General Character (35 minutes)**

A) Scale and Height

Sec. 34-627. Preferred permitted uses.

Preferred permitted uses in the CG commercial general district are as follows:

(1) Professional offices (40,000 gross floor area (GFA) or less).

(2) Residential (single-family and/or multifamily dwellings). A maximum 75 percent of the total gross floor area on the site may be used for residential. If this refers to existing zoning then retain.

(3) Health spa/gym (20,000 GFA or less).

(4) Banks and financial institutions (50,000 GFA or less).

(5) Retail deli, bakery, and sandwich shop.

(6) Retail landscape nursery with outdoor displays.

(7) Temporary festive outdoor markets (only fruits, vegetables, plants, flowers, arts, and handcrafted items shall be sold). Maximum two-year temporary permit, renewable at the discretion of the town council.

(8) Professional or studio type schools (50,000 GFA or less).

(9) Transient residential facilities (maximum 30 units or less for timeshare and maximum 15 rooms or less for bed and breakfast).

(10) Hotel/motel (150 rooms/units or less).

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Accessory uses in the CG commercial general district are as follows:

(1) Off-street parking and loading.

(2) Signs.

(3) Drive-in financial facilities.

(4) Accessory uses customarily incident to the permitted or approved special exception uses.

(5) Satellite dish antennas (see article IV, division 13 of this chapter).

(Ord. No. 207, § 4.63, 8-8-1979; Ord. No. 302, 6-25-1986; Ord. No. 375, 11-15-1989; Ord. No. 476, 12-13-1995; Ord. No. 491, 2-12-1997)

Sec. 34-629. Special exception uses.

Special exception uses in the CG commercial general district are as follows:

(1) Public parking garages

(2) Public and private utility structures.

(3) Fuel service stations (see section 34-869).

IMPORTANT 12-11-2025 Siobhan O'Donnell

Town Mgr. R. Cole's brazenly deceptive Newsletters expose his intentions to corrupt the Master Plan process to benefit Developers. This grave problem coupled w/SB180 must move the town to stop the Master Plan until SB180 is no longer in effect as any changes to our Master Plan or Comp Plan or any zoning or codes Juno Beach can trigger lawsuits against under SB180.

ATTACHMENT #4

PART II - CODE OF ORDINANCES
Chapter 34 - ZONING
ARTICLE III. - DISTRICT REGULATIONS
DIVISION 14. COMMERCIAL GENERAL (CG) ZONING DISTRICT

DIVISION 14. COMMERCIAL GENERAL (CG) ZONING DISTRICT

Sec. 34-625. Purpose.

(a) The purpose of the CG commercial general district is to provide attractive and efficient retail shopping and personal service uses, to be developed either as a planned unit or in individual parcels. Retail drive-in businesses are not permitted. To enhance the general character of the district and its compatibility with its residential surroundings, this district is also suitable for professional, administrative, and general sales offices together with certain commercial uses designed primarily to serve employees in the district.

(b) Certain preferred uses are identified in the district and provided incentives to encourage their development. The purpose of the preferred uses is to encourage an environment which is particularly compatible and complementary to the adjacent residential area. The town desires a traditional town center atmosphere in its commercial areas, so as to link the commercial areas with the residential areas by both aesthetics and vehicular/pedestrian access, and to encourage residents to patronize such businesses.

(Ord. No. 207, § 4.61, 8-8-1979; Ord. No. 302, 6-25-1986; Ord. No. 375, 11-15-1989; Ord. No. 476, 12-13-1995; Ord. No. 491, 2-12-1997)

Sec. 34-626. Uses permitted.

Permitted uses in the CG commercial general district are as follows:

Yes (1) Retail and service establishments, hardware stores, food stores, clothing stores, drugstores, barbershops, beauty salons and jewelry stores.

Yes (2) Business services.

(3) Department stores.

(4) Churches, synagogues or other houses of worship.

Yes (5) Nonprofit cultural centers.

(6) Professional offices (greater than 40,000 gross floor area (GFA)).

yes (7) Medical and dental offices.

yes (8) Health spa/gym (greater than 20,000 GFA).

yes (9) Banks and financial institutions (greater than 50,000 GFA).

(10) Professional or studio-type schools (greater than 50,000 GFA).

(11) Public safety facilities such as fire and/or police stations.

YES (12) Day care centers, if not adjacent to a residential use or residentially zoned property.

NO (13) Adult entertainment establishments.

NO (14) Outpatient substance abuse treatment provider.

(Ord. No. 207, § 4.62, 8-8-1979; Ord. No. 302, 6-25-1986; Ord. No. 375, 11-15-1989; Ord. No. 434, 12-16-1992; Ord. No. 476, 12-13-1995; Ord. No. 491, 2-12-1997; Ord. No. 644, § 2, 1-12-2011; Ord. No. 668, § 4, 5-28-2014)

Any questions that I have answered are ONLY for the purpose of considering changes AFTER SB 180 has been withdrawn, but I believe we must uphold & enforce Juno's zoning laws & codes as they are right now. Juno's commercial zoning, as it is, will continue to protect Juno from over development for years to come.

As of right, meaning that we presently have no legal means to deny an application presenting such a permit request, current zoning allows up to four stories (60 feet) and 18 units per acre. Under what circumstances, if any, is that level of height and unit density acceptable to you and if not, what is? I support our zoning exactly as it is.

As a follow-up, what would you exchange, if anything, to make height and density more acceptable to you? No changes to our existing code or zoning.

B) Architectural Design

Thinking about Caretta, the Pulte Homes project, and the look and feel of our existing strip-oriented commercial development with large surface parking lots, what types of buildings and associated "vibe" would you like to see if a Commercial General parcel were to be redeveloped?

As a follow-up, how important is the "Old Florida" architectural style to you in reference to future commercial redevelopment?

C) Considering different types of potential Commercial General redevelopment ***(see Attachment #2)***, which do you feel is most contextually appropriate for Juno Beach?

As a follow-up, if we simply leave our regulations as they are, do you believe that no redevelopment will occur?

3) **Infrastructure and Environment (20 minutes)**

Thinking about what it's like to drive or walk along the streets next to our commercial properties, what changes or public/private improvements would you like to see in the future? We would like to hear about table consensus for the top three to five potential improvements, though it is OK to also express support for others Misguided question

#1 - Wider sidewalks to accommodate more users with fewer conflicts
- Stores with windows and entryways right along sidewalks (traditional Mainstreet look)
#0 - Outdoor cafés along public sidewalk AKA need ~~wider~~ Wider Sidewalks
- Public benches with shade
#3 - Small public gathering/plaza area(s)
- Passive greenspace, whether public or private
- Parking not visible from public view
- Public art
#2 - Enhanced public landscaping, including native plants and shade trees
- Other: ~~Keep existing zoning & codes~~ & feel of Juno as it is right now.

4) **Trade-offs (20 minutes)**

If the current zoning regulations don't allow your vision of success to be achieved, which strategies would you support to help make your vision possible? (Circle or highlight your top three (3) choices.)

Siobhan O'Donnell

Yes A) Use taxpayer dollars to buy commercial properties and vacant land that go up for sale. but only for public use such as parks community centers or Town Bldgs.

NO B) Modify zoning regulations to make it easier to redevelop commercial properties.

C) Authorize interest-based negotiations with property owners and developers, noting that outcomes are not well-defined from a regulatory perspective.

Yes D) Increase zoning regulations to slow development, noting risk for litigation and delay of code changes due to Senate Bill 180. Leave zoning As-Is.

E) Offer taxpayer-funded incentives directly to businesses to open and/or stay in town.

NO F) Encourage businesses to tax themselves in order to support local retention strategies.

YES G) Do nothing. Maintain current zoning regulations and let the chips fall where they may.

H) Other: _____

5) Economic Vitality (30 minutes):

A) How important is it for Juno Beach to have a strong, vibrant local economy — with small businesses that thrive and provide resources to you as a resident — even if that brings a bit more activity and traffic? we have this now These questions are misleading & very loaded.

B) How do you feel about zoning code changes that shift from business uses toward more residential development? Absolutely NO. Hands off our commercial zoning.

27 @ 9 36%

C) Currently, about 27% of Juno Beach is residential and 9% is commercial, and the town is sometimes described as a 'bedroom community.' What is your opinion on continuing this pattern of development? Keep zoning As-Is to maintain Juno's special character

6) Future Generations (20 minutes)

A) Looking ahead, what types of uses or amenities—such as retail, restaurants, schools, or mixed-use spaces—should Juno Beach encourage through zoning or redevelopment to support future residents, including children and grandchildren

B) To what extent do you agree or disagree that Juno Beach should maintain its current mix of businesses and housing versus making changes to attract housing and amenities that support young families and children?

Additional comments or questions may be raised at the conclusion of each presentation. Please be mindful of time to ensure that all participants have the opportunity to ask questions and share their perspectives.

ATTACHMENTS:

1. Project area map
2. Architectural Styles Examples
3. Potential Attributes, e.g., green space, pedestrian-oriented sidewalks complemented by small-scale, locally owned retail establishments fronting the street, shade, public art, park-like plazas, parking not visible from street, bicycle lanes, multi-modal paths, etc.
4. Copies of code section for Commercial General (CG) zoning district (permitted uses, preferred uses, special exception uses, building site area regulations)

#3

AGENDA ITEM

Meeting Name: Master Development Plan Forum Work Session

Meeting Date: December 11, 2025

Prepared By: Town Staff

Item Title: Master Development Plan Forum Work Session Guideline & Questions for Discussion

INTRODUCTION:

This work session will begin with a general introduction by staff and consultant Dana Little, followed by a structured, table-based group discussion. Participants will be randomly assigned to a table upon arrival, with a Council member serving as a facilitator for each. Each table will designate its timekeeper, scribe, and spokesperson.

All tables will discuss each question provided, and Town Council facilitators will listen and encourage respectful discussion, asking probing questions to clarify statements or explore topics in further detail.

Staff and Dana Little will serve as floaters, checking in with tables and providing clarification and technical support while observing discussions and offering support or information when requested or they otherwise determine it may be helpful.

QUESTIONS FOR DISCUSSION:

1) **Preferred Uses (20 minutes)**

   Our current Commercial General zoning allows a variety of commercial uses ***(see Attachment #4)***. If redevelopment were to occur, which uses are most important to retain or add? If a preferred use is not listed, please feel free to suggest it.

   As a follow-up, do you presently have access to most of your daily living needs within reasonable distance, and are there any you wish were right here in Juno Beach rather than elsewhere?

   How should we support local business retention, and would you support redevelopment negotiations that provide concessions in exchange for local business retention strategies?

2) **Commercial General Character (35 minutes)**

   A) Scale and Height

As of right, meaning that we presently have no legal means to deny an application presenting such a permit request, current zoning allows up to four stories (60 feet) and 18 units per acre. Under what circumstances, if any, is that level of height and unit density acceptable to you and if not, what is?

As a follow-up, what would you exchange, if anything, to make height and density more acceptable to you?

B) Architectural Design

Thinking about Caretta, the Pulte Homes project, and the look and feel of our existing strip-oriented commercial development with large surface parking lots, what types of buildings and associated "vibe" would you like to see if a Commercial General parcel were to be redeveloped?

As a follow-up, how important is the "Old Florida" architectural style to you in reference to future commercial redevelopment?

C) Considering different types of potential Commercial General redevelopment ***(see Attachment #2)***, which do you feel is most contextually appropriate for Juno Beach?

As a follow-up, if we simply leave our regulations as they are, do you believe that no redevelopment will occur?

3) **Infrastructure and Environment (20 minutes)**

Thinking about what it's like to drive or walk along the streets next to our commercial properties, what changes or public/private improvements would you like to see in the future? We would like to hear about table consensus for the top three to five potential improvements, though it is OK to also express support for others

- Wider sidewalks to accommodate more users with fewer conflicts ✓
- Stores with windows and entryways right along sidewalks (traditional Mainstreet look)
- Outdoor cafés along public sidewalk
- Public benches with shade
- Small public gathering/plaza area(s) ✓
- Passive greenspace, whether public or private
- Parking not visible from public view ✓
- Public art
- Enhanced public landscaping, including native plants and shade trees ✓
- Other: Dog Parks

4) **Trade-offs (20 minutes)**

If the current zoning regulations don't allow your vision of success to be achieved, which strategies would you support to help make your vision possible? (Circle or highlight your top three (3) choices.)

A) Use taxpayer dollars to buy commercial properties and vacant land that go up for sale.
B) Modify zoning regulations to make it easier to redevelop commercial properties.
C) Authorize interest-based negotiations with property owners and developers, noting that outcomes are not well-defined from a regulatory perspective.
D) Increase zoning regulations to slow development, noting risk for litigation and delay of code changes due to Senate Bill 180.
E) Offer taxpayer-funded incentives directly to businesses to open and/or stay in town.
F) Encourage businesses to tax themselves in order to support local retention strategies.
G) Do nothing. Maintain current zoning regulations and let the chips fall where they may.
H) Other: _____

5) Economic Vitality (30 minutes):

A) How important is it for Juno Beach to have a strong, vibrant local economy — with small businesses that thrive and provide resources to you as a resident — even if that brings a bit more activity and traffic? Yes, Very important

B) How do you feel about zoning code changes that shift from business uses toward more residential development? I Feel I am Against it

C) Currently, about 27% of Juno Beach is residential and 9% is commercial, and the town is sometimes described as a 'bedroom community.' What is your opinion on continuing this pattern of development? It's not a bedroom town - It's O.K.

6) Future Generations (20 minutes)

A) Looking ahead, what types of uses or amenities—such as retail, restaurants, schools, or mixed-use spaces—should Juno Beach encourage through zoning or redevelopment to support future residents, including children and grandchildren What Code works

B) To what extent do you agree or disagree that Juno Beach should maintain its current mix of businesses and housing versus making changes to attract housing and amenities that support young families and children?

Additional comments or questions may be raised at the conclusion of each presentation. Please be mindful of time to ensure that all participants have the opportunity to ask questions and share their perspectives.

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4. Copies of code section for Commercial General (CG) zoning district (permitted uses, preferred uses, special exception uses, building site area regulations)

#5

CR - SPOKESPERSON

AGENDA ITEM

Meeting Name: Master Development Plan Forum Work Session

Meeting Date: December 11, 2025

Prepared By: Town Staff

Item Title: Master Development Plan Forum Work Session Guideline & Questions for Discussion

INTRODUCTION:

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SCRIBE =

QUESTIONS FOR DISCUSSION:

1) **Preferred Uses (20 minutes)**

   Our current Commercial General zoning allows a variety of commercial uses ***(see Attachment #4)***. If redevelopment were to occur, which uses are most important to retain or add? If a preferred use is not listed, please feel free to suggest it.

   As a follow-up, do you presently have access to most of your daily living needs within reasonable distance, and are there any you wish were right here in Juno Beach rather than elsewhere?

   YES

   How should we support local business retention, and would you support redevelopment negotiations that provide concessions in exchange for local business retention strategies?

2) **Commercial General Character (35 minutes)**

   A) Scale and Height

As of right, meaning that we presently have no legal means to deny an application presenting such a permit request, current zoning allows up to four stories (60 feet) and 18 units per acre. Under what circumstances, if any, is that level of height and unit density acceptable to you and if not, what is?

As a follow-up, what would you exchange, if anything, to make height and density more acceptable to you?

B) Architectural Design

Thinking about Caretta, the Pulte Homes project, and the look and feel of our existing strip-oriented commercial development with large surface parking lots, what types of buildings and associated "vibe" would you like to see if a Commercial General parcel were to be redeveloped?

As a follow-up, how important is the "Old Florida" architectural style to you in reference to future commercial redevelopment?

C) Considering different types of potential Commercial General redevelopment ***(see Attachment #2)***, which do you feel is most contextually appropriate for Juno Beach?

As a follow-up, if we simply leave our regulations as they are, do you believe that no redevelopment will occur?

3) **Infrastructure and Environment (20 minutes)**

Thinking about what it's like to drive or walk along the streets next to our commercial properties, what changes or public/private improvements would you like to see in the future? We would like to hear about table consensus for the top three to five potential improvements, though it is OK to also express support for others

- Wider sidewalks to accommodate more users with fewer conflicts
- Stores with windows and entryways right along sidewalks (traditional Mainstreet look)
- Outdoor cafés along public sidewalk
- Public benches with shade
- Small public gathering/plaza area(s)
- Passive greenspace, whether public or private
- Parking not visible from public view
- Public art
- Enhanced public landscaping, including native plants and shade trees
- Other:

4) **Trade-offs (20 minutes)**

If the current zoning regulations don't allow your vision of success to be achieved, which strategies would you support to help make your vision possible? (Circle or highlight your top three (3) choices.)

A) Use taxpayer dollars to buy commercial properties and vacant land that go up for sale.
B) Modify zoning regulations to make it easier to redevelop commercial properties.
C) Authorize interest-based negotiations with property owners and developers, noting that outcomes are not well-defined from a regulatory perspective.
D) Increase zoning regulations to slow development, noting risk for litigation and delay of code changes due to Senate Bill 180.
E) Offer taxpayer-funded incentives directly to businesses to open and/or stay in town.
F) Encourage businesses to tax themselves in order to support local retention strategies.
G) Do nothing. Maintain current zoning regulations and let the chips fall where they may.
H) Other: MOD ZONING TO FORM BASED CODE ALL UDR. ON ZONING FOR PORTIONS

5) Economic Vitality (30 minutes):

A) How important is it for Juno Beach to have a strong, vibrant local economy — with small businesses that thrive and provide resources to you as a resident — even if that brings a bit more activity and traffic? YES VERY & SUP RETAIL & RESTAU.

B) How do you feel about zoning code changes that shift from business uses toward more residential development? NO 321 64% OPPOSED

C) Currently, about 27% of Juno Beach is residential and 9% is commercial, and the town is sometimes described as a 'bedroom community.' What is your opinion on continuing this pattern of development? OK ~~IT'S NOT~~ 2.5 MILES

6) Future Generations (20 minutes)

A) Looking ahead, what types of uses or amenities—such as retail, restaurants, schools, or mixed-use spaces—should Juno Beach encourage through zoning or redevelopment to support future residents, including children and grandchildren

B) To what extent do you agree or disagree that Juno Beach should maintain its current mix of businesses and housing versus making changes to attract housing and amenities that support young families and children? — LEAVE IT ALONE

Additional comments or questions may be raised at the conclusion of each presentation. Please be mindful of time to ensure that all participants have the opportunity to ask questions and share their perspectives.

LARGE AC 93/7 ± ON GROSS ☒

ATTACHMENTS:

1. Project area map
2. Architectural Styles Examples
3. Potential Attributes, e.g., green space, pedestrian-oriented sidewalks complemented by small-scale, locally owned retail establishments fronting the street, shade, public art, park-like plazas, parking not visible from street, bicycle lanes, multi-modal paths, etc.
4. Copies of code section for Commercial General (CG) zoning district (permitted uses, preferred uses, special exception uses, building site area regulations)

ATTACHMENT #4

PART II - CODE OF ORDINANCES
Chapter 34 - ZONING
ARTICLE III. - DISTRICT REGULATIONS
DIVISION 14. COMMERCIAL GENERAL (CG) ZONING DISTRICT

DIVISION 14. COMMERCIAL GENERAL (CG) ZONING DISTRICT

Sec. 34-625. Purpose.

(a) The purpose of the CG commercial general district is to provide attractive and efficient retail shopping and personal service uses, to be developed either as a planned unit or in individual parcels. Retail drive-in businesses are not permitted. To enhance the general character of the district and its compatibility with its residential surroundings, this district is also suitable for professional, administrative, and general sales offices together with certain commercial uses designed primarily to serve employees in the district.

(b) Certain preferred uses are identified in the district and provided incentives to encourage their development. The purpose of the preferred uses is to encourage an environment which is particularly compatible and complementary to the adjacent residential area. The town desires a traditional town center atmosphere in its commercial areas, so as to link the commercial areas with the residential areas by both aesthetics and vehicular/pedestrian access, and to encourage residents to patronize such businesses.

(Ord. No. 207, § 4.61, 8-8-1979; Ord. No. 302, 6-25-1986; Ord. No. 375, 11-15-1989; Ord. No. 476, 12-13-1995; Ord. No. 491, 2-12-1997)

Sec. 34-626. Uses permitted.

Permitted uses in the CG commercial general district are as follows:

(1) Retail and service establishments, hardware stores, food stores, clothing stores, drugstores, barbershops, beauty salons and jewelry stores.

(2) Business services.

(3) Department stores.

(4) Churches, synagogues or other houses of worship.

(5) Nonprofit cultural centers.

(6) Professional offices (greater than 40,000 gross floor area (GFA)).

(7) Medical and dental offices.

(8) Health spa/gym (greater than 20,000 GFA).

(9) Banks and financial institutions (greater than 50,000 GFA).

(10) Professional or studio-type schools (greater than 50,000 GFA).

(11) Public safety facilities such as fire and/or police stations.

(12) Day care centers, if not adjacent to a residential use or residentially zoned property.

(13) Adult entertainment establishments.

(14) Outpatient substance abuse treatment provider.

(Ord. No. 207, § 4.62, 8-8-1979; Ord. No. 302, 6-25-1986; Ord. No. 375, 11-15-1989; Ord. No. 434, 12-16-1992; Ord. No. 476, 12-13-1995; Ord. No. 491, 2-12-1997; Ord. No. 644, § 2, 1-12-2011; Ord. No. 668, § 4, 5-28-2014)

Sec. 34-627. Preferred permitted uses.

Preferred permitted uses in the CG commercial general district are as follows:

(1) Professional offices (40,000 gross floor area (GFA) or less).

(2) Residential (single-family and/or multifamily dwellings). A maximum 75 percent of the total gross floor area on the site may be used for residential.

(3) Health spa/gym (20,000 GFA or less).

(4) Banks and financial institutions (50,000 GFA or less).

(5) Retail deli, bakery, and sandwich shop.

(6) Retail landscape nursery with outdoor displays.

(7) Temporary festive outdoor markets (only fruits, vegetables, plants, flowers, arts, and handcrafted items shall be sold). Maximum two-year temporary permit, renewable at the discretion of the town council.

(8) Professional or studio type schools (50,000 GFA or less).

(9) Transient residential facilities (maximum 30 units or less for timeshare and maximum 15 rooms or less for bed and breakfast).

(10) Hotel/motel (150 rooms/units or less).

(Ord. No. 207, § 4.62.1, 8-8-1979; Ord. No. 302, 6-25-1986; Ord. No. 375, 11-15-1989; Ord. No. 434, 12-16-1992; Ord. No. 476, 12-13-1995; Ord. No. 491, 2-12-1997; Ord. No. 581, § 2(exh. A), 8-24-2005; Ord. No. 644, § 3, 1-12-2011; Ord. No. 668, § 4, 5-28-2014; Ord. No. 689, § 13, 1-25-2017)

Sec. 34-628. Accessory uses.

Accessory uses in the CG commercial general district are as follows:

(1) Off-street parking and loading.

(2) Signs.

(3) Drive-in financial facilities.

(4) Accessory uses customarily incident to the permitted or approved special exception uses.

(5) Satellite dish antennas (see article IV, division 13 of this chapter).

(Ord. No. 207, § 4.63, 8-8-1979; Ord. No. 302, 6-25-1986; Ord. No. 375, 11-15-1989; Ord. No. 476, 12-13-1995; Ord. No. 491, 2-12-1997)

Sec. 34-629. Special exception uses.

Special exception uses in the CG commercial general district are as follows:

(1) Public parking garages

(2) Public and private utility structures.

(3) Fuel service stations (see section 34-869).

#5

(1) Preferred Uses

Request consultant to show traffic increase for Plaza Lamar for 75-25 ~~for~~ 50-50

(1) Focus on low traffic generation uses (no categories noted)

(2) Yes, can access most ~~for~~ daily living needs within reasonable distance

~~tax incentives monetary break~~

(3) no need to incentive existing businesses at this point

(2) Commercial General Character

A Scale + Height - develop incentives to reduce densities / traffic generation. would like to see reduction in height + density; no incentive

B Architectural Design

architectural consistency - less option; in lieu of 25% commercial outdoor seating Key West Cracker option preferred

C. Contextually Appropriate for Commercial General Redevelopment Key West Cracker Style

Redevelopment will occur if regulations are left alone.

(3) Infrastructure + Environment

1 wider sidewalks · street lamps

2 outdoor cafes along public side walk

3 parking not visible from public view - no parking garage

(4) Trade-offs

(A) Use ~~taxpayer~~ dollars (~~bond~~ only) to buy ~~#~~ comm'l prop + vacant land up for sale

(G) Do nothing

(H) Form based zoning BASED w/ LIM. OPTIONS

Economic vitality

A. Important to have vibrant local economy

B. ~~We have sufficient retail~~ have consensus to keep the business/commercial ~~#~~

C. ~~We disagree with JB being a "bedroom community"~~ Okay

Future Generations

A. What we have is working

B. Not practical to expect young families to buy housing here bec of prices

6) LEAVE IT ALONE

Item #7.

Gmail

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

Re: Work Session Follow-Up and Feedback

1 message

W A <skidaddle7@yahoo.com> Fri, Dec 19, 2025 at 9:21 AM
To: Caitlin Copeland <ccopeland@juno-beach.fl.us>

Hello Caitlin, see my comments below. Thank you for the opportunity to provide feedback. Please contact me if something is not clear. Bill Viggiano

1- preferred uses- yes, I have access to most of my daily needs and would like to keep it that way, or maybe it can improve even more in the future. For me, the most important places are restaurants, food shopping, gym/spa, pharmacy, barbershop/salon.
It would be nice if there was an urgent care in the area, diagnostics lab (like Quest), a local health food store, fresh produce type market. I think the local gym (loggerhead) is great but too small for the future.
I'm not in favor of chain department stores, franchise stores or restaurants, adult stores, rehab facilities (except private psychologists).
I would not be in favor of concessions to developers, incentives or subsidies to retain or create local business and believe we should let consumer demand work naturally. Maybe I could be convinced otherwise if there was a special need or situation.

2- commercial general character- A) scale and height- I believe the existing 75/25 zoning has been adequate so far in controlling development in the areas being considered. Absent an actual proposal and impact study it would be hard for me to generalize. I was in favor of the pulte project because I thought the density was much lower than it otherwise could have been. So generally, I would be in favor of making exchanges (concessions) with developers/owners as long as density is significantly reduced. This could be in the form of a sliding scale of residential/commercial such as Caretta or by significant developer contributions to the town. I feel the public benefits from Caretta were insignificant and should have been much higher based on the project value. Also, I think it is still undetermined how much commercial property is necessary based on the needs and wants of the community, now and for the next twenty years. I'm not sure how much commercial property the town should be giving up right now. B) Architectural design- I believe most, if not all, of the buildings in our commercial areas have no special appeal and are outdated. Any of the designs in the attachment would be an improvement but I would have leaned toward an old Florida look. Now that Caretta is on the corner, I believe we should stay with a similar look and feel otherwise there wouldn't be a good blend in my opinion. But I'm not a designer so I'm open. C) I lean towards old Florida of the options in attachment 2.
I believe if we leave regulations the way they are there will continue to be redevelopment. I didn't really understand the nature of this question. Of course there will be redevelopment under the existing codes, it's just a matter of time. I don't think we have to change the codes but if a developer or owner comes to the town with a good project and asks for an exception we can consider each project on its own merits, including public benefits.
3- infrastructure and environment- I like the idea of having higher berms so that parking is not visible from the road and traffic is not visible from inside the property, wider sidewalks, benches with shade, passive green space.
4- trade-offs- I think the current zoning is adequate to achieve whatever the community vision as a whole ends up as. I think most people would prefer a 75/25 residential/commercial mix with some leeway for more residential if the density were very low. I would support (A), (G), and (H), with (H) being having discussions with the PBC Business Development Board about our available commercial properties. They would be aware of companies moving to the area that may be a fit for Juno Beach.
5- economic vitality- A) I think a strong local economy is very important for the community. B) I am not in favor changing zoning codes that provide more residential development vs commercial. I think there needs to be a balance of both residential and commercial in the areas being considered. I am open to more residential development if it is very low density or if there were significant public benefits provided by the developer. By significant, I mean the public benefit should be at least 25% of the increase in project value after the zoning change. C) residential plus commercial only add up to 36% in the information provided. I thought conservation land was about 43% so I don't get to 100%. In any case, I agree Juno Beach is mostly a bedroom community. I think the commercial areas we have are adequate for our current and future needs. At this time, I would not support more residential vs commercial development, except for the exceptions I suggested above.
6) future generations- (A) and (B)- I think the businesses and amenities, after considering my preferences, for the current demographic is adequate for the foreseeable future. I don't think it's necessary to engineer the community for a desired demographic unless there is evidence of a trend that should be considered.
7) other comments- I think the overall feel for Juno Beach should be upscale yet understated, not ostentatious. The community should reflect the significant wealth the area has attracted yet be true to its modest past and coastal charm that will always be Juno Beach.

End of comments.

Sent from my iPhone

On Dec 12, 2025, at 8:16 PM, Caitlin Copeland <ccopeland@juno-beach.fl.us> wrote:

Good Morning Panelists/Participants:

Thank you to those who participated in yesterday's Work Session. For anyone who was unable to attend, please feel free to email me your responses to the questions by December 19. Additionally, if you participated in person and forgot to leave your notes, kindly email them to me by December 19.

Thank you again for your participation. Let me know if you have any questions.

Caitlin E. Copeland-Rodriguez, MMC
Town Clerk
Town of Juno Beach
340 Ocean Drive
Juno Beach, FL 33408
ccopeland@juno-beach.fl.us
Phone: (561)656-0316
Please note: Florida has a very broad public records law. Most written communications to or from local officials regarding town business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: January 28, 2026

Prepared By: Duncan Clark, Planning Technician

Item Title: Special Event Request: 21st Annual TurtleFest

BACKGROUND:

Staff received a request for a special event from Tonya Pellegrini, Director of Events of Loggerhead Marinelife Center in Juno Beach. **This is a recurring event in the Town at the same location, therefore it is being placed on the Consent portion of the agenda.**

DISCUSSION:

The proposed Special Event is the 21st Annual TurtleFest, a family fun event to raise awareness of sea turtles and ocean conservation in Palm Beach County. There will be live music, food, beverages, crafts and activities for children. The applicant has provided a map depicting the entire area of the event. The location of this event takes place within Loggerhead Park and along Ocean Drive from Donald Ross Road, north to Marcinski Road. The proposed dates and times for the event, including set-up and tear-down, are as follows: load-in on February 20th, from 7:00 am to 8:00 pm; the event on February 21st and 22nd, from 8:00 am to 5:00 pm both days; and load-out on February 23rd, from 7:00 am to 3:00 pm.

The application states there will be 70 staff and 300 volunteers working the event, and the anticipated attendance is 8,000-10,000 people over two days. This event is classified as a High-Impact special event; therefore, the applicant will be responsible for providing all outstanding items 45 days prior to the date or be subject to late fees and/or cancelation of event.

The applicant will be charged a fee of $1000/day and a $5,000 Security Deposit for this event based on the attached adopted fee schedule for High-Impact Off-Site Special Events. This fee and deposit do not include the required costs for outside assistance by Police, or any other necessary support. Those costs are the responsibility of the applicant during the application process. Based on the event type the applicant will be responsible for providing all outstanding items prior to the date or be subject to late fees and/or cancelation of event.

Should the Town Council approve the event, staff will apply all the regular conditions for such an event on their application plus any identified by the Town Council. As indicated in the attached application, the applicant shall provide all applicable outside agency and department approvals from Palm Beach County prior to the event date.

RECOMMENDATION:

Staff recommends that the Town Council consider the request for the special event proposed in Juno Beach as stated above, subject to the applicant being responsible for the application process of the special event and all conditions and requirements following said 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
TOWN OF JUNO BEACH
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2025 MAY 20 A 8:26

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:

Event Type	Deadlines Application/ Obligations	Application Fee	Permit Fee*	Security Deposit	Deadline Late Fee
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:

TPL 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.

TPL 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.

TPL 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.

TPL 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.

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

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

TPL 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 cancelation of event.

TPL 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.

TPL 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".

TPL 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: Tony Pellegrini Loggerhead Marinelife Center

  Phone:561-627-8280 Relationship to Organization Director of Evets

- Address of Applicant/Sponsor:14200 US Highway One Juno Beach, FL 33408

Name, Address, Phone of Organization Represented: Same as above

---

Principal contact person on Event Day/Phone: Tonya Pellegrini 518-928-5808

Alternate contact person on Event Day/Phone: Nicole Carbajal 402-274-7828

- ***Regarding the Subject Location (where the proposed special event is being requested):***
  Address/Location:14200 Us Highway One Juno Beach, FL - Loggerhead Park
- Name of Subdivision:N/A
- ***Regarding the Special Event Specifics:***
  Please describe the special event being requested:Turtlefest - a 2 day free community event to kick off sea turtle nesting season and raise awareness for ocean conservation.
- Indicate roadway(s) to be closed: Ocean Drive
- Indicate if amusement rides (type/quantity) are part of the event: N/A

Indicate if alcohol will be served at the event and who will serve: Yes - LMC

- Indicate types of equipment, tents, trailers or other temporary structures that will be part of the event:_10x10 weighted tents, a stage and solar generator
- Number of employees/volunteers working the event:70 staff and 300 volunteers
- Number of anticipated attendees for the event:8-10 K over two days
- Length of time proposed for the event to take place, including set-up and tear down, **(dates/times)**:2/20/26 load in 7:00 AM - 8 :00 PM , 2/21-22/2026 Event 8-5 PM both days and load out - and 2/23/26 7:00 AM to 3 PM

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RECEIVED
2025 MAY 20 A 8:26

- ***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).* Police for traffic control and security

- ***Please initial each line to confirm attachments:***
  TPL Application Fee, and Late Fee, if applicable. (Payable to Town of Juno Beach)
  TPL Plot/Site Plan
  TPL Outside agency letter(s) of approval
  TPL Insurance Certificate
  TPL Notarized Letter from property owner
  TPL Copy of Driver License

Indicate items not submitted and reasons for non-submittal:_____

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.

Tonya Pellegrini
Applicant/Sponsor Signature

5/19/25
Date

Tonya Pellegrini
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:_____

* See Attached From Extra Duty Solutions

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

Regular Staff	***$35.00***
Supervisor (if required)	***$45.00***

- ***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 **Application Review**

Director of Planning & Zoning — Date 1/12/26

Police Chief — Date 1/12/26

Public Works Director — Date 1/12/26

Project/Risk Manager — Date 1-12-26

Finance Director — Date 1-14-26

Town Manager — Date

Section VI **Post Event Inspection and Security Deposit Status**

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

* _____ _____ ***Amount and Date Returned of the Security Deposit.***
Amount ***Date***

Director of Planning & Zoning — Date

Police Chief — Date

Public Works Director — Date

Project/Risk Manager — Date

Finance Director — Date

Town Manager — Date

August 5, 2025

Tonya Pellegrini
14200 US Highway 1
Juno Beach, FL 33408

SUBJECT: TURTLE FEST 2026

Dear Ms. Pellegrini,

The Palm Beach County Traffic Engineering Division has reviewed your request to close Ocean Drive from Donald Ross Road to Marcinski Road on Saturday, February 21, 2026 from approximately 10:00 am until 6:00 pm. through Sunday, February 22, 2026 from approximately 10:00 am until 4:00 pm.

This request has been approved.

It is our understanding that Juno Beach Police Department will assume responsibility for traffic control and will coordinate with other emergency departments.

This permit is only valid with the presence of the Juno Beach Police Department to oversee the traffic control.

If you have any further questions, please contact Graciela M'Causland at 684-4030.

Sincerely,

Graciela M'Causland
Construction Coordinator
Traffic Division

GM: yg
Attachment: Special Event Application, Route Map,
ec: Motasem Al-Turk, Ph.D., P.E., Director – Traffic Division
Melissa Ackert, P.E., Assistant Director – Traffic Division
Lee Gao, P.E., Senior Professional Engineer – Traffic Division
Fattoush Jafar, Ph.D., P.E., Traffic Engineer Ops Manager – Traffic Division
Hanane Akif, Senior Professional Engineer – Traffic Division
Amar Kalabic, Construction Coordinator – Traffic Division
Sean Reilly, Chief Traffic Inspector – Traffic Division
Shoshoni Deeley, Office Manager – Traffic Division
Adam Faustini, Director – Road & Bridge
Thomas A. Coppini, Public Works Superintendent – Road & Bridge
Chase Miller, Construction Project Manager – Road & Bridge
Zachary King, Chief Construction Coordinator – Construction Coordination
Albert W. Hoffman, Division Director III – Construction Coordination
William Tanto, Chief Construction Coordinator – Construction Coordination
Kathleen Farrell, Division Director III – Roadway Production
Kristine Frazell-Smith, Senior Professional Engineer – Roadway Production
Lisa De La Rionda, Director – Department of Public Affairs
Heather C. Shirm, Manager Digital Marketing and Communications – Public Affairs
Javier H. Lopez, Digital Marketing Coordinator – Public Affairs
Kara Dery, Supervisor Special Facilities – Parks & Recreation Division
Yash Nagal, Director of Transit Planning – Palm Tran
Mark G. Saloio – Assistant Chief – Juno Beach Police Department – msaloiojunobeachpd.com
Jose M. Gonzalez – PBC Fire Rescue - FIRE-FOO@pbcgov.org and JMgonzal@pbcgov.org

File: General - Special Events
Roads –
N:\TRAFFIC\SPECIAL EVENTS\2026 Special events approved\Turtle Fest 2026\Special Event Form Letter-Graciela M'Causland (north of Southern Blvd).docx

Engineering and Public Works Department
P.O. Box 21229
West Palm Beach, FL 33416-1229
(561) 684-4000
FAX: (561) 684-4050
www.pbc.gov

Palm Beach County Board of County Commissioners
Maria G. Marino, Mayor
Sara Baxter, Vice Mayor
Gregg K. Weiss
Joel Flores
Marci Woodward
Maria Sachs
Bobby Powell, Jr.

County Administrator
Verdenia C. Baker

"An Equal Opportunity Affirmative Action Employer"

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JUNO BEACH POLICE DEPARTMENT
340 Ocean Drive ♦ Juno Beach, Florida 33408 ♦ 561-626-2100

BRIAN J. SMITH
Chief of Police

June 12, 2025

Tonya Pellegrini
Event Manager
Loggerhead Marine Life Center
14200 US Highway 1
Juno Beach, FL 33408

Dear Tonya,

We reviewed your request for the road closure in conjunction with the 2026 Turtlefest, scheduled for February 21st and 22nd, 2026.

As the law enforcement agency having jurisdiction over the subjected roadway (Ocean Drive, between Donald Ross Rd. and Marcinski Rd.), we approve and give consent for the road closure for this event.

Yours in Safety,

Assistant Chief Mark G. Saloio
561-656-0332 – *direct*
msaloiojunobeachpd.com

FOR OVERVIEW PURPOSE ONLY
DRAWING NOT TO SCALE

NOTE:
THIS M.O.T. IS BASED ON MUTCD & THE FLORIDA DEPARTMENT OF TRANSPORTATION ROADWAY AND DESIGN STANDARDS. ALL TRAFFIC CONTROL DEVICES MUST BE SET AND PLACE BY PERSONS CERTIFIED IN TRAFFIC CONTROL DEVICE PLACEMENT AND PLANNING.

Turtle Fest

RESPECT THE LOCALS

40 YEARS OF SEA TURTLE & OCEAN CONSERVATION

APPROVAL STAMP

FDOT

Theodore Howard Jr.

Certificate: 612448
Issued: 07/18/2023
Expires: 07/01/2027
Instructor: O.O.

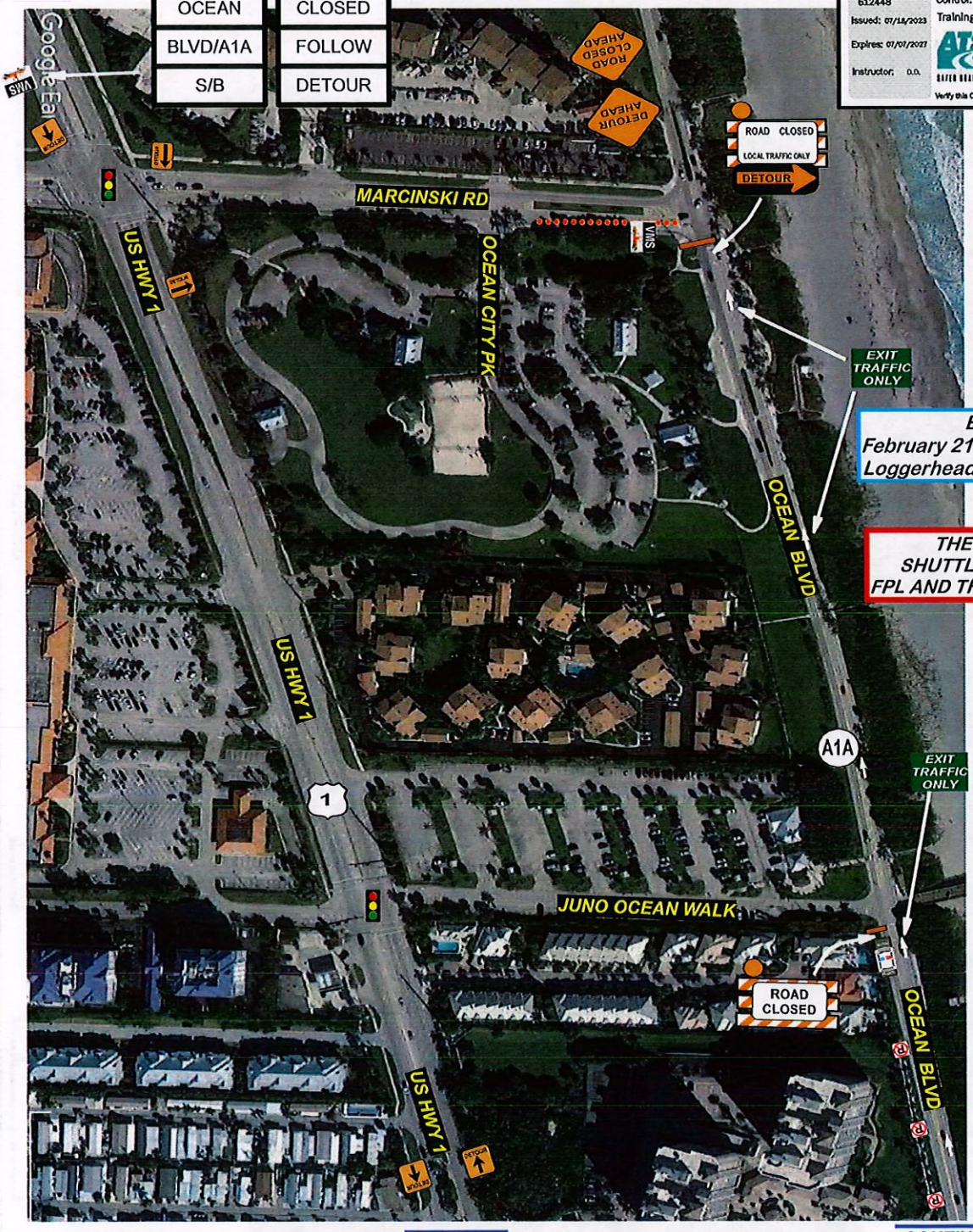
Has Completed a FDOT Approved Temporary Traffic Control: Advanced Course

Training Provider:
ATSSA
American Traffic Safety Services Association (ATSSA)
15 Riverside Parkway Ste. 100
Fredericksburg, VA 22406
PH: 540-368-1701

Verify this Certification at www.mctadmin.com

MESSAGE:

OCEAN	CLOSED
BLVD/A1A	FOLLOW
S/B	DETOUR



N
W E
S

EVENT DATE:
February 21-22, 2026 - 10am to 5pm
Loggerhead Park in Juno Beach, FL

THERE WILL ALSO BE SHUTTLE SERVICE TO/FROM FPL AND THE MARINE LIFE CENTER

M.O.T.
Design by: Theodore Howard

Legend
- Channelized Devices
- Police Vehicle
- Water Filled Barrier
- Work Area

PAGE 1

CONTINUE

CONTINUE

Loggerhead Marinelife Center / Town of Juno Beach / Tonya Pellegrini Event Manager Phone#: 561 627-8280 ext. 123

FOR OVERVIEW PURPOSE ONLY
DRAWING NOT TO SCALE

NOTE:
THIS M.O.T. IS BASED ON MUTCD & THE FLORIDA DEPARTMENT OF TRANSPORTATION ROADWAY AND DESIGN STANDARDS. ALL TRAFFIC CONTROL DEVICES MUST BE SET AND PLACE BY PERSONS CERTIFIED IN TRAFFIC CONTROL DEVICE PLACEMENT AND PLANNING.

N W E S

APPROVAL STAMP

CONTINUE CONTINUE



Turtle Fest
RESPECT THE LOCALS
40 YEARS OF SEA TURTLE & OCEAN CONSERVATION

THERE WILL ALSO BE SHUTTLE SERVICE TO/FROM FPL AND THE MARINE LIFE CENTER

EVENT DATE:
February 21-22, 2026 - 10am to 5pm
Loggerhead Park in Juno Beach, FL

M.O.T.
Design by: Theodore Howard

MESSAGE:	
OCEAN	CLOSED
BLVD/A1A	FOLLOW
N/B	DETOUR

Legend
- Channelized Devices
- Police Vehicle
- Water Filled Barrier
- Work Area

FDOT Theodore Howard Jr.
Certificate: 612448
Issued: 07/18/2023
Expires: 07/07/2027
Instructor: D.D.
Has Completed a FDOT Approved Temporary Traffic Control: Advanced Course
Training Provider:
ATSSA American Traffic Safety Services Association (ATSSA)
15 Riverside Parkway Ste. 100
Fredericksburg, VA 22406
PH: 540-368-1701
Verify this Certification at www.motadmin.com

PAGE 2

Loggerhead Marinelife Center / Town of Juno Beach / Tonya Pellegrini Event Manager Phone#: 561 627-8280 ext. 123

PALM BEACH COUNTY FIRE-RESCUE
APPLICATION FOR SPECIAL FIRE-RESCUE SERVICES 2/21-22

This application is being made in compliance with **Palm Beach County Ordinance No. 85-13** and **Operational Procedure #V-7** to request special fire-rescue services for activities or functions within the County, in addition to those fire-rescue services provided generally to the public by law. **It is understood that ADVANCE PAYMENT MAY BE REQUIRED FIVE (5) BUSINESS DAYS PRIOR TO THE EVENT DATE.** It is further understood and agreed that the Requesting Agency shall be responsible for any additional charges due to personnel or equipment being required for any length of time over and beyond that set forth below, or should any other additional charges be incurred not contemplated herein. **A THREE-HOUR MINIMUM WILL BE APPLIED TO ALL SPECIAL EVENT PERMITS.** A $25 administrative fee will apply if the event is cancelled less than 24-hours prior to the contracted start time of the event. A 3-hr minimum for each employee scheduled to cover the event will apply if an event is cancelled less than 12-hours prior to the contracted start time of the event. The Palm Beach County Fire-Rescue Administrator has the authority to determine which special events Palm Beach County Fire Rescue will cover. **This is a non-binding agreement.** Palm Beach County may cancel this permit without advance notice or cause at any time. Palm Beach County Fire Rescue will attempt to place personnel at the requested dates/times; however, due to unanticipated emergencies or the inability to find personnel to work this event or due to other unforeseen circumstances, this permit may not be filled when requested. All unused money will be refunded.

REQUESTING AGENCY: LOGGERHEAD MARINE LIFE CENTER **PERMIT NO.** 26-17

MAILING ADDRESS (BILLING): 14200 US HWY 1

CITY, STATE ZIP: JUNO BEACH, FLORIDA 33408 **EMAIL** tPellegrini@marinelife.org

CONTACT PERSON: TONYA PELLEGRINI **TITLE:** EVENT MANAGER

BUSINESS PHONE: 561-627-8280 X123 FAX: **OTHER (CELL):** 518-928-5808

EVENT DETAIL:

NAME OF EVENT: TURTLE FEST 2026

DATE(S): 02/21 and 2/22 SAT/SUN **TIME(S):** 1000- 1700 both days **APPROX ATTEND:**

EVENT LOCATION: LOGGERHEAD MARINE LIFE CENTER- 14200 US HWY 1, JUNO BEACH 33408

ESTIMATED CHARGES:

The following is a detail of the estimated charges for coverage of this event. **All events require a three-hour minimum.**

EMPLOYEE HOURS:

_____ **Incident Commander** __2__ **EMT/Paramedic(s)** (2 EACH DAY)
_____ **EMT(s)** _____ **Fire Safety Specialist**

Estimated Employee Hours: __32__ **@ $75.00* per employee hour**

FIRE-RESCUE EQUIPMENT: **Estimated Equipment Hours:** _14.00_ **@ $56.00* per Truck hour**

If applicable, one employee hour will be added for each employee assigned to this event to compensate for picking up/returning equipment to be used at this event.

*Subject to change in Jan/Feb 2026

Total Due for Event: $ 3,184.00* estimated

*Total due is an estimate based on the number of employee and equipment hours listed above. If a Trauma Report is required, one (1) additional employee hour will be added for the employee responsible for completing the report after the event has ended.

APPROVAL SIGNATURES:

10/29/25 Tonya Pellegrini 10/30/25

Fire-Rescue Representative **Date** **Requesting Agency Representative** **Date**

Please print name: Georgette Rentz, Financial Analyst **Please print name:** Tonya Pellegrini

Please contact TIM LEWIS, Special Events Coordinator (Local 2928) (561) 602-2048 for staffing/operational issues or after regular business hours or **GEORGETTE RENTZ, Financial Analyst (561)616-6954** Fax 616-7090 during regular business hours.

Please make check or money order payable to: Palm Beach County-Board of County Commissioners. **Please remit all payments to:** Palm Beach County Fire-Rescue, 405 Pike Road, West Palm Beach, FL 33411

Gmail Mark Saloio <msaloio@junobeachpd.com>

Ticket ID: J308-205 | New Request for Off-Duty Officer

John Rossini <jrossini@junobeachpd.com> Wed, Dec 31, 2025 at 4:22 PM
To: JunoBeachFL@extradutysolutions.com
Cc: msaloio@junobeachpd.com, jkenny@junobeachpd.com

The following is approved.

However, please see the attached PDF that includes the necessary Assignments and Times. There are 16 positions to be filled and the time varies slightly.

Also, I have reached out to another party who will tentatively be requesting 3 of the 6 positions for the post located on US 1 and the entrance to Loggerhead Park. These parties have worked out an agreement in the past for this event and I imagine they will continue to do so for this years event.

As usual, we will continue to work closely with you to ensure there is clear communication on the staffing needs.

Any questions, please let me know.

Sgt. John Rossini #308
Juno Beach Police Department
340 Ocean Drive
Juno Beach, FL 33408
Main: 561-626-2100
Direct: 561-656-0344

[Quoted text hidden]

Turtlefest 2026 Assignments.pdf
320K

Gmail Mark Saloio <msaloio@junobeachpd.com>

Ticket ID: J308-205 | New Request for Off-Duty Officer

Extra Duty Solutions - Juno Beach PD FL <JunoBeachFL@extradutysolutions.com> Wed, Dec 31, 2025 at 2:03 PM
Reply-To: JunoBeachFL@extradutysolutions.com
To: msaloio@junobeachpd.com, jkenny@junobeachpd.com, jrossini@junobeachpd.com

Hello,

Is the below request approved?

Company Name: Loggerhead Marinelife Center
Detail Request from: Tonya Pellegrini
Contact Phone Number: (561) 627 - 8280
Contact Email Address: tpellegrini@marinelife.org
ACMNumber: C027188
Agency: Juno Beach Police Department
Officer(s): 18
Location: 14200 US Route 1, Juno Beach, Florida 33408, United States
Detail Description: Security and traffic control
Officer Note: Turtlefest Feb 21 and 22, 2026
Date/Time(s):

Saturday, February 21, 2026	7:00 AM - 6:00 PM
Sunday, February 22, 2026	7:00 AM - 6:00 PM

Custom Question(s):

- How many people will be attending your event?: 4000
- Will alcohol be served at your event?: Yes

Thanks,

Allison Munoz
JunoBeachFL@extradutysolutions.com
561-437-4499

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: January 28, 2026

Prepared By: Duncan Clark, Planning Technician

Item Title: Special Event Request: Holy Spirit Lutheran Church Easter Pier Service

BACKGROUND:

Staff received a request for a special event from Julie Shapiro, Community Coordinator of Holy Spirit Lutheran Church in Juno Beach. **This is a recurring event in the Town at the same location, therefore it is being placed on the Consent portion of the agenda.**

DISCUSSION:

The proposed Special Event is an Easter worship service held on the Juno Beach Pier and beach sand. The applicant has provided a map depicting the entire area of the event. The date of the proposed event is Sunday, April 5th, 2026. The first service will begin at 6:45 am and the second service will begin at 8:45 am. The event set up will begin at 11:00 am on Saturday April 4th, and event breakdown will begin immediately following the event and be completed by 11:00 am. Equipment utilized for this event includes a generator, sound equipment and a stage set up at the end of the pier.

The application states there will be 60 employees working the event, and the anticipated attendance is between 3,000 and 4,000 people. This event is classified as a Medium-Impact special event; therefore, the applicant will be responsible for providing all outstanding items 45 days prior to the date or be subject to late fees and/or cancelation of event.

The applicant will be charged a fee of $500/day and a $1,000 Security Deposit for this event based on the attached adopted fee schedule for Medium-Impact Off-Site Special Events. This fee and deposit do not include the required costs for outside assistance by Police, or any other necessary support. Those costs are the responsibility of the applicant during the application process. Based on the event type the applicant will be responsible for providing all outstanding items prior to the date or be subject to late fees and/or cancelation of event.

Should the Town Council approve the event, staff will apply all the regular conditions for such an event on their application plus any identified by the Town Council. As indicated in the attached application, the applicant shall provide all applicable outside agency and department approvals from Palm Beach County prior to the event date.

RECOMMENDATION:

Staff recommends that the Town Council consider the request for the special event proposed in Juno Beach as stated above, subject to the applicant being responsible for the application process of the special event and all conditions and requirements following said 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
TOWN OF JUNO BEACH
RECEIVED
2025 JUL -7 P 3:11

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:

Event Type	Deadlines Application/ Obligations	Application Fee	Permit Fee*	Security Deposit	Deadline Late Fee
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:

_____ 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.

_____ 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.

_____ 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.

_____ 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.

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

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

_____ 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 cancelation of event.

_____ 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.

NS 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".

NS 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:*** Jami Melnick

Name of Applicant/Sponsor: Julie Shapiro Phone: 561.624.9663

Relationship to Organization Represented; Congregation & Community Coordinator

Address of Applicant/Sponsor: 13301 Ellison Wilson RD
Juno Beach, FL 33408

Name, Address, Phone of Organization Represented: Holy Spirit Lutheran Church
-Same as above-

Principal contact person on Event Day/Phone: Julie Shapiro - 561.315.1800

Alternate contact person on Event Day/Phone: Jami Melnick - 772.260.1993

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

Address/Location: Juno Beach Pier

Name of Subdivision:

- ***Regarding the Special Event Specifics:***

Please describe the special event being requested: Easter Worship Service at 6:45 & 8:45 Am, Sunday April 5TH on Juno Beach Pier and Beach. Sound crew with 8-10 people, 5 generators to run equipment and a stage set up for our band at the end of pier. Set up 11am, SAturday, April 4th.

Indicate roadway(s) to be closed: None

Indicate if amusement rides (type/quantity) are part of the event: None

Indicate if alcohol will be served at the event and who will serve: None

Indicate types of equipment, tents, trailers or other temporary structures that will be part of the event: Stage for band at the end of the Pier.

Number of employees/volunteers working the event: 60

Number of anticipated attendees for the event: 3000 - 4000

Length of time proposed for the event to take place, including set-up and tear down, **(dates/times)**: Set up 11am - 6 or 7pm - SAturday, April 4th April 5th, Sunday Services 6:45, 8:45 Am - tear down immediately after. (* 10am - 11am)

- ***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):*
  Police to direct traffic on A1A.

- ***Please <u>initial</u> each line to confirm attachments:***

  JS Application Fee, and Late Fee, if applicable. (Payable to Town of Juno Beach)
  JS Plot/Site Plan
  JS Outside agency letter(s) of approval
  JS Insurance Certificate
  JS Notarized Letter from property owner
  JS Copy of Driver License

Indicate items not submitted and reasons for non-submittal:

<u>Hold Harmless Agreement:</u>
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

6/23/25
Date

Julie Shapiro
Print Name

<u>Office Use Only:</u>

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:

3 Officers @ $68.94/hour: total of 9 hours = $620.46

_____ 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

Regular Staff	***$35.00***
Supervisor (if required)	***$45.00***

- ***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 **Application Review**

Director of Planning & Zoning	Date 1/12/26.
Police Chief	Date 1/12/26
Public Works Director	Date 1/12/26
Project/Risk Manager	Date 1-12-26
Finance Director	Date 1-14-26
Town Manager	Date

Section VI **Post Event Inspection and Security Deposit Status**

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

* _____ _____ ***Amount and Date Returned of the Security Deposit.***
Amount ***Date***

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

LOGGERHEAD
MARINELIFE CENTER

14200 U.S. Highway One
Juno Beach, Florida 33408
561.627.8280 • marinelife.org

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Karen Marcus
Vice Chair
Beau Standish
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Jodi Oh
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Erica Scherzer
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Lynne Wells
Jeanette Wyneken, Ph.D.
Natasha Ziff

Executive Staff

Andy Dehart
President & CEO

June 20, 2025

Holy Spirit Lutheran Church
13301 Ellison Wilson Road
Juno Beach, FL 33408

Dear Jami,

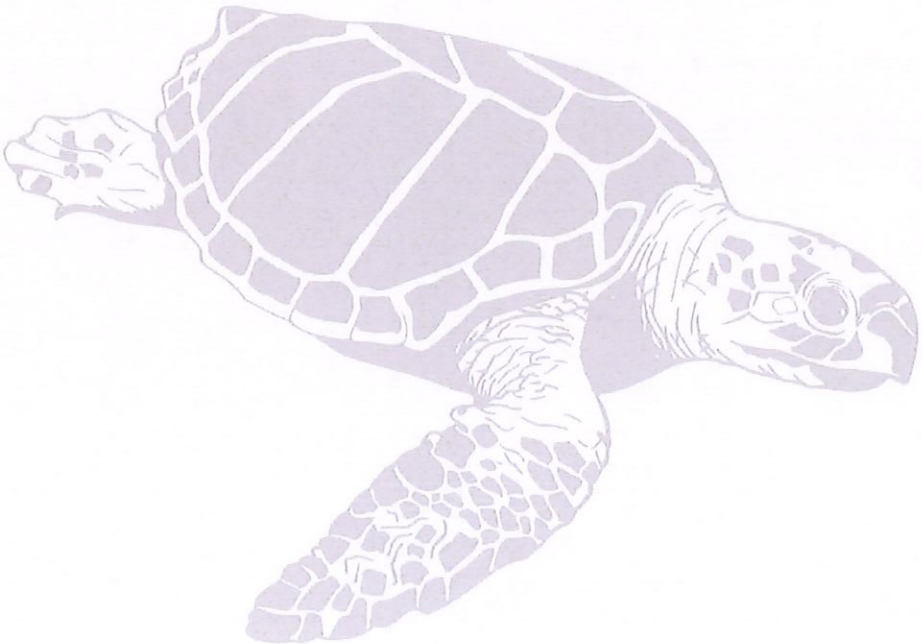
As requested, Loggerhead Marinelife Center approves of Holy Spirit Lutheran Church holding Easter worship on the Juno Beach pier on Sunday, April 5th. We acknowledge that there are two services, one at 6:45 AM and one at 8:45 AM.

HSLC staff and volunteers may arrive at 12:00 PM on Saturday, April 4th to set up. Please let me know if you have any questions.

Sincerely,

Kate Fratalia

Kate Fratalia
Vice President Retail



1% FOR THE PLANET

Charity Navigator FOUR-STAR

Platinum Transparency 2024 Candid.

Parks and Recreation Department
2700 6th Avenue South
Lake Worth, FL 33461
(561) 966-6600
Email: pbcparks@pbc.gov
www.pbcparks.com

PALM BEACH COUNTY
PARKS & RECREATION

Palm Beach County Board of County Commissioners

Maria G. Marino, Mayor
Sara Baxter, Vice Mayor
Gregg K. Weiss
Joel G. Flores
Marci Woodward
Maria Sachs
Bobby Powell Jr.

Interim County Administrator

Todd J. Bonlarron

"An Equal Opportunity Employer"
Official Electronic Letterhead

June 25, 2025

Julie E. Shapiro, Congregation & Community Coordinator
Holy Spirit Lutheran Church
13301 Ellison Wilson Road
Juno Beach, FL 33408

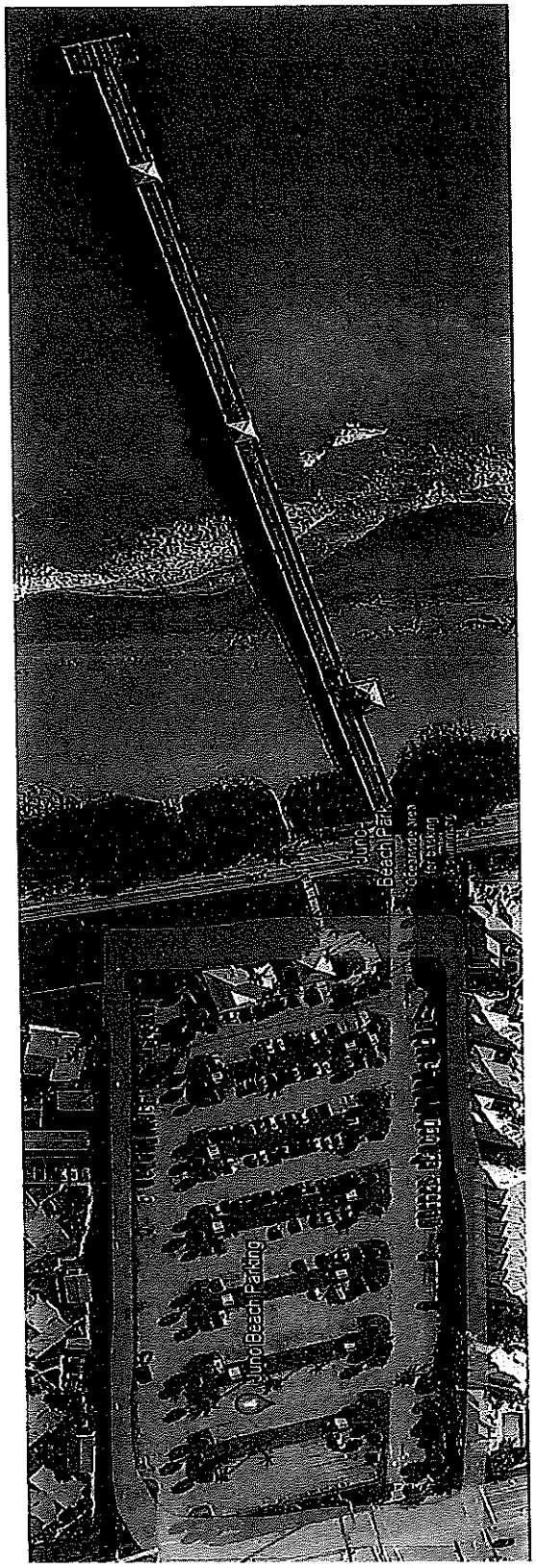
Dear Julie,

Thank you for reaching out with your request to hold the annual Easter Service at the Juno Beach Pier on Sunday, April 5th, 2026, with services scheduled for 6:45AM and 8:45AM. We've reviewed the details you provided and have determined that a permit through our Special Events section is not required. We have also received the insurance certificate you submitted in advance.

We understand you are working with Kate Fratalia from Loggerhead Marinelife Center regarding logistics such as fees, availability, and use of the pier. As in previous years, the next step will be to present your request to the Town of Juno Beach. We understand that the Town will coordinate security, including parking, traffic, and pedestrian safety, and will provide two uniformed officers on site during your event.

Wishing you a safe and meaningful celebration.

Sincerely,
Myar Taha
Communication Specialist
Palm Beach County Parks and Recreation
2700 Sixth Ave. So.
Lake Worth, FL 33461



- Service will be held on the pier and on beach on both sides of the pier.
- Parking will be in the Juno Beach public parking lot. Overflow parking will be in the Publix complex across the street.
- No road closures.
- We will ask for Police to direct traffic and pedestrian parking.

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: January 28, 2026

Prepared By: Duncan Clark, Planning Technician

Item Title: Special Event Request: 2026 ArtFest by the Sea

BACKGROUND:

Staff received a request for a special event from Mr. Stewart Auville representing the Palm Beach North Chamber of Commerce. **This is a recurring event in the Town at the same location, therefore it is being placed on the Consent portion of the agenda.**

DISCUSSION:

The special event requested is an arts and crafts market, with artists, various vendors including food/beverage and other notable affiliates. This event takes place between the Marcinski Road and Donald Ross Road, within Ocean Drive right-of-way (A1A), and requires the roadway to be closed during the event. The applicant has provided a map depicting the entire area of the event. The proposed dates and times for the event, including set-up and tear-down, are as follows: set-up on March 6th, beginning at 8:00 am; the event on March 7th and 8th, from 10:00 am to 5:00 pm both days; and tear-down by 11:00 pm March 8th.

The application states the anticipated attendance is 8,000 people over two days and is classified as a High-Impact special event. Based on the event type the applicant will be responsible for providing all outstanding items 45 days prior to the date or be subject to late fees and/or cancelation of event.

The applicant will be charged a fee of $1000/day and a $5,000 Security Deposit for this event based on the attached adopted fee schedule for Off-Site Special Events. This fee and deposit do not include the required costs for outside assistance by Police, or any other necessary support. Those costs are the responsibility of the applicant during the application process. Based on the event type the applicant will be responsible for providing all outstanding items prior to the date or be subject to late fees and/or cancelation of event.

Should the Town Council approve the event, staff will apply all the standard conditions of approval for such an event with addition of the following conditions based on the after-action report recommendations by the Police Department following the 2025 Artfest by the Sea at Juno Beach special event:

- No vendor parking or vendor setup in front of Ocean Royale;
- Provide bicycle racks at entrances;
- Fire Rescue /EMS to be present during the entire time of the event;
- Parking attendants / volunteers to be present at parking areas to direct traffic;
- Provide hydration stations throughout the site; and
- Provide rest areas with shade throughout the site.

As indicated in the attached application, the applicant shall provide all applicable outside agency and department approvals from Palm Beach County prior to the event date.

RECOMMENDATION:

Staff recommends that the Town Council consider the request for the special event proposed in Juno Beach as stated above, subject to the applicant being responsible for the application process of the special event and all conditions and requirements following said 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

TOWN OF JUNO BEACH
RECEIVED
2025 AUG -4 P 12:40

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:

Event Type	Deadlines Application/ Obligations	Application Fee	Permit Fee*	Security Deposit	Deadline Late Fee
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:

NM 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.

NM 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.

NM 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.

NM 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.

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

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

NM 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 cancelation of event.

NM 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.

NM 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".

NM 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: PBN CHAMBER OF COMMERCE Phone: 561-746-7111

Relationship to Organization Represented;_____

Address of Applicant/Sponsor: 5520 PGA BLVD. #200 PALM BEACH GARDENS FL 33418

Name, Address, Phone of Organization Represented: _____

Principal contact person on Event Day/Phone: STUART AUVIL 561-951-4443

Alternate contact person on Event Day/Phone: BRIAN FLEMING 561-676-8899

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

Address/Location: LOGGERHEAD PARK & A1A BETWEEN DONALD ROSS RD & MARCINSKI

Name of Subdivision:

- ***Regarding the Special Event Specifics:***

Please describe the special event being requested: ART SHOW

Indicate roadway(s) to be closed: A1A BETWEEN DONALD ROSS RD & MARCINSKI

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: YES

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

Number of employees/volunteers working the event: 8 / 100

Number of anticipated attendees for the event: 8,000

Length of time proposed for the event to take place, including set-up and tear down, **(dates/times)**: FRIDAY, MARCH 6TH @ 8AM
SUNDAY, MARCH 8TH @ 10/11 PM

- ***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):*
  CROWD CONTROL

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

  NM Application Fee, and Late Fee, if applicable. (Payable to Town of Juno Beach)
  NM Plot/Site Plan
  NM Outside agency letter(s) of approval
  NM Insurance Certificate TO BE PROVIDED AT A LATER DATE
  ~~Notarized Letter from property owner~~
  ~~Copy of Driver License~~

Indicate items not submitted and reasons for non-submittal:

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.

N.I M.T — Applicant/Sponsor Signature

7/21/25 — Date

Noel Martinez — 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

Regular Staff	***$35.00***
Supervisor (if required)	***$45.00***

- ***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 **Application Review**

Director of Planning & Zoning	Date 1/12/26
Police Chief	Date
Public Works Director	Date 1/12/26
Project/Risk Manager	Date 1-12-26
Finance Director	Date 1-14-26
Town Manager	Date

Section VI **Post Event Inspection and Security Deposit Status**

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

* _____ _____ ***Amount and Date Returned of the Security Deposit.***
Amount ***Date***

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

July 22, 2025

Stewart Auville
Palm Beach North Chamber of Commerce
5520 PGA Boulevard, Suite 200
Palm Beach Gardens, FL 33418

TOWN OF JUNO BEACH
RECEIVED
2025 AUG -4 P 12:41

SUBJECT: ARTFEST BY THE SEA 2026

Dear Mr. Auville,

The Palm Beach County Traffic Engineering Division has reviewed your request to close S A1A/Ocean Drive from Donald Ross Road to Marcinski Road on Friday, March 6, 2026, at 8:00 am thru Sunday, March 8, 2026, at 12:00 am.

It is our understanding that Juno Beach Police Department will assume responsibility for traffic control and will coordinate with other emergency departments.

This permit is only valid with the presence of the Juno Beach Police Department to oversee the traffic control.

If you have any further questions, please contact Graciela M'Causland at 684-4030.

Sincerely,

Graciela M'Causland
Construction Coordinator
Traffic Division

GM:ep
Attachment: Special Event Application, Route Map,
ec: Motasem Al-Turk, Ph.D., P.E., Director – Traffic Division
Melissa Ackert, P.E., Assistant Director – Traffic Division
Lee Gao, P.E., Senior Professional Engineer – Traffic Division
Fattoush Jafar, Ph.D., P.E., Traffic Engineer Ops Manager – Traffic Division
Hanane Akif, Senior Professional Engineer – Traffic Division
Amar Kalabic, Construction Coordinator – Traffic Division
Sean Reilly, Chief Traffic Inspector – Traffic Division
Shoshoni Deeley, Office Manager – Traffic Division
Adam Faustini, Director – Road & Bridge
Thomas A. Coppini, Public Works Superintendent – Road & Bridge
Chase Miller, Construction Project Manager – Road & Bridge
Zachary King, Chief Construction Coordinator – Construction Coordination
Albert W. Hoffman, Division Director III – Construction Coordination
William Tanto, Chief Construction Coordinator – Construction Coordination
Kathleen Farrell, Division Director III – Roadway Production
Kristine Frazell-Smith, Senior Professional Engineer – Roadway Production
Lisa De La Rionda, Director – Department of Public Affairs
Heather C. Shirm, Manager Digital Marketing and Communications – Public Affairs
Javier H. Lopez, Digital Marketing Coordinator – Public Affairs
Kara Dery, Supervisor Special Facilities – Parks & Recreation Division
Yash Nagal, Director of Transit Planning – Palm Tran
John Kenny – Sergeant – Juno Beach Police Department – jkenny@junobeachpd.com
Jose M. Gonzalez – PBC Fire Rescue - FIRE-FOO@pbcgov.org and JMgonzal@pbcgov.org

File: General - Special Events
Roads –
N:\TRAFFIC\SPECIAL EVENTS\2026 Special events approved\ArtFest By the Sea 2026\Special Event Form Letter-Graciela M'Causland (north of Southern Blvd).docx

Engineering and Public Works Department
P.O. Box 21229
West Palm Beach, FL 33416-1229
(561) 684-4000
FAX: (561) 684-4050
www.pbc.gov

Palm Beach County Board of County Commissioners
Maria G. Marino, Mayor
Sara Baxter, Vice Mayor
Gregg K. Weiss
Joel Flores
Marci Woodward
Maria Sachs
Bobby Powell, Jr.

County Administrator
Verdenia C. Baker

"An Equal Opportunity Affirmative Action Employer"

printed on sustainable and recycled paper

JUNO BEACH POLICE DEPARTMENT
340 Ocean Drive ♦ Juno Beach, Florida 33408 ♦ 561-626-2100

BRIAN J. SMITH
Chief of Police

July 16, 2025

Palm Beach North Chamber of Commerce
5520 PGA BLVD #200
Palm Beach gardens, FL 33418

Dear Mr. Allen,

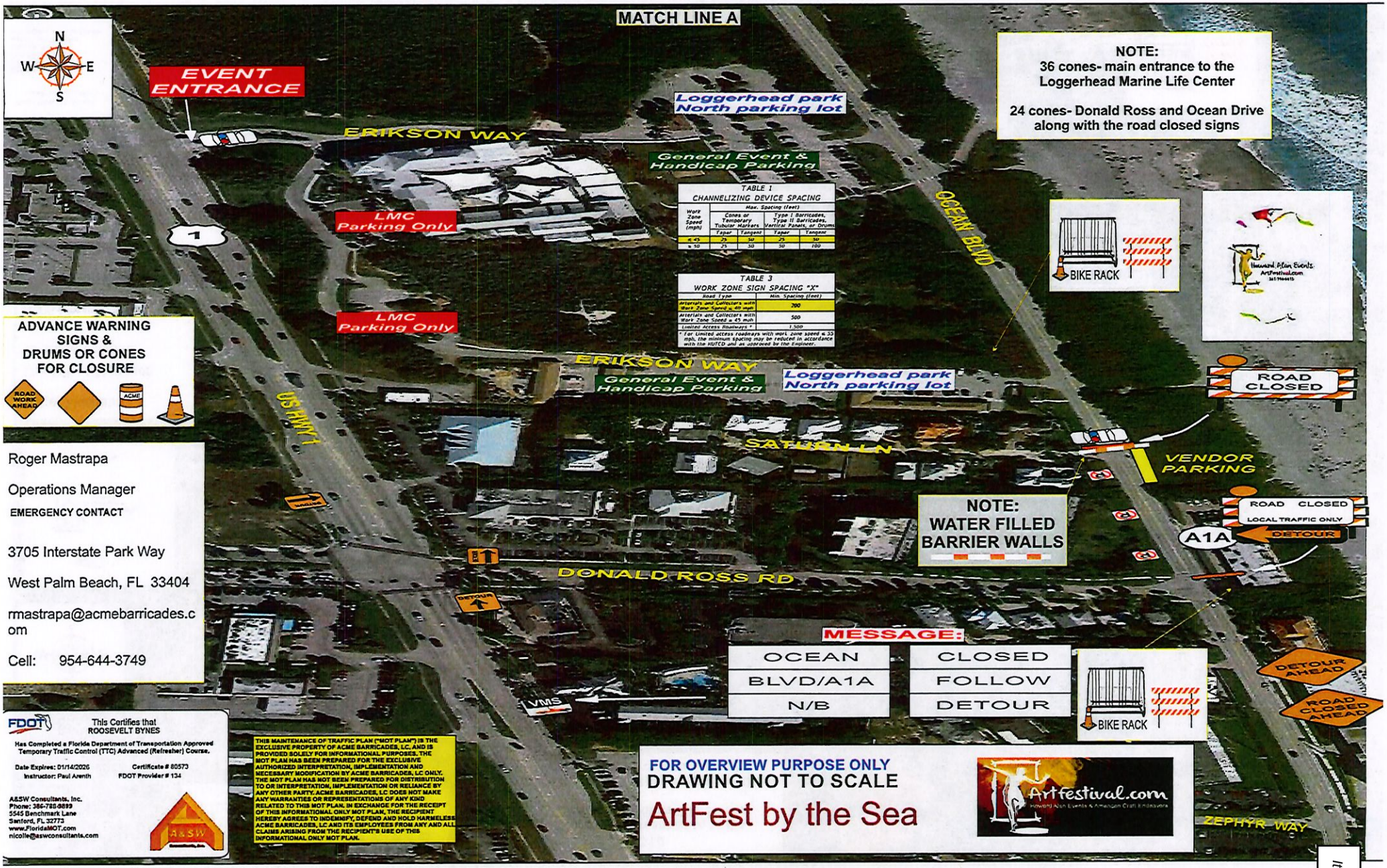
We reviewed your request for the road closure in conjunction with the ArtFest by the Sea event, scheduled for March 6th, 7th and 8th, 2026.

As the law enforcement agency having jurisdiction over the subjected roadway (Ocean Drive (A1A), between Donald Ross Rd. and Marcinski Rd.), we approve and give consent for the road closure for this event.

Sincerely,

Sgt. John Kenny
561-656-0342 – *direct*
jkenny@junobeachpd.com


MESSAGE:
OCEAN
BLVD/A1A
S/B
CLOSED
FOLLOW
DETOUR
NOTE:
36 cones- main entrance to the Loggerhead Marine Life Center
24 cones- Donald Ross and Ocean Drive along with the road closed signs
ROAD CLOSED AHEAD
DETOUR AHEAD
ROAD CLOSED
LOCAL TRAFFIC ONLY
DETOUR
MARCINSKI RD
OCEAN CITY PK
TABLE 1
CHANNELIZING DEVICE SPACING
Work Zone Speed (mph)
Max. Spacing (feet)
Cones or Temporary Tubular Markers
Type I Barricades, Type II Barricades, Vertical Panels, or Drums
Taper
Tangent
≤ 45
25
50
25
50
≥ 50
25
50
50
100
TABLE 3
WORK ZONE SIGN SPACING "X"
Road Type
Min. Spacing (feet)
Arterials and Collectors with Work Zone Speed ≤ 40 mph
200
Arterials and Collectors with Work Zone Speed ≥ 45 mph
500
Limited Access Roadways *
1,500
* For Limited access roadways with work zone speed ≤ 35 mph, the minimum spacing may be reduced in accordance with the MUTCD and as approved by the Engineer.
ADVANCE WARNING SIGNS & DRUMS OR CONES FOR CLOSURE
ROAD WORK AHEAD
ACME
BIKE RACK
EXIT TRAFFIC ONLY
OCEAN BLVD
FOR OVERVIEW PURPOSE ONLY
DRAWING NOT TO SCALE
ArtFest by the Sea
Artfestival.com
A1A
NOTE:
WATER FILLED BARRIER WALLS
JUNO OCEAN WALK
ROAD CLOSED
Legend
Channelized Devices
POLICE
BIKE RACK
MATCH LINE A
US HWY 1
Roger Mastrapa
Operations Manager
EMERGENCY CONTACT
3705 Interstate Park Way
West Palm Beach, FL 33404
rmastrapa@acmebarricades.com
Cell: 954-644-3749
FDOT
This Certifies that
ROOSEVELT BYNES
Has Completed a Florida Department of Transportation Approved Temporary Traffic Control (TTC) Advanced (Refresher) Course.
Date Expires: 01/14/2026
Certificate # 80573
Instructor: Paul Aronth
FDOT Provider # 134
A&SW Consultants, Inc.
Phone: 386-788-8899
5545 Benchmark Lane
Sanford, FL 32773
www.FloridaMOT.com
nicolle@aswconsultants.com
THIS MAINTENANCE OF TRAFFIC PLAN ("MOT PLAN") IS THE EXCLUSIVE PROPERTY OF ACME BARRICADES, LC, AND IS PROVIDED SOLELY FOR INFORMATIONAL PURPOSES. THE MOT PLAN HAS BEEN PREPARED FOR THE EXCLUSIVE AUTHORIZED INTERPRETATION, IMPLEMENTATION AND NECESSARY MODIFICATION BY ACME BARRICADES, LC ONLY. THE MOT PLAN HAS NOT BEEN PREPARED FOR DISTRIBUTION TO OR INTERPRETATION, IMPLEMENTATION OR RELIANCE BY ANY OTHER PARTY. ACME BARRICADES, LC DOES NOT MAKE ANY WARRANTIES OR REPRESENTATIONS OF ANY KIND RELATED TO THIS MOT PLAN. IN EXCHANGE FOR THE RECEIPT OF THIS INFORMATIONAL ONLY MOT PLAN, THE RECIPIENT HEREBY AGREES TO INDEMNIFY, DEFEND AND HOLD HARMELESS ACME BARRICADES, LC AND ITS EMPLOYEES FROM ANY AND ALL CLAIMS ARISING FROM THE RECIPIENT'S USE OF THIS INFORMATIONAL ONLY MOT PLAN.



Roger Mastrapa

Operations Manager

EMERGENCY CONTACT

3705 Interstate Park Way

West Palm Beach, FL 33404

rmastrapa@acmebarricades.com

Cell: 954-644-3749

FDOT

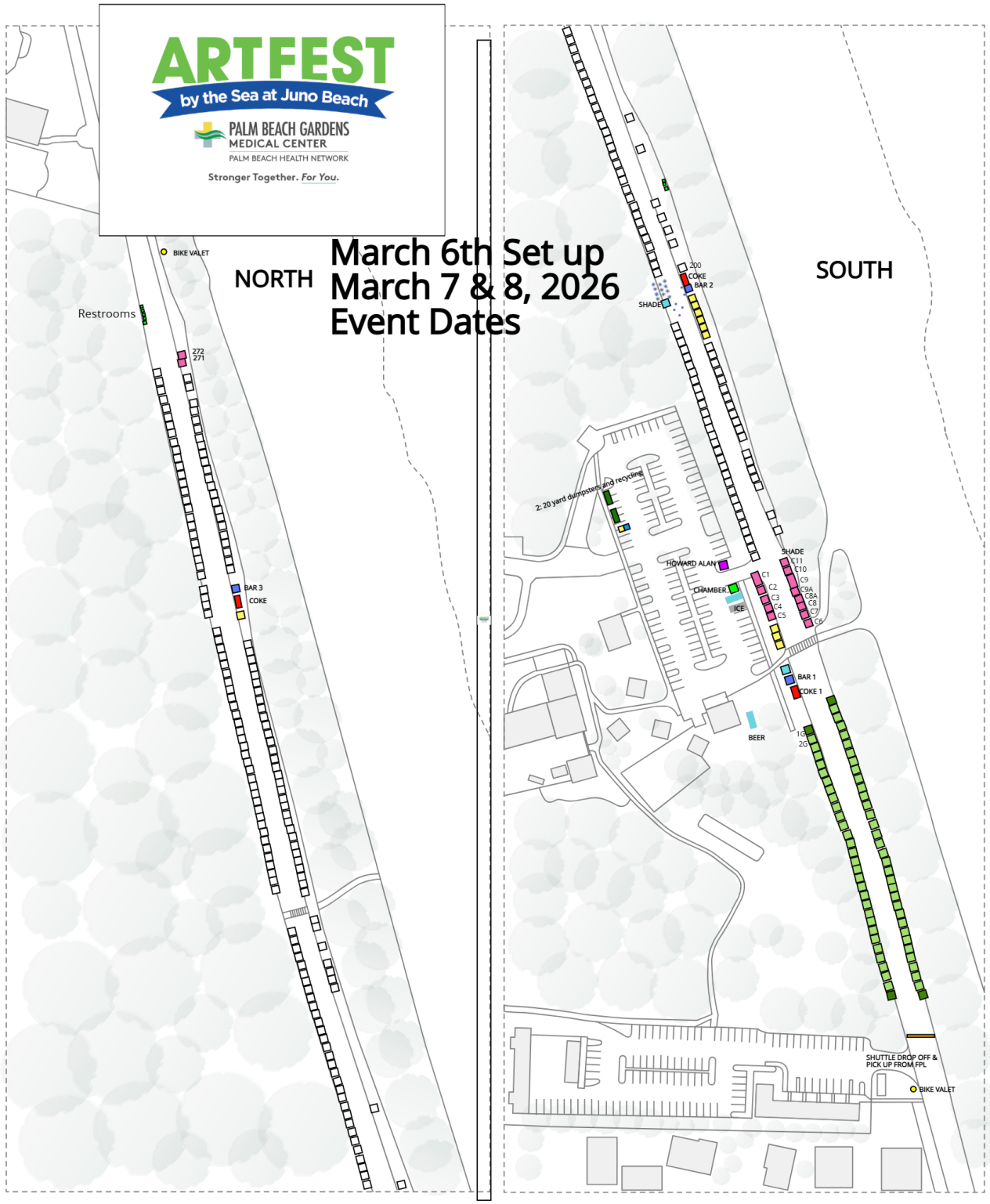
This Certifies that
ROOSEVELT BYNES

Has Completed a Florida Department of Transportation Approved Temporary Traffic Control (TTC) Advanced (Refresher) Course.

Date Expires: 01/14/2026
Certificate # 80573
Instructor: Paul Arenth
FDOT Provider # 134

A&SW Consultants, Inc.
Phone: 386-788-8899
5545 Benchmark Lane
Sanford, FL 32773
www.FloridaMOT.com
nicolle@aswconsultants.com

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ARTFEST
by the Sea at Juno Beach
PALM BEACH GARDENS
MEDICAL CENTER
PALM BEACH HEALTH NETWORK
Stronger Together. For You.
March 6th Set up
March 7 & 8, 2026
Event Dates
NORTH
SOUTH
BIKE VALET
Restrooms
272
271
BAR 3
COKE
200
COKE
BAR 2
SHADE
2- 20 yard dumpsters and recycling
HOWARD ALAN
CHAMBER
ICE
SHADE
C11
C10
C9
C9A
C8A
C8
C7
C6
C1
C2
C3
C4
C5
BAR 1
COKE 1
BEER
SHUTTLE DROP OFF &
PICK UP FROM FPL
BIKE VALET



ARTFEST
by the Sea at Juno Beach

PALM BEACH GARDENS MEDICAL CENTER
PALM BEACH HEALTH NETWORK

Stronger Together. *For You*.

ARTFEST BY THE SEA - Mar 06, 2026
Loggerhead Park - Parking Lot - Loggerhead Park
ARTFEST BY THE SEA PARKING MAP 2026

STANDING OVATIONS

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: January 28, 2026

Prepared By: Duncan Clark, Planning Technician

Item Title: Special Event Request: 2026 Aloha Surf Camp

BACKGROUND:

Staff received a request for a special event by Paul Vargas, owner of Aloha Surf Camp, to hold a summer surfing camp which consist of water sport activities, beach games, water rafts and surfing activities on the beach area that is east of the Loggerhead Marinelife Center. **This is a recurring event held at the same location along the beach and Ocean Drive, which is why staff included it on the Consent Agenda.**

DISCUSSION:

The special event requested is a surf camp that teaches surfing techniques, ocean safety, riptide awareness, body boarding, and swimming. The dates and times being requested are May 25th through August 14th, 2026, between 9:00 am to 3:00 pm Monday through Friday. The anticipated attendance is 35 participants throughout the entire summer with 4-6 employees. The public beach access is not requested to be closed during the event, as to not disturb beach goers. Transportation to the event will be by privately owned vehicles of the attendees' parents; the attendees will use the public parking area located in Loggerhead Park near the beach area. The public parking area will be used to temporarily park Aloha Surf Camps equipment trailer(s), and as an egress and ingress to the County beach and ocean area.

Town Council has previously approved the event with the following conditions: (1) flat permit fee of $1,000 and a Security Deposit of $500; (2) all parking, unloading and loading requirements shall be set by the Police Department and (3) Staff receive a letter of Approval from Palm Beach County Parks & Recreation Department prior to the start of the surf camp. Please note that the permit fee for off-site special events lasting 4 or more consecutive days is determined by the Town Council. This fee and deposit do not include the required costs for outside assistance by the Police, or any other necessary support. Those costs are the responsibility of the applicant during the application process and shall be provided 14 days prior to the date of the event.

As indicated in the attached application, the applicant shall provide all applicable outside agency and department approvals from Palm Beach County prior to the event date should the Town Council approve the event.

RECOMMENDATION:

Staff recommends that the Town Council consider the request for the Off-Site Special Event proposed in Juno Beach as stated above, 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
TOWN OF JUNO BEACH
RECEIVED
2025 DEC 31 P 2:08

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:

Event Type	Deadlines Application/ Obligations	Application Fee	Permit Fee*	Security Deposit	Deadline Late Fee
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:

P.V. 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.

P.V. 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.

P.V. 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.

P.V. 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.

P.V. Failure to comply with restrictions imposed automatically forfeits the Security Deposit.

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

P.V. 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 cancelation of event.

P.V. 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.

P.V. 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".

P.V. 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: PAUL Vargas Phone: 561. 543-7873

Relationship to Organization Represented; OWNER

Address of Applicant/Sponsor: 11911 US1 Hwy 1 Suite 201 - #33
NPB, FL 33408

Name, Address, Phone of Organization Represented: PAUL VARGAS
149 Beach Summit ct 33477

Email. Paulvargas7@msn.com

Principal contact person on Event Day/Phone: PAUL VARGAS

Alternate contact person on Event Day/Phone: Yvonne Vargas
561- 371- 0418

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

Address/Location: Loggerhead Park, Juno Beach
14200 US Hwy 1 33408

Name of Subdivision: Loggerhead Park

- ***Regarding the Special Event Specifics:***

Please describe the special event being requested: Surf Camp.
We teach students how to surf and how to navigate Ocean Safety. We teach riptide awareness & how to prevent & exiting dangerous currents.

Indicate roadway(s) to be closed: Ø

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

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

Indicate types of equipment, tents, trailers or other temporary structures that will be part of the event: surfboards, body boards & occasional sun shade

Number of employees/volunteers working the event: 4-6

Number of anticipated attendees for the event: 35

Length of time proposed for the event to take place, including set-up and tear down, **(dates/times)**: Summer time: MAY 27th A.M. AUG 14

- ***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):*

  N/A

- ***Please <u>initial</u> each line to confirm attachments:***

  P.V. Application Fee, and Late Fee, if applicable. (Payable to Town of Juno Beach)
  P.V. Plot/Site Plan
  P.V. Outside agency letter(s) of approval
  P.V. Insurance Certificate
  N/A Notarized Letter from property owner
  P.V. Copy of Driver License

Indicate items not submitted and reasons for non-submittal: N/A

<u>Hold Harmless Agreement:</u>
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.

Paul Vargas — 12.31.25

Applicant/Sponsor Signature — Date

Paul Vargas

Print Name

<u>Office Use Only:</u>

Duncan Clark — 12/31/25

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

Regular Staff	***$35.00***
Supervisor (if required)	***$45.00***

- ***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 **Application Review**

Director of Planning & Zoning — Date 1/12/26

Police Chief — Date 1/12/26

Public Works Director — Date 1/12/26

Project/Risk Manager — Date 1-12-26

Finance Director — Date 1-14-26

Town Manager — Date

Section VI **Post Event Inspection and Security Deposit Status**

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

* _____ _____ ***Amount and Date Returned of the Security Deposit.***
Amount ***Date***

Director of Planning & Zoning — Date

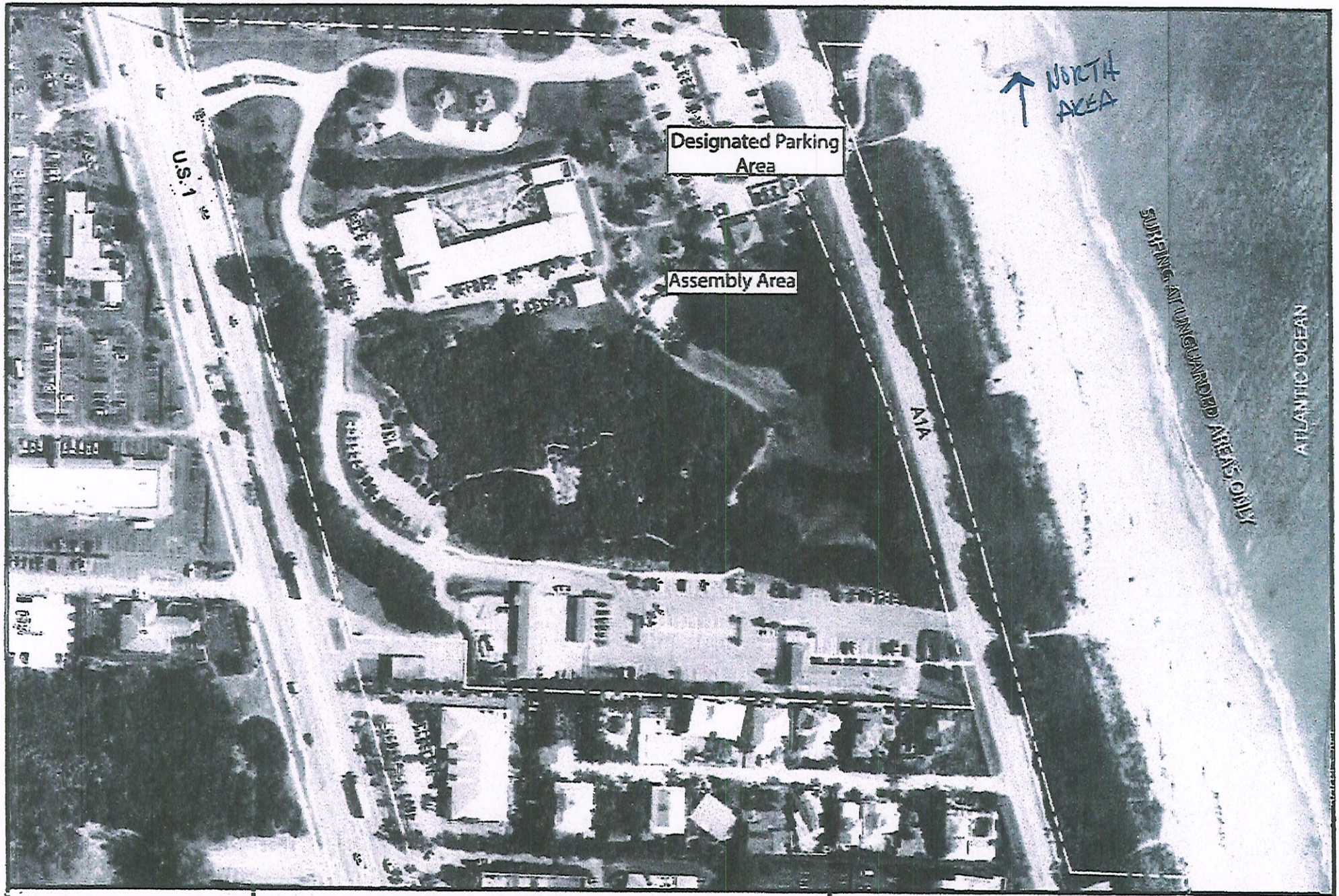
Police Chief — Date

Public Works Director — Date

Project/Risk Manager — Date

Finance Director — Date

Town Manager — Date



PALM BEACH COUNTY PARKS & RECREATION DEPARTMENT

EXHIBIT B: LOGGERHEAD PARK

SPECIAL USE PERMIT

Aloha Surf School

This map is provided "as is" without warranty or any representation of accuracy, timeliness or completeness. The County makes no warranties, expressed or implied, as to the use of this map. There are no implied warranties of merchantability or fitness for a particular purpose. The owner of this map acknowledges and accepts the limitations of the map, including the fact that the data coverages are dynamic and in a constant state of maintenance, correction and update.

IMAGE DATE: 5/20/2015 MAP DATE: 11/18/2015 N. OUELLETTE

NORTH

0' 80'

PALM BEACH COUNTY PARKS AND RECREATION DEPARTMENT
AQUATICS DIVISION PERMIT

John Prince Park Administration Building
2700 6th Avenue South, Lake Worth, FL 33461
Phone: (561) 963-6761

PERMIT

Permittee: Aloha Surf School

Contact Name: Paul Vargas **Phone:** 561-543-7873

Park: Loggerhead/ Carlin/ Jupiter Beach Park **Specific Location:** Beach

Activity: Permittee is using Loggerhead Park as base for private surfing lessons

Permit is valid: **Summer Camp Operations**: May 25, 2026 to August 14, 2026 Time: 9:00 am – 3:00 pm
Private Surfing Lessons: Monday- Sunday, January 1, 2026 to December 31, 2026

- Copy of Town of Juno Beach approved permit must be submitted as condition of PB County permit.
- Maximum number of participants: 35
- Trailers (4spaces) will be parked overnight at (2) Loggerhead Park (2) Carlin Park for 5 months.
- Jupiter Beach Park is requested as an additional location on alternate Fridays for surfing activities. Days will vary at Jupiter Beach Park based upon the tides. Please see attached map of Jupiter Beach Park.
- **Always swim near a lifeguard:** Swimming and snorkeling activities should take place in the guarded area. Kayaking, skim boarding, paddle boarding and surfing must take place outside the guarded area
- Follow the direction of the lifeguards.
- Shelters can only be secured with the use of sandbags or buckets, not stakes. Check with lifeguards prior to setting up shelter.
- **ATV USEAGE** is granted at Loggerhead Park and Carlin Park to move equipment from trailer to beach only. Only one (1) operator is allowed on the ATV when in use. Must operate ATV in compliance with Turtle Monitors, Ocean Rescue and Law Enforcement protocols. Must keep ATV on Ease Side of Carlin Park at all times. Failure to comply with these terms will result in termination of this permission.

The signature below acknowledges the Applicant's understanding of and agreement with the conditions of this Permit, and certifies that the information provided by the Applicant is complete and accurate. Applicant understands that failure to abide by the terms and conditions of this Permit may lead to the cancellation of this Permit, the denial of future permits, and/or other legal action by Palm Beach County.

Paul Vargas — 12.3.25
(Print) Name of Applicant or Authorized Representative — Signature of Applicant or Authorized Representative — Date

Return signed permit to: Parks and Recreation Department
Attn: Aquatics Division
2700 6th Avenue South; Lake Worth, FL 33461

THE FOLLOWING SECTION IS FOR PARK OFFICE USE ONLY:

Permit Valid From: January 1, 2026	**To: December 31, 2026**
Permit Number: Aqua_2026_Aloha	**Processed by: James Davis**

Jennifer Cirillo — 12/15/25
Director, Parks and Recreation Department — Signature — Date

AGENDA ITEM

Meeting Name: Town Council

Meeting Date: January 25, 2026

Prepared By: Davila, F., CFM.

Item Title: Resolution 2026-01 – Amending the Town of Juno Beach Fee Booklet

DISCUSSION:

The Town of Juno Beach Fee Booklet contains fees associated with Building Permits, Business Taxes, Miscellaneous Fees, Planning and Zoning, etc. Town staff is proposing to modify some of these fees and for them to be effective upon the approval of this resolution or soon thereafter.

The Building Division Fees were originally added to the Fee Booklet in March of 2008 (Resolution 2008-04), was amended in July of 2020 (Resolution 2020-05), and again in September of 2023 (Resolution 2023-13). These amendments were made to keep the fees recovered by the Town cost in compliance with F.S. 553.80(1)(g).

Section 553.80(1)(g) Florida Statutes, Building Construction Standards, Enforcement, states the following:

> *The governing bodies of local governments may provide a schedule of fees, as authorized by s. 125.56(2) or s. 166.222 and this section, for the enforcement of the provisions of this part. Such fees shall be used solely for carrying out the local government's responsibilities in enforcing the Florida Building Code.*

Due to recent rise in major construction within the Town, the Town is proposing updates to the fee schedule that is cost-neutral as required by the State. The major changes are to permit fees associated with infrastructure, Right-Of-Way work and reviews performed by outside agencies along with clarifying language for refunds and building permit fee reductions.

Along with the updates from the Building Division, staff is also proposing to make changes to the other sections of the Fee Booklet. For Councils reference, please see attachment #1 (additional language is underlined and deleted language is ~~stricken through~~).

RECOMMENDATION:

Staff recommend that the Town Council approve Resolution 2026-01 amending the Comprehensive Fee Booklet to revise the Town of Juno Beach Fee Booklet.

TOWN OF JUNO BEACH

FEE BOOKLET

Approved by Town Council: May 27, 2009
Last Amended: ~~September 13, 2023~~ January 28, 2026

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I. Building Permit Fees and Additional Service Fees:

MAIN BUILDING PERMIT WILL INCLUDE ALL SUB-PERMITS

~~The Building Permit fee is based on the value of the work being performed.~~

Permit Fees

Value of Work	Percentage of Valuation *
Under $5,000	$100.00 flat fee
$5,000.01 to $1,000,000.00	2.0% of value of work
$1,000,0000.01 to $3,000,000.00	1.75% of value of work
Over $3,000,000.01	1.5% of value of work

* Plus all applicable taxes

- **Fee Variations:** Some exceptions apply. Fees for specific permit types may vary from the fee schedule above based on project scope or statutory exemptions. Please consult with the Building Department for a final fee determination.
- Final Cost Affidavit is required before Certificate of Completion or Certificate of Occupancy is issued.
- New or Replacement of Residential or Commercial Projects requires thirty percent (30%) of permit fee when the application is submitted (up-front fee); for all other permits, one hundred percent (100%) of permit fee is due when the application is submitted.

Minimum Permit Fee: $100.00

Administrative Fee: $150.00

After the Fact Permit: Three (3) Times the Permit Fee plus Permit Fee

Revision: $100.00
Plus $15.00 per plan sheet or attachment

Renewal or Extension of Permit:
- Master $100.00
- Sub-Permit $50.00

Change of Contractor (from same location from one contractor or TBD to another) $50.00

Re-Inspections:
- 1st Re-Inspection $50.00
- 2nd Re-Inspection (same type) $50.00 + $50.00 Penalty Fee
- 3rd Re-Inspection (same type) $50.00 + $100.00 Penalty Fee
- 4th Re-Inspection (same type & all thereafter) $50.00 + $150.00 Penalty Fee

~~After Hours, Weekend or Holiday Inspection~~
~~(Requires three (3) days' notice)~~

~~Weekdays: $75.00 per Hour with two (2) hour minimum~~
~~Weekends: $75.00 per hour with four (4) hour minimum~~
~~Holidays: $75.00 per Hour with four (4) hour minimum~~

~~Replacement Cost (permitted plans) $35.00 plus printing cost~~

Fire Department reviews:

For projects requiring Fire Department oversight only (such as fire alarms, hood suppression, sprinklers, or hydrants) that do not require Building Official plan review or inspection, only **administrative fees** apply. Please note: Palm Beach County Fire Department Review Fees are separate from the administrative fee and must be paid in full prior to permit issuance.

Specialty Permits:

Concrete restoration, Right-of-Way (utilities), or other permits that do not require plan review and inspections by the Building Official are required to pay only administrative fees. Specialty permits do not include Private Provider permits.

Engineering & Professional Services:

Engineering Services & Professional Reimbursement Engineering and technical services are provided through the Town's contracted professional firms. Fees are assessed based on the current hourly rate schedules on file with the Town; however, billed rates shall not exceed the maximum hourly caps established by the Town.

Scope of Services: Professional services include, but are not limited to, the review and inspection of all site infrastructure, structural systems, and specialized technical areas as determined by the Director of Planning and Zoning.

Reimbursement Policy: In accordance with the Town's Professional Reimbursement Cost Policy (Ordinance Nos. 615 and 657, as amended), the applicant is responsible for all professional fees, consulting costs, and administrative expenses incurred by the Town during the review process. A surety deposit is required prior to the commencement of any professional review.

Administrative appeal: ~~$250.00~~ $500.00

Contractor registration fee:
Non-State Certified Contractors $2.00
State Certified Contractors No Charge

Refunds: (only within thirty (30) days of issuance for work that has not started) Seventy percent (70%) of the amount over $100.00.

Plan review fees by Zoning, Building, Town Engineer or other outside contractors that have been completed are NOT REFUNDABLE.

Specialty fees such resubmittal fees, revision fees, change of contractor, etc. are NOT REFUNDABLE~~)~~

Building Permit Fee Reduction: Private Provider fee reduction is based on the services provided by the private provider for purposes of plan review and/or building inspection services.

Plan Review	25.00% building permit fee reduction
Inspections	25.00% building permit fee reduction

Temporary obstruction: $35.00

Trimming native vegetation on the dune: $100.00

II. Business Taxes:

These fees are determined by the Town Council pursuant to Ordinance and can be found in Chapter 28 of the Town of Juno Beach Code of Ordinances.

III. Miscellaneous Fees:

A. **ADMINISTRATIVE FEES:**

Certified Copies:	$1.00 per page
Subdivision Regulations:	$10.00 per copy
Zoning Book:	$77.00 per copy
Comprehensive Development Plan:	$12.00 per copy
Support Documentation for Comprehensive Development Plan:	$25.00 per copy
Building Plans:	$7.50 plus the cost of reproduction
Maps (11x17):	$5.00 per map
Maps (24x36):	$15.00 per map
Title/Lien Search Fee (5-7 business days):	$25.00
Miscellaneous Copies:	.15 cents per page
Return check charge:	$30.00 or actual amount charged by bank *(whichever is greater)*
Notary Service (~~Resident~~ Town Business Only):	Free
~~Notary Service (Non-Resident):~~	~~$5.00~~

Extensive use of information technology resources

Or labor cost of personnel (billed on quarter hour increments):	$35.00 per hour
Beach Storage of Watercraft:	$20.00

B. **POLICE FEES:**

Parking Citations (other than Parking in Space Reserved for Physically Disabled):	$25.00
Parking in Space Reserved for Physically Disabled:	$250.00
Late Penalty:	$25.00
Police Reports (1-10 pages):	Free
Police Reports (10+ pages):	.15 cents per page
VIN Verifications:	Free
Fingerprinting (In-Town Applicant):	$5.00
Fingerprinting (Out of Town Applicant):	$15.00
Beach Fire Permit (Residents)	$50.00
Beach Fire Permit (Non-Residents)	$300.00
Beach Fire Deposit (Residents and Non-Residents) Refundable if all permit conditions are met	$100.00

C. **TOWN CENTER RENTAL FEES:**
(Subject to the Application Process)

Non-Food Events – ~~Residents and Employees~~	~~No Charge~~
~~Non-Food Events – Corporations/Organizations/~~ ~~Non-Residents:~~ All types	$750.00 per day
Food Events – Residents and Employees	$750.00 per day
Food Events – Corporations/Organizations/ Non-Residents:	$1,500.00 per day
Reservation Deposit:	$100.00
Security Deposit for Non-Food Event– Cash:	$1,000.00 per day
Security Deposit for Food Events – Cash Refundable after use at the discretion of the Town Manager	$1,500.00
Juno Beach Town Employee:	Current rate with a 3 hour minimum
Cleaning Service Fee:	Current rate
Condominium/Homeowners Association meetings:	No Charge*
Town Sponsored Events	No Charge*
Governmental Entities	No Charge*
Professional Organizations	No Charge*

* At the discretion of the Town Manager.

D. **SPECIAL EVENTS:**

On-Site Special Events:

~~Event type:~~

Resident block party	Free
Local Business Limited Area Events	$50.00

* Local Business Limited Area events shall only be issued to local businesses based on criteria specified in Chapter 34; Article IV, Division 9, Town of Juno Beach Code of Ordinances.

Off-Site Special Events:

Event Type	Application Fee	Permit Fee	Security Deposit	Deadline Late Fee
Low-Impact (25 to 999 attendees)	$100	$100	$500	$200
Medium-Impact (1000-4999 attendees)	$200	$500/day	$1,000	$400
High-Impact (5000+ attendees)	$300	$1,000/day	$5,000	$600

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

- Applications are required to be submitted in accordance with the deadlines established in the application for off-site special events and are subject to all conditions set forth therein.
- Deposits must be issued by a separate check and all checks must be made payable to the Town of Juno Beach.
- Applications with 0-24 attendees are administratively approved.

IV. Planning and Zoning Fees:

Comprehensive Plan Amendment (Change to the Future Land Use Map or Text):	$2,750.00
Zoning Code Text Amendment or Map Change (Rezoning):	$1,600.00

Site Plan Review for a single-family residential dwelling unit:	$75.00
Site Plan Review for a two-family residential dwelling unit:	$750.00
Site Plan Revision for a two-family residential dwelling unit:	$250.00
Site Plan Review or Major Amendment for 3 to 99 residential units:	$1,500.00
Minor Amendment:	$500.00
Minor Amendment which requires Engineering or Utility Plan review:	$1,000.00
Site Plan Review or Major Amendment for 100 residential units or more:	$2,300.00
Minor Amendment:	$500.00
Minor Amendment which requires Engineering or Utility Plan review:	$1,000.00
Site Plan Review or Major Amendment for all non-residential sites:	$2,000.00
Minor Amendment:	$500.00
Minor Amendment which requires Engineering or Utility Plan review:	$1,000.00
Official Adoption of a Master Plan for a Planned Unit Development:	$2,800.00
Amendment in the plan or conditions of a Planned Unit Development:	
Major Amendment:	$1,850.00
Minor Amendment:	$1,300.00
Development of Regional Impact (DRI):	$5,000.00
Amendment to Development of Regional Impact:	
Substantial Deviation (as defined in Chapter 380.06, Florida Statutes):	$2,500.00

Any changes other than Substantial Deviation:	$1,500.00
Application for Special Exception Use:	$1,500.00
Application for Accessory Use:	$250.00
Application for Hearing in front of "Zoning Board of Adjustment and Appeals" (Variance or administrative decision):	$500.00
Subdivision and Platting or revision:	
Base Fee:	$1,500 (plus fees paid by the Town)
Per Parcel Fee:	$45.00
Abandonment of any street, road, alleyway or easement:	$1,000.00
Voluntary Annexation:	Free
No fee is charged for a rezoning or Comprehensive Plan amendment associated with a voluntary annexation.	
Adequate Facilities Determination:	$200.00
Initial Application for Sidewalk Café Fee	$100.00
Annual Permit Sidewalk Café Fee	$250.00
Initial Application for Doggie Dining Fee	$100.00
Annual Permit Doggie Dining	$500.00
Zoning Determination Letter Request	$45.00 (plus staff time after 1st hour)
Surety Deposit Projects Less than 1 Acre	$1,000.00
Surety Deposit Projects Greater than 1 Acre	$2,000.00

Note: All applications for site plan and appearance review approval, including single-family homes, are subject to the Town's Professional Reimbursement Cost Policy as adopted by Ordinance Nos. 615 and 657. This Policy requires the applicant to reimburse the Town for professional fees and costs, such as legal fees and engineering fees, incurred by the Town during the review process.

V. Sewer Connection Fees:

These fees are determined by the Town Council pursuant to Ordinance and can be found in Chapter 32, Section 42 of the Town of Juno Beach Code of Ordinances.

VI. Water Capital Improvement Charges:

These fees are determined by the Town Council pursuant to Ordinance and can be found in Chapter 32, Section 42 of the Town of Juno Beach Code of Ordinances.

RESOLUTION 2026-01

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING THE COMPREHENSIVE FEE BOOKLET SETTING FORTH ALL FEES AND RELATED CHARGES COLLECTED BY THE TOWN FOR GOVERNMENTAL SERVICES AND APPROVALS; PROVIDING FOR CONFLICTS; PROVIDNG FOR SCRIVENER'S ERRORS, AND PROVIDING FOR 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 (the "Town Council") as the governing body, pursuant to the authority vested in Chapter 163 and Chapter 166, Florida Statutes, is authorized and empowered to establish and consider changes to its fee schedule; and

WHEREAS, the Town Council adopted a comprehensive fee booklet setting forth all of the fees charged by the Town for governmental services and approvals in 2008, which was subsequently amended from time to time; and

WHEREAS, Town Staff is proposing amendments to the fee booklet, which is attached hereto and incorporated herein as Exhibit "A" (the "Comprehensive Fee Booklet") to revise the refund of building permit fees, the creation of an administrative fee, the classification of permits required to only pay administrative fees, the deletion of after hours, weekend or holiday inspection fees, create an explanation of engineering services, revision of administrative appeal fees, creation of permit fee reduction, update notary services fees and revise Town Center rental fees; and

WHEREAS, the Town Council determines that the adoption of revisions to the comprehensive fee booklet is in the best interests of the residents and citizens of the Town of Juno Beach.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA as follows:

Section 1. The foregoing recitals are hereby ratified and incorporated herein.

Section 2. The Town Council hereby amends the Comprehensive Fee Booklet as set forth in Exhibit "A" attached hereto and incorporated herein by reference (additional language <u>underlined</u> and deleted language ~~stricken through~~).

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the City Clerk and City Attorney, may be corrected.

Section 5. This Resolution shall become effective immediately upon adoption.

RESOLVED AND ADOPTED this _____ day of _____, 2026.

_____
Peggy Wheeler, Mayor

ATTEST:

_____
Caitlin Copeland-Roodriguez, MMC
Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

_____
TG Law PLLC, Town Attorney

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: January 28, 2026

Prepared By: C. Copeland-Rodriguez, MMC, Town Clerk

Item Title: Resolution No. 2026-02 – Agreement with Palm Beach County Supervisor of Elections for Vote Processing Use and Election Services

DISCUSSION:

In 2009, the Town entered into its first Agreement for Vote Processing and Equipment Use and Election Services with the Palm Beach County Supervisor of Elections ("SOE"), under which the SOE agreed to conduct the Town's general municipal elections, including any runoff elections, in accordance with the allocation of duties and the terms and conditions set forth in the agreement.

The Agreement for the 2026 election cycle is similar to prior agreements for election services with the Supervisor of Elections' office. Furthermore, the Town Council has delegated all canvassing duties for the March 10, 2026, Municipal Election to the County Canvassing Board, which is composed of the Supervisor of Elections, a County Court Judge, and the Chair of the Board of County Commissioners (or their respective alternates or substitutes).

RECOMMENDATION:

Town Staff recommends that the Town Council adopt Resolution No. 2026-02 approving an Agreement for Vote Processing Equipment Use and Election Services with the Palm Beach County Supervisor of Election for the March 10, 2026 Municipal Election; and authorize the Town Manager to execute the agreement.

RESOLUTION 2026-02

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, APPROVING AN AGREEMENT FOR VOTE PROCESSING EQUIPMENT USE AND ELECTIONS SERVICES WITH THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS AND AUTHORIZING THE MAYOR AND TOWN CLERK TO EXECUTE SAME; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in 2009, the Palm Beach County League of Cities, through its Ad Hoc Committee on Municipal Elections, negotiated an agreement with the Palm Beach County Supervisor of Elections to detail and allocate the duties, responsibilities and fees associated with conducting municipal elections commencing with the 2010 municipal election; and

WHEREAS, the Supervisor of Elections has presented the Town with a revised Agreement for Vote Processing Equipment Use and Election Services commencing January 1, 2026, and the Town Council determines that the approval of the Agreement is in the best interests of the residents and citizens of the Town of Juno Beach.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA as follows:

Section 1. The foregoing recitals are hereby ratified and incorporated herein.

Section 2. The Town Council hereby approves the Agreement for Vote Processing Equipment Use and Elections Services by and between the Palm Beach County Supervisor of Elections and the Town of Juno Beach, a copy of which is attached hereto as Exhibit “A” and incorporated herein by reference and authorizes and directs the Mayor and Town Clerk to execute the Agreement on behalf of the Town.

Section 3. This Resolution shall become effective immediately upon adoption.

RESOLVED AND ADOPTED this 28th day of January, 2026.

_____
Peggy Wheeler, Mayor

ATTEST:

_____
Caitlin E. Copeland-Rodriguez, MMC, Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

_____
TG Law PLLC, Town Attorney

2026 MUNICIPAL ELECTION(S)
VOTE PROCESSING EQUIPMENT USE
AND ELECTIONS SERVICES AGREEMENT

This Vote Processing Equipment Use and Elections Services Agreement (hereinafter referred to as the "Agreement") is hereby entered into by and between the **Palm Beach County Supervisor of Elections Office** (hereinafter referred to as "SOE") and **_____, Florida** (hereinafter referred to as "MUNICIPALITY").

WITNESSETH:

WHEREAS, pursuant to Section 101.34, Florida Statutes, SOE is the legal custodian of certified vote processing equipment owned by Palm Beach County, Florida, and is hereby charged with the responsibility for custody and maintenance of said equipment; and,

WHEREAS, MUNICIPALITY desires, or is otherwise statutorily obligated, to conduct an election that requires the use of vote processing equipment to count ballots; and,

WHEREAS, all vote processing equipment requires specially trained and knowledgeable individuals to program, operate, and maintain said equipment; and,

WHEREAS, the Palm Beach County Board of County Commissioners has authorized SOE to provide any necessary terms and conditions for the use of such voting equipment; and,

WHEREAS, SOE can provide the necessary personnel to program, operate, and maintain said equipment; and,

WHEREAS, MUNICIPALITY hereby acknowledges it may be responsible for other applicable requirements under the Florida Election Code and any provision of MUNICIPALITY'S Charter or municipal ordinances which may not be addressed or included in this Agreement.

NOW THEREFORE, in consideration of the premises and of the mutual promises, terms and conditions stated herein, SOE and MUNICIPALITY agree as follows:

ARTICLE 1 – RECITALS

The above recitals are true and correct and incorporated herein.

ARTICLE 2 – AGREEMENT

SOE shall provide MUNICIPALITY such necessary vote processing equipment and election services according to the terms and conditions stated in this Agreement, for the purposes of conducting the Uniform Municipal Elections ("UME") to be held on March 10, 2026, and a Run-Off Election, if necessary, on March 24, 2026, along with the necessary vote processing equipment and election services to facilitate polling locations and polling places as may be necessary and agreed upon by the parties. Except for the UME and Run-Off elections resulting from the UME, which are required by MUNICIPALITY charter or ordinance, no other municipal elections will be conducted by SOE except by separate written signed agreement of the parties hereto.

ARTICLE 3 – OPERATION AND PROGRAMMING SERVICES

3.1 Municipal Services. For each election, MUNICIPALITY shall pay SOE for the SOE's actual cost incurred by SOE in conducting MUNICIPALITY's election operations, as provided in the estimated fee schedule attached as Exhibit "A".

3.2 Vote-By-Mail Ballots. For each election, MUNICIPALITY shall pay SOE for each Vote-By-Mail ballot request processed plus actual postage costs, including Return Postage. MUNICIPALITY shall also pay SOE for each Vote-By-Mail ballot signature verified.

3.3 Repairs. For any election, all maintenance, repairs, or other troubleshooting services for vote processing equipment, including any tabulators, check-in devices, and other voting equipment, will be performed exclusively by SOE, and such services are included in all stated charges. However, SOE does reserve the right to seek reimbursement from MUNICIPALITY for any damage caused by any neglect or unauthorized acts by any employee or representative of MUNICIPALITY.

ARTICLE 4 – OTHER ELECTION CHARGES

4.1 Precinct Services. For each election, MUNICIPALITY shall pay SOE for precinct preparation and poll worker training in accordance with Exhibit "A".

4.2 Fee Schedule. For each election, MUNICIPALITY shall pay SOE for any other goods or services not specifically provided for in this Agreement, but that may be described or listed in the Municipal Fee Schedule(s) attached hereto as Exhibit "A".

4.3 Other. For each election and upon proper notice to MUNICIPALITY, MUNICIPALITY shall pay SOE for any other election services not contemplated herein, which may be needed to conduct an orderly election that meets the requirements of law.

4.4 Increased Costs. If the actual out-of-pocket costs to the SOE increase due to an increase in postage costs, law enforcement costs, or any other costs that are higher than the estimates provided in Exhibit "A", MUNICIPALITY nevertheless agrees to pay the increased costs incurred by SOE. Any increased costs will be reflected in the billing statement provided to MUNICIPALITY by SOE at the time payment is sought.

ARTICLE 5 – TERM

For each election, the terms of this Agreement begin upon execution of this Agreement by both the SOE and MUNICIPALITY and shall terminate on December 31, 2026, or when all ballots for the UME/Run-Off Elections have been processed, all election results have been certified, all vote processing equipment has been returned to the SOE's warehouse and the audit, if applicable, has been completed, whichever is later. In the event of an election contest or challenge, SOE agrees to cooperate in providing any public records that the SOE maintains or otherwise controls.

ARTICLE 6 – APPLICABLE REQUIREMENTS OF FLORIDA'S ELECTION CODE

MUNICIPALITY shall properly call the election in accordance with any Florida Statutes, applicable charter provisions, or city ordinances. MUNICIPALITY agrees that the Municipal Clerk is responsible for the conduct of the MUNICIPALITY's elections and for ensuring compliance with all applicable Florida Statutes, including the Florida Election Code and any municipal charter provisions and ordinances; provided, however, such statute, charter, or ordinance may specifically impose or delegate certain duties to the SOE; for provisions in a Municipal charter of ordinance, the SOE must consent to the duties set forth in the charter or ordinance in order to be bound by it. Any obligations or duties not set forth in this Agreement or otherwise provided for by law shall be the sole responsibility of MUNICIPALITY.

ARTICLE 7 – NOTICE AND ADVERTISEMENT OF ELECTIONS

Uniform Municipal Election/Run-Off Election. MUNICIPALITY shall prepare and arrange for publication of all legal notices and advertising required by state and federal statutes, city charter, and city ordinances. MUNICIPALITY agrees that all notices and advertisements of elections conducted in Palm Beach County shall be published in both English and Spanish and that MUNICIPALITY shall be responsible for the accurate and complete translation of any such notices.

SOE will advertise the dates of the UME/Run-Off elections on its website in both English and Spanish, and SOE shall be responsible for obtaining the accurate and complete translation of any such advertising.

ARTICLE 8 – QUALIFYING OF CANDIDATES

MUNICIPALITY is the qualifying officer for all municipal candidates. MUNICIPALITY may provide qualifying packets to candidates. MUNICIPALITY shall accept and process all qualifying papers and fees. For audio ballots, MUNICIPALITY shall collect pronunciation guides from candidates at the time of qualifying and shall submit them to SOE at the close of qualifying.

If petitions are part of the qualifying process, the SOE shall be responsible for verifying that all names appearing on such petitions belong to qualified electors of MUNICIPALITY. The SOE agrees to verify any and all signatures for any qualifying petitions timely submitted by MUNICIPALITY in the order such petitions are received. MUNICIPALITY shall pay SOE Ten Cents ($0.10) per name, or such other higher amount as permitted by Florida Statutes or the Florida Administrative Code, checked to verify any signatures on qualifying petitions. Except as set forth in the following paragraph, SOE shall complete signature verification of petitions within 30 days of receipt of the petitions from MUNICIPALITY.

When MUNICIPALITY provides SOE with candidate petitions before the signature verification cutoff deadline (before noon of the 28th day preceding the first day of qualifying), SOE will verify the signed petitions no later than the 7th day before the first day of qualifying. (*See* Section 99.095(3), Florida Statutes.) SOE will verify signatures on all timely submitted signed petitions until the candidate indicates in writing to stop verification. MUNICIPALITY must notify each candidate in writing that if the signatures are not timely submitted in accordance with this paragraph that SOE will review them in accordance with the paragraph above, which may result in the candidate not knowing the disposition of the review until after the qualifying period.

In no event shall SOE issue any recommendations or make any legal determinations as to the qualifications of eligibility of any candidate for municipal office.

ARTICLE 9 – PRINTING OF BALLOTS AND BALLOT SERVICES

SOE shall place an order for the quantity of Election Day ballots as directed by the MUNICIPALITY with a third-party printer as selected exclusively by SOE. MUNICIPALITY shall be responsible for payment to the third-party printer. MUNICIPALITY shall pay SOE a per-ballot fee for each Vote-By-Mail ballot printed.

MUNICIPALITY shall furnish, immediately upon the conclusion of the qualifying period, but no later than ninety-five (95) days before Election Day, unless otherwise agreed upon by SOE and MUNICIPALITY, all ballot information in English, including the name of the candidates as they are to appear on the ballot, the name of MUNICIPALITY, the name of the election, the title of office or referendum title, explanation, and questions. SOE agrees to provide, at MUNICIPALITY's cost and expense, translation of MUNICIPALITY's ballot language from English to Spanish, in accordance with Section 203 of the Voting Rights Act, as well as Creole translations for the ExpressVote machine.

SOE agrees to provide the layout of the ballot(s) based on the information furnished by MUNICIPALITY and deliver the ballot layout to the approved printer. Both SOE and MUNICIPALITY must approve the ballot proof(s).

Once test ballots are received from the printer, SOE will test all vote processing equipment in accordance with the standards established by the Florida Division of Elections and any applicable Florida Statutes. Upon receipt of the printed ballots from the printer, SOE shall receive, securely store and account for all ballots until disbursed to poll workers. SOE shall also control and limit all access to unvoted ballots while in possession of SOE.

ARTICLE 10 – POLL WORKERS

10.1 Selection and Training of Poll Workers. SOE will select poll workers for MUNICIPALITY from a group of trained poll workers. SOE will assign the minimum number of poll workers for each required position and standby poll workers to be available on Election Day, as determined by SOE. Additional poll workers may be added at the request of MUNICIPALITY, which SOE agrees to provide based on the availability of properly trained poll workers and legal party affiliation requirements. SOE will train all poll workers in accordance with the Florida Election Code and other guidelines, procedures, or regulations as followed or adopted for the conduct of elections in Palm Beach County. The clerk for MUNICIPALITY, or a representative, shall be in attendance for poll worker training sessions. Poll workers shall undergo job-specific training and complete the required number of training hours as specified by SOE poll worker department management. All necessary supplies and ballots will be provided by SOE and stored in precinct cabinets or transported in poll worker clerk bags.

10.2 Uniform Municipal Election/Run-Off Election. MUNICIPALITY shall promptly pay poll workers directly for their services in the same amounts/at the same hourly rates that SOE pays poll workers, which as of the Effective Date hereof, is set forth in Exhibit "A". If SOE changes the rates of pay/hourly rates SOE is paying poll workers, MUNICIPALITY agrees to pay the current rates of pay/hourly rates being paid by SOE at that time.

ARTICLE 11 – SELECTION OF POLLING PLACES

MUNICIPALITY shall secure ADA compliant Polling Places for the UME/Run-Off Election. Upon request, SOE will provide MUNICIPALITY with the list of the polling places currently assigned to MUNICIPALITY'S precincts. If the polling place secured for the UME/Run-Off election is different than what is shown on the voters' most recent voter information card, MUNICIPALITY shall pay the cost for the SOE to mail a new voter information card to each voter with the new location on it. If the location is temporary for the UME/Run-Off election, MUNICIPALITY shall also pay the costs for the follow-up mailing of the voter information card to designate the previous location as the again-current polling location.

ARTICLE 12 – POLL WATCHERS

MUNICIPALITY is responsible for collecting the Designation of Poll Watchers form and submitting it to SOE for processing. SOE will make the required identification badges and provide them to MUNICIPALITY.

MUNICIPALITY will be responsible for all costs associated with the preparation of badges.

MUNICIPALITY will create a master poll watcher list to be supplied to the SOE office and their poll workers on Election Day.

ARTICLE 13 – SAMPLE BALLOTS

SOE ***shall not*** mail sample ballots. Sample ballots will be posted on the SOE's website.

ARTICLE 14 – VOTE-BY-MAIL BALLOTS

MUNICIPALITY shall refer all requests for Vote-By-Mail ballots to SOE. Unless the Clerk for MUNICIPALITY provides written direction to the contrary, SOE agrees to accept all requests for Vote-By-Mail ballots by telephone, mail, email, or in person in accordance with Florida Statutes. SOE also agrees to mail Vote-By-Mail and overseas ballots as requested by registered voters, receive and securely store any voted Vote-By-Mail ballots, verify the signatures on any returned voted Vote-By-Mail ballot certificates, facilitate voter signature cures, accommodate public inspection of Vote-By-Mail ballot mailing envelopes and voter certificates, and account for all Vote-By-Mail ballots.

SOE may begin processing Vote-By-Mail ballots prior to Election evening, pursuant to Section 101.68, Florida Statutes.

If MUNICIPALITY does not use the County Canvassing Board, MUNICIPALITY shall schedule and coordinate with SOE the date on which the MUNICIPALITY's Canvassing Board is to assemble to canvass the Vote-By-Mail ballots. If applicable, MUNICIPALITY shall coordinate for the use of SOE facilities to conduct the Canvassing Board activities. MUNICIPALITY shall notice and advertise in both English and Spanish, as needed, the dates of any Canvassing Board meetings. MUNICIPALITY shall convene the Canvassing Board to determine which voted Vote-By-Mail ballots are to be tabulated. MUNICIPALITY must also ensure they have a Canvassing Board member present for opening, duplication, tabulation, and all other activities requiring Canvassing Board presence by law, at all times specified by SOE.

ARTICLE 15 – TRANSPORTATION OF ELECTIONS EQUIPMENT AND SUPPLIES

SOE will be responsible for the delivery and pick-up of vote processing equipment. Election equipment will be delivered by SOE, or a third-party representative of SOE, on an agreed-upon date, up to eight (8) days prior to the Election. SOE, or a third-party representative of SOE, will pick up voting equipment on an agreed-upon date. SOE shall have full discretion and authority to hire and employ any outside third parties to assist with or perform delivery and pickup of voting equipment.

MUNICIPALITY shall reimburse SOE for any and all costs incurred for equipment delivery and pickup.

MUNICIPALITY is not permitted to deliver any election equipment.

ARTICLE 16 – LOCATION AND STORAGE OF VOTING EQUIPMENT

All voting equipment shall be stored, maintained, and located in a well-protected, secure, temperature-controlled, indoor room or facility. Once the voting equipment is delivered to a voting site, no equipment shall be relocated without the prior written approval of SOE.

ARTICLE 17 – CANVASSING OF ELECTION RESULTS

SOE shall schedule and coordinate the date on which the Canvassing Board is to assemble to canvass the results of the election. SOE shall notice and advertise, as needed, the dates of any canvassing board meetings on the SOE's website.

If MUNICIPALITY does not use the County Canvassing Board, MUNICIPALITY shall schedule and coordinate with SOE the date on which MUNICIPALITY's Canvassing Board is to assemble to canvass the results of the election. If applicable, MUNICIPALITY shall coordinate for the use of SOE facilities to conduct the Canvassing Board activities. MUNICIPALITY shall notice and advertise in both English and Spanish, as needed, the dates of any Canvassing Board meetings. MUNICIPALITY shall convene the Canvassing Board to determine voter intent and which voted Vote-By-Mail ballots are to be tabulated. MUNICIPALITY must also ensure they have a Canvassing Board member present for opening, duplication, tabulation, and all other activities requiring Canvassing Board presence by law.

ARTICLE 18 – AUDITS

MUNICIPALITY agrees to pay SOE for the costs of the Audit as well as any additional costs as may be necessary, including overtime expenses, for conducting the audit.

ARTICLE 19 – POST-ELECTION RECORDS RETENTION

SOE shall process affirmation forms and sort, inventory, and pack all election materials for retention and disposition. SOE shall store or cause to be stored all necessary election records and ballots until the expiration of retention period as prescribed by applicable Florida Statutes and Rules. MUNICIPALITY is responsible for maintaining candidate qualifying documents and certified results in accordance with Florida Law.

ARTICLE 20 – VOTER HISTORY

SOE will record voter history for all electors voting in the municipal election(s) in a timely manner.

ARTICLE 21 – OTHER NECESSARY COSTS

As provided in Article 4, any additional costs or fees that may be incurred by SOE in compliance with the Florida Election Code and as a direct result of MUNICIPALITY's election(s) that are not specified in this Agreement shall be paid for by MUNICIPALITY at rates and fees as established by SOE. Examples of such additional costs or reimbursements include, but are not limited to, the following:

A. Recounts. Any expenditure by the SOE for conducting a recount, including any overtime expenses for reprogramming voting equipment, and other expenses as may be necessary to conduct a recount; and,

B. Attorneys' Fees and Costs. Actual attorneys' fees and costs incurred by SOE for research or representation on any matter that are incurred as a direct result of MUNICIPALITY's participation in the UME/Run-Off shall be invoiced by SOE for reimbursement by MUNICIPALITY.

ARTICLE 22 – HOLD HARMLESS COVENANT

The parties to this Agreement and their respective officers and employees shall not be deemed to assume any liability for the acts, omissions, and negligence of the other party. Furthermore, nothing herein shall be construed as a waiver by either party of sovereign immunity pursuant to Section 768.28, Florida Statutes.

Each party to this Agreement shall be liable for its own actions and negligence. To the extent permitted by law, MUNICIPALITY shall indemnify, defend and hold harmless the SOE against any actions, claims or damages arising out of MUNICIPALITY's negligence, willful or intentional acts or omissions in connection with its performance under this Agreement; and SOE shall indemnify, defend and hold harmless MUNICIPALITY against any actions, claims or damages arising out of the negligence, willful or intentional acts or omissions of the SOE in connection with its performance under this Agreement. Nothing herein shall be construed as consent by either the SOE or MUNICIPALITY to be sued by third parties in any matter arising from this Agreement. MUNICIPALITY also agrees to indemnify SOE against any administrative challenges, civil suits, or other legal challenges or appeals that may arise, including all attorneys' fees and costs, from the contest of MUNICIPALITY'S election results or the validation of any of MUNICIPALITY'S candidate qualifications.
The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the waiver or limits set forth in Section 768.28, Florida Statutes. In no case shall such limits for SOE or MUNICIPALITY extend beyond $200,000 for any one person or beyond $300,000 for any judgment which, when totaled with all other judgments, arises out of the same incident or occurrence. Furthermore, nothing herein shall be construed as consent by the MUNICIPALITY or the SOE, as a state agency or subdivision of the State of Florida, to be sued by third parties in any matter arising out of any contract.

These provisions shall not be construed to constitute agreement by either party to indemnify the other for such others' negligent, willful, or intentional acts or omissions.

ARTICLE 23 – ENTIRETY AND AMENDMENTS

This Agreement embodies the entire agreement between SOE and MUNICIPALITY and supersedes all prior agreements and understandings relating to the conduct of elections. No modification, amendment or alteration to this Agreement shall be effective or binding unless submitted in writing and executed by the duly authorized representatives of both SOE and MUNICIPALITY.

ARTICLE 24 – EFFECTIVE DATE

The effective date of this Agreement shall be the latest date of execution by duly authorized representatives of SOE and MUNICIPALITY as shown on the signature page hereto.

ARTICLE 25 – NOTICES

NOTICES: All formal notices affecting the provisions of this Agreement may be delivered in person or be sent by registered mail or by a recognized overnight courier such as FedEx, to the individual designated below, until such time as either party furnishes the other party with written instructions to contact another individual or a different location.

For the SOE:	**For the City:**
Supervisor of Elections	_____
4301 Cherry Road	_____
West Palm Beach, Florida 33409	_____
Attention: Wendy Sartory Link	Attention: _____

ARTICLE 26 -- NONWAIVER

A waiver by either party of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing and duly signed by both parties to this Agreement. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach. The making or acceptance of a payment by either party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach.

ARTICLE 27 – SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void or voidable, shall in no way affect the validity or enforceability of any other portion or provision of the Agreement. Any void or voidable provision shall be deemed severed from the Agreement, and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain the particular portion or provision held to be void. The parties further agree to reform the Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this section shall not prevent the entire Agreement from being held void should a provision which is of the essence of the Agreement be determined to be void by a court of competent jurisdiction.

IN WITNESS WHEREOF, we, the undersigned, do hereby state that we have the authority to bind and obligate as promised herein, SOE and MUNICIPALITY for purposes of executing this agreement on the dates set forth below.

Signature	Signature
Wendy Sartory Link Name (Printed or Typed)	Name (Printed or Typed)
Palm Beach County Supervisor of Elections Title	Title
Date	Date
Witness Signature	Witness Signature
Witness Name (Printed or Typed)	Witness Name (Printed or Typed)

EXHIBIT "A"

Palm Beach County Supervisor of Elections
Estimated Schedule of
Municipal Election Fees
2026 Uniform Municipal/Run-Off Elections

Uniform Municipal/Run-Off Election Services	Estimated Costs
Vote-by-Mail Ballot Services Outgoing	$10.04/Ballot
Vote-by-Mail Ballot Returned	$.81/ballot
Election Day Services	$18,441.00
Precinct Services (per precinct)	$275.97
Accounting/Billing	$141.36
Polling Location Inspection (if applicable)	$ 66.53
POLL WORKER PAY Election Day lump sum*: Clerk: $440.00 Assistant Clerk: $340.00 VST: $355.00 Inspector: $255.00 QA Inspector: $275.00 Deputy: $225.00 Standby Poll Worker (deployed by SOE): Paid at rate for the position which they are trained *Rate of pay is a lump sum that includes training and election day. The Clerk, Assistant Clerk, and VST pay rate also includes Monday set-up. If applicable: a Clerk may be required to assist with precinct register pick-up from SOE and delivery to the polling location. This extra duty would increase his/her pay by $25.00, making his/her pay rate $465.00. *If Applicable: An Inspector or Deputy may be required to assist in the ride along duties at the end of the night to fulfill party diversity requirements. This extra duty would increase his/her pay by $25.00, making his/her pay rate as follows: Inspector $280.00 Deputy $250.00 Any additional items requested by the municipality will be invoiced separately	TBD
On call support ($2500 range)	Invoiced by Vendor TBD

MEMORANDUM

To: Town Council

Date: January 28, 2026

Prepared By: Frank M. Davila, CFM, Director of Planning and Zoning

Item Title: Ordinance No. 793 – Live Local Act amendment

BACKGROUND:

On March 29, 2023, the Governor signed into law Senate Bill 102, "Live Local Act", codified by Chapter 2023-17, Laws of Florida, which is intended to streamline and incentivize affordable housing development with the state of Florida.

The Juno Beach Town Council adopted Ordinance No. 782 on April 24, 2024, to establish land development regulations to implement the Live Local Act and adopt regulations that are not expressly preempted by the Live Local Act. The adopted language was codified in Chapter 34 of the Town's Code of Ordinance, Article IV, Division 18.

At the December 1, 2025, Planning and Zoning Board meeting, the Board reviewed and discussed the proposed ordinance and recommended continuing the item to the following month. This continuance allowed staff to make changes to the ordinance based on the comments received by the Board on the proposed language in the procedure section.

At the January 5, 2026, Planning and Zoning Board meeting, the Board reviewed and discussed proposed Ordinance No. 793, and unanimously recommended approval to the Town Council.

DISCUSSION:

During this year's legislative session, the Governor signed into law Senate Bill 1730, codified by Chapter 2025-172, Laws of Florida, amending certain requirements of local governments related to the review and approval of affordable housing development.

To conform with SB 170, the Planning and Zoning Department is proposing to modify Article IV, Division 18, Live Local Act to (additional language is underlined and deleted language is ~~stricken through~~):

- Provide a definition for *allowable density*
- Provide a definition for *demolition*
- Further clarify the process for *Administrative Approval,* removing the review of the Development Review Committee.

- Add new language regarding buildings located within a historic district which were listed in the National Register of Historic Places prior to January 1, 2000.

RECOMMENDATION:

Staff recommends that the Town Council review proposed Ordinance No. 793 and approve it on first reading.

Attachment(s):

- Proposed Ordinance No. 793.

TOWN OF JUNO BEACH, FLORIDA

ORDINANCE NO. 793

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING DIVISION 18, "LIVE LOCAL ACT," OF ARTICLE IV, "SUPPLEMENTAL REGULATIONS," OF CHAPTER 34, "ZONING" OF THE TOWN CODE OF ORDINANCES TO CONFORM WITH CHAPTER 2025-172, 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 1730 (2025), codified as Chapter 2025-172, Laws of Florida, amends the "Live Local Act" to modify certain requirements of local governments related to the review and approval of affordable housing developments; and

WHEREAS, the Town Council wishes to amend Division 18, "Live Local Act," of Article IV, "Supplemental Regulations," or Chapter 34, "Zoning," of the Town Code of Ordinances to conform with revisions to the Live Local Act codified as Chapter 2025-17, Laws of Florida; and

WHEREAS, the Town's Planning and Zoning Board, as the Local Planning Agency, has conducted a public hearing on this Ordinance and provided its recommendation to the Town Council; 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 Division 18, "Live Local Act," of Article IV, "Supplemental Regulations," or Chapter 34, "Zoning," of the Town Code of Ordinances as set forth in Exhibit "A" attached hereto and incorporated herein. For purposes of this Ordinance, underlined type shall constitute additions to the original text, *** shall constitute ellipses to the original text and ~~strikethrough~~ shall constitute deletions to the original text.

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 _____, 202_.

SECOND, FINAL READING AND ADOPTION this _____ day of _____, 202_.

_____	_____	_____
AYE	NAY	PEGGY WHEELER, MAYOR
_____	_____	_____
AYE	NAY	JOHN CALLAGHMAN, VICE MAYOR
_____	_____	_____
AYE	NAY	DIANA DAVIS, VICE MAYOR PRO TEM
_____	_____	_____
AYE	NAY	DD HALPERN, COUNCILMEMBER
_____	_____	_____
AYE	NAY	MARIANNE HOSTA, COUNCILMEMBER

ATTEST:	APPROVED AS TO FORM AND LEGAL SUFFICIENCY:
_____	_____
CAITLIN E. COPELAND-RODRIGUEZ, MMC TOWN CLERK	TG LAW PLLC TOWN ATTORNEY

EXHIBIT "A"

DIVISION 18. LIVE LOCAL ACT

Sec. 34-1325. Applicability and intent.

(a) The provisions of this division shall apply to all applications for the development of land for multi-family and mixed-use projects with affordable multi-family residential units pursuant to Live Local Act, as set forth in Section 166.04151(7), Florida Statutes, as may be amended from time to time ("Act").

(b) Affordable Housing Projects with at least 40 percent of the units included in the project designated as affordable housing, as defined in Section 420.0004, Florida Statutes, as amended from time to time, shall ~~shall only~~ be permitted in the Commercial General (CG), Commercial Office (CQ), and Medical Commercial (MC) zoning districts, and in portions of any flexibly zoned area such as a planned unit development permitted for commercial, industrial, or mixed use pursuant to the provisions of 166.04151(7), Florida Statutes, as amended from time to time.

(c) The intent of these regulations is to establish a regulatory framework for consideration of projects submitted pursuant to the Act. In adopting these regulations, the town council recognizes that there may be some ambiguity or need for additional interpretation. To the extent not expressly preempted by state law, town staff is directed to interpret these regulations in a manner that would best preserve the town's small-town, coastal character and its commitment to environmental preservation.

Sec. 34-1326. Procedure.

(a) All projects shall be reviewed ~~by the town's development review committee~~ only by the planning and zoning director as the designated administrative official of the Town of Juno Beach. Said projects shall be granted without further action by the governing body of the municipality, any quasi-judicial judicial board, any administrative board or reviewing body, pursuant to Section 125.01055, of the Florida Statutes.

(b) Notwithstanding the foregoing, all Projects will still undergo screening by, but shall not be subject to a vote of, the Town's development review committee ~~and shall be subject to the~~ for compliance with site plan and appearance review procedures ~~and shall meet all~~ to ensure compliance with the criteria set forth in article II, division 4 of this chapter~~,~~.

(b) Within 48 hours of receipt of an application for development approval, the town shall notify the public by posting notice of the application on the town website and providing notice to the public through the town's e-mail database. The notice shall indicate that copies of all application materials shall be provided upon request.

(c) The application shall be subject to administrative review as ~~reguired~~ required by the Act, and the project shall be approved by the planning and zoning director only if it

meets all applicable land development regulations, including the community appearance standards set forth in division 14 of article II of this chapter, and the requirements of this division. The director shall further determine that the project is consistent with the provisions of the comprehensive development plan, except those provisions expressly preempted by section 166.04151(7), Florida Statutes, relating to location with specified zoning districts, height, and density.

(d) The application shall be subject to engineering review and approval during the building permitting process in the same manner as any other development application.

Sec. 34-1327. Limitations on height and density.

(a) *Height.* Pursuant to section 166.04151(7), Florida Statutes, the maximum height permitted shall be limited to the height permitted as of right for a commercial or residential project within the town within one mile of the proposed development without consideration of any bonuses or modifications permitted through the special exception process or otherwise. In no event shall the height of any structure exceed 12 stories and 130 feet.

(b) *Density.* Pursuant to section 166.04151 (7), Florida Statutes, the maximum density permitted shall be limited to density permitted as of right for a residential project within the town without consideration of any bonuses or modifications permitted through the special exception process or otherwise. In no event shall the residential density of any proposed development exceed 18 units per acre. Allowable density shall mean the density prescribed for the property in accordance with section 166.04151 (7), Florida Statutes, without additional requirements to procure and transfer density units or development units from other properties.

(c) *Demolitions.* Administrative approval of the demolition of an existing structure associated with a proposed development under this subsection, shall be granted without further action by the governing body of the municipality or any quasi-judicial or administrative board or reviewing body, if the proposed demolition otherwise complies with all state and local regulations.

Sec. 34-1327.1. Development standards and criteria.

(a) *Required mix of uses.* Consistent with the existing regulations governing mixed-use projects within the town's commercial zoning districts, all projects submitted pursuant to this division shall have a maximum of 75 percent of residential use based on total gross floor area.

(b) *Building site area regulations.*

1. If the project is utilizing the height and density permitted in the town's Residential High (RH) zoning district, the following site area regulations shall apply:

    a. Minimum total area: 40,000 square feet;

    b. Minimum lot width: 150 feet;

c. Minimum lot depth: 200 feet;

d. Front set yard setback: 30 feet from street line;

e. Side yard setback: 35 feet with one side having a minimum of 15 feet;

f. Rear yard setback: 30 feet;

g. Minimum floor space per dwelling unit: 1,000 square feet of habitable space for a one bedroom; 1,200 square feet of habitable space for a two bedroom; and 1,400 square feet of habitable space for three or more bedrooms;

h. Maximum building dimension: 150 feet, provided, however that along the building face having the maximum dimension, said dimension may be increased to no more than 175 feet;

i. Maximum lot coverage: 50 percent; and

j. Minimum landscaped open space: 15 percent of lot area.

In addition to the foregoing, all structures exceeding two stories shall comply with the high-rise setback, which requires 30 feet from all property lines and an additional five feet of setback at ground level for each additional story beyond the first two stories up to a maximum of 60 feet. For those lots having a width of 200 feet or less as recorded in the office of the county property appraiser, the maximum setbacks shall not exceed 50 feet; however, the maximum building dimension on such lots shall not exceed 150 feet.

2. For purely non-residential components of the project or mixed-use structures where the height does not exceed four stories and 60 feet, the project shall comply with the building site area regulations of the applicable commercial zoning district.

(c) *Parking.* The project shall provide for two spaces per residential unit and one quest space for every seven units as required for residential uses in commercial zoning districts. The parking for commercial uses shall be governed by division 4 of article IV of this chapter. Due to the lack of any major transit stops in the town, no parking reductions shall be considered. However, the project may propose, for consideration and approval by the town, shared parking in accordance with the criteria governing the minimum parking requirements for mixed-use projects in the town's commercial zoning districts.

(d) *Equivalent treatment of all dwelling units.* All affordable dwelling units and market rate dwelling units shall be located within the same structure. All common areas and amenities shall be accessible and available to all residents of the development. Access to the required affordable dwelling units shall be provided through the same principal entrances utilized by all other dwelling units in the development. Additionally, the overall square footage and number of bedrooms in the affordable dwelling units shall be proportional to the overall ~~sguare~~ square footage and number of bedrooms in the market rate dwelling units. By way of example, if 25 percent of the market rate dwelling units consist of two bedrooms, then 25 percent

of the affordable dwelling units shall have two bedrooms, and the affordable dwelling units shall be similar in size to the market rate dwelling units.

(e) *Unified lot.* All residential and non-residential components of the site plan shall be located on the same or unified lot.

(f) If the proposed development is on a parcel with a contributing structure or building within a historic district which was listed in the National Register of Historic Places before January 1, 2000, or is on a parcel with a structure or building individually listed in the National Register of Historic Places, the town may restrict the height of the proposed development to the highest currently allowed, or allowed on July 1, 2023, height for a commercial or residential building located in its jurisdiction within three-fourths of a mile of the proposed development or 3 stories, whichever is higher. The term “highest currently allowed” in this paragraph includes the maximum height allowed for any building in a zoning district irrespective of any condition

AGENDA ITEM

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

WHEREAS, the Town's Planning and Zoning Board, as the Local Planning Agency, has conducted a public hearing on this Ordinance and provided its recommendation to the Town Council; 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 Division 4, "Site Plan and Appearance Review," of Article II, "Administration and Enforcement," or Chapter 34, "Zoning," of the Town Code of Ordinances is hereby amended 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 ~~strikethrough~~ shall constitute deletions to the original text.

Sec. 34-116. Required; criteria.

No construction or clearing of land may begin in any district prior to review and approval of the site plan and appearance. The review shall consist of:

(1) Consideration of the application by the development review committee (DRC), which may recommend approval, denial, or approval with modifications and/or conditions;

(2) Consideration of the application by the town planning and zoning board, which may recommend approval, denial, or approval with modifications and/or conditions; and

(3) Final review and approval or denial, or approval with modifications by the town council. Single-family detached dwellings not located within an approved planned unit development shall be subject to appearance review and approval or denial, or approval with modifications by the town planning and zoning ~~board~~ director or designee, with site plan review by the town planning and zoning department director or designee. Single-family dwellings within an approved planned unit development shall be subject to site plan and appearance review and approval only by the town planning and zoning department director or designee in accordance with the established design criteria. The criteria to be used in this review shall be to ascertain that the proposed site plan for new development meets the following criteria:

***

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 though 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

shall incorporate the elements of the architectural style of the structure; rooftop equipment and elevator and mechanical penthouse protrusions shall be concealed; and parking garages and other accessory structures shall be designed with architectural features and treatments so that they are well proportioned and balanced and in keeping with the architectural style of the principal structure. The aforementioned architectural styles shall be considered preferred, but not required when conducting review for approvals of single-family or two-family dwellings.

4. Shall have all on-site structures and accessory features (such as but not limited to light fixtures, benches, litter containers, including recycling bins, traffic and other signs, letter boxes, and bike racks) compatible in design, materials, and color. The aforementioned standards shall be considered preferred, but not required when conducting review for approvals of single-family or two-family dwellings.

5. Shall have a design in which buildings over 40 feet in height shall appear more horizontal or nondirectional in proportion rather than vertical, accomplished by the use of architectural treatments as described in these criteria. The aforementioned standards shall be considered preferred, but not required when conducting review for approvals of single-family or two-family dwellings.

6. Shall locate and design mechanical equipment with architectural treatments so that any noise or other negative impact is minimized.

7. Complies with the town's community appearance standards (see article IV, division 14 of this chapter).

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	PEGGY WHEELER, MAYOR
_____	_____	_____
AYE	NAY	JOHN CALLAGHAN, VICE MAYOR
_____	_____	_____
AYE	NAY	DIANA DAVIS, VICE MAYOR PRO TEM
_____	_____	_____
AYE	NAY	DD HALPERN, COUNCILMEMBER
_____	_____	_____
AYE	NAY	MARIANNE HOSTA, COUNCILMEMBER

ATTEST:	APPROVED AS TO FORM AND LEGAL SUFFICIENCY:
_____	_____
CAITLIN E. COPELAND-RODRIGUEZ, MMC	TG LAW PLLC
TOWN CLERK	TOWN ATTORNEY

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

of Ordinances to add the following clarification: “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;” and

WHEREAS, the Town Council of the Town of Juno Beach, Florida now desires to clarify its legislative intent for appearance reviews with respect to the determination of whether harmony has been achieved does not require neighboring properties to be of the same or similar overall square footage; and

WHEREAS, the Town Council of the Town of Juno Beach, Florida desires to further clarify its legislative intent for appearance reviews and the determination of whether harmony has been achieved must address adverse physical or visual impacts as permitted by law under Florida Statutes, the Town Comprehensive Plan, and the Town Code of Ordinances; and

WHEREAS, the Town Council of the Town of Juno Beach, Florida recognizes that the Town’s planning and zoning department may properly consider the plain language of the Town of Juno Beach’s Code of Ordinances to administer appearance reviews and utilize any expert consultants as may be necessary in the review of individual applications to determine whether harmony has been achieved as defined in the Town Code of Ordinances and applicable law; and

WHEREAS, the Town Juno Beach, Florida’s Planning and Zoning Board, as the Local Planning Agency, has conducted a public hearing on this Ordinance and provided its recommendation to the Town Council; and

WHEREAS, the Town Council has determined that adoption of this Ordinance is in the best interests of the health, safety and general welfare of the Town of Juno Beach, Florida, and its citizens.

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 legislative findings of the Town Council of the Town of Juno Beach and are incorporated herein.

Section 2. The Town Council hereby amends Section 34-115, “Intent and Purpose,” of Division 4, “Site Plan and Appearance Review,” of Article II, “Administration and Enforcement,” or Chapter 34, “Zoning,” of the Town Code of Ordinances is hereby amended as set forth below. For purposes of this Ordinance, <u>underlined</u> type shall constitute additions to the original text, *** shall constitute ellipses to the original text and ~~strikethrough~~ shall constitute deletions to the original text.

Sec. 34-115. - Intent and purpose.

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	PEGGY WHEELER, MAYOR
_____	_____	_____
AYE	NAY	JOHN CALLAGHAN, VICE MAYOR
_____	_____	_____
AYE	NAY	DIANA DAVIS, VICE MAYOR PRO TEM
_____	_____	_____
AYE	NAY	DD HALPERN, COUNCILMEMBER
_____	_____	_____
AYE	NAY	MARIANNE HOSTA, COUNCILMEMBER

ATTEST:	APPROVED AS TO FORM AND LEGAL SUFFICIENCY:
_____	_____
CAITLIN E. COPELAND-RODRIGUEZ, MMC	TG LAW PLLC
TOWN CLERK	TOWN ATTORNEY

AGENDA ITEM

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

Director or designee, rather than requiring a public hearing before the Planning and Zoning Board; and

WHEREAS, the Town's Planning and Zoning Board, acting as the Local Planning Agency, has conducted a duly noticed public hearing on this Ordinance and transmitted its recommendation to the Town Council; and

WHEREAS, notwithstanding prior concerns regarding administrative review, the Town Council has determined that site plan and appearance (including architectural) review of detached single-family dwellings not located within an approved Planned Unit Development should be returned to the Planning and Zoning Board for final action and shall be authorized for review by administrative staff; and

WHEREAS, the Town Council finds that adoption of this Ordinance is in the best interests of the public health, safety, and 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. Adoption of Recitals. The foregoing "Whereas" clauses are hereby ratified as true and confirmed and are incorporated herein.

Section 2. Amendments. The Town Council hereby amends 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 read as follows (additional language is underlined):

Sec. 34-28. - Planning and zoning board duties.

The planning and zoning board shall issue recommendations to the town council and zoning board of adjustment and appeals, as applicable, on all matters involving community planning, including, but not limited to, the comprehensive plan, site plan and appearance reviews~~, preliminary plat reviews~~, variances, administrative appeals, and special exception uses. ~~The planning and zoning board shall have final decision-making authority on site plan and appearance review, specifically including architectural review, of detached single-family dwellings not located within an approved planned unit development.~~ It shall exercise its power as defined in this chapter and as further established by F.S. ch. 163, part II. The planning and zoning board shall be the local planning agency required to be designated as such by F.S.§ 163.3174.

Section 3. **Conflicts.** 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. Codification. 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. Severability. 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. Effective Date. 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	PEGGY WHEELER, MAYOR
_____	_____	_____
AYE	NAY	JOHN CALLAGHAN, VICE MAYOR
_____	_____	_____
AYE	NAY	DIANA DAVIS, VICE MAYOR PRO TEM
_____	_____	_____
AYE	NAY	DD HALPERN, COUNCILMEMBER
_____	_____	_____
AYE	NAY	MARIANNE HOSTA, COUNCILMEMBER

ATTEST:	APPROVED AS TO FORM AND LEGAL SUFFICIENCY:
_____	_____
CAITLIN E. COPELAND-RODRIGUEZ, MMC	TG LAW PLLC
TOWN CLERK	TOWN ATTORNEY

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: January 28, 2026

Prepared By: C. Copeland-Rodriguez, Town Clerk

Item Title: Explanation of Legal and Practical Limitations on Posting Public Records on the Town's Website

BACKGROUND:

The Town is committed to transparency and open government in accordance with Article I, Section 24 of the Florida Constitution and Chapter 119, Florida Statutes. As part of this commitment, the Town routinely posts a wide range of records on its website to provide convenient access to information of public interest such as Agenda Backup Materials, Minutes, Resolutions, Ordinances, Comprehensive Development Plan, Event flyers, Annual Comprehensive Financial Reports, etc.

Florida's Public Records Law requires that public records be made available for inspection and copying upon request unless a statutory exemption applies. However, state law does not require municipalities to proactively post all public records on their websites. As a result, not all records maintained by the Town can or should be published online.

1. **Statutory Exemptions and Confidential Records** *(See Attachment 1)*
   Under Chapter 119, Florida Statutes, certain records are confidential or exempt from public disclosure and may not be released or posted online. Examples include, but are not limited to:

- Confidential personnel and employment-related information (e.g., Social Security numbers, medical information, addresses of law enforcement officers and their families)
- Attorney-client privileged communications (§ 90.502, Fla. Stat.)
- Active law enforcement and security-related records (§ 119.071, Fla. Stat.)
- Certain building permit records related to public facilities (§ 119.071(3)(b), Fla. Stat.)
- Information that could facilitate unauthorized access to information technology systems or otherwise compromise cybersecurity (§ 119.0725(2)(3)(5), Fla. Stat.)

These records cannot be posted on the Town's website and, in some cases, cannot be released at all. Additionally, certain records that may not be exempt at the time of posting may become exempt in the future.

2. Temporarily Exempt Records

Some public records are temporarily exempt from disclosure and may only be released after specific statutory conditions are met. For example, § 119.071(1)(b), Florida Statutes, provides that sealed bids, proposals, or replies received in response to a competitive solicitation are exempt from disclosure until notice of an intended decision is issued or until 30 days after the opening, whichever occurs first. Posting such records online prior to the expiration of the exemption would violate state law.

3. Records Requiring Review and Redaction

Many records contain both public and exempt information. Before release, these records must be reviewed and, where required, redacted in accordance with § 119.07(1)(d), Florida Statutes. The redaction process is necessary to ensure compliance with the law and to prevent the inadvertent disclosure of protected information. Due to the volume of records created and maintained by the Town, it is not feasible to review and redact all records for proactive online posting.

4. Operational and Technical Limitations

The Town maintains a significant volume of records across multiple departments and formats. Posting all records online would require substantial staff time, technical resources, and ongoing maintenance. Additionally, not all records are suitable for online posting due to file size, format, or accessibility considerations.

5. Public Records Request Process

Public access to records is ensured through the Town's established public records request process. All non-exempt public records remain available for inspection and copying upon request, in accordance with Chapter 119, Florida Statutes. Requests are processed in a manner that ensures compliance with Florida law. To enhance efficiency and accessibility, the Town Clerk has obtained quotes for Public Records Request software *(see Attachments 2 & 3)*. This software program will streamline request management, improve tracking of responses, and help ensure timely fulfillment of requests. ***Please note that CivicPlus is the only provider capable of offering bi-directional search integration across its Website platform, Social Media Archiving (Open Archive), Agenda and Meeting Management, NextRequest, and Municode Online Code Hosting solutions. This software would enable the Town to go above and beyond its current practices by enhancing accessibility, efficiency, and transparency.***

6. Posting Confidential or Exempt Records is a Violation of Florida's Public Records Law

Release of confidential or exempt records is a violation of Florida's Public Records Law that can expose the Town, its officers, elected officials, and employees to serious consequences. Section 119.10(1)(b), Florida Statutes, states that a public officer who knowingly violates the provisions of s. 119.07(1), Florida Statutes, is subject to suspension and removal or impeachment and commits a misdemeanor of the first degree, punishable by possible criminal penalties of one year in prison, or $1,000 fine, or both. *See State v. Webb*, 786 So. 2d 602 (Fla. 1st DCA 2001) (s. 119.10[1][b] authorizes a conviction for violating s. 119.07 only if a defendant is found to have committed such violation "knowingly"; statute cannot be interpreted as allowing a conviction based on mere negligence).

Section 119.10(1)(a), F.S., provides that a violation of any provision of Ch. 119, F.S., by a public officer is a noncriminal infraction, punishable by fine not exceeding $500. *Cf.* s. 838.022(1)(b), F.S. (unlawful for a public servant or public contractor, to knowingly and intentionally obtain a benefit for any person or to cause unlawful harm to another, by concealing, covering up, destroying, mutilating, or altering any official record or official document, except as authorized by law or contract, or causing another person to perform such an act).

A state attorney may prosecute suits charging public officials with violations of the Public Records Act, including those violations which may result in a finding of guilt for a noncriminal infraction. AGO 91-38.

Proactive Review and Posting of Contracts

Staff is actively reviewing Town contracts to determine which documents may be released for public viewing through the Town's Laserfiche public portal. As part of this process, contracts are evaluated to confirm they are fully executed, no longer subject to negotiation, and do not contain confidential or exempt information that would require redaction under Florida law. Where contracts are determined to be eligible for public release, staff will post them to the Laserfiche portal to enhance transparency and improve public access to frequently requested records. This ongoing review process is intended to balance transparency with the Town's obligation to comply with Chapter 119, Florida Statutes, and to safeguard confidential information.

CONCLUSION:

The Town remains fully committed to transparency and compliance with Florida's Public Records Law. While posting records on the Town's website enhances public access where appropriate, it does not replace the statutory public records request process. Legal exemptions, temporary confidentiality, and practical limitations prevent all records from being posted online. The Town will continue to balance transparency with its legal obligations and operational responsibilities.

RECOMMENDATION:

Staff recommends that the Town Council considers approval to proceed status quo on posting records to the Town's website, continuing to post records where appropriate and maintain review and redaction processes as described. Also, consider approval of funding for the proposed agreement with CivicPlus for Public Records Request Software in the next budget cycle and approve the agreement at an annual cost of $9,498 for a two-year term, with an option to renew annually thereafter, and an initial term cost of $10,998; and authorize the Town Manager to execute the agreement and any related documentation necessary to implement the contract.

Public-Facing FAQ: Access to Public Records

Why aren't all public records posted on the Town's website?

Florida law does not require municipalities to post all public records online. Some records are confidential or exempt from disclosure, while others must be reviewed and redacted before release.

Does this mean the records are being withheld from the public?

No. Public records that are subject to disclosure remain available through the Town's public records request process, as required by Chapter 119, Florida Statutes.

What types of records cannot be posted online?

There are more than 600 types of exempt and confidential records under Florida's Public Records Law. Records that are confidential or exempt by law, temporarily exempt (such as active procurement materials), or those containing protected information that requires redaction cannot be posted online.

How can I obtain records that are not posted on the website?

Members of the public may submit a public records request to the Town. Requests are processed in accordance with Florida law.

Why does the Town need time to respond to some requests?

Some records require legal review and redaction to ensure compliance with state law and to protect confidential information.

When will I receive the records I have requested?

Florida Law Chapter 119 provides that when copies of records are requested, the records custodian must respond in a reasonable amount of time to allow the custodian to retrieve the records and delete those portions of the records the custodian asserts are exempt.

Is posting records online required by Florida law?

No. Florida law requires access to public records upon request but does not require municipalities to proactively post all records online.

RECORDS CURRENTLY AVAILABLE ON THE TOWN'S WEBSITE
Town of Juno Beach
As of: November 2025

- Public Meeting/Workshop/Work Session agendas
- Public Meeting/Workshop/Work Session minutes
- Public Meeting/Workshop/Work Session backup materials
- Adopted resolutions (via external link)
- Adopted ordinances (via external link)
- Meeting/Events calendar
- Rules of Procedure & Town Council Protocols
- Procedures for Conduct for Quasi-Judicial Hearings
- Vision and Mission Statements
- Permit applications and forms
- Fee schedule
- Building Permit Information (via external link)
- Annual budgets
- Budget amendments
- Annual Comprehensive Financial reports
- Candidate qualifying forms
- Public hearing notices
- Legal advertisements (via external link)
- Town Charter
- Code of Ordinances (via external link)
- Department directory/contact information
- Juno Beach Newsletters
- GIS Maps (Future Land Use, Zoning, Address)

Memorandum

To: Honorable Mayor & Town Council of the Town of Juno Beach, Florida

From: Zackery Good, Esq., Town Attorney

Date: December 10, 2025

Re: Public Records, Confidential and Exempt Records

Florida's Public Records Law, Chapter 119, Florida Statutes, provides a right of access to the records of state and local governments, as well as to private entities acting on their behalf. In the absence of a statutory exemption, this right of access applies to all materials made or received by an agency in connection with the transaction of official business which are used to perpetuate, communicate, or formalize knowledge. This memorandum will address public records generally, exempt and confidential records, and penalties for violations of the Public Records Law.

Public Records Generally

Section 119.011(12), Florida Statutes, defines "public records" to include, "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." The Florida Supreme Court has interpreted this definition to encompass all materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge. *Shevin v. Byron, Harless, Schaffer, Reid and Associates, Inc.*, 379 So. 2d 633, 640 (Fla. 1980). All such materials, regardless of whether they are in final form, are open for public inspection unless the Legislature has exempted them from disclosure. *Wait v. Florida Power & Light Company,* 372 So. 2d 420 (Fla. 1979).

Exempt and Confidential Records

Article I, s. 24(c), Florida Constitution, authorizes the Legislature to enact general laws creating exemptions provided that such laws "shall state with specificity the public necessity justifying the exemption and shall be no broader than necessary to accomplish the stated purpose of the law." "The Constitution allows for the legislature, not the courts to provide for exceptions to the public records act." *Cruz v. State*, 297 So. 3d 154 (Fla. 4th DCA 2019). *See Halifax Hospital Medical Center v. News-Journal Corporation,* 724 So. 2d 567 (Fla. 1999) (statute providing an exemption from the Sunshine Law for portions of hospital board meetings is unconstitutional because it does not meet the constitutional standard of specificity as to stated public necessity and it is broader than necessary to achieve its purpose).

There is a difference between records the Legislature has determined to be exempt from the Public Records Act and those which the Legislature has determined to be exempt from the Act *and confidential*. *WFTV, Inc. v. School Board of Seminole County,* 874 So. 2d 48, 53 (Fla. 5th DCA 2004), *review denied,* 892 So. 2d 1015 (Fla. 2004). *And see State v. Wooten*, 260 So. 3d 1060, 1069-1070 (Fla. 4th DCA 2018) (Ch. 119, F.S., refers to both "exempt" records and records which are "confidential and exempt"). If information is made confidential in the statutes, the information is not subject to inspection by the public and may be released only to those persons and entities designated in the statute. *Id. And see* AGOs 08-24, 04-09 and 86-97.

If records are not made confidential but are simply exempt from the mandatory disclosure requirements in s. 119.07(1), Florida Statutes, the agency is not prohibited from disclosing the documents in all circumstances. *See Williams v. City of Minneola,* 575 So. 2d 683, 687 (Fla. 5th DCA), *review denied,* 589 So. 2d 289 (Fla. 1991), in which the court observed that pursuant to s. 119.07(3) (d), F.S. [now s. 119.071(2)(c), F.S.], "active criminal investigative information" was exempt from the requirement that public records be made available for public inspection. However,

as stated by the court, "the exemption does not *prohibit* the showing of such information. There are many situations in which investigators have reasons for displaying information which they have the option not to display."

Once an agency has gone public with information which could have been previously protected from disclosure under Public Records Act exemptions, no further purpose is served by preventing full access to the desired information. *Downs v. Austin,* 522 So. 2d 931, 935 (Fla. 1st DCA 1988). *Cf.* AGO 01-74 (taxpayer information that is confidential in the hands of certain specified officers under s. 193.074, F. S., is subject to disclosure under the Public Records Act when it has been submitted by a taxpayer to a value adjustment board as evidence in an assessment dispute).

Importantly, if the Legislature is "clear in its intent," an exemption to the Public Records Act may be applied retroactively. *Campus Communications, Inc. v. Earnhardt,* 821 So. 2d 388, 396 (Fla. 5th DCA 2002), *review denied,* 848 So. 2d 1153 (Fla. 2003) (statute exempting autopsy photographs from disclosure is remedial and may be retroactively applied). *See also Palm Beach County Sheriff's Office v. Sun-Sentinel Company, LLC,* 226 So. 3d 969 (Fla. 4th DCA 2017); *City of Orlando v. Desjardins,* 493 So. 2d 1027, 1028 (Fla. 1986); and *Roberts v. Butterworth,* 668 So. 2d 580 (Fla. 1996). *Cf. Cebrian By and Through Cebrian v. Klein,* 614 So.2d 1209 (Fla. 4th DCA 1993) (amendment to child abuse statute limiting access to unfounded reports was remedial in nature and therefore applied retroactively); AGO 11-16 (applying exemption to a public records request received before the statute's effective date because the legislation creating the exemption states that it "applies to information held by an agency, before, on, or after the effective date of this exemption"); and AGO 94-70 (amendment to expungement statute appears to be remedial and,

therefore, should be retroactively applied to those records ordered expunged prior to the effective date of the amendment).

Violations of the Public Records Law

Section 119.10(1)(b), Florida Statutes, states that a public officer who knowingly violates the provisions of s. 119.07(1), Florida Statutes, is subject to suspension and removal or impeachment and commits a misdemeanor of the first degree, punishable by possible criminal penalties of one year in prison, or $1,000 fine, or both. *See State v. Webb,* 786 So. 2d 602 (Fla. 1st DCA 2001) (s. 119.10[1][b] authorizes a conviction for violating s. 119.07 only if a defendant is found to have committed such violation "knowingly"; statute cannot be interpreted as allowing a conviction based on mere negligence).

Section 119.10(1)(a), F.S., provides that a violation of any provision of Ch. 119, F.S., by a public officer is a noncriminal infraction, punishable by fine not exceeding $500. *Cf.* s. 838.022(1)(b), F.S. (unlawful for a public servant or public contractor, to knowingly and intentionally obtain a benefit for any person or to cause unlawful harm to another, by concealing, covering up, destroying, mutilating, or altering any official record or official document, except as authorized by law or contract, or causing another person to perform such an act).

A state attorney may prosecute suits charging public officials with violations of the Public Records Act, including those violations which may result in a finding of guilt for a noncriminal infraction. AGO 91-38.

Attachments

Appendix D to the Government in the Sunshine Manual – Exempt and Confidential Meetings and

D. EXEMPT AND CONFIDENTIAL RECORDS AND MEETINGS- EX SUMMARIES.

It is recommended that these summaries be used as a reference only—interested parties should refer to the full text in the Florida Statutes before drawing legal conclusions.

Section 11.0431(2), F.S. – The text of s. 11.0431, F.S., relating to exemptions from disclosure for legislative records, is set forth in Appendix E.

Section 11.045(5)(b), F.S. – The legislative committee responsible for ethical conduct of lobbyists shall make sufficient deletions in advisory opinions issued pursuant to this subsection to prevent disclosing the identity of persons in the decisions or opinions.

Section 11.26(1), F.S. – Subject to s. 11.0431, legislative employees may not reveal to anyone outside the area of their direct responsibility the contents or nature of any request for services made by a legislator except with the consent of the member making the request.

Section 11.45(3)(i), F.S. – The identity of a donor or prospective donor to the capital development board who desires to remain anonymous is confidential and exempt from public disclosure requirements and such anonymity shall be maintained in the auditor's report.

Section 11.45(4)(c), F.S. – Audit reports prepared by the Auditor General become public records when final. Audit workpapers and notes are not public records; however, those materials necessary to support the computations in the final audit report may be made available by majority vote of the Legislative Auditing Committee after a public hearing showing proper cause.

Section 11.51(4), F.S. -- Work papers held by the Office of Program Policy Analysis and Government Accountability (OPPAGA) which relate to an authorized project or a research product are exempt.

Section 14.28, F.S. – All records developed or received by a state entity relating to a Board of Executive Clemency investigation are confidential and exempt from disclosure; however, such records may be released upon the approval of the Governor.

Section 15.07, F.S. – The journal of the executive session of the Senate shall be kept free from inspection or disclosure except upon order of the Senate or court of competent jurisdiction.

Section 15.16(3)(c), F.S. – Email addresses and secure login credentials held by the Department of State pursuant to the subsection are exempt from disclosure requirements.

Section 16.64, F.S. – Except as provided in the exemption, names, dates of birth, driver license numbers, home addresses, mailing addresses, telephone numbers, or electronic mail addresses in an application submitted to the Department of Legal Affairs by a person seeking compensation through the Dozier School for Boys and Okeechobee School Victim Compensation Program is confidential.

Section 16.716(1)(2), F.S. – Any information obtained by the Florida Gaming Control Commission which is exempt or confidential shall retain its exempt or confidential status. The information may be released by the commission to a governmental entity under the conditions prescribed in the exemption. Any portion of a commission meeting during which exempt or confidential information is discussed is exempt provided certain requirements are met.

Section 17.0401, F.S. – Except as otherwise provided by this section, information relative to an investigation by the Chief Financial Officer pursuant to s. 17.04 is confidential and exempt from disclosure until the investigation is complete or ceases to be active, or if the Chief Financial Officer submits such information to a law enforcement or prosecutorial agency, until that agency's investigation is complete or ceases to be active as that term is defined in the section.

Section 17.076(5), F.S. – All direct deposit records made prior to October 1, 1986, are exempt from s. 119.07(1). With respect to direct deposit records made on or after October 1, 1986, the names of the authorized financial institutions and the account numbers of the beneficiaries, as defined in the section, are confidential and exempt.

Section 17.325(3), F.S. – A caller on the governmental efficiency hotline es... the Chief Financial Officer under this section may remain anonymous, and, if the caller provides his or her name, the name is confidential.

Section 20.055(6)(b), F.S. – Inspector general audit workpapers and reports are public records to the extent that they do not include information which has been made confidential and exempt from s. 119.07(1). However, when the inspector general or a member of the staff receives from an individual a complaint or information that falls within the definition provided in s. 112.3187(5), the name or identity of the individual shall not be disclosed to anyone else without the individual's written consent, unless the inspector general determines that such disclosure is unavoidable during the course of the audit or investigation.

Section 24.1051(1), F.S. – Specified information, including records relating to security, lottery games and tickets, background checks, and nonpublic financial information about an entity that is provided in connection with financial responsibility review by the Department of the Lottery, is confidential and exempt.

Section 24.1051(2), F.S. – The street address and telephone number of a winner are confidential and exempt from disclosure, unless the winner consents to the release of such information, or as provided in cited statutes.

Section 24.1051(3), F.S. – The name of a winner of a prize valued at $250,000 or more is confidential and exempt from disclosure for 90 days from the date the prize is claimed unless the winner consents to the release of his or her name or as provided for in cited statutes.

Section 24.108(7)(b), F.S. – The portion of the Lottery Department's security report that contains specific recommendations is confidential and exempt from disclosure and may be released only as authorized in the subsection.

Section 27.151, F.S. – An executive order assigning or exchanging state attorneys pursuant to s. 27.14 or s. 27.15, if designated by the Governor to be confidential, is confidential and exempt from disclosure. The Governor may make public any such executive order by a subsequent executive order and at the expiration of a confidential executive order or any extensions thereof, the executive order and all associated orders and reports shall be open to the public pursuant to Ch. 119 unless the information contained in the executive order is confidential pursuant to cited laws.

Section 28.222(3)(g), F.S. – Certified copies of death certificates authorized for issuance by the Department of Health which exclude information made confidential under s. 382.008 and certified death certificates issued by another state shall be recorded by the clerk of circuit court.

Section 28.2221(5), F.S. – A county recorder may not place on a publicly available Internet website for general public display information made exempt from inspection or copying under s. 119.071 or a military discharge; death certificate; or court records relating to matters or cases governed by Florida rules relating to family law, juvenile procedure, or probate.

Section 28.47(5)(b), F.S. – All electronic mail addresses, telephone numbers, personal and business names, and parcel identification numbers submitted to the clerk or property appraiser for the purpose of registering for a recording notification service or a related service pursuant to this section are confidential and exempt.

Section 30.15(6), F.S. – All information held by the Department of Law Enforcement, a law enforcement agency, a school district, or a charter school that would identify whether a person has been certified to serve as a school guardian is exempt.

Section 39.00145(4), F.S. – Notwithstanding any other provision of law, all state and local agencies and programs that provide services to children or that are responsible for a child's safety, including the listed agencies, and any provider contracting with such agencies, may share with each other confidential records or information if the records or information are reasonably necessary to ensure access to appropriate services for the child. However, records or infor...

made confidential by federal law may not be shared. Also, this subsection does [illegible] information concerning clients and records of certified domestic violence centers which are confidential under s. 39.908 and privileged under s. 90.5036.

Section 39.0132(3), F.S. – The clerk shall keep official records required by this chapter separate from other court records. The records may be inspected only upon court order by persons deemed to have a proper interest therein, except that, subject to s. 63.162, a child, and the parents of the child and their attorneys, guardian ad litem, criminal conflict and civil regional counsels, law enforcement agencies, the Department of Children and Families and its designees, and the attorney ad litem, if one is appointed, always have a right to inspect and copy official records pertaining to the child.

Section 39.0132(4)(a)1., F.S. -- All information obtained pursuant to this part in the discharge of official duty by any of the officials specified in the subsection is confidential and may not be disclosed to anyone other than persons entitled to receive such information under Ch. 39 or upon court order.

Section 39.0132(4)(a)2., F.S. – The following information held by a guardian ad litem is confidential and exempt: medical, mental health, substance abuse, child care, education, law enforcement, court, social services, and financial records; and any other information maintained by a guardian ad litem which is identified as confidential information under Ch. 39, F.S. Such confidential and exempt information may not be disclosed to anyone except as authorized in the exemption.

Section 39.101(3)(b), F.S. – The Department of Children and Families shall maintain the confidentiality of the telephone number, or Internet protocol (IP) address from which the report was received by the central abuse hotline which is included in the abuse report pursuant to this subsection in the same manner as given to the identity of the reporter pursuant to s. 39.202.

Section 39.202(1)(2), F.S. – Except as provided in this chapter, all records held by the Department of Children and Families concerning reports of child abandonment, abuse or neglect including reports made to the central abuse hotline and all records generated as a result of such reports are confidential and exempt from s. 119.07(1) and shall not be disclosed except as specifically authorized by this chapter. Such exemption from s. 119.07(1) applies to information in possession of those entities granted access pursuant to this section.

Section 39.202(2)(o), F.S. – Access to records concerning reports of child abuse, abandonment, or neglect shall be granted to any person in the event of the death of a child determined to be a result of abuse, abandonment, or neglect. Information identifying the person reporting abuse, abandonment, or neglect shall not be released, nor shall any information otherwise made confidential or exempt by law.

Section 39.202(5), F.S. – The name of, or other identifying information with respect to, any person reporting child abuse, abandonment, or neglect shall not be released to any person except as authorized in the subsection, without the written consent of the reporter.

Section 39.202(6), F.S. – All records and reports of the Child Protection Team of the Department of Health are confidential and exempt from ss. 119.07(1) and 456.057, and shall not be disclosed, except as provided in the subsection.

Section 39.301(18), F.S. – When the initial interview with the child in a child protective investigation or criminal investigation is conducted at school in the presence of school staff, information received during the interview or from any other source regarding the alleged abuse or neglect of the child shall be confidential and exempt, except as otherwise provided by court order.

Section 39.507(2), F.S. – Dependency adjudicatory hearings are open to the public, unless by special order the court determines that the public interest or welfare of the child is best served by closing the hearing.

Section 39.510(4) and (5), F.S. – The case on appeal in a dependency proceeding and any papers filed in appellate court shall be entitled with child's initials. The papers shall remain [illegible]

and shall not be open to public inspection. The original order of the appellate court filed in an appeal shall be sealed and not open to inspection except by order of the appellate court.

Section 39.702(5)(d), F.S. – An independent not-for-profit agency authorized to administer a citizen review panel established to make recommendations concerning foster care as provided in this section shall ensure that all panel members have read, understood, and signed an oath of confidentiality relating to written or verbal information provided to members for review hearings.

Section 39.809(4), F.S. – All hearings involving termination of parental rights are confidential and closed to the public.

Section 39.814(3) and (4), F.S. – All court records required by this part (termination of parental rights) shall be kept separate from other records. Such records are not open to public inspection. All information obtained pursuant to this part by officials specified therein shall be confidential and exempt from s. 119.07(1) and may not be disclosed to anyone other than the authorized officials and agencies, except by court order.

Section 39.815(4) and (5), F.S. – An appeal in a case involving a termination of parental rights must be docketed, and any papers filed in the appellate court must be titled with the initials, but not the name, of the child and the court case number, and the papers must remain sealed in the office of the appellate court clerk when not in use by the court and may not be open to public inspection. The original order of the appellate court, with all papers filed in the case on appeal, must remain in the clerk's office, sealed and not open to inspection except by court order.

Section 39.821(1), F.S. – Information collected pursuant to the security background investigation for a guardian ad litem is confidential and exempt from s. 119.07(1).

Section 39.827(4), F.S. – The hearing for appointment of a guardian advocate is confidential. The court records are confidential and exempt from s. 119.07(1) and may be inspected only upon court order or by the persons and entities identified in the subsection. All information obtained pursuant to this part is confidential and exempt from s. 119.07(1) and shall not be disclosed to anyone other than authorized personnel of the court or the Department of Children and Families and its designees, except upon court order.

Section 39.908, F.S. – Information about clients received by the Department of Children and Families or by authorized persons employed by or volunteering services to a domestic violence center, through files, reports, inspection or otherwise is confidential and exempt from s. 119.07(1). Except as provided in the section, information about the location of domestic violence centers and facilities is confidential and exempt from s. 119.07(1).

Section 40.50(2), F.S. – The court should emphasize the confidentiality of notes taken by jurors as provided in this subsection.

Section 44.102(3), F.S. – All written communications in a court-ordered mediation proceeding, other than an executed settlement agreement, shall be exempt from the requirements of Ch. 119.

Section 44.201(5), F.S. – Any information relating to a dispute which is obtained by any person while performing any duties for a Citizen Dispute Settlement Center is exempt from s. 119.07(1).

Section 44.405(1), F.S. – Except as provided in the section, mediation communications, as defined in the Mediation Confidentiality and Privilege Act, are confidential.

Section 44.407(9), F.S. – Except as provided in the exemption, eldercaring coordination communications, as defined in the exemption, are confidential.

Section 61.1827, F.S. – Any information that reveals the identity of applicants for or recipients of child-support services, including the name, address, and telephone number of such persons, held by a non-Title IV-D county child-support enforcement agency is confidential and exempt from public disclosure requirements.

Section 61.183(3), F.S. – Information concerning mediation proceedings, contested issues relating to custody parental responsibility, primary residence, access to, visitation with, or support of a child pursuant to this section which is obtained by any person performing mediation duties is exempt from s. 119.07(1).

Section 61.404, F.S. – A guardian ad litem shall maintain as confidential all information and documents received from any source described in s. 61.403(2) and may not disclose such information or documents except, in the guardian ad litem's discretion, in a report to the court or as directed by the court.

Section 63.022(4)(i), F.S. – The records of all proceedings concerning custody and adoption of a minor are confidential and exempt except as provided in s. 63.162.

Section 63.0541, F.S. – All information contained in the Florida Putative Father Registry is confidential and exempt except as provided in the section.

Section 63.089(8), F.S. – Except as provided in the exemption, all records relating to a petition to terminate parental rights pending adoption are subject to the provisions of s. 63.162, F.S.

Section 63.102(1), F.S. – Except for a joint petition for the adoption of a stepchild, a relative, or an adult, any name by which the minor was previously known may not be disclosed in the petition for adoption, the notice of hearing, or the judgment of adoption, or the court docket as provided in s. 63.162(3).

Section 63.162(1), F.S. – Hearings held in proceedings under the Florida Adoption Act are closed.

Section 63.162(2), F.S. – All papers and records pertaining to an adoption are confidential and subject to inspection only upon court order except as provided in s. 63.162(4), authorizing disclosure without a court order in certain circumstances. Adoption papers and records of the Department of Children and Families, a court, or any other governmental agency are exempt from s. 119.07(1).

Section 63.162(6), F.S. – Except as provided in s. 63.162(4), identifying information regarding birth parents, adoptive parents, and adoptees may not be disclosed unless a birth parent, adoptive parent, or adoptee has authorized in writing the release of such information concerning himself or herself.

Section 63.165(1), F.S. – Except as provided in this section, information in the state registry of adoption information is confidential and exempt.

Section 68.083(8), F.S. – The complaint and information held by the Department of Legal Affairs pursuant to an investigation of a violation of the False Claims Act is confidential and exempt and may not be disclosed until the investigation is complete, or as otherwise provided in the exemption.

Section 69.081(8), F.S. – Any portion of an agreement which conceals information relating to the settlement or resolution of any claim or action against an agency is void, contrary to public policy and may not be enforced.

Section 73.0155, F.S. – Except as provided in the exemption, specified business information provided by the owner of a business to a governmental condemning authority as part of an offer of business damages is confidential and exempt from disclosure requirements, if the owner requests in writing that the business information be held confidential and exempt.

Section 90.502(5), F.S. – Communications made by a person who seeks or receives services from the Department of Revenue under the child support enforcement program to the attorney representing the department shall be confidential and privileged and shall not be disclosed to anyone other than the agency except as provided in this section.

Section 92.56, F.S. – The confidential and exempt status of criminal intelligence information or criminal investigative information made confidential and exempt pursuan

119.071(2)(h) must be maintained in court records pursuant to s. 119.0714(1)(h) proceedings, including testimony from witnesses.

Section 97.057(2)(a)4. and 5., F.S. – All declinations to register to vote pursuant to this section (relating to voter registration by the Department of Highway Safety and Motor Vehicles) will remain confidential and may be used only for voter registration purposes. The particular driver license office in which the person applies to register to vote or updates a voter registration record will remain confidential and may be used only for voter registration purposes.

Section 97.0585, F.S. – The following information held by an agency and obtained for the purpose of voter registration is confidential and exempt and may be used only for purposes of voter registration: declinations to register to vote made pursuant to ss. 97.057 and 97.058; information relating to the place where a person registered to vote or where a person updated a voter registration; the social security number, driver license number, and Florida identification number of a voter registration applicant or voter; and all information concerning preregistered voter registration applicants who are 16 or 17 years of age. The signature of a voter registration applicant or a voter is exempt from the copying requirements. Information made confidential and exempt under this section may be disclosed to another governmental entity if disclosure is necessary for the receiving entity to perform required duties related to election administration.

Section 98.045(3), F.S. – Each supervisor shall maintain for at least 2 years and make available for public inspection and copying, all records concerning implementation of registration list maintenance programs and activities conducted pursuant to cited statutes. The records must include lists of the name and address of each person to whom a notice was sent and information as to whether each such person responded to the mailing, but may not include any information that is confidential or exempt from public records requirements under the Election Code.

Section 98.075(2)(c), F.S. – Information received by the Department of State from another state or the District of Columbia upon the department becoming a member of the nongovernmental entity provided in this subsection to share and exchange information in order to verify voter registration information, which is confidential or exempt pursuant to the laws of that state or the District of Columbia, is exempt from disclosure requirements.

Section 101.5607(1)(d), F.S. – Section 119.071(1)(f) which provides an exemption from s. 119.07(1) for data processing software designated as sensitive, applies to all software on file with the Department of State.

Section 101.62(2), F.S. – Information regarding a request for a vote-by-mail ballot that is recorded by the supervisor of elections pursuant to this subsection is confidential and exempt from s. 119.07(1) and shall be made available to or reproduced only for the individuals and entities set forth in the exemption, for political purposes only.

Section 106.0706, F.S. – All user identifications and passwords held by the Department of State pursuant to s. 106.0705 are confidential and exempt from disclosure. Information entered in the electronic filing system for purposes of generating a report pursuant to s. 106.0705 is exempt but is no longer exempt once the report is generated and filed with the Division of Elections.

Section 106.25(7), F.S. – Except as otherwise provided in the subsection, sworn complaints filed pursuant to Ch. 106 with the Florida Elections Commission, investigative reports or other papers of the commission relating to a violation of Chs. 106 or 104, and proceedings of the commission relating to a violation of said chapters are confidential and exempt from s. 119.07(1) and s. 286.011.

Section 110.1091(2), F.S. – A state employee's personal identifying information contained in records held by the employing agency relating to an employee's participation in an employee assistance program is confidential and exempt.

Section 110.1127(2)(d) and (e), F.S. – It is a first degree misdemeanor to willfully use information contained in records obtained pursuant to employment screening required for certain positions for purposes other than background screening or investigation for employment

release such information to other persons for purposes other than preemployment investigation. It is a felony of the third degree for any person willfully, knowingly, or intentionally to use juvenile records information for any purpose other than those specified in this section or to release such information to other persons for purposes other than those specified in the section.

Section 110.123(5)(a), F.S. – A physician's fee schedule used in the health and accident plan is not available for inspection or copying by medical providers or other persons not involved in the administration of the state group insurance program.

Section 110.123(10), F.S. – Patient medical records and medical claims records of state employees, former state employees, and their eligible covered dependents, in the custody or control of the state group insurance program are confidential and exempt.

Section 110.12301(3), F.S. – Records collected for the purpose of dependent eligibility verification services conducted for the state group insurance program and held by the Department of Management Services are confidential and exempt. This subsection does not apply to records that are otherwise open for inspection and copying which are held by the Department for purposes other than for the performance of dependent eligibility verification services.

Section 110.201(4), F.S. – All discussions between the Department of Management Services and the Governor, and between the Department of Management Services and the Administration Commission, or agency heads, or between any of their respective representatives, relative to collective bargaining, are exempt from s. 286.011 and all work products relative to collective bargaining developed in conjunction with such discussions are confidential and exempt.

Section 112.0455(8)(l), F.S. – All documentation relative to a state agency employer's explanation as to why a job applicant or employee's explanation of positive drug test results is unsatisfactory, along with the report of the positive test results, are confidential and exempt.

Section 112.0455(8)(t), F.S. – The documentation prepared by a state agency employer which formed the basis of the employer's determination that reasonable suspicion existed to warrant drug testing under this section is confidential and exempt, except that a copy of this documentation shall be given to the employee upon request.

Section 112.0455(11)(a), F.S. – Except as provided in the subsection, all information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, received or produced as a result of a state agency's drug testing program are confidential and are exempt from disclosure except as provided in this section.

Section 112.08(7), F.S. -- Medical records and medical claims records in the custody of county or municipal government relating to county or municipal employees, former county or municipal employees, or eligible dependents of such employees enrolled in a county or municipal group insurance plan or self-insurance plan are confidential and are exempt from s. 119.07(1). Such records shall not be furnished to any person other than the employee or the employee's legal representative, except as provided in the subsection.

Section 112.08(8), F.S. – Patient medical records and medical claims records of water management district employees, former employees, and eligible dependents in the custody or control of a water management district under its group insurance plan established pursuant to s. 373.605 are confidential and exempt. Such records shall not be furnished to any person other than the employee or the employee's legal representative except as provided in the subsection.

Section 112.21(1), F.S. – All records identifying individual participants in any contract or account under s. 112.21 (relating to tax-sheltered annuities or custodial accounts for governmental employees) and their personal account activities are confidential and exempt.

Section 112.215(7), F.S. – All records identifying individual participants in any deferred compensation plan and their personal account activities shall be confidential and exempt from s. 119.07(1).

Section 112.31446(6)(a), F.S. – All secure login credentials held by the Commission on Ethics for the purpose of allowing access to the electronic filing system are exempt from dis

requirements.

S**ection 112.31446(6)(b), F.S.,** – Information entered in the electronic filing system for purposes of financial disclosure is exempt from disclosure requirements. The information is no longer exempt once the disclosure of financial interests or statement of financial interests is submitted to the Commission on Ethics or, in the case of a candidate, filed with a qualifying officer, whichever occurs first.

Section 112.3188(1), F.S. – The identity of an individual who discloses in good faith to the Chief Inspector General, an agency inspector general, a local chief executive officer, or other appropriate local official information that alleges that an employee or agent of an agency or independent contractor has violated certain laws or committed, or is suspected of committing, specified acts may not be disclosed to anyone other than staff of the above officials without the written consent of the individual, unless such official determines that disclosure is authorized for the reasons specified in the subsection.

Section 112.3188(2), F.S. – Except as specifically authorized by s. 112.3189, or this subsection, all information received by the Chief Inspector General or an agency inspector general or information produced or derived from fact-finding or other investigations conducted by the Department of Law Enforcement or the Florida Commission on Human Relations, is confidential and exempt from disclosure if the information is being received or derived from allegations as set forth in subsection (1) and an investigation is active. All information received by a local chief executive officer or appropriate local official or information produced or derived from fact-finding or investigations conducted by a local government pursuant to s. 112.3187(8)(b), is confidential and exempt if the information is received or derived from allegations as set forth in s. 112.3188(1)(a) or (b) and the investigation is active.

Section 112.31901, F.S. – If certified pursuant to the exemption, an investigatory record of the Chief Inspector General within the Office of the Governor or of the employee designated by an agency head as the agency inspector general under s. 112.3189 is exempt from disclosure requirements for the time period specified in the exemption. The provisions of this section do not apply to whistle-blower investigations conducted pursuant to the whistle-blower act.

Section 112.3215(8)(b), F.S. – All proceedings, the complaint, and other records relating to the investigation of a sworn complaint of a violation of this section which relates to executive branch and Constitution Revision Commission lobbyists, and any meeting held pursuant to the investigation, are confidential and exempt from disclosure until the alleged violator requests in writing that such investigation and associated records and meetings be made public, or until the Ethics Commission determines whether probable cause exists to believe that a violation has occurred.

Section 112.3215(8)(e), F.S. – Records relating to an audit of a lobbying firm lobbying the executive branch or the Constitution Revision Commission or an investigation of violations of the lobbying compensation reporting laws and any meetings held pursuant to the investigation or at which such an audit is discussed are exempt from public records and meetings requirements either until the lobbying firm requests in writing that such records and meetings be made public or until the Commission on Ethics determines there is probable cause that the audit reflects a violation of the reporting laws.

Section 112.324(2), F.S. – The complaint and records relating to the complaint or to any preliminary investigation held by the Ethics Commission or other specified entities are confidential and exempt from public disclosure. Written referrals and records relating to such referrals held by the Commission and referring entities, and records relating to any preliminary investigation of such referrals held by the Commission are confidential and exempt. Any portion of a proceeding conducted by the Commission or other specified entities pursuant to a complaint or referral are exempt from open meetings requirements. The above exemptions apply until: the complaint is dismissed as legally insufficient; the alleged violator requests in writing that such records and proceedings be made public; the Commission determines that it will not investigate a referral; or the Commission or other listed entity determines whether probable cause exists to believe that a violation has occurred.

Section 112.532(4)(b), F.S. – The contents of the complaint and investi remain confidential until such time as the employing law enforcement agency makes a final determination whether to issue a notice of disciplinary action consisting of suspension with loss of pay, demotion, or dismissal.

Section 112.533(5)(a), F.S. – A complaint filed against a law enforcement officer or correctional officer with a law enforcement agency or correctional agency and all information obtained pursuant to the investigation of the complaint is confidential until the investigation ceases to be active, or until the agency head or agency head's designee provides written notice to the officer who is the subject of the complaint, that the agency has concluded the investigation with either a finding: Not to proceed with disciplinary action or to file charges; or to proceed with disciplinary action or to file charges.

Section 119.071(1)(a), F.S. – Examination questions and answer sheets of examinations administered for the purpose of licensure, certification, or employment are exempt. A person who has taken the examination has the right to review his or her own completed examination.

Section 119.071(1)(b), F.S. – Sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation, as defined in the exemption, are exempt until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier. If an agency rejects all bids, proposals, or replies submitted in response to a competitive solicitation and the agency concurrently provides notice of its intent to reissue the competitive solicitation, the rejected bids, proposals, or replies remain exempt until the agency provides notice of an intended decision concerning the reissued competitive solicitation or until the agency withdraws the reissued competitive solicitation. A bid, proposal, or reply is not exempt for longer than 12 months after the initial agency notice rejecting all bids, proposals, or replies.

Section 119.071(1)(c), F.S. – Any financial statement or other information necessary to verify the financial adequacy of a prospective bidder which an agency requires a prospective bidder to submit in order to prequalify for bidding or for responding to a solicitation for a road or any other public works project is exempt.

Section 119.071(1)(d), F.S. – A public record prepared by an agency attorney or prepared at the attorney's express direction, that reflects a mental impression, conclusion, litigation strategy, or legal theory of the attorney or the agency, and that was prepared exclusively for civil or criminal litigation or for adversarial administrative proceedings, or that was prepared in anticipation of imminent litigation or proceedings, is exempt until the conclusion of the litigation or proceedings.

Section 119.071(1)(e), F.S. – Any videotape or video signal that, under an agreement with an agency, is produced, made, or received by, or is in the custody of, a federally licensed radio or television station or its agent is exempt.

Section 119.071(1)(f), F.S. – Agency-produced software that is sensitive is exempt.

Section 119.071(1)(g), F.S. – Information relating to communications services locations, project proposals, and challenges submitted to the Department of Commerce under s. 288.9962, or pursuant to a federal broadband access grant program implemented by the department, is confidential and exempt, if such information is not otherwise publicly available and release would reveal information specified in the exemption.

Section 119.071(2)(a), F.S. – All criminal intelligence and criminal investigative information received by a criminal justice agency prior to January 25, 1979, is exempt.

Section 119.071(2)(b), F.S. – Whenever criminal intelligence information or criminal investigative information held by a non-Florida criminal justice agency is available to a Florida criminal justice agency only on a confidential or similarly restricted basis, the Florida criminal justice agency may obtain and use such information in accordance with the conditions imposed by the providing agency.

Section 119.071(2)(c), F.S. – Active criminal intelligence information and active criminal investigative information are exempt. A request by made by a law enforcement agency to inspect or copy a public record that is in the custody of another agency and the custodian's response to the request, and any information that would identify whether a law enforcement agency has requested or received that public record are exempt, during the period in which the information constitutes active criminal intelligence information or active criminal investigative information.

Section 119.071(2)(d), F.S. – Any information revealing surveillance techniques or procedures or personnel is exempt. Any comprehensive inventory of state and local law enforcement resources compiled pursuant to cited statute, and any comprehensive policies or plans compiled by a criminal justice agency pertaining to the mobilization, deployment, or tactical operations involved in responding to an emergency, as defined in cited statute, are exempt, and unavailable for inspection except by cited agencies.

Section 119.071(2)(e), F.S. – Any information revealing the substance of a confession of a person arrested is exempt, until such time as the criminal case is finally determined by adjudication, dismissal, or other final disposition.

Section 119.071(2)(f), F.S. – Any information revealing the identity of a confidential informant or source is exempt.

Section 119.071(2)(g)1., F.S. – All complaints or other records in the custody of any agency which relate to a complaint of discrimination relating to race, color, religion, sex, national origin, age, handicap, or marital status in connection with specified employment related activities are exempt until a finding is made relating to probable cause, the investigation of the complaint becomes inactive, or the complaint or other record is made part of the official record of any hearing or proceeding. The exemption does not affect any function or activity of the Florida Commission on Human Relations. Disclosure is authorized to governmental agencies as provided in the exemption.

Section 119.071(2)(g)2., F.S. – If an alleged victim chooses not to file a complaint and requests that records of the complaint remain confidential all records relating to an allegation of employment discrimination are confidential and exempt.

Section 119.071(2)(h), F.S. – The following criminal intelligence information or criminal investigative information is confidential and exempt: any information that reveals the identity of the victim of the crime of child abuse as defined by ch. 827, or that reveals the identity of a person under the age of 18 who is the victim of the crime of human trafficking proscribed in s. 786.06(3)(a); any information which may reveal the identity of a victim of any sexual offense including a sexual offense proscribed in cited statutes; a photograph, videotape, or image of any part of the body of the victim of a sexual offense prohibited under cited statutes, regardless of whether the photograph, videotape, or image identifies the victim. Disclosure is authorized under the circumstances cited in the exemption.

Section 119.071(2)(i), F.S. – Any criminal intelligence information or criminal investigative information that reveals the personal assets of the victim of a crime, other than property stolen or destroyed during the commission of the crime, is exempt.

Section 119.071(2)(j)1., F.S. – Any document that reveals the identity, home or employment telephone number, home or employment address, or personal assets of the victim of a crime and identifies that person as the victim of a crime, which document is received by an agency that regularly receives information from or concerning the victims of crime, is exempt. Any information not otherwise exempt which reveals specified information of a person who has been a victim of stated crimes is exempt upon written request of the victim which must include official verification that an applicable crime has occurred. The exemption ends 5 years after the receipt of the written request.

Section 119.071(2)(j)2., F.S. – Any information in a videotaped statement of a minor who is alleged to be or who is a victim of sexual battery, lewd acts, or other sexual misconduct proscribed in cited statutes, which reveals specified information about that minor and id

that minor as the victim of a crime described in cited statutes is confidential and exe

Section 119.071(2)(k), F.S. – A complaint of misconduct filed with an agency against an agency employee and all information obtained pursuant to an investigation by the agency of the complaint of misconduct is confidential until the investigation ceases to be active or the agency provides written notice to the employee who is the subject of the complaint in the manner provided in the exemption.

Section 119.071(2)(l), F.S. – A body camera recording, or portion thereof, is confidential and exempt if the recording is taken within the locations specified in the exemption. Disclosure is authorized or required in specified circumstances.

Section 119.071(2)(m), F.S. – Criminal intelligence information or criminal investigative information that reveals the personal identifying information of a witness to a murder, as described in cited statute, is confidential and exempt for 2 years after the date on which the murder is observed by the witness. Criminal justice agencies are authorized to disclose the information under the circumstances set forth in the exemption.

Section 119.071(2)(n), F.S. – Personal identifying information of the alleged victim in an allegation of sexual harassment or the victim of sexual harassment is confidential and exempt if such information identifies that person as an alleged victim or as a victim of sexual harassment. Such information may be disclosed to another governmental entity in the furtherance of its official duties. Confidentiality may be waived in writing by the victim or the alleged victim.

Section 119.071(2)(o), F.S. – The address of a victim of an incident of mass violence is exempt. For purposes of the exemption, the term "victim" means a person killed or injured during an incident of mass violence, not including the perpetrator. The term "incident of mass violence" means an incident in which 4 or more people, not including the perpetrator, are severely injured or killed by an intentional and indiscriminate act of violence of another.

Section 119.071(2)(p), F.S. – Except as provided in the exemption, photographs, videos, or audio recordings that depict or record the killing of a law enforcement officer who was acting in accordance with his or her official duties, the killing of a victim of mass violence or the killing of a minor, or the suicide of a person, as these terms are defined in the exemption are confidential and exempt from disclosure.

Section 119.071(2)(q), F.S. – Conviction integrity unit reinvestigation information, as defined in the exemption, is exempt from disclosure for a reasonable period of time during an active, ongoing, and good faith investigation of an actual innocence claim in a case that previously resulted in the conviction of the accused person and until the claim is no longer capable of further investigation.

Section 119.071(2)(r), F.S. – Investigative genetic genealogy information and materials as defined in the exemption are confidential and exempt from disclosure requirements. Certain disclosures are authorized.

Section 119.071(3)(a), F.S. – A security or firesafety system plan, as defined in the exemption, or a portion thereof for a property owned by or leased to the state or any of its political subdivisions; or for any privately owned or leased property held by an agency is confidential and exempt. Disclosure is authorized under the circumstances set forth in the exemption.

Section 119.071(3)(b), F.S. – Building plans, blueprints, schematic drawings and diagrams which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by an agency are exempt. Disclosure is authorized under the circumstances set forth in the exemption.

Section 119.071(3)(c), F.S. – Building plans, blueprints, schematic drawings, and diagrams which depict the internal layout or structural elements of an attractions and recreation facility, entertainment or resort complex, industrial complex, retail and service development, office development, health care facility, or hotel or motel development, as these terms are defined in the exemption, which records are held by an agency, are exempt.

Section 119.071(3)(d), F.S. – Information relating to the National P... Broadband Network established in cited federal law which is held by an agency is confidential and exempt if disclosure would reveal information cited in the exemption.

Section 119.071(3)(e), F.S. – Building plans and other specified records that depict the structural elements of 911, E911, or public safety radio communication system infrastructure, structures, or facilities owned and operated by an agency, and geographical maps showing the actual or proposed locations of such communication system infrastructure, structures, or facilities are exempt. Disclosure is authorized under the circumstances set forth in the exemption.

Section 119.071(4)(a), F.S. – The social security number of all current and former agency employees which are held by the employing agency are confidential and exempt. Disclosure is authorized under the circumstances set forth in the section.

Section 119.071(4)(b)1., F.S. – Medical information pertaining to a prospective, current, or former officer or employee of an agency which, if disclosed, would identify that officer or employee is exempt. However, the information may be disclosed if the person to whom the information pertains or the person's legal representative provides written permission or pursuant to court order.

Section 119.071(4)(b)2., F.S. – Personal identifying information of a dependent child, as defined in cited statute, of a current or former officer of employee of an agency, which dependent child is insured by an agency group insurance plan, is exempt.

Section 119.071(4)(c), F.S. – Any information revealing undercover personnel of any criminal justice agency is exempt.

Section 119.071(4)(d), F.S. – Home addresses, telephone numbers, and other specified personal information of specified current and former public employees and officers and their families are exempt. For more information, please refer to the text of the Florida Statutes at www.leg.state.fl.us or you may review pages 144-155 of this Manual.

Section 119.071(4)(e), F.S. – Law enforcement geolocation information, as defined in the exemption, that is held by a law enforcement agency is exempt. The exemption does not apply to traffic citations, crash reports, homicide reports, arrest reports, or any other official reports issued by an agency which contain law enforcement geolocation information. Disclosure is authorized under specified circumstances.

Section 119.071(5)(a), F.S. – Social security numbers held by an agency are confidential and exempt. Disclosure is authorized under the circumstances set forth in the exemption.

Section 119.071(5)(b), F.S. – Bank account numbers and debit, charge, and credit card numbers held by an agency are exempt.

Section 119.071(5)(c), F.S. – Information that would identify or locate a child, as that term is defined in the exemption, who participates in a government-sponsored recreation program, as that term is defined in the exemption, is exempt. Information that would identify or locate a parent or guardian of the child participant is exempt.

Section 119.071(5)(d), F.S. – All records supplied by a telecommunications company, as defined by cited statute, to an agency which contain the name, address, and telephone number of subscribers are confidential and exempt.

Section 119.071(5)(e), F.S. – Any information provided to an agency for the purpose of forming ridesharing arrangements, which information reveals the identity of an individual who has provided his or her name for ridesharing, as defined in cited statute, is exempt.

Section 119.071(5)(f)1.a. and b., F.S. – The following information held by the Department of Commerce, the Florida Housing Finance Corporation, a county, a municipality, or a local housing finance agency is confidential and exempt: Medical history records and information related to health or property insurance provided by an applicant for or a participant in a federal, state, or local housing assistance program; and property photographs and p...

identifying information of an applicant for or a participant in a federal, state, or l assistance program for the purpose of disaster recovery assistance for a presidentially declared disaster. Disclosure is authorized under specified circumstances.

Section 119.071(5)(g), F.S. – Biometric identification information, as defined in the exemption, held by an agency before, on, or after the effective date of this exemption is exempt.

Section 119.071(5)(h), F.S. – Personal identifying information of an applicant for or a recipient of paratransit services which is held by an agency is confidential and exempt. Disclosure is authorized under the circumstances set forth in the exemption.

Section 119.071(5)(i), F.S. – Identification location information, as defined in the exemption, of current or former federal prosecutors, judges, and magistrates and their spouses and children is exempt, provided that certain conditions are met.

Section 119.071(5)(j), F.S. – Any information furnished by a person to an agency for the purpose of being provided with emergency notification by the agency is exempt.

Section 119.0711, F.S. – When an agency of the executive branch of state government seeks to acquire real property by purchase or through the exercise of eminent domain, all appraisals, other reports relating to value, offers, and counter offers are exempt until execution of a valid option contract, as defined in the exemption, or a written offer to sell that has been conditionally accepted by the agency, at which time the exemption shall expire. An agency of the executive branch may exempt title information, including names and addresses of property owners whose property is subject to acquisition by purchase or through the exercise of the power of eminent domain, from disclosure requirements to the same extent as appraisals, other reports relating to value, offers, and counteroffers.

Section 119.0712(1), F.S. – All personal identifying information contained in records relating to an individual's personal health or eligibility for health-related services held by the Department of Health is confidential and exempt from disclosure requirements. Information made confidential and exempt by this subsection shall be disclosed with the express written consent of the individual or the individual's legal authorized representative; in a medical emergency, but only to the extent necessary to protect the health or life of the individual; by court order upon good cause; or to a health research agency under the conditions set forth in the subsection.

Section 119.0712(2)(b), F.S. – Personal information, including highly restricted personal information as defined in cited federal law, contained in a motor vehicle record, as defined in the exemption, is confidential pursuant to the federal Driver's Privacy Protection Act of 1994, 18 U.S.C. ss 2721 et. seq. Such information may be released only as authorized by that act; however, information received pursuant to that act may not be used for mass commercial solicitation of clients for litigation against motor vehicle dealers.

Section 119.0712(2)(c), F.S. – E-mail addresses collected by the Department of Highway Safety and Motor Vehicles pursuant to cited statutes are exempt from disclosure requirements.

Section 119.0712(2)(d), F.S. – Emergency contact information contained in a motor vehicle record, is confidential and exempt. Without the express consent of the person to whom such emergency contact information applies, the emergency contact information contained in motor vehicle record may be released only to law enforcement agencies for purposes of contacting those listed in an emergency, or to a receiving facility, hospital, or licensed detoxification or addictions receiving facility pursuant to cited statutes for the sole purpose of informing a patient's emergency contacts of the patient's whereabouts.

Section 119.0712(2)(f)1, F.S. – Secure login credentials, as defined in the exemption, that are held by the Department of Highway Safety and Motor Vehicles are exempt.

Section 119.0712(2)(f)2, F.S. – Internet protocol addresses, geolocation data, and other information held by the Department of Highway Safety and Motor Vehicles which describes the location, computer, computer system, or computer network from which a user accesses a

facing portal, as defined in the exemption, and the dates and times that a user access are exempt.

Section 119.0712(3), F.S. – The following information held by the Office of Financial Regulation is confidential: Any information received from another state or federal regulatory, administrative, or criminal justice agency that is otherwise confidential or exempt pursuant to the laws of that state or pursuant to federal law; any information received or developed by the Office as part of a joint or multiagency examination or investigation with such agencies.

Section 119.0712(4), F.S. – Information held by the Department of Military Affairs that is stored in a United States Department of Defense system of records, transmitted using a United States Department of Defense network or communications device, or pertaining to the United States Department of Defense, pursuant to cited federal law, is exempt.

Section 119.0713(1), F.S. – All complaints and other records in the custody of any unit of local government which relate to a complaint of discrimination relating to race, color, religion, sex, national origin, age, handicap, marital status, sale or rental of housing, the provision of brokerage services, or the financing of housing are exempt until a finding is made relating to probable case, the investigation of the complaint becomes inactive, or the complaint or other record is made part of the official record of any hearing or court proceeding. This provision does not affect any function or activity of the Florida Commission on Human Relations. Access by specified agencies is authorized.

Section 119.0713(2), F.S. – The audit report of an internal auditor and the investigative report of the inspector general prepared for or on behalf of a unit of local government, as defined in the exemption, becomes a public record when the audit report or investigative report becomes final. An audit or investigation becomes final when it is presented to the unit of local government. Audit workpapers and notes related to such audit and information received, produced, or derived from an investigation are confidential until the audit or investigation is complete and the audit report becomes final or when the investigation is no longer active. An investigation is active if it is continuing with a reasonable, good faith anticipation of resolution and with reasonable dispatch.

Section 119.0713(3), F.S. – Any data, record, or document used directly or solely by a municipally owned utility to prepare and submit a bid relative to the sale, distribution, or use of any service, commodity, or tangible personal property to any customer or prospective customer is exempt. The exemption commences when a municipal utility identifies in writing a specific bid to which it intends to respond, and no longer applies when the conditions occur as set forth in the exemption.

Section 119.0713(4), F.S. – Proprietary confidential information, as defined in the exemption, which is held by an electric utility that is subject to Ch. 119 in conjunction with a due diligence review of an electric project, as defined in cited statute, or a project to improve the delivery, cost, or diversification of fuel or renewable energy resources is confidential and exempt.

Section 119.0713(5)(a), F.S. – The following information held by a utility owned or operated by a unit of local government is exempt from public disclosure requirements: Specified security technology information and customer meter-derived data and billing information in increments less than one billing cycle.

Section 119.0715, F.S. – A trade secret, as defined in s. 688.002, that is held by an agency is confidential and exempt. Disclosure is authorized to an officer or employee of another agency or governmental entity whose use of the trade secret is within the scope of his or her responsibilities.

Section 119.0725(2)(3)(5), F.S. – The following information held by an agency is confidential and exempt: Coverage limits and deductible or self-insurance amounts of insurance or other risk mitigation coverages acquired for the protection of information technology systems, operational technology systems, or data of an agency; information relating to critical infrastructure; cybersecurity incident information reported pursuant to cited statutes; specified information that identifies detection, investigation, or response practices for suspected or confirmed cybers

incidents, if disclosure would facilitate unauthorized access to or unauthorized modification, disclosure, or destruction of data or information as specified in the exemption. Any portion of a meeting revealing information made confidential under subsection (2) is exempt from open meetings requirements. The exempt portion may not be off the record and must be recorded and transcribed; the recording and transcription are confidential and exempt. Disclosure of confidential information is authorized as provided in the exemption.

Section 121.031(5), F.S. – The names and addresses of retirees are confidential and exempt from s. 119.07(1) to the extent that no state or local governmental agency may provide the names or addresses of such persons in aggregate, compiled, or list form to any person except as authorized in the subsection.

Section 121.4501(19), F.S. – Personal identifying information of a member in the investment plan contained in Florida Retirement System records held by the State Board of Administration or the Department of Management Services is exempt from public disclosure requirements.

Section 125.0104(3)(h), F.S. – Department of Revenue records showing the amount of tourist development taxes collected, including the amount of taxes collected for and from each county in which the tourist development tax is applicable, are open for inspection except as provided in s. 213.053.

Section 125.0104(9)(d)1., F.S. – Information given to a county tourism promotion agency which, if released, would reveal the identity of persons or entities who provide information as a response to a sales promotion effort, an advertisement, or a research project or whose names, addresses, meeting or convention plan information or accommodations or other visitation needs become booking or reservation list data, is exempt from disclosure.

Section 125.0104(9)(d)2., F.S. – When held by a county tourism promotion agency, the following are exempt from disclosure: booking business records, as defined in s. 255.047; trade secrets and commercial or financial information gathered from a person and privileged or confidential, as defined and interpreted under 5 U.S.C. s. 552(b)(4).

Section 125.012(26), F.S. – Pursuant to authorization granted by this section concerning certain transportation-related projects defined in s. 125.011, a board of county commissioners is empowered to maintain the confidentiality of trade information and data to the extent that such information is protected under applicable federal and federally-enforced patent and copyright laws.

Section 125.025, F.S. – Pursuant to authorization granted by this section concerning operation of export trading companies, a board of county commissioners is empowered to maintain the confidentiality of trade information to the extent such information is protected under applicable federal export trading company law, and under federal and federally enforced patent and copyright laws.

Section 125.355(1), F.S. – Appraisals, offers, and counteroffers relating to a county's purchase of real property pursuant to this section are not available for public disclosure and are exempt from s. 119.07(1) until an option contract is executed or, if no option contract is executed, until 30 days before a contract or agreement for purchase is considered for approval by the board of county commissioners. If a contract or agreement for purchase is not submitted to the board for approval, then the exemption from s. 119.07(1) expires 30 days after the negotiations end. A county that does not utilize the exemptions provided in this section may follow any procedure not in conflict with Ch. 119 for the purchase of real property which is authorized in its charter or established by ordinance.

Section 125.585(2), F.S. – A county employee's personal identifying information contained in records held by the employing county relating to that employee's participation in an employee assistance program is confidential and exempt.

Section 125.901(11), F.S. – Personal identifying information of a child or the parent or guardian of the child, held by a council on children's services, juvenile welfare boa

other similar entity created under this section or by special law, or held by a service researcher under contract with such entity, is exempt from disclosure requirements.

Section 163.01(15)(m), F.S. – Material received by a public agency in connection with its joint ownership or right to the services, output, capacity, or energy of an electric project under the Florida Interlocal Cooperation Act, which is designated by the person supplying such material as proprietary confidential business information, as defined in the paragraph, or which a court of competent jurisdiction has designated as confidential or secret, shall be kept confidential and exempt from s. 119.07(1).

Section 163.64, F.S. – An agency that participates in the creation or administration of a collaborative client information system may share client information, including confidential client information, with other members of the collaborative system as long as the restrictions governing the confidential information are observed by any other agency granted access to the confidential information.

Section 166.0444, F.S. – A municipal employee's personal identifying information contained in records held by the employing municipality relating to that employee's participation in an employee assistance program is confidential and exempt.

Section 166.045(1), F.S. – Appraisals, offers, and counteroffers relating to a municipality's purchase of real property pursuant to this section are not available for public disclosure and are exempt from s. 119.07(1) until an option contract is executed or, if no option contract is executed, until 30 days before a contract or agreement for purchase is considered for approval by the governing body of the municipality. If a contract or agreement for purchase is not submitted to the governing body for approval, then the exemption from s. 119.07(1) expires 30 days after the negotiations end. A municipality that does not utilize the exemptions from Ch. 119 provided in this section may follow any procedure not in conflict with Ch. 119 for the purchase of real property which is authorized in its charter or established by ordinance.

Section 192.0105(4), F.S. – Taxpayers have the right to have information kept confidential, including those records set forth in the exemption.

Section 192.105, F.S. – Federal tax information obtained pursuant to 26 U.S.C. s. 6103 is confidential and exempt from s. 119.07(1).

Section 193.074, F.S. – All returns of property and returns required by former s. 201.022 submitted by the taxpayer pursuant to law shall be deemed to be confidential in the hands of the property appraiser, the clerk of the circuit court, the Department of Revenue, the tax collector, the Auditor General, and the Office of Program Policy Analysis and Government Accountability, and their employees and persons acting under their supervision and control, except upon court order or order of an administrative body having quasi-judicial powers in ad valorem tax matters.

Section 193.114(5), F.S. – For the purpose of furnishing copies of the tax roll under 119.07(1), the property appraiser is the custodian of the tax roll. The Department of Revenue or any state or local agency may use copies of the tax roll received by it for official purposes and shall permit inspection and examination thereof pursuant to s. 119.07(1), but is not required to furnish copies of the records. A social security number submitted under s. 196.011(1) (application for tax exemption) is confidential and exempt.

Section 195.027(3), F.S. – Financial records produced by a taxpayer under this section shall be confidential in the hands of the property appraiser, the Department of Revenue, the tax collector, and the Auditor General and shall not be divulged to any person, firm, or corporation, except upon court order or order of an administrative body having quasi-judicial powers in ad valorem tax matters, and such records are exempt from s. 119.07(1).

Section 195.027(6), F.S. – The information form disclosing unusual fees, costs and terms of financing of the sale or purchase of property shall be filed with the clerk of the circuit court at the time of recording and shall be confidential and exempt in the hands of all persons after delivery to the clerk, except as provided in the subsection.

Section 195.084(1), F.S. – This section (authorizing the exchange of information

the Department of Revenue, the property appraisers, the tax collector, the Auditor General, the Office of Program Policy Analysis and Government Accountability) shall supersede statutes prohibiting disclosure only with respect to those entities, but the Department of Revenue may establish regulations setting reasonable conditions upon access to and custody of such information. The Auditor General, the Office of Program Policy Analysis and Government Accountability, the tax collectors and the property appraisers shall be bound by the same requirements of confidentiality as the department.

Section 195.096(2)(e), F.S. – All data and samples developed or obtained by the Department of Revenue in the conduct of assessment ratio studies are confidential and exempt until a presentation of the study findings is made to the property appraiser.

Section 196.101(4)(c), F.S. – Records of gross income produced by a taxpayer claiming exemption for totally and permanently disabled persons are exempt from s. 119.07(1) and are confidential in the hands of the property appraiser, the Department of Revenue, the tax collector, the Office of Program Policy Analysis and Government Accountability, and the Auditor General and shall not be divulged to any person, firm, or corporation, except upon court order or order of an administrative body having quasi-judicial powers in ad valorem tax matters.

Section 197.3225, F.S. – A taxpayer's e-mail address held by a tax collector for sending specified tax notices or for obtaining the taxpayer's consent to send notices is exempt from disclosure requirements.

Section 202.195, F.S. – Proprietary confidential business information, as defined in the exemption, which is obtained from a telecommunications company or franchised cable company for the purposes of imposing fees for occupying the public rights-of-way, assessing the local communications services tax, or regulating the public rights-of-way, held by a local government entity, is confidential and exempt from public disclosure requirements. Maps or other engineering data held by a local governmental entity that relate to the exact location and capacity of facilities for the provision of communications services shall be exempt from disclosure but only for 60 days after completion of construction of the facilities.

Section 206.27(2), F.S. – Any information concerning audits in progress or those records or files of the Department of Revenue described in this section which are currently the subject of pending investigation by the Department of Revenue or the Florida Department of Law Enforcement are exempt from s. 119.07(1) and are considered confidential; and may not be released except as authorized in the subsection.

Section 211.125(10), F.S. – All returns and information filed with the Department of Revenue under this part providing for a tax on production of oil and gas are confidential and exempt from s. 119.07(1), and such returns or information shall be protected from unauthorized disclosures as provided in s. 213.053.

Section 211.33(5), F.S. – The use of information contained in any tax return filed by a producer (i.e., a person severing solid minerals from the soils and waters of the state) or in any books, records or documents of a producer shall be as provided in s. 213.053, and shall be confidential and exempt from s. 119.07(1).

Section 212.0305(3)(d), F.S. – Records of the Department of Revenue showing the amount of taxes collected, including taxes collected from each county in which a resort tax is levied, are subject to the provisions of s. 213.053, and are confidential and exempt from s. 119.07(1).

Section 213.015(9), F.S. – Unless otherwise specified by law, Florida taxpayers have the right to have taxpayer tax information kept confidential.

Section 213.053(2)(a), F.S. – All information contained in returns, reports, accounts, or declarations received by the Department of Revenue, including investigative reports and information and including letters of technical advice, is confidential except for official purposes and is exempt from s. 119.07(1).

Section 213.0532(8), F.S. – Any financial records obtained pursuant to this s

relating to information-sharing arrangements between the Department of R financial institutions may be disclosed only for the purpose of, and to the extent necessary for, administration and enforcement of the tax laws of this state.

Section 213.0535(5), F.S. – A provision of law imposing confidentiality upon data shared under this section (providing for the Registration Information Sharing and Exchange Program within the Department of Revenue), including, but not limited to, a provision imposing penalties for disclosure, applies to recipients of this data and their employees. Data exchanged under this section may not be provided to a person or entity except as authorized in the exemption.

Section 213.21(3)(a), F.S. – The Department of Revenue shall maintain records of all compromises of a taxpayer's liability; the records of compromises shall not be subject to disclosure pursuant to s. 119.07(1) and shall be considered confidential information governed by s. 213.053.

Section 213.22(2), F.S. – The Department of Revenue may not disclose, pursuant to s. 119.07(1), a technical assistance advisement or request therefor to any person other than the person requesting the advisement or his or her representative, or for official departmental purposes without deleting identifying details of the person to whom the advisement was issued.

Section 213.27(6), F.S. – Confidential information shared by the Department of Revenue with debt collection or auditing agencies under contract with the department is exempt from s. 119.07(1) and such debt collection or auditing agencies are bound by the same requirements of confidentiality as the department.

Section 213.28(6), F.S. – Certified public accountants entering into contracts with the Department of Revenue are bound by the same confidentiality requirements and subject to the same penalties as the department under s. 213.053. Any return, return information, or documentation obtained from the Internal Revenue Service under an information-sharing agreement is confidential and exempt from disclosure and shall not be divulged or disclosed in any manner by any department officer or employee to any certified public accountant under a contract authorized by this section unless the department and the Internal Revenue Service mutually agree to such disclosure.

Section 215.4401(1), F.S. – Records and information of the State Board of Administration relating to acquiring, hypothecating, or disposing of real property or specified related interests are confidential and exempt from s. 119.07(1) in order to achieve certain stated purposes. Records relating to value, offers, counteroffers, or negotiations are confidential and exempt until closing is complete and all funds have been disbursed. Records relating to tenants, leases, and other specified matters are confidential and exempt until the executive director determines that release would not be detrimental to the board's interest or conflict with its fiduciary responsibilities.

Section 215.4401(2), F.S. – Records and other information relating to investments made by the State Board of Administration are confidential and exempt from s. 119.07(1) until 30 days after completion of an investment transaction. However, if in the executive director's opinion, it would be detrimental to the board's financial interests or cause a conflict with its fiduciary responsibilities, information concerning service provider fees may be kept confidential until 6 months after negotiations relating to such fees have been terminated.

Section 215.4401(3)(b), F.S. – "Proprietary confidential business information", as defined in the exemption, that is held by the State Board of Administration regarding alternative investments is confidential and exempt for a period of 10 years after the termination of the alternative investment unless disclosure is permitted under the circumstances set forth in the exemption.

Section 215.555(4)(f), F.S. – Information described in 215.557 which is contained in an examination report conducted on an insurer pursuant to this subsection, is confidential and exempt, as provided in s. 215.557.

Section 215.557, F.S. – The reports of insured values under certain insurance policies by zip code submitted to the State Board of Administration pursuant to s. 215.555 are confidential and exempt.

Section 215.5587, F.S. – The following information contained in applicatio

home inspection reports submitted by applicants as part of the My Safe Florida Ho is exempt: The components of the mailing address other than the city and zip code and the applicant's name; any phone number or e-mail address provided by the applicant; detailed descriptions and pictures of the inside and outside of the applicant's homes.

Section 220.242, F.S. – Estimated tax returns filed under the Florida Income Tax Code are confidential and exempt from s. 119.07(1).

Section 252.355(4), F.S. – Records relating to the registration of persons with special needs for emergency management purposes pursuant to this section are confidential and exempt from s. 119.07(1), except such information is available to other emergency response agencies, as determined by the local emergency management director. Local law enforcement agencies shall be given complete shelter roster information upon request.

Section 252.385(5), F.S. – The address and telephone number of a person provided public emergency shelter during a storm or catastrophic event and held by the agency, as defined in s. 119.011, that provided the emergency shelter are exempt from disclosure.

Section 252.88(1), F.S. – Trade secret information which applicable federal law authorizes an employer to exclude from materials submitted shall be furnished to the State Hazardous Materials Emergency Response Commission upon request. However, such information shall be confidential and exempt from s. 119.07(1) and shall not be disclosed by the Commission except as authorized in the subsection.

Section 252.88(2) and (3), F.S. – When applicable law authorizes the withholding of disclosure of the location of specific hazardous chemicals, such information is confidential and exempt from s. 119.07(1). All information, including, but not limited to, site plans and specific location information on hazardous chemicals furnished to a fire department pursuant to applicable law, shall be confidential and exempt while in the possession of the fire department.

Section 252.905, F.S. – Any information furnished by a person or a business to the Division of Emergency Management for the purpose of being provided assistance with emergency planning is exempt.

Section 252.943, F.S. – In accordance with the federal Clean Air Act, trade secret information provided to the Division of Emergency Management by the owner or operator of a stationary source subject to the Accidental Release Prevention Program is confidential and exempt from disclosure, except as provided in the exemption.

Section 253.025(8)(f), F.S. – Except as provided in the exemption, appraisal reports prepared for the Board of Trustees of the Internal Improvement Trust Fund or an agency are confidential and exempt until an option contract is executed or, if no option contract is executed, until 2 weeks before a contract or agreement for purchase is considered for approval by the board of trustees.

Section 253.025(9)(d), F.S. – All offers or counteroffers shall be documented in writing and shall be confidential and exempt from s. 119.07(1) until an option contract is executed, or if no option contract is executed, until 2 weeks before a contract or agreement for purchase is considered for approval by the Board of Trustees of the Internal Improvement Trust Fund.

Section 253.0341(8)(a), F.S. – A written valuation of land determined to be surplus and related documents are confidential and exempt. The exemption expires 2 weeks before the contract or agreement regarding the disposition of the surplus land is first considered for approval by the Board of Trustees of the Internal Improvement Trust Fund. Prior to expiration of the exemption, disclosure of certain information is authorized under the circumstances described in the exemption.

Section 255.047(2), F.S. – The booking business records (as defined in the section) of a publicly owned or operated convention center, sports stadium, coliseum, or auditorium are exempt from disclosure. However, such facility shall furnish its booking business records and related information to the Department of Revenue upon the department's request if necess

the department to administer its duties.

Section 257.261, F.S. – Registration and circulation records of public libraries, except statistical reports of registration and circulation are confidential and exempt from s. 119.07(1). Except as authorized by court order, a person may not make known in any manner any information contained in such records, except as provided in this section. Violation of this section is a second degree misdemeanor.

Section 257.38(2) and (3), F.S. – Public records transferred to the Division of Library and Information Services of the Department of State are subject to s. 119.07(1), except that any record provided by law to be confidential shall not be made accessible until 50 years after creation of the record. Any nonpublic manuscript or other archival material which is placed in the keeping of the division under special terms and conditions, shall be made accessible only in accordance with such terms and conditions and shall be exempt from s. 119.07(1) to the extent necessary to meet the terms and conditions for a nonpublic manuscript or other archival material.

Section 257.38(4), F.S. – Any nonpublic manuscript or other archival material that is donated to and held by an official archive of a municipality or county contingent upon special terms and conditions that limit the right to inspect or copy such material is confidential and exempt from disclosure requirements except as otherwise authorized in the special conditions. Such nonpublic manuscript or archival material shall be made available for inspection and copying 50 years after the date of the creation of the nonpublic manuscript or material, at an earlier date specified in the special terms and conditions, or upon a showing of good cause before a court of competent jurisdiction.

Section 265.605(2), F.S. – Information which, if released, would identify donors and amounts contributed by donors to the Cultural Endowment Program Trust Fund, or to the local organization's matching fund, is, at the request of the donor, confidential and exempt from s. 119.07(1). Information which, if released, would identify prospective donors is confidential and exempt unless the name has been obtained from another organization or source.

Section 265.7015, F.S. – If a donor or prospective donor of a donation made for the benefit of a publicly owned performing arts center, as defined in the exemption, desires to remain anonymous, information that would identify the name, address, or telephone number of that donor or prospective donor is confidential and exempt.

Section 267.076, F.S. – Information identifying a donor or prospective donor to a publicly owned house museum designated by the United States Department of the Interior as a National Historic Landmark who desires to remain anonymous is confidential and exempt.

Section 267.135, F.S. – Information identifying the location of an archaeological site held by the Division of Historical Resources of the Department of State is exempt from public disclosure if the division finds that disclosure will create a substantial risk of harm, theft, or destruction at such site.

Section 267.17(3), F.S. – The identity of donors who desire to remain anonymous shall be confidential and exempt from s. 119.07(1), and that anonymity shall be maintained in the auditor's report of a citizen support organization to the Division of Historical Resources of the Department of State.

Section 267.1732(8), F.S. – The identity of a donor or prospective donor of property to a direct-support organization of the University of West Florida which is established to support the historic preservation efforts of the university, who desires to remain anonymous, is confidential and exempt from disclosure; and that anonymity must be maintained in the auditor's report.

Section 267.1736(9), F.S. – Any information identifying a donor or prospective donor to the direct-support organization, authorized by the University of Florida to assist it in the historic preservation of the City of St. Augustine, who desires to remain anonymous, is confidential and exempt, and that anonymity must be maintained in the auditor's report.

Section 279.11(1), F.S. – Records with regard to ownership of, or security inter

registered public obligations are confidential and exempt from s. 119.07(1).

Section 280.16(3), F.S. – Any information contained in a report of a qualified public depository required under this chapter or any rule adopted under this chapter, together with any information required of a financial institution that is not a qualified public depository, is, if made confidential by any law of the United States or of this state, confidential and exempt from s. 119.07(1) and not subject to dissemination to anyone other than the Chief Financial Officer under this chapter.

Section 282.318(4)(d)(e)(g), F.S. – The following information is confidential and exempt and may not be disclosed except as provided in the subsection: risk assessment information to determine security threats to data, information, and information technology resources of the agency; internal policies and procedures to assure the security of the data and information technology resources that, if disclosed, could facilitate the unauthorized modification, disclosure, or destruction of data, information, or information technology resources; and results of periodic internal audits and evaluations of the information technology security program for an agency's data and information technology resources.

Section 282.318(5), F.S. – Portions of risk assessments and other reports of a state agency's cybersecurity program are confidential and exempt if disclosure would facilitate unauthorized access to or unauthorized modification, disclosure or destruction of data or information as described in the exemption. Disclosure is authorized as provided in the exemption. The term "state agency" as used in this section is defined in s. 282.318(2), F.S.

Section 282.318(6), F.S. – Those portions of a public meeting which would reveal records which are confidential under subsection (5) are exempt from s. 286.011. All exempt portions shall be recorded and transcribed. Disclosure is authorized as provided in the exemption.

Section 284.40(2), F.S. – Claims files maintained by the Division of Risk Management of the Department of Financial Services are confidential, and shall be only for the use of the Department of Financial Services in fulfilling its duties and are exempt from s. 119.07(1).

NOTE: DUE TO SPACE LIMITATIONS, THE EXEMPTIONS FROM DISCLOSURE FOUND IN CHAPTER 286 ARE NOT SUMMARIZED IN THIS APPENDIX. THE TEXT OF THESE EXEMPTIONS IS CONTAINED IN APPENDIX B (SUNSHINE LAW AND RELATED STATUTES).

Section 287.0595(3), F.S. – Bids submitted to the Department of Environmental Protection for pollution response action contracts are confidential and exempt from s. 119.07(1), until selection of a bidder on such contract has been made and a contract signed or until the bids are no longer under active consideration.

Section 287.137(8)(a), F.S. – All information received by the Attorney General or a law enforcement agency pursuant to investigations into certain prohibited social media activities is confidential and exempt under such time as the investigation is completed or ceases to be active. This exemption shall be construed in conformity with s. 119.071(2)(c).

Section 288.002, F.S. – Materials that relate to methods of manufacture or production, potential trade secrets, potentially patentable material, actual trade secrets, business transactions, financial and proprietary information and agreements or proposals to receive funding that are received, generated, ascertained, or discovered by the former Enterprise Florida, Inc., including its affiliates and participants, are confidential and exempt from disclosure, except that a recipient of the former Enterprise Florida, Inc., research funds shall make available, upon request, the title and description of the project, the name of the researcher, and the amount and source of funding provided for the project. Effective July 1, 2023, the Department of Commerce is the custodian of any public records made confidential and exempt under this section.

Section 288.047(5)(e), F.S. – Information relating to wages and performance of participants which is submitted pursuant to a grant agreement prepared by CareerSource Florida, Inc., pursuant to the Quick-Response Training Program which, if released, would disclo

identity of the person to whom the information pertains or the person's employer is and exempt from s. 119.07(1).

Section 288.047(7), F.S. – In providing instruction pursuant to the Quick-Response Training Program, materials relating to methods of manufacture or production, potential trade secrets, business transactions, or proprietary information received or discovered by employees of specified agencies are confidential and exempt from s. 119.07(1).

Section 288.075(2)-(6), F.S. – If a private entity requests in writing before an economic incentive agreement is signed that an economic development agency (EDA) maintain the confidentiality of information concerning the plans, intentions, or interests of the private entity to locate, relocate or expand its business activities in Florida, the information is confidential and exempt from disclosure for 12 months after the EDA receives a request for confidentiality or the information is otherwise disclosed, whichever occurs first. An EDA may extend the period of confidentiality for up to an additional 12 months under certain conditions. If a final project order for a signed economic development agreement is issued, then the information remains confidential and exempt for 180 days after the final project order is issued, until a date specified in the final project order, or until the information is otherwise disclosed, whichever occurs first. However, such confidentiality may not extend beyond the period of confidentiality established in the exemption. Trade secrets and the federal employer identification number, reemployment assistance account number, or Florida sales tax registration number held by an EDA are confidential and exempt, as well as other records as described in the exemption. Specified information held by an EDA relating to a specific business participating in an economic incentive program is no longer confidential or exempt 180 days after a final project order for an economic incentive agreement is issued, until a date specified in the final project order, or if the information is otherwise disclosed, whichever occurs first.

Section 288.075(7), F.S. – Tax returns, financial information, credit history information, credit reports, and credit scores held by an economic development agency pursuant to its administration of a state or federally funded small business loan program are exempt from disclosure. Disclosure of information in an aggregated and anonymized format is not prohibited.

Section 288.1226(7), F.S. – The identity of a donor or prospective donor to the Florida Tourism Industry Marketing Corporation who desires to remain anonymous and all information identifying such donor or prospective donor are confidential and exempt from disclosure, and such anonymity shall be maintained in the auditor's report.

Section 288.776(3)(d), F.S. – Personal financial records, trade secrets or proprietary information of applicants for loans extended by the Florida Export Finance Corporation are confidential and exempt from s. 119.07(1).

Section 288.9607(5), F.S. – Personal financial records, trade secrets or proprietary information of applicants delivered to or obtained by the Florida Development Finance Corporation are confidential and exempt from s. 119.07(1).

Section 288.9626(2) and (3), F.S. – The following records held by the Florida Opportunity Fund are confidential and exempt: materials relating to methods of manufacture or production, potential trade secrets, or patentable material received, generated, ascertained, or discovered during the course of research or through research projects and that are provided by a proprietor; information that would identify an investor or potential investor who desires to remain anonymous in projects reviewed by the Fund; as well as proprietary confidential business information regarding alternative investments for 7 years after the termination of the alternative investment. That portion of the meeting of the board of the Fund at which such confidential information is discussed is confidential and exempt; the exempt portion of the meeting shall be recorded and transcribed as provided therein. The transcript and minutes of the exempt meeting are confidential.

Section 288.9627(2) and (3), F.S. – The following records held by the Institute for Commercialization of Florida Technology are confidential and exempt: materials relating to methods of manufacture or production, potential trade secrets, or patentable material re

generated, ascertained, or discovered through research by universities and other public organizations in this state and that are provided to the Institute by a proprietor; information that would identify an investor or potential investor who desires to remain anonymous in projects reviewed by the Institute for assistance; information received from a person in another state or the Federal Government which is otherwise confidential or exempt by law of that entity; and proprietary confidential business information for 7 years after the termination of the Institute's financial commitment to the company. That portion of the meeting of the board of the Institute at which such confidential information is discussed is confidential and exempt; the exempt portion of the meeting shall be recorded and transcribed as provided therein. The transcript and minutes of the exempt meeting are confidential.

Section 288.985, F.S. – Specified information held by the Florida Defense Support direct-support organization relating to selection criteria for the realignment and closure of military bases and missions is exempt and that portion of direct-support organization meetings where exempt records are presented and discussed is exempt as well as records generated during the closed meeting.

Section 292.055(9), F.S. – Any information identifying a donor or prospective donor to the Department of Veterans' Affairs direct-support organization who desires to remain anonymous is confidential and exempt; portions of meetings of the direct-support organization during which the identity of such donor or potential donor is discussed are exempt.

Section 296.09(1), F.S. – The health record and annual reevaluation of residents of the Veterans' Domiciliary Home of Florida are confidential and exempt from disclosure and must be preserved for a period of time as determined by the director.

Section 310.102(3)(e) and (5)(a), F.S. – Except as otherwise provided in the section, all information obtained by the probable cause panel of the Board of Pilot Commissioners from the consultant as part of an approved treatment program for impaired licensees is confidential and exempt. Except as otherwise provided in the section, all information obtained by the consultant and the Department of Business and Professional Regulation pursuant to this section is confidential and exempt.

Section 311.13, F.S. – Seaport security plans created pursuant to s. 311.12 are exempt from public disclosure. Materials that depict critical seaport operating facilities are also exempt if the seaport reasonably determines that such items contain information that is not generally known and that could jeopardize seaport security. The exemption does not apply to information relating to real estate leases, layout plans, blueprints, and information related thereto.

Section 315.18, F.S. – Any proposal or counterproposal exchanged between a deepwater port listed in s. 311.09(1) and any nongovernmental entity, relating to the sale, use or lease of land or of port facilities, and any financial records submitted by any nongovernmental entity to such a deepwater port for the purpose of the sale, use or lease of land or of port facilities, are confidential and exempt from disclosure until 30 days before such proposal or counterproposal is considered for approval by the governing body of the deepwater port. If no proposal or counterproposal is submitted to the governing body, the proposal or counterproposal shall cease to be exempt 90 days after the cessation of negotiations.

Section 316.066(2)(a)(b)(c)(f), F.S. – Crash reports that reveal the identity, home or employment telephone number or home or employment address of, or other personal information concerning the parties involved in the crash and that are held by an agency are confidential for a period of 60 days, except as authorized in the exemption. Reports may be released 60 days after the report is filed to authorized entities and agencies, or in accordance with specified provisions of cited federal law.

Section 316.066(2)(g), F.S. – If crash reports are created by or submitted to an agency electronically as data elements within a computerized database or if personal information from a crash report is entered into a computerized database, such crash data held by an agency is confidential. Sixty days after the date the crash report is filed, an agency may provide crash data derived from the report which includes personal information to authorized entities

accordance with specified provisions of cited federal law.

Section 316.0777(3)(4), F.S. – Certain images and data obtained through the use of an automated license plate recognition system and personal identifying information of an individual in data generated from such images are confidential and exempt. Disclosure is authorized in specified circumstances.

Section 316.650(11), F.S. – Driver information, as defined in the exemption, contained in a uniform traffic citation is exempt from disclosure requirements. Driver information may be released as provided in s. 119.0712(2)(b) and pursuant to the sale and redisclosure provisions in cited federal law.

Section 319.1414(5), F.S. – Information received by the Department of Highway Safety and Motor Vehicles as a result of an investigation or examination conducted pursuant to this section (department-authorized private rebuilt inspection providers) is confidential and exempt until the investigation or examination ceases to be active or administrative action taken by the department has concluded or been made part of a hearing or court proceeding. Release is authorized under the circumstances set forth in the exemption.

Section 319.25(7), F.S. – Information received by the Department of Highway Safety and Motor Vehicles as a result of an investigation or examination conducted pursuant to this section (title certificates) is confidential and exempt until the investigation or examination ceases to be active or administrative action taken by the department has concluded or been made part of a hearing or court proceeding. Release is authorized under the circumstances set forth in the exemption.

Section 320.025(3), F.S. – All records relating to the registration application of a law enforcement agency, Attorney General's Medicaid Fraud Control Unit, or public defender's office, or any office of criminal conflict and civil regional counsel, for motor vehicle or vessel registration and license plates or decals issued under fictitious names, are exempt from s. 119.07(1) as long as the information is retained by the Department of Highway Safety and Motor Vehicles.

Section 320.05(2), F.S. – Information on motor vehicle or vessel registration records of the Department of Highway Safety and Motor Vehicles shall not be made available to a person unless the person requesting the information furnishes positive proof of identification.

Section 320.861(5), F.S. – Information received by the Department of Highway Safety and Motor Vehicles as a result of an investigation or examination conducted pursuant to this section (motor vehicle licenses) is confidential and exempt until the investigation or examination ceases to be active or administrative action taken by the department has concluded or been made part of a hearing or court proceeding. Release is authorized under the circumstances set forth in the exemption.

Section 322.125(3) and (4), F.S. – When a member of the Medical Advisory Board acts directly as a consultant to the Department of Highway Safety and Motor Vehicles, a board member's individual review of the physical and mental qualifications of a licensed driver or applicant is exempt from s. 286.011. Reports received or made by the board or its members for the purpose of assisting the department in determining whether a person is qualified to be licensed are for confidential use of the board or department and may not be divulged to any person except to the driver or applicant or used as evidence in any trial except proceedings under s. 322.271 or s. 322.31.

Section 322.126(3), F.S. – Disability reports are confidential and exempt from s. 119.07(1) and may be used solely for the purpose of determining the qualifications of any person to operate a motor vehicle.

Section 322.142(4), F.S. – Reproductions of color photographic or digital imaged licenses may be made and issued only for the purposes set forth in the subsection and are exempt from s. 119.07(1).

Section 322.20(3), F.S. – The release by the Department of Highway Safety and Motor Vehicles of the driver history record, with respect to crashes involving a licensee, shall not include any notation or record of the occurrence of a motor vehicle crash unless the licensee rec

traffic citation as a direct result of the crash, and to this extent such notation or reco from s. 119.07(1).

Section 322.20(9), F.S. – The Department of Highway Safety and Motor Vehicles shall furnish without charge specified driver license information from its records to the courts for the purpose of jury selection or to any state agency, state attorney, sheriff or chief of police. Such court, state agency, state attorney, or law enforcement agency may not sell, give away, or allow the copying of such information.

Section 322.71(5), F.S. – Information received by the Department of Highway Safety and Motor Vehicles as a result of an investigation or examination conducted pursuant to this section (driver licenses) is confidential and exempt until the investigation or examination ceases to be active or administrative action taken by the department has concluded or been made part of a hearing or court proceeding. Release is authorized under the circumstances set forth in the exemption.

Section 324.242, F.S. – Information as set forth in the exemption that pertains to personal injury protection and property damage liability insurance policies held by the Department of Highway Safety and Motor Vehicles is confidential and exempt. Specified disclosures are authorized as set forth in the exemption.

Section 328.40(3), F.S. – All records kept or made by the Department of Highway Safety and Motor Vehicles under the vessel registration law are public records except for confidential reports.

Section 331.22, F.S. – Airport security plans of an aviation authority or aviation department of a county or municipality which operates an international airport are exempt from disclosure. In addition, except as otherwise provided in the section, specified materials that depict critical airport operating facilities are exempt to the extent that the authority or department which operates an airport determines that such information is not generally known and could jeopardize the security of the airport.

Section 334.049(4), F.S. – Information obtained by the Department of Transportation as a result of research and development projects and revealing a method of process, production, or manufacture which is a trade secret as defined by s. 688.002, is confidential and exempt from s. 119.07(1).

Section 337.14(1), F.S. – Financial information required by the Department of Transportation pursuant to this subsection shall be confidential and exempt.

Section 337.162, F.S. – Complaints submitted to the Department of Business and Professional Regulation and maintained by the Department of Transportation pursuant to this section relating to alleged violations of state professional licensing laws or rules shall be confidential and exempt. Any complaints submitted to the Department of Business and Professional Regulation are confidential and exempt.

Section 337.168, F.S. – A document or electronic file revealing the Department of Transportation's official cost estimate for a project is confidential and exempt until the contract for the project has been executed or until the project is no longer under active consideration. The bid analysis and monitoring system is confidential and exempt.

Section 338.155(6), F.S. – Personal identifying information held by the Department of Transportation, a county, a municipality, or an expressway authority for the purpose of paying, prepaying, or collecting tolls and associated charges due for the use of toll facilities is exempt from s. 119.07(1).

Section 339.0805(1)(c), F.S. – The application and financial information required for certification by the Department of Transportation as a socially and economically disadvantaged business enterprise are confidential and exempt from s. 119.07(1).

Section 339.55(10), F.S. – Financial information, as defined in the exemption, of a private entity applicant required by the Department of Transportation as part of the application

for loans or credit enhancements from the state-funded infrastructure bank is exempt from s. 119.07(1). The exemption does not apply to records of an applicant who is in default on a loan issued under this section.

Section 341.0521, F.S. – Personal identifying information held by a public transit provider for the purpose of facilitating the prepayment of transit fares or the acquisition of a prepaid transit fare card or similar device is exempt from disclosure.

Section 350.01(9), F.S. – Those portions of a hearing conducted by the Public Service Commission wherein proprietary confidential business information that is confidential or exempt from disclosure pursuant to cited statutes, is discussed are exempt from s. 286.011. No exempt portion may be made off the record and all exempt portions shall be recorded and transcribed. The recordings and transcripts are confidential unless a court finds that the hearing was not restricted to the discussion of proprietary confidential information, in which case only that portion which reveals nonexempt information may be disclosed to a third party.

Section 350.121, F.S. – Any records obtained by the Public Service Commission pursuant to an inquiry are confidential and exempt from s. 119.07(1) while such inquiry is pending. If, at the conclusion of an inquiry the commission undertakes a formal proceeding, any matter determined by the commission or by a court or administrative agency to be trade secrets or confidential proprietary business information coming into its possession pursuant to such inquiry shall be confidential and exempt.

Section 364.107, F.S. – Personal identifying information of a participant in a telecommunications carrier's Lifeline Assistance Plan under s. 364.10 held by the Public Service Commission is confidential and exempt except as provided therein.

Section 364.183, F.S. – Records provided by a telecommunications company to the Public Service Commission which are found by the commission to constitute proprietary confidential business information as defined in the section shall be confidential and exempt from s. 119.07(1).

Section 365.171(12)(a) and (b), F.S. – Any record, recording, or information, or portions thereof, obtained by a public agency or public safety agency for the purpose of providing emergency services and which reveals the name, address, telephone number, or personal information about, or information which may identify any person requesting emergency service or reporting an emergency by accessing an emergency communications system is confidential and exempt from public disclosure requirements except that such record or information may be disclosed to a public safety agency. The exemption applies only to the name, address, telephone number, or personal information which may identify any person requesting emergency services or reporting an emergency while such information is in the custody of the public agency or public safety agency providing emergency services. However, disclosure of the location of a coronary emergency to a private person or entity that owns an automated external defibrillator is authorized in some circumstances, as set forth in the exemption.

Section 365.174, F.S. – Proprietary confidential business information, as defined in the exemption, that is submitted by a provider to the Emergency Communications Board, the Division of Telecommunications within the Department of Management Services, or the Department of Revenue, is confidential and exempt from s. 119.07(1) and may not be disclosed except as provided in the exemption.

Section 366.04(9)(c), F.S. – Upon request by a communications services provider, any records that are received by the Public Service Commission under this paragraph which are proprietary confidential business information under cited statutes shall retain their status as confidential or exempt from s. 119.07(1), F.S.

Section 366.093, F.S. – Records provided by a public utility company to the Public Service Commission which, upon the request of the public utility or any person, are found by the commission to constitute proprietary confidential business information as defined in the section shall be confidential and exempt from s. 119.07(1).

Section 367.156, F.S. – Records provided by a water or wastewater utility to the Public

Service Commission which, upon the request of the utility or any person, are found by the commission to constitute proprietary confidential business information as defined in the section shall be confidential and exempt from s. 119.07(1).

Section 368.108, F.S. – Records provided by a natural gas transmission company to the Public Service Commission which, upon the request of the company or any other person, are found by the commission to constitute proprietary confidential business information as defined in the section shall be confidential and exempt from s. 119.07(1).

Section 373.089(1)(b)(c), F.S. – A written valuation of land determined to be surplus by the governing board of a water management district pursuant to this section; related documents used to form, or which pertain to, the valuation; and written offers to purchase such land are confidential and exempt. The exemption expires 2 weeks before the contract or agreement regarding the purchase, exchange, or disposal of the surplus land is first considered by the district. Before expiration of the exemption, disclosure is authorized as provided in the exemption.

Section 373.139(3)(a), F.S. – Appraisal reports, offers, and counteroffers for the acquisition of real property by water management districts created under Ch. 373 are confidential and exempt from s. 119.07(1) until an option contract is executed, or, if no option contract is executed, until 30 days before a contract or agreement for purchase is considered for approval by the governing board. However, disclosure is authorized under some circumstances as described in the subsection. If negotiations are terminated by the district, the appraisal report, offers and counteroffers shall become available pursuant to s. 119.07(1).

Section 373.4598(4)(b), F.S. – Appraisal reports, offers, and counter offers in relation to this subsection (Everglades Agricultural area reservoir project) are confidential and exempt, as provided in s. 373.139.

Section 373.69ArticleXIII(a)(8) and (9), F.S. – The mediator selected by parties to the Apalachicola-Chattahoochee-Flint River Basin Compact shall not divulge confidential information disclosed to the mediator by the parties or by witnesses in the course of the mediation. All records received by a mediator while serving as mediator shall be considered confidential and each party to the mediation shall maintain the confidentiality of the information.

Section 377.075(4)(f), F.S. – Company data collected by the State Geologist from specified agencies may be maintained as confidential subject to the same requirements as that required by the federal agency of jurisdiction or, if no specific language exists in federal law, the confidential period shall not exceed 10 years.

Section 377.22(2)(h), F.S. – Information required by this paragraph relating to oil and gas resources, at the request of the operator, shall be exempt from s. 119.07(1) and held confidential by the Division of Resource Management of the Department of Environmental Protection for a period of 1 year after the completion of a well.

Section 377.2408(3), F.S. – Any information relating to the location of the geophysical operation and other information relating to leasing plans, exploration budgets, and other proprietary information that could provide an economic advantage to competitors shall be kept confidential by the Department of Environmental Protection for 10 years and exempt from s. 119.07(1), and shall not be released to the public without the consent of the person submitting the application to conduct geophysical operations.

Section 377.2409, F.S. – Information on geophysical activities conducted on state-owned mineral lands received by the Division of Resource Management of the Department of Environmental Protection pursuant to this section shall, upon the request of the person conducting the activities, be held confidential for 10 years and shall be exempt from disclosure.

Section 377.2421(2), F.S. – Geologic data which is maintained by the Division of Resource Management of the Department of Environmental Protection pursuant to this section shall be subject to the same confidentiality requirements that are required by the federal agency and are exempt from s. 119.07(1) to the extent necessary to meet federal requirements.

Section 377.2424(3), F.S. – The Department of Environmental Protection shall

geophysical permit information with a county or municipality upon request and on its own initiative, share such information with a county or municipality. However, the county or municipality shall maintain the confidential status of such information, as required by s. 377.2408(3) and such information is exempt from s. 119.07(1).

Section 377.606, F.S. – Proprietary information obtained by the Department of Agriculture and Consumer Services as the result of a required report, investigation, or verification relating to energy resources shall be confidential and exempt from s. 119.07(1) if disclosure would be likely to cause substantial harm to the competitive position of the person providing the information and the provider has requested confidentiality.

Section 377.701(4), F.S. – No state employee may divulge or make known in any manner any proprietary information under the Petroleum Allocation Act, if the disclosure of such information would be likely to cause substantial harm to the competitive position of the person providing such information and if the person requests that such information be held confidential, except in accordance with a court order, or in the publication of statistical information compiled by methods which would not disclose the identity of individual suppliers or companies. Such proprietary information is confidential and exempt from s. 119.07(1).

Section 378.208(5), F.S. – The Department of Environmental Protection may adopt rules to require mine operators to submit a copy of their most recent annual financial statements. The financial statement, except for a financial statement that is a public record in the custody of another governmental agency, shall be confidential and exempt from s. 119.07, and the department shall ensure the confidentiality of such statements.

Section 378.406(1)(a), F.S. – Any information relating to prospecting, rock grades, or secret processes or methods of operation which may be required, ascertained, or discovered by inspection or investigation shall be exempt from s. 119.07(1) if the applicant requests the Department of Environmental Protection to keep such information confidential and informs the department of the basis for such confidentiality. Should the secretary determine that such information shall not be confidential, the secretary shall provide notice of his or her intent to release the information.

Section 379.1026, F.S. – Site-specific location information held by an agency of animals listed by a federal agency as threatened or endangered is exempt from disclosure. The exemption does not apply to the site-specific location of animals held in captivity.

Section 379.223(3), F.S. – The identity and all information identifying a donor or prospective donor to a citizen support organization established by the Fish and Wildlife Conservation Commission who desires to remain anonymous is confidential and exempt from disclosure, and such anonymity shall be maintained in the auditor's report of the citizen support organization.

Section 379.362(6), F.S. – Except as provided in the exemption, reports required of wholesale dealers regarding saltwater products are confidential and exempt from s. 119.07(1).

Section 381.0031(6), F.S. – Information submitted in reports of diseases of public health significance to the Department of Health as required by this section is confidential and exempt from s. 119.07(1), and shall be made public only when necessary to public health.

Section 381.00318, F.S. – A complaint alleging a business entity's, a governmental entity's, or an educational institution's violation of statutes prohibiting discrimination based on health care choices, and all information relating to an investigation of such complaint, held by the Department of Legal Affairs or the Department of Health is confidential and exempt until the investigation is completed or ceases to be active, as defined in the exemption. Specified information as described in the exemption remains confidential after the investigation is completed or ceases to be active.

Section 381.004(2), (3), (4), and (5), F.S. – Except as otherwise provided, human immunodeficiency virus test results, and the identity of any person upon whom a test has been performed, are confidential and exempt from s. 119.07(1). No person to whom the results of a test have been disclosed pursuant to this section may disclose the results to another person

as authorized in the section. Such confidential information is exempt from s. 119.0

Section 381.0041(9), F.S. – All blood banks shall be governed by the provisions of s. 381.004(2) relating to confidentiality of HIV test results and the identity of test subjects.

Section 381.0055(1) and (2), F.S. – Information which is confidential by operation of law and which is obtained by the Department of Health and the health agencies specified in this section relating to quality assurance activities shall retain its confidential status and be exempt from s. 119.07(1). Such information which is obtained by a hospital or health care provider from the department or health agencies pursuant to this section shall retain its confidential status and be exempt from s. 119.07(1).

Section 381.0055(3), F.S. – Portions of meetings, proceedings, reports and records of the Department of Health and the health agencies set forth in this section, which relate solely to patient care quality assurance and where specific persons or incidents are discussed are confidential and exempt from s. 286.011, and are confidential and exempt from s. 119.07(1).

Section 381.0056(4)(a)16., F.S. – Provisions in the school health services plan developed pursuant to this section for maintenance of health records of individual students must be in accordance with s. 1002.22, relating to confidentiality of student records.

Section 381.775, F.S. – Except as provided in the exemption, all oral and written records, information, letters, and reports received, made, or maintained by the Department of Health relative to any applicant for or recipient of services under the brain and spinal cord injury program are privileged, confidential, and exempt from s. 119.07(1). The in camera proceeding before designated officials to determine whether records are relevant to an inquiry and should be released and all records relating thereto are confidential and exempt from s. 119.07(1).

Section 381.82(3)(d), F.S. – Research grant applications provided to the Alzheimer's Disease Research Grant Advisory Board and any records generated by the board relating to review of such applications, except final recommendations, are confidential. Those portions of a meeting during which applications are discussed are exempt, but the closed portions must be recorded.

Section 381.8531, F.S. – The following information held by the Florida Center for Brain Tumor Research is confidential and exempt from disclosure requirements: Any information received from an individual from another state or nation or the federal government that is otherwise confidential or exempt. Personal identifying information of a donor to the central repository or the brain tumor registry is also confidential and exempt from disclosure.

Section 381.915(8)(j), F.S. – Proprietary business information, as defined in the exemption, held by the Department of Health or the Cancer Connect Collaborative is confidential and exempt. Portions of meetings of the collaborative during which confidential proprietary business information is discussed are exempt from open meetings requirements.

Section 381.92201(1), (2), and (3), F.S. – Records relating to biomedical research grant applications presented to the peer review panel are confidential and exempt; that portion of a peer review panel in which grant applications under cited statutes are discussed is exempt from public meetings requirements; and records generated by the peer review panel relating to review of such applications, except final recommendations, are confidential and exempt. Also published at s. 215.56021, F.S.

Section 381.95(1), F.S. – Information identifying or describing the name, location, pharmaceutical cache, contents, capacity, equipment, physical features, or capabilities of individual medical facilities, storage facilities, or laboratories established, maintained, or regulated by the Department of Health as part of the state's plan of defense against terrorism is exempt from public disclosure requirements.

Section 381.987(1)(2)(3), F.S. – The following information held by the Department of Health is confidential and exempt: A patient's or caregiver's personal identifying information in the medical marijuana use registry established under s. 381.986, F.S., and all personal iden

information pertaining to the physician certification for marijuana and the dispen
Access is authorized under circumstances set forth in the exemption.

Section 382.008(6), F.S. – All information relating to cause of death in all death and fetal death records and the parentage, marital status, and medical information included in all fetal death records are confidential and exempt from s. 119.07(1), except for health research purposes approved by the Department of Health, nor shall copies of same be provided except as provided in s. 382.025.

Section 382.008(8), F.S. – All information relating to the cause of death and parentage of a nonviable fetus, the marital status of such fetus' parent, and any medical information included in nonviable birth records held by a state agency is confidential and exempt, except for research purposes as approved by the Department of Health. Certified copies may be issued as provided in the exemption.

Section 382.013(4), F.S. – In the event that a child of undetermined parentage is later identified and a new certificate of birth is prepared, the original birth certificate shall be sealed and filed, shall be confidential and exempt, and shall not be opened to inspection except by, nor shall certified copies of the same be issued except by court order to, any person other than the registrant if of legal age.

Section 382.013(5), F.S. – The original birth certificate shall contain all information required by the Department of Health for legal, social, and health research purposes. However, information concerning parentage, marital status, and medical details shall be confidential and exempt, except for health research purposes as approved by the department, nor shall copies be issued except as provided by s. 382.025.

Section 382.017(1), F.S. – After registering a certificate of foreign birth in the new name of an adoptee, the Department of Health shall place the adoption report or decree under seal, not to be broken except pursuant to court order.

Section 382.025(1), F.S. – Except for birth records over 125 years old which are not under seal pursuant to court order, all birth records of this state are confidential and exempt from s. 119.07(1). Certified copies of the original birth certificate or a new or amended certificate, or affidavits thereof, are confidential and exempt from s. 119.07(1) and shall be issued only as authorized by the Department of Health to those individuals and entities listed in the subsection.

Section 382.025(2), F.S. – A certification of the death or fetal death certificate which includes the confidential portions, shall be issued by the Department of Health only to the individuals and entities specified in the subsection. All portions of a death certificate shall cease to be exempt 50 years after the death.

Section 382.025(3), F.S. – Records or data issued by the Department of Health to government and research entities as set forth in this subsection are exempt from s. 119.07(1) and copies of records or data issued pursuant to this subsection remain the property of the department.

Section 382.025(4), F.S. – Except as provided in this section, preparing or issuing certificates of live birth, death, or fetal death is exempt from the provisions of s. 119.07(1), F.S.

Section 383.14(3)(c), F.S. – The confidential registry of cases maintained by the Department of Health pursuant to this section [relating to phenylketonuria and other metabolic, hereditary and congenital disorders] shall be exempt from s. 119.07(1).

Section 383.32(3), F.S. – Birth center clinical records are confidential and exempt from s. 119.07(1). A client's clinical records shall be open to inspection only if the client has signed a consent to release information or the review is made for a licensure survey or complaint investigation.

Section 383.325, F.S. – Inspection reports of birth centers which have been filed with or issued by any governmental agency are to be maintained as public information. However, any record which, by state or federal law or regulation, is deemed confidential shall be exempt from s. 119.07(1) and shall not be distributed or made available as public information unless c

such confidential status expires, except as provided in s. 383.32(2)(c) requiring r made available for audit by licensure personnel.

Section 383.412, F.S. – Information held by the State Child Abuse Death Review Committee or local committee which reveals the identity of the surviving siblings of a deceased child whose death occurred as the result of a verified report of abuse or neglect is confidential and exempt. Any information held by the Committee or a local committee which reveals the identity of a deceased child whose death is not the result of abuse or neglect, or the identity of the surviving siblings, family members, or others living in the deceased child's home, is confidential and exempt. Portions of committee meetings at which information made confidential and exempt pursuant to subsection (2) are discussed are exempt from open meetings requirements. The closed portion of the meeting must be recorded; the recording is exempt from disclosure.

Section 383.51, F.S. – The identity of parents who leave an infant at a hospital, emergency medical services station, or fire station in accordance with s. 383.50, is confidential and exempt from public disclosure requirements.

Section 384.26(2), F.S. – All information gathered by the Department of Health and its authorized representatives in the course of contact investigation of sexually transmissible disease infection shall be considered confidential and exempt from s. 119.07(1), and subject to the provisions of s. 384.29.

Section 384.282(3), F.S. – Except as provided in this section, the name of any person subject to proceedings initiated by the Department of Health relating to a public health threat resulting from a sexually transmissible disease, shall be confidential and exempt from s. 119.07(1).

Section 384.287(6), F.S. – An authorized person who receives the results of a test for sexually transmissible disease pursuant to this section, which results disclose human immunodeficiency virus infection and are otherwise confidential pursuant to law, shall maintain the confidentiality of the information received and the identity of the person tested as required by s. 381.004.

Section 384.29, F.S. – All information and records held by the Department of Health and its authorized representatives relating to known or suspected cases of sexually transmissible diseases are confidential and exempt from s. 119.07(1). Such information may not be released or made public by the department or its representatives, or by a court or parties to a lawsuit, except as provided in the section. Except as provided in the section, information disclosed pursuant to a subpoena is confidential and exempt from s. 119.07(1).

Section 384.30(2), F.S. – The fact of consultation, examination, and treatment of a minor for a sexually transmissible disease is confidential and exempt from s. 119.07(1) and shall not be divulged directly or indirectly, such as sending a bill for services rendered to a parent or guardian, except as provided in s. 384.29.

Section 385.202(3), F.S. – Information which discloses or could lead to the disclosure of the identity of any person whose condition or treatment has been reported and studied pursuant to this section relating to the statewide cancer registry shall be confidential and exempt from s. 119.07(1) except as provided in the subsection.

Section 390.01114(6)(f), F.S. – All hearings under this section, including appeals, shall remain confidential and closed to the public, as provided by court rule.

Section 390.01116, F.S. – Any information that can be used to identify a minor petitioning a circuit court for a judicial waiver, as provided in s. 390.01114, of the notice requirements under the Parental Notice of Abortion Act is confidential and exempt if held by a circuit court, an appellate court, the office of criminal conflict and civil regional counsel, or the Justice Administrative Commission.

Section 390.01118, F.S. – Any information that can be used to identify a minor petitioning a circuit court for a judicial waiver, as provided in s 390.01114, of the consent requirements under the Parental Notice of and Consent for Abortion Act is confidential and exempt if held by a circuit court, an appellate court, the office of conflict and civil regional counsel, or the Justice Administrative Commission.

Section 390.0112(3), F.S. – Reports concerning pregnancy termination submitted to the Agency for Health Care Administration pursuant to this section shall be confidential and exempt and shall not be revealed except upon court order in a civil or criminal proceeding.

Section 392.54(2), F.S. – All information gathered by the Department of Health and its authorized representatives in the course of contact investigation of tuberculosis exposure or infection shall be confidential, subject to the provisions of s. 392.65. Such information is exempt from s. 119.07(1).

Section 392.545(3), F.S. – The name of any person subject to proceedings initiated by the Department of Health relating to a public health threat from tuberculosis shall not be revealed by the department, its authorized representatives, the courts, and other parties to the lawsuit except as permitted in s. 392.65.

Section 392.65, F.S. – All information and records held by the Department of Health and its authorized representatives relating to known or suspected cases of tuberculosis or exposure to tuberculosis shall be strictly confidential and exempt from s. 119.07(1). Such information may not be released or made public by the department or its representatives, or by a court or parties to a lawsuit, except as authorized in the subsection. Except as provided in the section, information disclosed pursuant to a subpoena is confidential and exempt from s. 119.07(1).

Section 393.0674, F.S. – It is a third degree felony for any person to willfully, knowingly, or intentionally release information from the juvenile records, and a first degree misdemeanor for any person to willfully, knowingly, or intentionally release information from the criminal records or central abuse registry, of a person obtained under s. 393.0655, s. 393.066, or s. 393.067 to any other person for any purpose other than screening for employment as specified in those sections.

Section 393.13(4)(i)1., F.S. – Central client records of persons with developmental disabilities are confidential and exempt from s. 119.07(1) and no part of such records shall be released except as authorized in this paragraph.

Section 394.4615(1) and (8), F.S. – Clinical records of persons subject to "The Baker Act" are confidential and exempt from s. 119.07(1). Such records may be released only under the circumstances specified in the statute. Any person, agency, or entity receiving information pursuant to this section shall maintain such information as confidential and exempt from s. 119.07(1).

Section 394.464(1) and (3), F.S. – All petitions for voluntary and involuntary admission for mental health treatment, court orders, and related records that are filed with or by a court under "The Baker Act" are confidential and exempt. Pleadings and other documents made confidential and exempt may be disclosed by the court upon request to certain persons and entities. The clerk may not publish personal identifying information on a court docket or in a publicly accessible file.

Section 394.467(6)(a)3., F.S. – The independent expert's report which is submitted at a hearing on involuntary inpatient placement is confidential and not discoverable, unless the expert is to be called as a witness for the patient at the hearing.

Section 394.47891(12), F.S. – Information relating to a participant or a person considered for participation in a veterans treatment court program contained in specified records is confidential and exempt.

Section 394.47892(8), F.S. – Information relating to a participant or a person considered for participation in a mental health court program contained in specified records is confidential and exempt.

Section 394.907(7), F.S. – Records of quality assurance programs of community mental health centers which relate solely to actions taken in carrying out the provisions of this section and records obtained by the Department of Children and Family Services to determine licensee compliance with this section are confidential and exempt from s. 119.07(1). Meetings or p

of meetings of quality assurance program committees that relate solely to actions tak to this section are exempt from s. 286.011.

Section 394.921(2), F.S. – Psychological or psychiatric reports, drug and alcohol reports, treatment records, medical records, or victim impact statements that have been submitted to the court or admitted into evidence in Jimmy Ryce Act proceedings shall be part of the record but shall be sealed and may be opened only pursuant to a court order.

Section 395.0162(2), F.S. – Any records, reports or documents which are confidential and exempt from s. 119.07(1), shall not be distributed or made available for purposes of compliance with this section (relating to inspection reports of licensed facilities) unless or until such confidential status expires.

Section 395.0193(4), F.S. – Reports of final disciplinary actions taken by the governing board of a licensed facility pursuant to s. 395.0193(3) which have been forwarded to the Division of Health Quality Assurance of the Agency for Health Care Administration pursuant to this subsection are not subject to inspection under the provisions of s. 119.07(1), even if the division's investigation results in a finding of probable cause.

Section 395.0193(7), F.S. – The proceedings and records of peer review panels, committees, or governing boards of licensed facilities (i.e., a hospital or surgical facility licensed in accordance with Ch. 395) which relate solely to actions taken in carrying out this section (i.e., disciplinary proceedings against staff) are not subject to inspection under s. 119.07(1) and meetings held to achieve the objectives of such panels, committees or governing boards are not open to the public under Ch. 286.

Section 395.0197(6)(c), F.S. – The annual report submitted by a facility licensed under Ch. 395 (hospitals and surgical facilities) to the Agency for Health Care Administration concerning information on incidents as provided in this section is confidential and is not available to the public pursuant to s. 119.07(1) or any other law providing access to public records.

Section 395.0197(7), F.S. – An adverse incident report submitted by a facility licensed under Ch. 395 to the Agency for Health Care Administration pursuant to this subsection shall not be available to the public pursuant to s. 119.07(1) or any other law providing access to public records, except as authorized therein.

Section 395.0197(13), F.S. – Records of licensed facilities which are obtained by the Agency for Health Care Administration under cited subsections in order to carry out the provisions of this section relating to incidents and injuries are not available to the public under s. 119.07(1), nor shall they be discoverable or admissible in any civil or administrative action, except in disciplinary proceedings by the agencies set forth in the subsection.

Section 395.0197(14), F.S. – The meetings of the committees and governing board of a facility licensed under this chapter (hospitals and surgical facilities) held solely for the purpose of achieving the objectives of risk management as provided by this section shall not be open to the public under Ch. 286. The records of such meetings are confidential and exempt from s. 119.07(1), except as provided in subsection (13).

Section 395.1025, F.S. – Notification to an emergency medical technician, paramedic or other person that a patient they treated or transported has an infectious disease shall be done in a manner to protect the confidentiality of such patient information and shall not include the patient's name.

Section 395.1056, F.S. – Those portions of a comprehensive emergency management plan that address the response of a public or private hospital to an act of terrorism held by specified agencies are confidential and exempt from disclosure requirements but may be disclosed to another agency for anti-terrorism efforts as set forth in the exemption. That portion of a public meeting which would reveal information contained in a comprehensive emergency management plan that addresses the response of a hospital to an act of terrorism is exempt from open meetings requirements.

Section 395.3025(4), F.S. – Patient records are confidential and must not without the consent of the patient or his or her legal representative except that appropriate disclosure may be made as provided in the subsection.

Section 395.3025(7)(a), F.S. – If the content of any patient treatment record is provided under this section, the recipient, if other than the patient or the patient's representative, may use such information only for the purpose provided and may not further disclose any information unless expressly permitted by written consent of the patient. The content of such patient records is confidential and exempt from disclosure.

Section 395.3025(8), F.S. – Patient records at hospitals and surgical facilities are exempt from disclosure under s. 119.07(1), except as provided in subsections (1) through (5) of this section.

Section 395.3025(9), F.S. – A facility licensed under Ch. 395 (hospitals and surgical facilities) may prescribe the content and custody of limited-access records which the facility may maintain on its employees. Such records are limited to information regarding evaluations of employee performance and shall be accessible only as provided in the subsection. Such limited-access employee records are exempt from s. 119.07(1) for a period of 5 years from the date such records are designated limited-access records.

Section 395.3025(10) and (11), F.S. – Except as provided in the exemption, the home addresses, telephone numbers, and photographs of employees of any licensed hospital or surgical facility who provide direct patient care or security services, as well as specified information about the spouses and children of such employees, are confidential and exempt. The same information must also be held confidential by the facility upon written request by other employees who have a reasonable belief, based upon specific circumstances that have been reported in accordance with the procedure adopted by the facility, that release of the information may be used to threaten, intimidate, harass, inflict violence upon, or defraud the employee or any member of the employee's family.

Section 395.3035(2), F.S. – Certain public hospital records and information, including contracts for managed care arrangements, strategic plans, trade secrets, as described in the subsection, are confidential and exempt from disclosure.

Section 395.3035(3), F.S. – Those portions of a meeting of a public hospital's governing board, relating to contract negotiations as described in the subsection are exempt from the public meeting requirements; however, all governing board meetings at which the board is scheduled to vote on contracts, except managed care contracts, are open to the public. All portions of a board meeting closed to the public shall be subject to procedural requirements as set forth in the subsection.

Section 395.3035(4), F.S. – Those portions of a meeting of a public hospital's governing board at which written strategic plans that are confidential pursuant to s. 395.3035(2), are discussed, reported on, modified, or approved by the governing board are exempt from open meetings requirements provided that certain procedural requirements as set forth in the subsection are complied with.

Section 395.3035(5), F.S. – Any public records such as tapes, minutes, and notes, generated at a public hospital governing board meeting which is closed to the public pursuant to this section are confidential and exempt from disclosure. All such records shall be retained and shall cease to be exempt at the same time as the transcript of the meeting becomes available to the public.

Section 395.3036, F.S. – The records of a private entity that leases a public hospital or other public health care facility are confidential and exempt from disclosure and the meetings of the governing board of a private entity are exempt from open meetings requirements when the public lessor complies with the public finance accountability provisions of s. 155.40(18) with respect to the transfer of any public funds to the private lessee and when the private lessee meets at least 3 of 5 criteria set forth in the exemption.

Section 395.4025(13), F.S. – Patient care, transport, or treatment records c patient care quality assurance proceedings, records, or reports obtained or made pursuant to this section (relating to trauma centers) or pursuant to other statutes cited in the subsection, must be held confidential by the Department of Health and are exempt from s. 119.07(1).

Section 395.51(1) and (2), F.S. – Information which is confidential by operation of law and which is obtained by a trauma agency or committee assembled pursuant to s. 395.50, shall retain its confidential status and be exempt from s. 119.07(1). Such information which is obtained by a hospital or emergency medical services provider from a trauma agency or committee shall retain its confidential status and be exempt from s. 119.07(1).

Section 395.51(3), F.S. – Portions of meetings, proceedings, reports and records of a trauma agency or committee assembled pursuant to this chapter, which relate solely to patient care quality assurance are confidential and exempt from s. 286.011. Patient care quality assurance, for the purpose of this section, shall include consideration of specific persons, cases, incidents relevant to the performance of quality control and system evaluation.

Section 397.334(10), F.S. – Information relating to a participant or a person considered for participation in a treatment-based drug court program which is contained in specified records is confidential and exempt. Disclosure is permitted under specified conditions.

Section 397.4075(3), F.S. – It is a third degree felony to willfully, knowingly, or intentionally release any criminal or juvenile information obtained under Ch. 397, "Substance Abuse Services," for any purpose other than background checks of personnel for employment.

Section 397.4103(5), F.S. – Records of substance abuse service providers which relate solely to actions taken in carrying out this section relating to quality improvement and records obtained by the Department of Children and Families to determine a provider's compliance with this section are confidential and exempt. Meetings or portions of meetings of quality improvement program committees that relate solely to actions taken pursuant to this section are exempt from s. 286.011.

Section 397.501(7), F.S. – Records of substance abuse service providers pertaining to the identity, diagnosis, and prognosis of and service provision to any individual are confidential in accordance with Ch. 397 and federal confidentiality regulations, and are exempt from disclosure. Such records may not be disclosed without the individual's written consent except under circumstances specified in the subsection.

Section 397.6760(1), F.S. – Petitions for involuntary assessment and stabilization, court orders, related records, and personal identifying information regarding substance abuse impaired persons which are filed with or by a court under Part V of ch. 397, are confidential. Disclosure is authorized upon request to persons and entities specified in the exemption.

Section 397.752, F.S. – An inmate's substance abuse service records are confidential in accordance with s. 397.501(7).

Section 400.0077(1), F.S. – Except as otherwise provided in the subsection, the following records relating to long-term care ombudsman councils are confidential and exempt from s. 119.07(1): resident records held by an ombudsman or by the state or a local ombudsman council; the names or identities of complainants or residents involved in a complaint; and any other information about a complaint.

Section 400.0077(2), F.S. – That portion of a long-term care ombudsman council meeting in which the council discusses information that is confidential and exempt from s. 119.07(1) is closed to the public and exempt from s. 286.011.

Section 400.022(1)(m), F.S. – Personal and medical records of nursing home residents are confidential and exempt from s. 119.07(1).

Section 400.0255(14), F.S. – Except as provided in this subsection, in any proceeding under this section (relating to hearings of facility decisions to transfer or discharge nursing home residents) the following information concerning the parties is confidential and exemp

disclosure: names and addresses, medical services provided, social and economic personal information evaluations, medical data, and information verifying income eligibility and amount of medical assistance payments.

Section 400.119, F.S. – Records of meetings of the risk management and quality assurance committee of a long-term care facility, as well as incident reports filed with the facility's risk manager and administrator, notifications of the occurrence of an adverse incident, and adverse-incident reports from the facility are confidential and exempt. Meetings of an internal risk management and quality assurance committee are exempt from open meetings requirements and are not open to the public.

Section 400.494(1), F.S. – Information about patients received by persons employed by, or providing services to, a home health agency or received by the licensing agency through reports or inspection is confidential and exempt from s. 119.07(1) and shall be disclosed only as authorized in the exemption.

Section 400.611, F.S. – The interdisciplinary record of hospice patient care and billing records are confidential and may not be released except as provided in the exemption. Information obtained from patient records by a state agency pursuant to its statutory authority to compile statistical data is confidential and exempt from s. 119.07(1).

Section 400.945, F.S. – Medical and personal identifying information about patients of a home medical equipment provider which is received by the licensing agency through reports or inspection is confidential and exempt.

Section 401.30(3), F.S. – Reports to the Department of Health from emergency medical services licensed pursuant to Part III, Ch. 401, which cover statistical data are public records except that the names of patients and other patient identifying information contained in such reports are confidential and exempt from s. 119.07(1).

Section 401.30(4), F.S. – Records of emergency calls which contain patient examination or treatment information are confidential and exempt from s. 119.07(1), and may not be disclosed except as provided in the subsection.

Section 401.414(3), F.S. – A complaint concerning an alleged violation of Part III of Ch. 401, relating to emergency medical services, and all information obtained in the investigation by the Department of Health shall be confidential and exempt from s. 119.07(1) until 10 days after probable cause is found or the subject of the investigation waives confidentiality, whichever occurs first. However, the department is not prohibited from providing such information to a law enforcement or regulatory agency.

Section 401.425(5), F.S. – The records obtained or produced by an emergency medical review committee providing quality assurance activities as described in subsections (1) through (4) of the section are exempt from disclosure and committee proceedings and meetings regarding quality assurance activities are exempt from open meetings requirements.

Sections 402.165(8) and 402.166(8), F.S. – All information obtained or produced by the Florida Statewide Advocacy Council or by a local advocacy council that is made confidential by law, that relates to the identity of a client subject to the protections of this section, or that relates to the identity of an individual providing information to the council about abuse or alleged violations of rights, is confidential and exempt from disclosure. Portions of meetings before such councils relating to the identity of such individuals or where testimony is provided relating to records otherwise made confidential by law are not subject to open meetings requirements. All records prepared by council members which reflect a mental impression, investigative strategy, or theory are exempt from s. 119.07(1) until completion of the investigation or the investigation ceases to be active as defined in the section.

Section 402.22(3), F.S. – Statutory confidentiality requirements apply to information used by interdisciplinary teams involved in decisions regarding the design and delivery of specified services to students residing in residential care facilities operated by the Department of Children and Families and the Agency for Persons with Disabilities, and such information is exempt

ss. 119.07(1) and 286.011.

Section 402.308(3)(a), F.S. – Disclosure of the social security number submitted by an applicant for a child care facility license issued by the Department of Children and Families shall be limited to child support enforcement purposes.

Section 402.88(4), F.S. – All records and personal identifying information related to the enrollment of persons in a persons with disabilities registry established pursuant to s. 402.88 and held by a local law enforcement agency are confidential and exempt. Disclosure is authorized by court order or as otherwise provided in the exemption.

Section 403.067(7)(c)6., F.S. – Agricultural records relating to production methods, profits, or financial information held by the Department of Agriculture and Consumer Services in connection with its duties relating to water pollution reduction are confidential and exempt from disclosure requirements.

Section 403.074(3), F.S. – Proprietary information obtained by the Department of Environmental Protection during a visit to provide onsite technical assistance pursuant to the Pollution Prevention Act shall be treated in accordance with s. 403.111, unless such confidentiality is waived by the party who requested assistance.

Section 403.111, F.S. – Except as otherwise provided in this section, upon a determination of confidentiality by the Department of Environmental Protection in accordance with the standard and procedures established in subsection (1), specified manufacturing or financial information which is obtained through inspection or investigation by the department shall be exempt from s. 119.07(1), shall not be disclosed in public hearings, and shall be kept confidential by the department.

Section 405.02, F.S. – Research groups, governmental health agencies, medical societies and in-hospital medical staff committees may use or publish released information only for the purpose of advancing medical research or education.

Section 405.03, F.S. – The identity of any person treated or studied as provided in this chapter (relating to medical information available for research) shall be confidential and exempt from s. 119.07(1).

Section 406.075(3)(b), F.S. – All proceedings and findings of the probable cause panel investigating a medical examiner are exempt from s. 286.011 until probable cause has been found or the subject of the investigation waives confidentiality. The complaint, investigative findings, and recommendations of the probable cause panel are exempt from s. 119.07(1) until 10 days after probable cause has been found or until the subject has waived confidentiality. The commission may provide such information at any time to any law enforcement or regulatory agency.

Section 406.135(2)(a), F.S. – Except as provided in the exemption, autopsy photographs and video and audio recordings of an autopsy held by the medical examiner are confidential and exempt from public disclosure.

Section 406.135(2)(b), F.S. – An autopsy report of a minor whose death was related to an act of domestic violence held by a medical examiner is confidential and exempt, except as provided in the exemption.

Section 406.135(2)(c), F.S. – An autopsy report of a person whose manner of death was suicide held by a medical examiner is confidential and exempt except as provided in the exemption.

Section 408.061(1)(d), F.S. – Specific provider contract reimbursement data which are obtained by the Agency for Health Care Administration from health care facilities, health care providers, or health insurers as a result of onsite inspections may not be used by the state for purposes of direct provider contracting and are confidential and exempt from disclosure.

Section 408.061(9), F.S. – Portions of patient records obtained or generated by the Agency for Health Care Administration which contain identifying information of any

or the spouse, relative, or guardian of such person or any other identifying information patient-specific or otherwise identifies the patient, either directly or indirectly, are confidential and exempt from disclosure.

Section 408.061(10), F.S. – The identity of any health care provider, health care facility, or health care insurer who submits proprietary business information, as defined in the section, to the Agency for Health Care Administration is confidential and exempt from disclosure except as provided in the subsection.

Section 408.061(12), F.S. – Confidential health care information may be released to other governmental entities or to parties contracting with the Agency for Health Care Administration; however, the receiving entity shall retain the confidentiality of such information as provided in this section.

Section 408.185, F.S. – Trade secrets and other confidential proprietary business information submitted by a member of the health care community to the Office of the Attorney General pursuant to a request for an antitrust no-action letter are confidential and exempt from disclosure for one year after the date of submission.

Section 408.910(14), F.S. – Personal identifying information of an enrollee or participant in the Florida Health Choices Program is confidential and exempt from public disclosure. In addition, certain proprietary confidential business information is confidential.

Section 409.1678(6), F.S. – Information about the location of a safe house, safe foster home, or other residential facility serving victims of sexual exploitation, as defined in cited statute, which is held by an agency, is confidential and exempt; however, the information may be disclosed as provided in the exemption.

Section 409.175(12), F.S. – It is unlawful for any person, agency, family foster home, summer day camp, or summer 24-hour camp providing care for children to release information from the criminal or juvenile records obtained under this section to any other person for any purpose other than screening for employment as specified in this section.

Section 409.175(16), F.S. – Specified personal information about foster parent applicants, licensed foster parents, and the families of foster parent applicants and licensees, held by the Department of Children and Families is exempt from disclosure unless otherwise provided by a court or as provided in the exemption. The name, address, and telephone number of persons providing character or neighbor references are exempt.

Section 409.176(12), F.S. – It is unlawful for any person or facility to release information from the criminal or juvenile records obtained under Ch. 435, s. 409.175 or this section (relating to registration of residential child-caring agencies) for any purpose other than screening for employment as specified in those statutes.

Section 409.25661, F.S. – Information obtained by the Department of Revenue under an insurance claims data exchange system is confidential and exempt until such time as the department determines whether a match exists. If a match exists, such information becomes available for public disclosure. If a match does not exist, the nonmatch information shall be destroyed as provided in s. 409.25659, F.S.

Section 409.2577, F.S. – Information gathered or used by the parent locator service is confidential and exempt from s. 119.07(1) and such information may be made available only to the persons and agencies and for the purposes listed in the section.

Section 409.2579, F.S. – Information concerning applicants for or recipients of Title IV-D child support services is confidential and exempt from s. 119.07(1). The use or disclosure of such information by the IV-D program is limited to the purposes, and subject to the limitations, set forth in the section.

Section 409.441(4), F.S. – All information about clients which is part of a runaway youth center's intake and client records system is confidential and exempt from s. 119.07(1).

Section 409.821, F.S. – Information identifying a Florida Kidcare applicant held by specified agencies is confidential and exempt, and may be disclosed only as authorized in the exemption.

Section 409.910(17)(i), F.S. – All information obtained and documents prepared pursuant to an investigation of a Medicaid recipient, the recipient's legal representative, or any other person relating to an allegation of recipient fraud or theft is confidential and exempt from s. 119.07(1): until such time as the Agency for Health Care Administration takes final agency action; until the case is referred for criminal prosecution; until an indictment or information is filed in a criminal case; or at all times if otherwise protected by law.

Section 409.91196(1) and (2), F.S. – The rebate amount, percent of rebate, manufacturer's pricing, and supplemental rebate, and other trade secrets that the Agency for Health Care Administration has identified for use in negotiations, held by the agency under cited statute are confidential and exempt from public disclosure requirements. That portion of a meeting of the Medicaid Pharmaceutical and Therapeutics Committee at which this information is discussed is exempt from public meetings requirements. A record of an exempt portion of a meeting must be made and maintained.

Section 409.913(12), F.S. – The complaint and all information obtained pursuant to an investigation of a Medicaid provider, or the authorized representative of a provider, relating to an allegation of fraud, abuse, or neglect are confidential and exempt from s. 119.07(1) until such time as the Agency for Health Care Administration takes final agency action; until the Attorney General refers the case for criminal prosecution; until 10 days after the complaint is determined to be without merit; or at all times if otherwise protected by law.

Section 409.920(9)(f), F.S. – Pursuant to the conduct of the statewide program of Medicaid fraud control, the Attorney General shall safeguard the privacy rights of all individuals and provide safeguards to prevent the use of patient medical records beyond the scope of a specific investigation of fraud or abuse without the patient's written consent.

Section 410.037, F.S. – Information about disabled adults receiving services under ss. 410.031-410.036 (relating to home care of disabled adults) which is received by the Department of Children and Families or its authorized employees, or by persons who provide services to disabled adults or elderly persons as volunteers or pursuant to contracts with the department is confidential and exempt from s. 119.07(1). Such information may not be disclosed publicly in a manner that identifies a disabled adult without the written consent of the person or his or her legal guardian.

Section 410.605, F.S. – Information about disabled adults receiving services under the Community Care for Disabled Adults Act which is received by the Department of Children and Families or its authorized employees, or by persons who provide services to disabled adults as volunteers or pursuant to contracts with the department is confidential and exempt from s. 119.07(1). Such information may not be disclosed publicly in a manner which would identify a disabled adult without the written consent of such person or the disabled adult's legal guardian.

Section 413.012(1), F.S. – All records furnished to the Division of Blind Services in connection with state or local vocational rehabilitation programs and containing information as to personal facts about applicants or clients given to the state or local vocational rehabilitation agency, its representatives or its employees in the course of the administration of the program including lists of names, addresses and records of client evaluations are confidential and exempt from s. 119.07(1).

Section 413.341, F.S. – Oral and written records, information, letters and reports received, made, or maintained by the Division of Vocational Rehabilitation of the Department of Education relative to any applicant or eligible individual are privileged, confidential, and exempt from s. 119.07(1), and may not be released except as provided in the section. Records that come into the possession of the division and that are confidential by other provisions of law are confidential and exempt from the provisions of s. 119.07(1), and may not be released by the division, except as provided in this section.

Section 413.405(11), F.S. – Meetings, hearings, and forums of the Florida R[illegible] Council established to assist the Division of Vocational Rehabilitation in the planning and development of statewide rehabilitation programs and services shall be open and accessible to the public unless there is a valid reason for an executive session.

Section 413.615(7)(a) and (b), F.S. – The identity of, and all information identifying, a donor or prospective donor to the Florida Endowment Foundation for Vocational Rehabilitation who desires to remain anonymous is confidential and exempt from disclosure. Portions of the meetings of the foundation during which the identity of donors or prospective donors is discussed are exempt from open meetings requirements. Records relating to clients or applicants to the Division of Vocational Rehabilitation that come into the possession of the foundation and that are confidential by other provisions of law are confidential and exempt from disclosure, and may not be released by the foundation. Portions of meetings of the foundation during which the identities of such clients or applicants are discussed are exempt from open meetings requirements.

Section 413.615(11), F.S. – The identities of donors and prospective donors to the Florida Endowment Foundation for Vocational Rehabilitation who desire to remain anonymous shall be protected and the anonymity shall be maintained in the auditor's report.

Section 414.106, F.S. – That portion of a meeting held by the Department of Children and Families, CareerSource Florida, Inc., or a local workforce development board or local committee created pursuant to s. 455.007 at which personal identifying information contained in records relating to temporary cash assistance is discussed is exempt from open meetings requirements, if the information identifies a participant, a participant's family or household member.

Section 414.295(1), F.S. – Except as provided in the exemption, personal identifying information of a temporary cash assistance program participant, a participant's family or a participant's family or household member, except for information identifying a noncustodial parent, held by the agencies set forth in the exemption, is confidential and exempt from public disclosure requirements.

Section 415.1045(1)(a), F.S. – All photographs and videotapes taken during the course of a protective investigation of alleged abuse or neglect of a vulnerable adult are confidential and exempt from public disclosure as provided in s. 415.107.

Section 415.107(1), F.S. – All records concerning reports of abuse, neglect or exploitation of a vulnerable adult, including reports made to the central abuse hotline and all records generated as a result of such reports are confidential and exempt from s. 119.07(1) and may not be disclosed except as authorized in ss. 415.101-415.113.

Section 415.107(3)(l), F.S. – Access to records concerning reports of abuse, neglect or exploitation of a vulnerable adult shall be granted to any person in the event of the death of a vulnerable adult determined to be a result of abuse, neglect, or exploitation. Information identifying the person reporting abuse, neglect or exploitation shall not be released. Any information otherwise made confidential or exempt by law shall not be released pursuant to this paragraph.

Section 415.107(6), F.S. – The identity of any person reporting adult abuse, neglect or exploitation may not be released without that person's written consent to any person except as authorized in the subsection. This subsection grants protection only for the person who reports adult abuse, neglect or exploitation and protects only the fact that the person is the reporter.

Section 415.1103(10), F.S. – Confidential or exempt information obtained by an elder or vulnerable adult abuse fatality review team retains that status when held by the review team. Information contained in a record created by a review team that reveals the identity of a victim of abuse, exploitation or neglect or the identity of persons responsible for the welfare of such victim is confidential and exempt. Portions of review team meetings relating to abuse, exploitation, or neglect or abuse-related deaths of elderly persons or otherwise vulnerable adults, and the prevention of such abuse, exploitation, neglect, or deaths, during which exempt or confidential information, the identity of the victim, or the identity of persons responsible for the we[illegible]

the victim is discussed are exempt from open meetings requirements.

Section 415.111(2), F.S. – A person who knowingly and willfully makes public or discloses any confidential information contained in the central abuse hotline, or in other computer systems, or in the records of any case of abuse, neglect, or exploitation of a vulnerable adult except as provided in ss. 415.101-415.113 commits a second degree misdemeanor.

Section 420.6231, F.S. – Individual identifying information of a person in specified homeless management information system is confidential and exempt. Release of aggregate information that does not disclose identifying information is not precluded.

Section 427.705(6), F.S. – The names, addresses, and telephone numbers provided to the Public Service Commission or administrator of the telecommunications access system established for the hearing impaired and speech impaired populations, by applicants for specialized telecommunications devices are confidential and exempt from s. 119.07(1). The information may be released to contractors only for the purposes set forth in the subsection.

Section 430.105, F.S. – Personal identifying information in a record held by the Department of Elderly Affairs that relates to an individual's health or eligibility for or receipt of health-related, elder care, or long-term care services is confidential and exempt from public disclosure requirements. Such information may be disclosed to another governmental entity for the purpose of administering the department's programs for the elderly or if the affected individual or his or her legal representative provides written consent.

Section 430.207, F.S. – Information about functionally impaired elderly persons receiving services under the Community Care for the Elderly Act which is received by the Department of Elderly Affairs or its authorized employees, or by persons who provide services to functionally impaired elderly persons as volunteers or pursuant to contracts with the department is confidential and exempt from s. 119.07(1).

Section 430.504, F.S. – Information about clients of programs created or funded under s. 430.501 or s. 430.503 (relating to Alzheimer's Disease) which is received by the Department of Elderly Affairs or its authorized employees, or by persons who provide services to clients of programs created or funded under these sections as volunteers or pursuant to contracts with the department is confidential and exempt from s. 119.07(1).

Section 430.608, F.S. – Identifying information about elderly persons receiving services under ss. 430.601-430.606 which is collected and held by the Department of Elderly Affairs or its employees, by volunteers, or by persons who provide services to elderly persons under ss. 430.601-430.606 through contracts with the department, is confidential and exempt from disclosure.

Section 435.09, F.S. – No criminal or juvenile information obtained under this section may be used for any other purpose than determining whether persons meet the minimum standards for employment or for an owner or director of a covered service provider. The criminal and juvenile records obtained by the department or employer are exempt from s. 119.07(1).

Section 440.102(8), F.S. – Except as provided in this subsection, all information, interviews, reports, statements, memoranda, and drug test results received or produced as a result of a drug-testing program are confidential and exempt from disclosure, and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except in accordance with this section or in determining compensability under the workers' compensation law.

Section 440.108, F.S. – All investigatory records made or received pursuant to s. 440.107, [relating to enforcement of employer compliance with workers' compensation coverage requirements], and any records necessary to complete an investigation held by the Department of Financial Services are confidential and exempt until the investigation is completed or ceases to be "active" as defined in the exemption. After the investigation is completed or ceases to be active, information in the records remains confidential and exempt if it would jeopardize the integrity of another active investigation; reveal a trade secret, business or personal financial infor

or personal identifying information regarding the identity of a confidential informant or cause unwarranted damage to the good name or reputation of an individual or jeopardize the safety of an individual, or reveal investigative techniques or procedures.

Section 440.125, F.S. – Medical records and reports of an injured employee and any information identifying an injured employee in medical bills provided to the Department of Financial Services pursuant to s. 440.13, are confidential and exempt, except as otherwise provided by this section and Ch. 440.

Section 440.132, F.S. – Investigatory records of the Agency for Health Care Administration made or received pursuant to s. 440.134, and any examination records necessary to complete an investigation are confidential and exempt, until the investigation is completed or ceases to be "active," as that term is defined in the subsection, except that medical records which specifically identify patients must remain confidential and exempt.

Section 440.1851(1), F.S. – Personal identifying information of an injured or deceased employee which is contained in records of the Department of Financial Services pursuant to the Workers' Compensation Law is confidential, except as otherwise provided in the exemption.

Section 440.25(3), F.S. – Information from the files, reports, case summaries, mediator's notes, or other communications or materials, oral or written, relating to a mediation conference under the Workers' Compensation Law obtained by any person performing mediation duties is privileged and confidential and may not be disclosed without the written consent of all parties to the conference.

Section 440.3851, F.S. – Except as provided in the exemption, claims files of the Florida Self-Insurers Guaranty Association, Incorporated, and medical records that are part of a claims file and other information relating to the medical condition or medical status of a claimant, are confidential and exempt. Portions of meetings of the Association at which such confidential records are discussed are exempt from open meetings requirements.

Section 440.39(7), F.S. – Documents and inspection results produced pursuant to this subsection relating to investigation and prosecution of claims against third-party tortfeasors, are confidential and exempt from s. 119.07(1).

Section 440.515, F.S. – The Department of Financial Services shall maintain reports from self-insurers filed pursuant to former s. 440.51(6) as confidential and exempt from s. 119.07(1). The reports shall be released only as authorized in this section.

Section 443.101(11)(c), F.S. – Disclosure of drug tests and other information pertaining to drug testing of individuals who receive compensation under this chapter (Reemployment Assistance) shall be governed by s. 443.1715.

Section 443.1316(2)(b), F.S. – Provisions of cited statutes which relate to confidentiality of records apply to collection of reemployment assistance contributions and reimbursements by the Department of Revenue unless prohibited by federal law.

Section 443.1715(1), F.S. – Except as provided in the subsection, information revealing an employing unit's or individual's identity obtained from an employing unit or any individual under the administration of Ch. 443 (Reemployment Assistance), is confidential and exempt from s. 119.07(1) and may be disclosed only as authorized in the subsection.

Section 443.1715(3)(b), F.S. – Unless otherwise authorized by law, information described in the subsection and received by an employer through a drug-testing program, or obtained by a public employee under this chapter (Reemployment Assistance) is confidential and exempt until introduced into the public record under a hearing conducted under s. 443.151(4).

Section 447.205(10), F.S. – Deliberations of the Public Employees Relations Commission in any proceeding before it are exempt from s. 286.011 except any hearing held or oral argument heard by the commission pursuant to Ch. 120 or Ch. 447 shall be open to the public. All draft orders developed in preparation for or preliminary to the issuance of a final written order are confidential and exempt from s. 119.07(1).

Section 447.307(2), F.S. – The petitions and dated statements signed by employees regarding whether employees desire to be represented in a proposed bargaining unit are confidential and exempt from s. 119.07(1), except that an employee, employer, or employee organization shall be given an opportunity to verify and challenge signatures as provided in the subsection.

Section 447.605(1), F.S. – All discussions between the chief executive officer of a public employer, or his or her representative, and the legislative body or the public employer relative to collective bargaining shall be closed and exempt from s. 286.011.

Section 447.605(3), F.S. – All work products developed by the public employer in preparation for and during collective bargaining negotiations shall be confidential and exempt from s. 119.07(1).

Section 455.213(10), F.S. – Disclosure of a license applicant's social security number obtained by the Department of Business and Professional Regulation pursuant to this section shall be limited to the purpose of administration of the child support enforcement program and use by the department, and as otherwise provided by law.

Section 455.217(5), F.S. – Meetings and records of meetings of any member of the Department of Business and Professional Regulation or of any board within the department held for the exclusive purpose of creating or reviewing licensure examination questions or proposed examination questions are confidential and exempt from ss. 119.07(1) and 286.011.

Section 455.2235(3), F.S. – Information relating to the mediation of a case pursuant to this section shall be subject to the confidentiality provisions of s. 455.225.

Section 455.225(2), F.S. – For cases dismissed prior to a finding of probable cause, the report submitted by the Department of Business and Professional Regulation regarding dismissal of a complaint which the department has previously determined to be legally sufficient is confidential and exempt from s. 119.07(1).

Section 455.225(4), F.S. – All proceedings of a probable cause panel of a board within the Department of Business and Professional Regulation are exempt from s. 286.011 until 10 days after the panel finds probable cause or until the subject of the investigation waives confidentiality.

Section 455.225(10), F.S. – The complaint and all information obtained pursuant to an investigation by the Department of Business and Professional Regulation are confidential and exempt from s. 119.07(1), until 10 days after probable cause has been found or until the regulated professional or subject of the investigation waives confidentiality, whichever is first. However, this exemption does not apply to actions against unlicensed persons pursuant to s. 455.228 or the applicable practice act.

Section 455.229(1) and (2), F.S. – Information required by the Department of Business and Professional Regulation of an applicant is open to public inspection pursuant to s. 119.07, except financial information, medical information, school transcripts, examination questions, answers, papers, grades and grading keys, which are confidential and exempt from s. 119.07(1) and shall not be discussed with or made accessible to anyone except as provided in the subsection. Information supplied to the department which is exempt or confidential remains exempt or confidential while in the custody of the department. Examination questions and answers may be considered only in camera in any Ch. 120 administrative proceeding. Examination questions and answers provided at the hearing are confidential and exempt from s. 119.07(1) unless invalidated by the administrative law judge.

Section 455.232(1), F.S. – No officer, employee or person under contract with the Department of Business and Professional Regulation or any board therein, or any subject of an investigation shall convey knowledge or information to any person not lawfully entitled to such information or knowledge about any meeting or public record, which at the time such knowledge or information is conveyed, is exempt from ss. 119.01, 119.07(1) or 286.011.

Section 455.32(15), F.S. – The exemptions set forth in cited provisions of Ch. 455, relating

to records of the Department of Business and Professional Regulation, also appl
held by the corporation with which the department contracts pursuant to the Management
Privatization Act.

Section 456.014(1) and (2), F.S. – Information required by the Department of Health of an applicant is open to public inspection pursuant to s. 119.07, except financial information, medical information, school transcripts, examination questions, answers, papers, grades and grading keys, which are confidential and exempt from s. 119.07(1) and shall not be discussed with or made accessible to anyone except as provided in the subsection. Examination questions and answers may be considered only in camera in any Ch. 120 administrative proceeding. Examination questions and answers provided at the hearing are confidential and exempt from s. 119.07(1) unless invalidated by the administrative law judge.

Section 456.017(4), F.S. – Meetings of any member of the Department of Health or of any board within the department held for the exclusive purpose of creating or reviewing licensure examination questions or proposed examination questions are exempt from open meetings requirements and any public records such as tape recordings, minutes, or notes, generated during or as a result of such meetings are confidential and exempt from disclosure.

Section 456.046, F.S. – A patient name or other information that identifies a patient which is in a record obtained by the Department of Health for the purpose of compiling a practitioner profile pursuant to s. 456.041 is confidential and exempt from disclosure.

Section 456.051(1), F.S. – The report of a claim or action for damages for personal injury which is required to be filed with the Department of Health under cited statutes is public information except for the name of the claimant or injured person, which remains confidential.

Section 456.057(7)(a), F.S. – Except as otherwise provided in the exemption, patient records generated by health care practitioners may not be furnished to any person other than the patient, the patient's legal representative, or other health care practitioners and providers involved in the patient's care and treatment.

Section 456.057(9), F.S. – All patient records obtained by the Department of Health and any other documents maintained by the department which identify the patient by name are confidential and exempt and shall be used solely for the purpose of the department and the appropriate board in disciplinary proceedings.

Section 456.073(2), F.S. – For cases dismissed prior to a finding of probable cause, the report submitted by the Department of Health regarding dismissal of a complaint which the department has previously determined to be legally sufficient is confidential and exempt from s. 119.07(1).

Section 456.073(4), F.S. – All proceedings of a probable cause panel of a board within the Department of Health are exempt from s. 286.011 until 10 days after the panel finds probable cause or until the subject of the investigation waives confidentiality.

Section 456.073(9)(c), F.S. – The identity of the expert whose report supported the Department of Health's recommendation for closure of a complaint, which report is provided to the complainant in accordance with this paragraph, shall remain confidential.

Section 456.073(10), F.S. – Except as provided in this subsection, a complaint and all information obtained pursuant to an investigation by the Department of Health is confidential and exempt from s. 119.07(1), until 10 days after probable cause has been found or until the regulated professional or subject of the investigation waives confidentiality, whichever is first.

Section 456.076(13), F.S. – All information obtained by the consultant pursuant to the impaired practitioner program provided by this section is confidential and exempt from s. 119.07(1), F.S.

Section 456.078(4), F.S. – Information relating to the mediation of a case pursuant to this section shall be subject to the confidentiality provisions of s. 456.073.

Section 456.082, F.S. – No officer, employee or person under contra Department of Health, or any subject of an investigation shall convey knowledge or information to any person not lawfully entitled to such information or knowledge about any meeting or public record, which at the time such knowledge or information is conveyed, is exempt from ss. 119.01, 119.07(1) or 286.011.

Section 456.4503, F.S. – A physician's personal identifying information, other than the name, licensure status, or licensure number, obtained from the coordinated information system described in cited law and held by specified agencies is exempt unless disclosure is authorized by law in the sending state. Portions of meetings of the Interstate Medical Licensure Compact Commission are exempt under specified circumstances.

Section 458.3193, F.S. – All personal identifying information contained in records provided by physicians licensed under chapter 458 or 459 in response to physician workforce surveys required as a condition of license renewal and held by the Department of Health is confidential and exempt, and shall be disclosed only as provided in the subsection. NOTE: Also published in s. 459.0083, F.S.

Section 458.331(1)(s), F.S. – If the Department of Health files a petition for enforcement against a physician pursuant to this paragraph, the licensee shall not be named or identified by initials in any public court records or documents, and the proceedings shall be closed to the public. *See also* ss. 457.109(1)(o) (acupuncturist); 459.015(1)(w) (osteopathic physician); 464.018(1)(j) (nurse); 466.028(1)(s) (dentist), and 486.125(1)(a)1., F.S. (physical therapist).

Section 458.337(3), F.S. – Records of a medical organization or hospital taking disciplinary action against a physician which have been furnished to the Department of Health for the purpose of disciplinary proceedings shall be confidential and exempt from s. 119.07(1).

Section 458.339(3), F.S. – Medical reports pertaining to the mental and physical condition of physicians which are maintained by the Department of Health pursuant to this section shall remain confidential and exempt from s. 119.07(1) until probable cause is found and an administrative complaint is issued.

Section 458.341, F.S. – Patient medical records obtained during a search of a physician's office by the Department of Health pursuant to this section are confidential and exempt from s. 119.07(1).

Section 459.016(3), F.S. – Records of a medical organization taking disciplinary action against an osteopathic physician which have been furnished to the Department of Health for the purpose of disciplinary proceedings shall be confidential and exempt from s. 119.07(1).

Section 459.017(3), F.S. – Medical reports pertaining to the mental and physical condition of osteopathic physicians which are maintained by the Department of Health pursuant to this section shall remain confidential and exempt from s. 119.07(1) until probable cause is found and an administrative complaint issued.

Section 459.018, F.S. – Patient medical records obtained during a search of an osteopathic physician's office by the Department of Health pursuant to this section are confidential and exempt from s. 119.07(1).

Section 464.0096, F.S., – Specified records obtained from the coordinated licensure health information system established in s. 464.0095 are exempt as are portions of meetings of the Interstate Commission of Nurse Licensure Compact Administrators where exempt records are discussed.

Section 464.208(2), F.S. – Criminal records or juvenile records relating to vulnerable adults that are obtained by the Board of Nursing for purposes of determining whether a person meets the requirements of Part II of Ch. 464, relating to certified nursing assistants are confidential and exempt from s. 119.07(1).

Section 465.017(3), F.S. – Except as permitted in the enumerated chapters, records maintained in a pharmacy relating to the filling of prescriptions and the dispensing of me

drugs shall not be furnished to persons other than the patient or legal representati department or to the patient's spouse if the patient is incapacitated and has provided written authorization. Rules adopted by the Board of Pharmacy relative to disposal of records of prescription drugs shall be consistent with the duty to preserve the confidentiality of such records in accordance with applicable state and federal law.

Section 466.022(3), F.S. – Peer review information regarding dentists obtained by the Department of Health as background information shall remain confidential and exempt from ss. 119.07(1) and 286.011 regardless of whether probable cause is found.

Section 466.0275(2), F.S. – Medical reports pertaining to the mental and physical condition of dentists which are maintained by the Department of Health pursuant to this section shall remain confidential and exempt from s. 119.07(1) until probable cause is found and an administrative complaint is issued.

Section 466.041(3), F.S. – Any report of hepatitis B carrier status filed by a licensee or applicant in compliance with the requirements established by the Board of Dentistry shall be confidential and exempt from s. 119.07(1), except for the purpose of investigation or prosecution of an alleged violation of this chapter by the Department of Health.

Section 468.1336, F.S. – An audiologist's or speech-language pathologist's personal identifying information, other than the name, licensure status, or licensure number, obtained from the coordinated database and reporting system described in cited law and held by specified agencies is exempt unless disclosure is authorized by law in the sending state. Portions of meetings of the Audiology and Speech-Language Pathology Interstate Compact Commission are exempt when exempt records are discussed.

Section 471.038(7), F.S. – The exemptions set forth in ss. 455.217, 455.225, and 455.229, for records of the Department of Business and Professional Regulation apply to records created or maintained by the Florida Engineers Management Corporation, except as provided in the subsection.

Section 472.0131(5), F.S. – Meetings and records of meetings of any member of the Department of Agriculture and Consumer Services or of the Board of Professional Surveyors and Mappers held for the exclusive purpose of creating or reviewing licensure examination questions or proposed examination questions are confidential and exempt; however, the exemption does not affect the right of a person to review an examination as provided in subsection (3).

Section 472.0201(1) and (2), F.S. – All information required by the Department of Agriculture and Consumer Services of any applicant shall be a public record and open to public inspection except financial information, medical information, school transcripts, examination questions, answers, papers, grades, and grading keys, which are confidential and exempt and shall not be discussed with or made accessible to anyone except as provided therein. Any information supplied to the department by any other agency which is exempt from Ch. 119 or is confidential shall remain exempt or confidential pursuant to applicable law while in the custody of the department. Examination questions and answers provided by the department to an administrative law judge in an administrative hearing are confidential and exempt unless invalidated by the administrative law judge.

Section 472.02011, F.S. – An officer, employee, or person under contract with the Department of Agriculture and Consumer Services or the Board of Professional Surveyors and Mappers, or any subject of an investigation may not convey knowledge or information to any person who is not lawfully entitled to such knowledge or information about any public meeting or public record, which at the time such knowledge or information is conveyed is exempt from disclosure.

Section 472.033(2), (4), and (10), F.S. – For cases involving a complaint to the Department of Agriculture and Consumer Services that are dismissed before a finding of probable cause, the report of the department is confidential and exempt from s. 119.07(1). All proceedings of the probable cause panel are exempt from s. 286.011 until 10 days after pr

cause has been found to exist by the panel or until the subject of the investigation waives his or her privilege of confidentiality. The complaint and all information obtained pursuant to the investigation by the department are confidential and exempt from s. 119.07(1) until 10 days after probable cause has been found to exist by the probable cause panel or by the department, or until the regulated professional or subject of the investigation waives his or her privilege of confidentiality, whichever occurs first. However, the exemption does not apply to actions against unlicensed persons pursuant to s. 472.036.

Section 474.214(1)(h), F.S. – If the Department of Business and Professional Regulation files a petition for enforcement against a veterinarian pursuant to this paragraph, the licensee shall not be named or identified by initials in any other public court records and the enforcement proceedings shall be closed.

Section 474.2167, F.S. – Animal medical records held by a state college of veterinary medicine are confidential and exempt.

Section 474.2185, F.S. – Medical reports pertaining to the mental and physical condition of veterinarians which are maintained by the Department of Business and Professional Regulation pursuant to this section shall remain confidential and exempt from s. 119.07(1) until probable cause is found and an administrative complaint is issued.

Section 481.205(3)(a), F.S. – Complaints and any information obtained pursuant to an investigation by the Board of Architecture and Interior Design are confidential and exempt from disclosure as provided in s. 455.225(2) and (10), F.S.

Section 486.113, F.S. – A physical therapist's or physical therapist assistant's personal identifying information, other than the name, licensure status, or licensure number, obtained from the coordinated database and reporting system described in cited law and held by specified agencies is exempt unless disclosure is authorized by law in the sending state. Portions of meetings of the Physical Therapy Compact Commission or the executive board or a committee are exempt when specified information is discussed.

Section 487.031(5), F.S. – Information relative to formulas of products acquired by the Department of Agriculture and Consumer Services pursuant to the registration of pesticides is confidential and exempt from s. 119.07(1).

Section 487.041(5), F.S. – Confidential data received from the Department of Agriculture and Consumer Services by governmental agencies in providing review and comment to the department regarding pesticide registration shall be confidential and exempt from s. 119.07(1).

Section 490.0076, F.S. – A psychologist's personal identifying information, other than the psychologist's name, licensure status, or licensure number, obtained from the coordinated licensure information system, as described in s. 490.0075, and held by the Department of Health or the Board of Psychology is exempt from disclosure requirements unless disclosure is authorized by the state that originally reported the information to the information system. A meeting or portions of a meeting of the Psychology Interjurisdictional Compact Commission, established in s. 490.0075, at which matters specifically exempted from disclosure by state or federal statute are discussed is exempt from s. 286.011. Records generated during an exempt meeting are exempt from disclosure requirements.

Section 491.017 – The Counseling Compact Commission or the executive committee or other committees of the commission may convene in a closed, nonpublic meeting if specified topics must be discussed. If a meeting is closed, the commission's counsel must certify that the meeting may be closed and must reference each relevant exempting provision. Minutes must be kept as described in the exemption. The minutes and documents of a closed meeting must remain under seal subject to release as provided in the exemption.

Section 491.018, F.S. – A counselor's personal identifying information, other than the counselor's name licensure status, or licensure number obtained from the data system, as described in Article X of s. 491.017, and held by the Department of Health or the Board of Clinical Social Work, Marriage and Family Therapy, and Mental Health Counseling is exempt from dis

requirements unless disclosure is authorized by the state that originally reported the to the data system. A meeting or portions of a meeting of the Counseling Compact Commission, or the executive committee or other committees of the commission, at which matters specifically exempted from disclosure by state or federal law are discussed is exempt. Records generated during an exempt meeting are exempt.

Section 493.6121(5), F.S. – Criminal justice information submitted to the Department of Agriculture and Consumer Services pursuant to the department's prescribed duties relating to licensure of private investigative, private security, and repossession services, is confidential and exempt from s. 119.07(1).

Section 493.6121(7), F.S. – An investigation conducted by the Department of Agriculture and Consumer Services pursuant to this chapter relating to private investigative, private security, and repossession services, is exempt from s. 119.07(1) until a probable cause determination has been made, the case is closed prior to a determination of probable cause, or the subject of the investigation waives confidentiality.

Section 493.6122, F.S. – The residence telephone number and residence address of certain licensees maintained by the Department of Agriculture and Consumer Services is confidential and exempt from s. 119.07(1), except that this information may be provided to law enforcement agencies. When the residence telephone number or address is or appears to be the business telephone number or address, this information is public record.

Section 494.00125(1), F.S. – Except as provided therein, information relating to an investigation by the Office of Financial Regulation pursuant to the Mortgage Brokerage and Mortgage Lending Act, including any consumer complaint received by the office or the Department of Financial Services, is confidential and exempt from s. 119.07(1) until the investigation is completed or ceases to be "active" as defined in the subsection, unless disclosure would result in certain enumerated consequences. If the investigation could endanger the safety of employees or their families, specified information about such personnel and their families is confidential and exempt from s. 119.07(1).

Section 494.00125(2), F.S. – All audited statements submitted pursuant to this act (relating to mortgage brokerage and lending) are confidential and exempt from s. 119.07(1), except that employees of the Office of Financial Regulation shall have access to such information in the administration and enforcement of the act and prosecution of violations.

Section 494.00125(3), F.S. – Credit history information and credit scores held by the Office of Financial Regulation and related to licensing under ss. 494.001-494.0077 are confidential and exempt except as provided therein.

Section 497.172(1), F.S. – Portions of meetings of the Board of Funeral, Cemetery, and Consumer Services at which licensure examination questions or answers are discussed are exempt from open meetings requirements; however, the closed meetings must be recorded. Such recordings are exempt from disclosure.

Section 497.172(2), F.S. – Meetings of the probable cause panel of the Board of Funeral, Cemetery, and Consumer Services, pursuant to s. 497.153 are exempt from open meeting requirements although such meetings must be recorded. Records of exempt meetings of the probable cause panel are exempt from disclosure requirements until 10 days after a determination regarding probable cause is made.

Section 497.172(3) and (4), F.S. – Except as provided therein, information held by the Department of Financial Services pursuant to a financial examination or inspection under Ch. 497 is confidential and exempt until the examination or inspection is completed or ceases to be active. Information held by the department relating to an investigation of a violation of Ch. 497 is confidential and exempt until the investigation is completed or ceases to be active or until 10 days after a determination regarding probable cause is made. Trade secrets are confidential and exempt.

Section 499.051(7)(a)(b), F.S. – The complaint and all information obtained pu

to an investigation by the Department of Business and Professional Regulation under the Florida Drug and Cosmetic Act are confidential and exempt from disclosure until the investigation and enforcement action are completed. Disclosure is authorized as provided in the exemption.

Section 500.148(1), F.S. – The complaint and all information deemed confidential under cited federal enactments and which is provided to the Department of Agriculture and Consumer Services during a joint food safety or food illness investigation, as a requirement for conducting a federal-state contract or partnership activity, or for regulatory review, is confidential and exempt and may not be disclosed except as provided in the exemption.

Section 501.171(11), F.S. – Information received by the Department of Legal Affairs pursuant to a notice of a data breach or pursuant to certain investigations is confidential and exempt until the investigation is completed or ceases to be active, although certain information remains confidential. Disclosure is authorized under specified circumstances.

Section 501.1735(6), F.S. – All information received by the Department of Legal Affairs pursuant to a notification of a violation of s. 501.1735, relating to protection of children in online spaces, or received by the department pursuant to an investigation by the department or a law enforcement agency of a violation of that section is confidential and exempt until such time as the investigation is completed or ceases to be active, although certain information remains confidential. Disclosure is authorized as provided in the exemption.

Section 501.1736(11), F.S. – All information held by the Department of Legal Affairs pursuant to a notification of a violation or an investigation of a violation of this section relating to certain social media violations is confidential and exempt until the investigation is completed or ceases to be active although specified information remains confidential. Certain disclosures are authorized.

Section 501.1737(9)(a), F.S. – All information held by the Department of Legal Affairs pursuant to a notification of a violation or an investigation of a violation of this section relating to certain age verification violations is confidential and exempt until the investigation is completed or ceases to be active although specified information remains confidential. Certain disclosures are authorized.

Section 501.2041(10)(a), F.S. – All information received by the Department of Legal Affairs pursuant to an investigation by the department or a law enforcement agency into certain prohibited social media platform activities is confidential and exempt until such time as the investigation is completed or ceases to be active. This exemption shall be construed in conformity with s. 119.071(2)(c), F.S. Specified information as described in the exemption remains confidential after the investigation is completed or ceases to be active.

Section 501.2065, F.S. – Criminal or civil intelligence, investigative information, or any other information held by any state or federal agency that is obtained by the Department of Legal Affairs in the course of an investigation under Part II of Ch. 501 and that is confidential or exempt from s. 119.07(1) retains its status as confidential or exempt from s. 119.07(1).

Section 501.722, F.S. – All information received by the Department of Legal Affairs pursuant to a notification of a violation of part V of ch. 501, relating to certain data privacy provisions, or received by the department pursuant to an investigation by the department of law enforcement agency of a violation of that part, is confidential and exempt until such time as the investigation is completed or ceases to be active, although specified information remains confidential. Disclosure is authorized as provided in the exemption. This exemption takes effect on July 1, 2024.

Section 517.12(13), F.S. – Currency transaction reports filed with the Office of Financial Regulation by dealers and investment advisers pursuant to this subsection are confidential and exempt from s. 119.07(1) except as provided in the subsection.

Sections 517.2015 (securities) and 520.9965 (retail installment sales), F.S. – Except as provided in the exemption, information relating to an investigation by the Office of Financial Regulation pursuant to the Florida Securities and Investor Protection Act, or pursuant

retail installment sales laws, including a consumer complaint, is confidential and exempt from s. 119.07(1) until the investigation is completed or ceases to be "active" as defined in the subsection, unless disclosure would result in any of the enumerated consequences. If the investigation could endanger the safety of employees or their families, specified information about such personnel and their families is confidential and exempt.

Section 517.2016, F.S. – Information that would reveal examination techniques or procedures used by the Office of Financial Regulation pursuant to the Florida Securities and Investor Protection Act is confidential and exempt.

Section 526.311(2), F.S. – Any records, documents, or other business material, regardless of form or characteristics, obtained by the Department of Agriculture and Consumer Services in an investigation of an alleged violation of the Motor Fuel Marketing Practices Act are confidential and exempt from disclosure, while the investigation is pending. At the conclusion of the investigation, any matter determined by the department or by a state or federal judicial or administrative body to be a trade secret or proprietary confidential business information held by the department pursuant to such investigation shall be confidential and exempt from disclosure.

Section 527.0201(8), F.S. – Liquefied petroleum gas competency examinations of the Department of Agriculture and Consumer Services are confidential and exempt.

Section 527.062(1), F.S. – Information compiled by the Department of Agriculture and Consumer Services pursuant to an investigation of an accident involving liquefied petroleum gas or equipment is confidential and exempt from s. 119.07(1) until the investigation is completed or ceases to be "active" as defined in the subsection.

Section 539.003, F.S. – Except as provided in the subsection, records relating to pawnbroker transactions delivered to appropriate law enforcement officials are confidential and exempt.

Section 542.28(9), F.S. – Notwithstanding s. 119.07(1), it is the duty of the Attorney General or a state attorney to maintain the secrecy of all evidence, testimony, documents, work product, or other results of an investigative demand relevant to an antitrust investigation; however, the Attorney General or state attorney may disclose such investigative evidence to the agencies enumerated in the section.

Section 548.021(2), F.S. – Disclosure of a license applicant's social security number which is obtained by the State Athletic Commission pursuant to the statute is limited to child support enforcement purposes.

Section 548.062(2), F.S. – Proprietary confidential business information, as defined in the exemption, provided by a promoter to the Florida State Boxing Commission or obtained by the commission through an audit of a promoter's books and records is confidential and exempt. Disclosure is authorized under specified circumstances.

Section 550.0251(9), F.S. – All information obtained by the Florida Gaming Control Commission pursuant to an investigation for an alleged violation of the chapter or rules of the division is exempt from disclosure until an administrative complaint is issued or the investigation is closed or ceases to be active, as defined therein. The division may, however, provide information to any law enforcement agency or other regulatory agency. With the exception of active criminal intelligence or criminal investigative information and any other information that, if disclosed, would jeopardize the safety of an individual, all other information, records and transcriptions become public when the investigation is closed or ceases to be active.

Section 550.2415(1)(a), F.S. – Test results and the identities of racing animals being tested and of their trainers and owners are confidential and exempt for 10 days after testing of all samples collected on a particular day has been completed and any positive test results derived from such samples have been reported to the director of the Florida Gaming Control Commission or administrative action has been commenced.

Section 556.113, F.S. – Proprietary confidential business information held by Su

State One-Call of Florida, Inc., for the purpose of describing the extent and root cau to an underground facility or using the member ticket management software system is exempt.

Section 559.5558(2), F.S. – Information held by the Office of Financial Regulation pursuant to an investigation or examination of a violation of statutes relating to consumer collection practices is confidential and exempt until the investigation or examination is complete or no longer active. Disclosure is authorized to a law enforcement agency or another administrative agency in the performance of its official duties and responsibilities. However, specified information, including certain consumer information, remains confidential.

Section 559.952(5)(h), F.S. – Certain information provided to and held by the Office of Financial Regulation in a Financial Technology Sandbox application by specified providers of innovative financial products or services is confidential and exempt. Confidential information may be released as provided in the exemption.

Section 560.129, F.S. – Except as otherwise provided in the exemption, information concerning an investigation or examination by the Office of Financial Regulation pursuant to this chapter (Money Services Businesses), including any consumer complaint received by the office or the Department of Financial Services, is confidential and exempt from disclosure until the investigation or examination ceases to be "active" as that term is defined in the exemption. Confidentiality is also provided for other records such as trade secrets and personal financial records. Other records may also remain confidential if disclosure would result in any of the consequences listed in the exemption. Quarterly reports submitted under s.560.118(2) are confidential.

Section 560.312(1)(2), F.S. – Payment instrument transaction information held by the Office of Financial Regulation pursuant to s. 560.310, F.S. (check cashing and foreign currency exchangers) which identifies a licensee, payor, payee, or conductor is confidential and exempt, except as provided in the exemption.

Section 560.4041, F.S. – Information that identifies a drawer or deferred presentment provider contained in the database authorized under s. 560.404, is confidential and exempt from public disclosure requirements and may not be released except as provided in the subsection.

Section 561.19(2)(b), F.S. – Any portion of the drawing results of a particular county to determine which applicants are to be considered for beverage licenses which reveals the rank order of persons not receiving notice of selection is confidential and exempt from s. 119.07(1), until such time as all of the licenses from that county's drawing have been issued.

Section 569.215(1), F.S. – Proprietary confidential business information received by specified state officials or outside counsel representing the state for the purpose of negotiation or verification of annual tobacco settlement payments is confidential and exempt from public disclosure requirements.

Section 570.077, F.S. – Information held by the Department of Agriculture and Consumer Services as part of a joint or multi-agency examination or investigation with another state or federal regulatory, administrative or criminal justice agency which is confidential or exempt under the laws or regulations of that state or federal agency is confidential and exempt. Disclosure is authorized under specified circumstances. The exemption does not apply to information held by the department as part of an independent examination or investigation conducted by the department.

Section 570.544(8), F.S. – Records of the Division of Consumer Services of the Department of Agriculture and Consumer Services are public records; however, customer lists, customer names, and trade secrets are confidential and exempt from s. 119.07(1). Disclosure necessary to enforcement procedures does not violate this prohibition.

Section 570.686, F.S. – The identity of a donor to the Florida Agriculture Center and Horse Park Authority, if requested by the donor in writing, is confidential and exempt from disclosure.

Section 570.691(6), F.S. – The identity of a donor or prospective donor to a direct-support organization established to assist programs of the Department of Agriculture and Consumer Services who desires to remain anonymous and all information identifying such donor or prospective donor is confidential and exempt from disclosure.

Section 570.715(5), F.S. – Appraisal reports for conservation easement acquisition are confidential and exempt, for use by the Department of Agriculture and Consumer Services and the Board of Trustees of the Internal Improvement Trust Fund, until an option contract is executed or, if no option contract is executed, until 2 weeks before a contract or agreement for purchase is considered for approval by the board of trustees. However, disclosure is authorized under some circumstances, as described in the paragraph. The department may release a report when the passage of time has rendered the conclusions of value invalid or when the department has terminated negotiations.

Section 570.822(8)(a)(b), F.S. – Tax returns, credit history information, credit reports, and credit scores held by the Department of Agriculture and Consumer Services pursuant to its administration of the Agriculture and Aquaculture Producers Natural Disaster Recovery Loan Program are exempt from disclosure requirements. Disclosure of information in an aggregated and anonymized format is not prohibited.

Section 581.199, F.S. – It is unlawful for any authorized representative who in an official capacity obtains under the provisions of this chapter (relating to plant industry) any information entitled to protection as a trade secret, as defined in s. 812.081, to reveal that information to any unauthorized person.

Section 585.611(1), F.S. – Personal identifying information of those persons employed by, under contract with, or volunteering for a public research facility, including a state university, that conducts animal research is exempt from disclosure when such information is contained in specified records relating to animal research.

Section 595.409(1)(2), F.S. – Personal identifying information of an applicant for or participant in a school food and nutrition service program held by the Departments of Agriculture and Consumer Services, or Education is exempt. Such information shall be disclosed as provided in the exemption.

Section 597.0042, F.S. – Certain aquaculture records held by the Department of Agriculture and Consumer Services are confidential and exempt. Disclosure to another governmental entity in the performance of its duties is authorized.

Section 601.10(8), F.S. – Any non published reports or data related to studies or research conducted, caused to be conducted, or funded by the Department of Citrus under s.601.13, is confidential and exempt.

Section 607.0505(6), F.S. – Information provided to, and records and transcripts obtained by, the Department of Legal Affairs pursuant to this section relating to corporations or alien business organizations are confidential and exempt from s. 119.07(1) while the investigation is active. The department shall not disclose confidential information, records, or transcripts except as authorized by the Attorney General in the circumstances listed in the subsection. Similar confidentiality provisions exist relating to information received by the department regarding nonprofit corporations (s. 617.0503[6]).

Section 616.242(14)(b), F.S. – All investigatory records made or received by the Department of Agriculture and Consumer Services pursuant to an amusement ride investigation are confidential and exempt from public disclosure requirements until the investigation is completed or cases to be "active" as that term is defined in the exemption.

Section 624.23, F.S. – Personal financial and health information as defined therein held by the Department of Financial Services or the Office of Insurance Regulation relating to a consumer's complaint or inquiry regarding a matter or activity regulated under the Florida Insurance Code or s. 440.191 is confidential and exempt. The confidential and exempt information may be disclosed to the persons and entities described in the exemption.

Section 624.231, F.S. – If the Department of Financial Services or the Office of Insurance Regulation determines that any portion of a record requested by a person is exempt pursuant to Ch. 119, the insurance code, or Ch. 641, the department or office shall disclose to the person in writing that the requested record will be provided in a redacted format and that there will be additional fees charged for staff time associated with researching and redacting the exempt portion of the record. Before the department or office provides the record, the person must affirm his or her request to receive the record.

Section 624.310(3)(f), F.S. – An emergency order entered by the Office of Insurance Regulation or the Department of Financial Services against a licensee or affiliated party under this subsection is confidential and exempt from s. 119.07(1) until made permanent, unless the department or office finds that the confidentiality will result in substantial risk of financial loss to the public. Emergency cease and desist orders that are not made permanent are available for public inspection 1 year from the date the emergency order expires; however, portions of such order shall remain confidential if disclosure would result in any of the consequences listed in the paragraph.

Section 624.311(2), F.S. – Records of insurance claim negotiations of any state agency or political subdivision are confidential and exempt from s. 119.07(1) until termination of all litigation and settlement of all claims arising out of the same incident.

Section 624.319(3), F.S. – Examination reports of insurers prepared by the Office of Insurance Regulation or the Department of Financial Services or its examiner pursuant to this section are confidential and exempt from s. 119.07(1) until filed. Investigation reports are confidential and exempt from s. 119.07(1) until the investigation is completed or ceases to be "active," as that term is defined in the paragraph. After an investigation is completed or ceases to be active, portions of such records shall remain confidential and exempt if disclosure would result in any of the consequences listed in the paragraph. Work papers held by the Department of Financial Services or the Office of Insurance Regulation are confidential and exempt from disclosure until the examination report is filed or until the investigation is complete or no longer active; however, portions of work papers may remain confidential under the conditions specified therein. Information received from another governmental entity or the National Association of Insurance Commissioners, which is confidential or exempt when held by that entity, for the department's or office's use in the performance of its examination or investigation duties are confidential and exempt from disclosure requirements. Lists of insurers or regulated companies are confidential and exempt from s. 119.07(1), if the conditions set forth in the paragraph apply.

Section 624.40851(1) and (2), F.S. – Risk-based capital plans and reports as described in the exemption that are held by the Office of Insurance Regulation, as well as specified additional related materials, are confidential and exempt from disclosure. Hearings relating to the office's actions regarding such risk-based capital records, are exempt from open meetings requirements, subject to specified conditions.

Section 624.4212(2)(3)(4), F.S. – Certain proprietary confidential business information held by the Office of Insurance Regulation, specified reports submitted, and confidential information received from other jurisdictions which is held by the Office relating to insurer valuation and solvency, are confidential and exempt. Disclosure is authorized under specified circumstances.

Section 624.82(1), F.S. – Orders, records, and other information in the possession of the Office of Insurance Regulation relating to the supervision of any insurer are confidential and exempt from s. 119.07(1), except as otherwise provided in this section. Proceedings and hearings relating to the office's supervision of any insurer are exempt from s. 286.011, except as otherwise provided in this section.

Section 624.86, F.S. – During the period of administrative supervision, the Office of Insurance Regulation may meet with a supervisor appointed under this part or representatives of the supervisor, and such meetings are exempt from s. 286.011.

Section 625.121(3)(a)9., F.S. – Except as otherwise provided in this paragr

memorandum or other material in support of the actuarial opinion required to be filed with the Office of Insurance Regulation under this subsection, is confidential and exempt from s. 119.07(1) and is not subject to subpoena or discovery directly from the Office.

Section 625.1214(1), F.S. – Documents, reports, materials, and other information created, produced, or obtained pursuant to ss. 625.121 and 625.0212 (valuation of policies and contracts) are privileged, confidential, and exempt as provided in s. 624.4212, and are not subject to subpoena or discovery directly from the Office of Insurance Regulation.

Section 626.511(3), F.S. – Any information or record regarding the termination of an appointment which is furnished to the Office of Insurance Regulation or the Department of Financial Services under this section is confidential and exempt from s. 119.07(1).

Section 626.601(6), F.S. – The complaint and any information obtained pursuant to the investigation by the Office of Insurance Regulation or the Department of Financial Services are confidential and exempt from s. 119.07(1), unless the department or the Office takes specified action against the individual or entity.

Section 626.631(2), F.S. – Except as provided in the subsection, the records or evidence of the Department of Financial Services relative to a hearing on the suspension or revocation of a license or appointment are confidential and exempt from s. 119.07(1) until after the material has been published at the hearing.

Section 626.84195(2), F.S. – Proprietary business information, as defined in the exemption, provided to the Office of Insurance Regulation by a title insurance agency or insurer is confidential and exempt until such information is otherwise publicly available or is no longer treated by the title insurance agency or insurer as proprietary business information.

Section 626.842(3), F.S. – Information contained in credit or character reports furnished to the Department of Financial Services under this section (relating to applications of title insurance agents) is confidential and exempt from s. 119.07(1).

Section 626.8433(3), F.S. – Any information or record furnished to the Department of Financial Services under this section regarding the reasons for termination of the appointment of a title insurance agent is confidential and exempt from s. 119.07(1).

Section 626.884(2), F.S. – Except as provided in the subsection, information contained in the books and records of an insurance administrator is confidential and exempt from s. 119.07(1) if the disclosure would reveal a trade secret as defined in s. 688.002.

Section 626.921(8), F.S. – Information furnished to the Department of Financial Services pursuant to pertinent statutes relating to policies and examinations of surplus lines agents is confidential and exempt if disclosure would reveal information specific to a particular policy or policy holder. Information furnished to the Florida Surplus Lines Service Office under the Surplus Lines Law is confidential and exempt if disclosure would reveal information specific to a particular policy or policy holder.

Section 626.9651, F.S. – The Department of Financial Services and the Financial Services Commission must adopt rules consistent with other provisions of the Florida Insurance Code to govern the use of a consumer's nonpublic personal financial and health information.

Section 626.989(5), F.S. – Records of the Department of Financial Services and the Office of Insurance Regulation relating to an investigation of insurance fraud under this section are confidential and exempt from s. 119.07(1) until the investigation is completed or ceases to be "active," as that term is defined in the subsection, unless disclosure would result in certain enumerated consequences.

Section 626.9891(11)(a), F.S. – Information relating to investigation and tracking of insurance fraud submitted by insurers to the Department of Financial Services is exempt from public disclosure.

Section 627.0628(3)(g), F.S. – A trade secret as defined in s. 668.002 that is u[illegible]

designing and constructing a hurricane or flood loss model and that is provided pursuant to this section, by a private company, to the Florida Commission on Hurricane Loss Projection Methodology, Office of Insurance Regulation, or the appointed consumer advocate, is confidential and exempt. That portion of a meeting of the commission or of a rate proceeding on an insurer's rate filing at which a trade secret made confidential by this exemption is discussed is exempt from open meetings requirements. The closed meeting must be recorded; the recording is exempt from disclosure.

Section 627.06292(1), F.S. – Reports of hurricane loss data and associated exposure data that are specific to a particular insurance company, as reported by an insurer or a licensed rating organization to the Office of Insurance Regulation or to a state university center are exempt from disclosure requirements.

Section 627.311(4)(a), F.S. – Certain records of the Florida Automobile Joint Underwriting Association, as described in the exemption, are confidential and exempt from disclosure as set forth in the subsection.

Section 627.311(4)(b), F.S. – The Florida Automobile Joint Underwriting Association must keep portions of meetings during which confidential and exempt underwriting files or confidential and exempt claims files are discussed exempt from open meetings requirements, subject to the conditions set forth in the exemption. A copy of the transcript, less any confidential and exempt information, of any closed meeting during which confidential and exempt claims files are discussed shall become public as to individual claims files after settlement of that claim.

Section 627.3121, F.S. – Certain records held by the Florida Workers' Compensation Joint Underwriting Association, Inc., as described in the exemption, are confidential and exempt and may only be released as prescribed therein. That portion of a meeting of the association's board of governors, or any subcommittee of the association's board, at which records made confidential and exempt by the section are discussed is exempt from open meeting requirements; the transcript and minutes of exempt portions of meetings are confidential and exempt from disclosure. Those portions of the transcript or the minutes pertaining to a confidential and exempt claims file are no longer confidential and exempt upon termination of all litigation with regard to that claim.

Section 627.351(4)(g), F.S. – All records, relating to the Medical Malpractice Joint Underwriting Association or its operation are open for public inspection, except that a claim file in the possession of the Association is confidential and exempt from s. 119.07(1) during processing of that claim. Information in these files that identifies an injured person is confidential and exempt from s. 119.07(1).

Section 627.351(6)(x)1., F.S. – Certain records of the Citizens Property Insurance Corporation, as described in the exemption, are confidential and exempt from disclosure.

Section 627.351(6)(x)4., F.S. -- Portions of meetings of the Citizens Property Insurance Corporation are exempt from open meetings requirements where confidential underwriting files or confidential open claims files are discussed, subject to the conditions set forth in the exemption. A copy of the transcript, less any exempt matters, of any closed meeting where claims are discussed shall become public as to individual claims after settlement of the claim.

Section 627.3518(11), F.S. – Proprietary confidential business information, as defined in the exemption, that is provided to the Citizens Property Insurance Corporation clearinghouse is confidential and exempt.

Section 627.352, F.S. – Those portions of a risk assessment, an evaluation, an audit, and any other report of the Citizen Property Insurance Corporation's information technology security program are confidential and exempt from disclosure requirements, if disclosure would facilitate unauthorized access to or unauthorized modification, disclosure, or destruction of data or security information as described in the exemption. Portions of meetings which would reveal such data and information are exempt from s. 286.011, F.S. All exempt portions must be recorded and transcribed and the recordings and transcript must be kept confidential and e

Confidential and exempt records must be made available to agencies specified in the

Section 627.6699(8)(c), F.S. – Information relating to rating and renewal practices of small employer health insurance carriers which is submitted by the carriers to the Office of Insurance Regulation pursuant to this subsection constitutes proprietary and trade secret information and may not be disclosed except as agreed to by the carrier or pursuant to court order.

Section 627.912(2)(e), F.S. – The name and address of the injured person that is contained in reports to the Office of Insurance Regulation regarding professional liability claims is confidential and exempt from s. 119.07(1) and must not be disclosed without the person's consent, except for disclosure to the Department of Health.

Section 627.9122(2)(e), F.S. – The name of the injured person contained in a claim report filed by an insurer providing liability coverage for officers and directors is confidential and exempt from s. 119.07(1), and must not be disclosed by the Office of Insurance Regulation without the consent of the injured person.

Section 627.9126(3)(a)6., F.S. – The names of claimants identified in reports filed by liability insurers with the Office of Insurance Regulation are confidential and exempt from s. 119.07(1).

Section 628.801(4), F.S. – Filings and related documents filed by insurance holding companies as provided in this section are confidential and exempt as provided in s. 624.4212 and are not subject to subpoena or discovery directly from the Office of Insurance Regulation.

Section 631.195, F.S. – Specified records of an insurer which are made or received by the Department of Financial Services acting as a receiver are confidential and exempt, including personal and financial information of a consumer, consumer claim files, personnel and payroll records, underwriting files, specified risk information and corporate governance records submitted pursuant to cited statutes and confidential information received from other governmental entities. Release is authorized under certain circumstances.

Section 631.398(1), F.S. – Reports and recommendations made by specified persons to the Office of Insurance Regulation or to the Department of Financial Services relative to the solvency, liquidation, rehabilitation, or conservation of a member insurer or germane to the solvency of a company seeking to do insurance business in this state, are confidential and exempt from s. 119.07(1) until the termination of a delinquency proceeding.

Section 631.582, F.S. – Certain records of the Florida Insurance Guaranty Association such as specified claims, medical records that are part of a claims file, information relating to the medical condition or medical status of a claimant, and records pertaining to matters reasonably encompassed in privileged attorney-client communications of the association, are confidential and exempt.

Section 631.62(2), F.S. – A request from the board of directors of the Florida Insurance Guaranty Association that the Office of Insurance Regulation order an examination of any member insurer is confidential and exempt from s. 119.07(1) until the examination report is released to the public.

Section 631.62(3), F.S. – The reports and recommendations by the board of directors of the Florida Insurance Guaranty Association on any matter germane to the solvency, liquidation, rehabilitation, or conservation of any member insurer are confidential and exempt from s. 119.07(1) until the termination of a delinquency proceeding.

Section 631.723(1), F.S. – The reports and recommendations by the board of directors of the Florida Life and Health Insurance Guaranty Association to the Department of Financial Services or to the Office of Insurance Regulation on any matter germane to the solvency, liquidation, rehabilitation, or conservation of any member insurer or a company seeking to do insurance business in Florida are confidential and exempt from s. 119.07(1) until the termination of a delinquency proceeding.

Section 631.723(3), F.S. – A request by the board of directors of the Florida L

Health Insurance Guaranty Association that the Office of Insurance Regulation examination of any member insurer is confidential and exempt from s. 119.07(1) until the examination report is released to the public.

Section 631.724, F.S. – Negotiations or meetings of the Florida Life and Health Insurance Guaranty Association involving discussions of the association's powers and duties under 631.717 are exempt from s. 286.011. Records of such negotiations or meetings are confidential and exempt from s. 119.07(1) until the termination of a delinquency proceeding.

Section 631.931, F.S. – The reports and recommendations by the board of directors of the Florida Workers' Compensation Insurance Guaranty Association under s. 631.917 on any matter germane to the solvency, liquidation, rehabilitation, or conservation of any member insurer are confidential and exempt until the termination of a delinquency proceeding.

Section 631.932, F.S. – Negotiations between a self-insurance fund and the Florida Workers' Compensation Insurance Guaranty Association are exempt from s. 286.011. Documents related to such negotiations that reveal identifiable payroll and loss and individual claim information are confidential and exempt.

Section 633.112(7), F.S. – Records obtained or prepared by the State Fire Marshal pursuant to his or her investigation of fires and explosions are confidential and exempt from s. 119.07(1) until the investigation is completed or ceases to be "active" as that term is defined in the subsection.

Section 633.126(5), F.S. – Discussions involving officials of the Department of Financial Services and an insurance company in accordance with this section (relating to investigation of fraudulent insurance claims and crimes) are confidential and exempt from s. 286.011.

Section 633.324(1), F.S. – Test material relating to applicants for licensure, certification, or permitting by the State Fire Marshal is made confidential by s. 119.071(1)(a). An applicant may waive confidentiality in writing for purposes of discussion with the State Fire Marshal or his or her staff.

Section 634.045(5), F.S. – The filings made by a guarantee organization pursuant to this section relating to guarantee agreements provided by motor vehicle service agreement companies are confidential and exempt from s. 119.07(1).

Section 634.201(3), F.S. – The Department of Financial Service's records or evidence relative to a hearing for the suspension or revocation of the license or appointment of a salesman of automobile warranties are confidential and exempt from s. 119.07(1) until such investigation is completed or ceases to be "active," as that term is defined in the subsection.

Section 634.348, F.S. – Active examination or investigatory records of the Department of Financial Services or the Office of Insurance Regulation made or received pursuant to Part II, Ch. 634 (Home Warranty Associations) are confidential and exempt from s. 119.07(1) until such investigation is completed or ceases to be "active," as that term is defined in the section.

Section 634.4065(5), F.S. – The filings made by a guarantee organization pursuant to this section relating to guarantee agreements provided by service warranty associations are confidential and exempt from s. 119.07(1).

Section 634.444, F.S. – Active examination or investigatory records of the Department of Financial Services or the Office of Insurance Regulation made or received pursuant to Part III, Ch. 634 (Service Warranty Associations) are confidential and exempt from s. 119.07(1) until such investigation is completed or ceases to be "active," as that term is defined in the section.

Section 636.064(1) and (2), F.S. – Information pertaining to the diagnosis, treatment, or health of an enrollee of a prepaid limited health service organization is confidential and exempt from disclosure and shall only be available pursuant to specific written consent of the enrollee or as otherwise provided by law. Any proprietary financial information contained in contracts entered into with providers by prepaid limited health service organizations is confidential and exempt from disclosure.

Section 636.064(3), F.S. – Information obtained or produced by the [illegible] of Financial Services or the Office of Insurance Regulation pursuant to an investigation or examination of a prepaid limited health service organization is confidential and exempt from disclosure until the examination report has been filed pursuant to s. 624.319 or until the investigation is completed or ceases to be "active," as that term is defined in the subsection. Except for information specified in the subsection, all information obtained by the office pursuant to an examination or investigation shall be available after the examination report has been filed or the investigation is completed or ceases to be active.

Section 641.515(2), F.S. – Patient-identifying information contained in reports and records prepared or obtained under cited statutes (relating to investigation of health maintenance organizations) by the Agency for Health Care Administration or by an outside source, is confidential and exempt from s. 119.07(1).

Section 641.55(5)(c), F.S. – Except as otherwise provided in this subsection, any identifying information contained in the reports of a health maintenance organization filed with the Agency for Health Care Administration under this subsection is confidential and exempt from s. 119.07(1).

Section 641.55(6), F.S. – Incident reports filed with the Agency for Health Care Administration by a health maintenance organization pursuant to this subsection are confidential and exempt from s. 119.07(1).

Section 641.55(8), F.S. – Identifying information in records of a health maintenance organization which are obtained by the Agency for Health Care Administration pursuant to this section (internal risk management program) is confidential and exempt from s. 119.07(1). Identifying information contained in records obtained under s. 456.071 is exempt to the extent that it is part of the record of disciplinary proceedings made available to the public by the agency or appropriate board.

Section 648.26(3), F.S. – Except as provided in the exemption, the Department of Financial Services' investigatory records pertaining to bail bond agents are confidential and exempt from s. 119.07(1) until the investigation is completed or ceases to be "active," as that term is defined in the subsection. Certain disclosures are authorized as provided in the exemption.

Section 648.34(3), F.S. – Information in a character and credit report furnished to the Department of Financial Services as part of an application for licensure as a bail bond agent is confidential and exempt from s. 119.07(1).

Section 648.39(1), F.S. – Information furnished to the Department of Financial Services pursuant to this subsection regarding the termination of appointment of a managing general agent, bail bond agent is confidential and exempt from s. 119.07(1).

Section 648.46(3), F.S. – The complaint and all information obtained pursuant to the investigation of a bail bond licensee by the Department of Financial Services are confidential and exempt from s. 119.07(1) until the investigation is completed or ceases to be "active," as defined in the subsection. Certain disclosures are authorized as provided in the exemption.

Section 651.105(3), F.S. – Reports of the results of such financial examinations or providers engaged in the execution of care contracts must be kept on file by the Office of Insurance Regulation. Any investigatory records, reports or documents held by the office are confidential and exempt from s. 119.07(1) until the investigation is completed or ceases to be "active," as that term is defined in the subsection.

Section 651.111(2), F.S. – Unless the complainant who has filed a complaint against a continuing care provider specifically requests otherwise, neither the substance of the complaint which is provided to the provider nor any copy of the complaint or any record which is published, released, or otherwise made available to the provider shall disclose the name of any person mentioned in the complaint except the names of Office of Insurance Regulation personnel conducting the investigation or inspection pursuant to this chapter.

Section 651.121(5)(c), F.S. – Except for proceedings conducted under [illegible] (authorizing the Office of Insurance Regulation to place a facility in administrative supervision), the books and records of the Continuing Care Advisory Council to the Office of Insurance Regulation of the Financial Services Commission shall be open to inspection at all times.

Section 651.134, F.S. – Any active investigatory record of the Office of Insurance Regulation made or received under Ch. 651 (Continuing Care Contracts) and any active examination record necessary to complete an active investigation is confidential and exempt from s. 119.07(1) until the investigation is completed or ceases to be "active," as that term is defined in the section.

Section 655.0321, F.S. – The Office of Financial Regulation shall consider the public purposes specified in s. 119.14(4)(b) in determining whether the hearings and proceedings conducted pursuant to s. 655.033 (cease and desist orders) and s. 655.037 (suspension or removal orders) shall be closed and exempt from s. 286.011, and whether related documents shall be confidential and exempt from s. 119.07(1).

Section 655.033(6), F.S. – An emergency order entered by the Office of Financial Regulation pursuant to this subsection (relating to the issuance of cease and desist orders to financial institutions in certain circumstances) is confidential and exempt from s. 119.07(1) until the order is made permanent, unless the office finds that such confidentiality will result in substantial risk of financial loss to the public.

Section 655.057(1), F.S. – Except as otherwise provided in this section and except for such portions thereof which are otherwise public record, all records and information relating to an investigation by the Office of Financial Regulation are confidential and exempt from s. 119.07(1) until the investigation is completed or ceases to be "active" as that term is defined in the section. After the investigation is completed or ceases to be active, portions of the records shall be confidential and exempt from s. 119.07(1) to the extent that disclosure would cause any of the consequences listed in the subsection.

Section 655.057(2), F.S. – Except as otherwise provided in this section and except for such portions thereof which are public record, reports of examinations, operations, or condition, prepared by, or for the use of, the Office of Financial Regulation or other agency responsible for regulation of banking institutions in this state are confidential and exempt from s. 119.07(1). Examination, operation, or condition reports of a financial institution shall be released within 1 year after the appointment of a liquidator, receiver, or conservator to such financial institution. However, any portion of such reports which discloses the identities of depositors, bondholders, members, borrowers, or stockholders, other than directors, officers, or controlling stockholders of the institution, shall remain confidential and exempt from s. 119.07(1).

Section 655.057(3), F.S. – Except as otherwise provided in this section and except for those portions that are otherwise public record, after an investigation relating to an informal enforcement action is completed or cases to be active, informal enforcement actions are confidential and exempt to the extent that disclosure would cause any of the consequences listed in the subsection.

Section 655.057(4), F.S. – Except as otherwise provided in this section and except for those portions that are otherwise public record, trade secrets as defined in s. 688.002 which comply with s. 655.0591 and which are held by the Office of Financial Regulation in accordance with its statutory duties with respect to the financial institutions codes are confidential and exempt.

Section 655.057(5)(a)(b), F.S. – Specified information received by the Office of Financial Regulation pursuant to an application for authority to organize a new state bank or new state trust company is confidential. Personal identifying information, as defined in the exemption, of a proposed officer or director who is associated with another financial institution received by the office pursuant to such application is exempt until the application is approved and the charter is issued.

Section 655.057(6), F.S. – Any confidential information or records obtain Office of Financial Regulation pursuant to this subsection (authorizing specified disclosures of records or information) shall be maintained as confidential and exempt from s. 119.07(1).

Section 655.057(7), F.S. – Confidential records and information furnished pursuant to a legislative subpoena shall be kept confidential by the legislative body which received the records or information except in a case involving an investigation of charges against a public official subject to impeachment in which case the legislative body shall determine the extent of disclosure.

Section 655.057(8), F.S. – Except as otherwise provided in this subsection, the list of members of a credit union or mutual association which is submitted to the Office of Financial Regulation is confidential and exempt from s. 119.07(1).

Section 655.057(9), F.S. – Except as otherwise provided in this subsection, any portion of the list of shareholders of a bank, trust company, and stock association which is submitted to the Office of Financial Regulation pursuant to this subsection and which reveals the identities of the shareholders is confidential and exempt from s. 119.07(1).

Section 655.057(10), F.S. – Confidential documents supplied to the Office of Financial Regulation or to employees of a financial institution by other governmental agencies shall be confidential and exempt from s. 119.07(1) and may be made public only with the consent of such agency or corporation.

Section 655.50(7), F.S. – Except as provided in the exemption, all reports and records filed with the Office of Financial Regulation pursuant to this section (Florida Control of Money Laundering and Terrorist Financing in Financial Institutions Act) are confidential and exempt from s. 119.07(1).

Section 662.1465, F.S. – In specified statutory proceedings in which a family trust company is a party, the clerk must, on written notice from a party, keep all court records of that case separate from other court records and confidential. However, disclosure is required to specified individuals.

Section 662.148(2), F.S. – Certain information, including personal identifying information, held by the Office of Financial Regulation, which relates to a family trust company, is confidential and exempt.

Section 663.416(2), F.S. – Certain information, including personal identifying information of the customers or prospective customers of an affiliated international trust entity, held by the Office of Financial Regulation is confidential and exempt.

Section 663.540(2), F.S. – Certain information, including personal identifying information of the customers or prospective customers of an affiliated international trust entity which appears in the records of a qualified limited services affiliate, held by the Office of Financial Regulation is confidential and exempt.

Section 681.1097(4), F.S. – A mediation conference conducted pursuant to the RV Mediation and Arbitration Program shall be confidential.

Section 687.144(6), F.S. – The material compiled by the Office of Financial Regulation in an investigation or examination under this act (relating to loan brokers) is confidential until the investigation or examination is complete.

Section 688.006, F.S. – In an action under the Uniform Trade Secrets Act, a court shall preserve the secrecy of an alleged trade secret by reasonable means as described in the section.

Section 717.117(11), F.S. – Social security numbers and property identifiers contained in reports to the Department of Financial Services concerning unclaimed property are confidential and exempt.

Section 717.1301(5), F.S. – Material compiled by the Department of Financial Services in an investigation under the Disposition of Unclaimed Property Act is confidential until the investigation is complete; provided that such material remains confidential if it is submi

another agency for investigation or prosecution and such investigation has not bee or become inactive.

Section 721.071, F.S. – If a developer or other person filing material with the Division of Condominiums, Timeshares, and Mobile Homes of the Department of Business and Professional Regulation pursuant to chapter 721 relating to time-share plans expects the division to keep the material confidential on grounds that the material constitutes a trade secret as defined in s. 812.081, that person shall file the material together with an affidavit of confidentiality as provided in the section. If the division is satisfied as to the facial validity of the claim of confidentiality, it shall keep the affidavit and supporting documentation confidential and shall not disclose such information except upon administrative or court order.

Section 723.006(3), F.S. – Except as otherwise provided in the subsection, mobile home park financial records, as defined in the subsection, which are acquired by the Division of Condominiums, Timeshares, and Mobile Homes of the Department of Business and Professional Regulation pursuant to an investigation under this section are confidential and exempt.

Section 733.604(1)(b), F.S. – Any inventory of an estate filed with the clerk of court in conjunction with the administration of an estate or of an elective estate filed with the clerk of the court in conjunction with an election made in accordance with Part II, Ch. 732, whether initial, amended, or supplementary, is confidential and exempt. Any accounting, whether interim, final, amended, or supplementary, filed with the clerk of court in an estate proceeding is confidential and exempt. Disclosure is authorized under specified circumstances.

Section 741.29(3), F.S. – A law enforcement agency shall, without charge, send a copy of the initial police report of domestic violence, as well as any subsequent, supplemental, or related report, which excludes victim/witness statements or other materials that are part of an active criminal investigation and are exempt from disclosure under Ch. 119 to the nearest locally certified domestic violence center within 24 hours after the agency's receipt of the report.

Section 741.30(3)(b), F.S. – A petitioner seeking an injunction for protection against domestic violence may furnish his or her address to the court in a separate confidential filing for safety reasons if the petitioner requires the location of his or her current residence to be confidential.

Section 741.313(7), F.S. – Personal identifying information contained in records documenting an act of domestic or sexual violence that is submitted to an agency by an agency employee seeking to take leave as provided therein as provided therein is confidential and exempt. A written request for leave submitted by an agency employee and any agency time sheet reflecting such request are confidential and exempt until 1 year after the leave has been taken.

Section 741.3165, F.S. – Information that is confidential or exempt and that is obtained by a domestic violence fatality review team conducting activities as described in s. 741.316 shall retain its confidential or exempt status when held by the team. Information contained in a record created by a team pursuant to s. 741.316 that reveals the identity of a victim of domestic violence or the identity of the victim's children is confidential and exempt. Portions of meetings of the team regarding domestic violence fatalities and their prevention, during which confidential or exempt information, the identity of the victim, or the identity of the victim's children are discussed, are exempt from s. 286.011, F.S.

Section 741.406, F.S. – The name, address, and telephone number of a participant in the Address Confidentiality Program for Victims of Domestic Violence may not be included in any list of registered voters available to the public.

Section 741.465, F.S. – The addresses, corresponding telephone numbers, and social security numbers of program participants in the Address Confidentiality Program for Victims of Domestic Violence held by the Office of the Attorney General are exempt from disclosure, except that the information may be disclosed under the following circumstances: to a law enforcement agency for purposes of assisting in the execution of a valid arrest warrant; if directed by court order, to a person identified in the order; or if the certification has been canceled. The

addresses, and telephone numbers of participants contained in voter registration records are exempt, except the information may be disclosed under the following circumstances: to a law enforcement agency for purposes of assisting in the execution of an arrest warrant or, if directed by court order, to a person identified in the order.

Section 741.4651, F.S. – The names, addresses, and telephone numbers of victims of stalking or aggravated stalking are exempt in the same manner as participants in the Address Confidentiality Program for Victims of Domestic Violence under s. 741.465 are exempt from disclosure, provided the victim files a sworn statement of stalking with the Office of the Attorney General and otherwise complies with ss. 741.401-741.409.

Section 742.091, F.S. – Records of any proceeding under the determination of paternity statute which was subsequently dismissed when the mother of the illegitimate child and reputed father marry thereby making the child legitimate are sealed against public inspection.

Section 742.16(9), F.S. – All papers and records pertaining to the affirmation of parental status for gestational surrogacy, including the original birth certificate, are confidential and exempt and subject to inspection only upon court order.

Section 744.1076, F.S. – A court order appointing a court monitor is exempt from public disclosure requirements. Reports of a court monitor relating to the medical condition, financial affairs, or mental health of the ward are confidential and exempt. The reports may be subject to inspection as determined by the court or upon a showing of good cause. Court determinations relating to a finding of no probable cause and court orders finding no probable cause are confidential; however, such determinations and findings may be subject to inspection as determined by the court or upon a showing of good cause.

Section 744.2103(2), F.S. – No report or disclosure of the personal or medical records of a ward of a public guardian shall be made, except as authorized by law.

Section 744.21031, F.S. – Home addresses, telephone numbers, and other specified personal information of current or former public guardians and employees with fiduciary responsibility, as defined in the exemption, as well as the names and specified information about the spouses and children of these individuals are exempt from disclosure. An agency that is the custodian of the information shall maintain the exempt status only if the specified individuals submit a written request for exempt status to the custodial agency.

Section 744.2104(2) F.S. – All records held by the Office of Public and Professional Guardians relating to the medical, financial, or mental health of vulnerable adults, persons with a developmental disability, or persons with a mental illness, are confidential and exempt from public disclosure requirements.

Section 744.2105(6), F.S. – Personal identifying information of a donor or prospective donor of funds or property to the direct-support organization of the Office of Public and Professional Guardians who wishes to remain anonymous is confidential and exempt.

Section 744.2111(1)(2)(3), F.S. – A complaint and any information held by the Department of Elderly Affairs as part of the investigative process are confidential and exempt until the investigation is completed or ceases to be "active, as that term is defined in the exemption. However, once the investigation is completed or ceases to be active, specified personal information relating to complainants or wards remains confidential. The exemption does not prohibit the department from providing such information to any law enforcement agency, any other regulatory agency in the performance of its official duties and responsibilities, or the clerk of court under s. 744.368, or pursuant to court order.

Section 744.3701, F.S. – Unless otherwise ordered by the court, upon a showing of good cause, an initial, annual, or final guardianship report or amendment thereto, or any record relating to the settlement of a claim is subject to inspection only by the individuals specified in the section. Court records relating to the settlement of a ward's or minor's claim are confidential and exempt and may not be disclosed except as specifically authorized.

Section 760.11(12), F.S. – Complaints filed with the Commission on Hum and all records in the commission's custody which relate to and identify a particular person, including, but not limited to, the entities specified in the subsection are confidential and may not be disclosed except to the parties or in the course of a hearing or proceeding under this section. This restriction does not apply to any record which is part of the record of a hearing or court proceeding.

Section 760.34(1), F.S. – Nothing said or done in the course of informal endeavors by the Commission on Human Relations to resolve complaints about discriminatory housing practices may be made public or used as evidence in a subsequent proceeding under ss. 760.20-760.37 without the written consent of the persons concerned.

Section 760.36, F.S. – A conciliation agreement arising out of a complaint filed under the Fair Housing Act shall be made public unless the complainant and the respondent otherwise agree and the Commission on Human Relations determines that disclosure is not required to further the purposes of the Act.

Section 760.40(2), F.S. – Except as provided in the subsection, DNA analysis results information held by a public entity is exempt from s. 119.07(1).

Section 760.50(5), F.S. – Employers shall maintain the confidentiality of information relating to the medical condition or status of any person covered by health or life insurance benefits provided or administered by the employer. Such information in the possession of a public employer is exempt from s. 119.07(1).

Section 765.51551, F.S. – Donor-identifying information maintained in the anatomical gifts donor registry is confidential and exempt as provided in the exemption.

Section 766.101(7)(c), F.S. – Proceedings of medical review committees are exempt from s. 286.011 and any advisory reports provided to the Department of Health are confidential and exempt from s. 119.07(1), regardless of whether probable cause is found.

Section 766.106(6)(b)3., F.S. – An examination report on an injured claimant which is made pursuant to this section relating to medical malpractice claims is available only to the parties and their attorneys and may be used only for the purpose of presuit screening. Otherwise, such report is confidential and exempt from s. 119.07(1).

Section 766.1115(4)(c), F.S. – All patient medical records and any identifying information contained in adverse incident reports and treatment outcomes which are obtained by governmental entities contracting with health care providers under this paragraph, are confidential and exempt.

Section 766.305(3), F.S. – Information furnished by a person seeking compensation under the Florida Birth-Related Neurological Injury Compensation Plan pursuant to this subsection shall remain confidential and exempt under the provisions of s. 766.315(5)(b).

Section 766.314(8), F.S. – Information obtained by the Florida Birth-Related Neurological Injury Compensation Association to determine the actual cost of maintaining the fund on an actuarially sound basis shall be utilized solely for the purpose of assisting the association. Such information shall otherwise be confidential and exempt.

Section 766.315(5)(b), F.S. – A claim file in the possession of the Florida Birth-Related Neurological Injury Compensation Association or its representative is confidential and exempt until termination of litigation or settlement of the claim, although medical records and other portions of the claim file may remain confidential and exempt as otherwise provided by law.

Section 768.28(16)(b), F.S. – Claims files maintained by any risk management program administered by the state, its agencies and subdivisions are confidential and exempt until termination of all litigation and settlement of all claims arising out of the same incident, although portions of the claims files may remain exempt, as otherwise provided by law. Claims files records may be released to other governmental agencies as provided in the paragraph; such records held by the receiving agency remain confidential as provided in the paragraph.

Section 768.28(16)(c), F.S. – Portions of meetings and proceedings conduc to a risk management program administered by the state, its agencies or subdivisions relating solely to the evaluation of claims or relating solely to offers of compromise of claims filed with the program are exempt from s. 286.011.

Section 768.28(16)(d), F.S. – Minutes of the meetings and proceedings of a risk management program administered by the state, its agencies or its subdivisions relating solely to the evaluation of claims or relating solely to offers of compromise of claims filed with such risk management programs are exempt from s. 119.07(1) until termination of all litigation and settlement of all claims arising out of the same incident.

Section 784.046(4)(b), F.S. – A petitioner seeking an injunction for protection against repeat violence, sexual violence or dating violence and related court actions may furnish an address to the court in a separate confidential filing for safety reasons if the petitioner requires the location of his or her current residence to be confidential pursuant to s. 119.071(2)(j).

Section 784.0485(3)(b), F.S. – A petitioner seeking an injunction for protection against stalking may furnish his or her address to the court in a separate confidential filing if, for safety reasons, the petitioner requires the location of the current residence to be confidential.

Section 787.03(6)(c)1., F.S. – The current address and telephone number of the person taking a child or incompetent person when fleeing from domestic violence or to preserve the minor or incompetent person from danger and the current address and telephone number of the minor or incompetent person which are contained in the report made to a sheriff or state attorney under s. 787.03(6)(b) by the person who takes such child or incompetent person, are confidential and exempt from public disclosure requirements.

Section 787.06(10), F.S. – Information about the location of a residential facility offering services for adult victims of human trafficking involving commercial sexual activity, which is held by an agency is confidential and exempt; however, the information may be disclosed as provided in the exemption.

Section 790.0601, F.S. – Personal identifying information of an individual who has applied for or received a license to carry a concealed weapon or firearm held by the Division of Licensing of the Department of Agriculture and Consumer Services or by a tax collector appointed by the Department to receive applications and fees is confidential and exempt from disclosure requirements. Information made confidential and exempt shall be disclosed with express written consent of the applicant or licensee, by court order, or upon request by a law enforcement agency in connection with the performance of lawful duties.

Section 790.0625(4), F.S. – All personal identifying information that is provided pursuant to s. 790.06 and contained in the records of a tax collector appointed under this section is confidential and exempt except as provided in s. 790.0601.

Section 790.065(2)(a)4.d., F.S. – The hearing on the petition filed by a person who has been adjudicated mentally defective or committed to a mental institution for relief from the firearm disabilities imposed by such adjudication or commitment may be open or closed as the petitioner may choose.

Section 790.065(4)(a), F.S. – Any records containing information specified in this section relating to a buyer or transferee of a firearm who is not prohibited under state or federal law from receipt or transfer of a firearm shall be confidential and exempt from s. 119.07(1) and may not be disclosed by the Department of Law Enforcement to any other person or agency.

Section 790.335(2), F.S. – Subject to specified exceptions, a governmental agency or any other person, public or private, may not knowingly and willfully keep or cause to be kept any list, record or registry of privately owned firearms or any list, record, or registry of the owners of those firearms.

Section 794.024, F.S. – A public employee or officer having access to the photograph, name or address of a person alleged to be a victim of an offense described in this chapter

battery), chapter 800 (lewdness, indecent exposure), s. 827.03 (aggravated child abuse), or s. 827.071 (sexual performance by a child) may not willfully and knowingly disclose it to a person not assisting in the investigation or prosecution of the alleged offense or to any person other than the defendant, the defendant's attorney, a person specified in a court order entered by the court having jurisdiction over the alleged offense, to organizations authorized to receive such information made exempt by s. 119.071(2)(h), or to a rape crisis center or sexual assault counselor who will be offering services to the victim.

Section 794.03, F.S. – It is unlawful to print, publish, or broadcast or cause or allow to be printed, published or broadcast in any instrument of mass communication the name, address or other identifying fact or information of the victim of any sexual offense. Such identifying information is confidential and exempt.

Section 815.045, F.S. – It is a public necessity that trade secret information as defined in s. 812.081, be expressly made confidential and exempt from the public records law because it is a felony to disclose such records.

Section 823.15(7), F.S. – Personal identifying information of a person who fosters, adopts, or otherwise receives legal custody of an animal from an animal shelter or animal control agency operated by a humane society or local government is exempt.

Section 828.30(5), F.S. – An animal owner's name, street address, phone number, and animal tag number contained in a rabies vaccination certificate provided to the animal control authority is confidential and exempt from disclosure except as provided in the exemption.

Section 877.19(3), F.S. – Certain information on hate crimes which is reported to the Florida Department of Law Enforcement pursuant to this statute is confidential and exempt. Data required pursuant to this section shall be used only for research or statistical purposes and shall not include any information that may reveal the identity of a crime victim.

Section 893.0551(2), F.S. – Certain identification and location information of a patient or patient's agent, a health care practitioner, a dispenser, an employee of the practitioner who is acting on behalf of and at the direction of the practitioner; a pharmacist, or a pharmacy, that is contained in Department of Health records under the electronic prescription drug monitoring program for monitoring the prescribing and dispensing of controlled substances is confidential and exempt from disclosure.

Section 895.06(2), F.S. – A subpoena issued pursuant to this chapter is confidential for 120 days after the date of its issuance. The subpoenaed person or entity may not disclose the existence of the subpoena to any person or entity other than his or her attorney during the 120-day period.

Section 895.06(7), F.S. – Information held by an investigative agency pursuant to an investigation of a violation of s. 895.03 is confidential and exempt; however, the information may be disclosed as provided in the subsection. Information made confidential and exempt under this exemption is no longer confidential and exempt once all investigations to which the information pertains are completed, as defined in the exemption, unless the information is otherwise protected by law.

Section 896.102(2), F.S. – Information and documents filed with the Department of Revenue regarding certain currency transactions are confidential and exempt; however, the information may be released as provided in the subsection.

Section 905.17(1), F.S. – Stenographic records, notes and transcriptions made by a court reporter during a grand jury session are confidential and exempt from s. 119.07(1) and shall be filed with the clerk who shall keep them in a sealed container not subject to public inspection.

Section 905.24, F.S. – Grand jury proceedings are secret and a grand juror or interpreter appointed pursuant to s. 90.6063(2) shall not disclose the nature or substance of the deliberations or vote of the grand jury.

Section 905.26, F.S. – Unless ordered by the court, a grand juror, reporter, stenog

interpreter, or officer of the court may not disclose the finding of an indictment against a person not in custody or under recognizance, except by issuing or executing process on the indictment, until the person has been arrested.

Section 905.27, F.S. – Persons present or appearing during a grand jury proceeding, including a grand juror, a state attorney, an assistant state attorney, a reporter, a stenographer, or an interpreter, as well as the custodian of a grand jury record, may not disclose the testimony of a witness examined before the grand jury or other evidence received by it except when required by a court to disclose the testimony for one of the purposes set forth in the exemption.

Section 905.28(1), F.S. – A report or presentment of a grand jury relating to an individual which is not accompanied by a true bill or indictment is confidential and exempt and shall not be made public until the individual concerned has been furnished a copy and given 15 days to file a motion to repress or expunge the report.

Section 905.395, F.S. – Unless pursuant to court order, it is unlawful for any person knowingly to publish, broadcast, disclose, divulge, or communicate or cause or permit such publication or communication to any person outside the statewide grand jury room, any of the proceedings or identity of persons referred to or being investigated by the statewide grand jury.

Section 914.27, F.S. – Information held by a law enforcement agency, prosecutorial agency, or the Victim and Witness Protection Review Committee which discloses the identity or location of a victim or witness who has been identified or certified for protective or relocation services is confidential and exempt from disclosure. Identity and location of immediate family members of such victims or witnesses are also protected as are relocation sites, techniques or procedures utilized or developed as a result of the victim and witness protective services.

Section 916.1065(1), F.S. – A forensic behavioral health evaluation filed with the court pursuant to Ch. 916, is confidential and exempt.

Section 916.107(8), F.S. – Except as provided in the subsection, a forensic client's clinical record is confidential and exempt from s. 119.07(1).

Section 918.16(1), F.S. – Except as provided in s. 918.16(2), in any civil or criminal trial, if any person under 16 or any person with an intellectual disability as defined in cited statute is testifying concerning any sex offense, the court shall clear the courtroom of all persons except parties to the cause and their immediate families or guardians, attorneys and their secretaries, officers of the court, jurors, newspaper reporters or broadcasters and court reporters, and at the request of the victim, victim or witness advocates designated by the state attorney's office.

Section 918.16(2), F.S. – If the victim of a sex offense is testifying concerning that offense in any civil or criminal trial, the court shall clear the courtroom of all persons upon the request of the victim, regardless of the victim's age or mental capacity, except that parties to the cause and their immediate families or guardians, attorneys and their secretaries, officers of the court, jurors, newspaper reporters or broadcasters and court reporters, and at the request of the victim, victim or witness advocates designated by the state attorney may remain in the courtroom.

Section 925.055(2), F.S. – The names of confidential informants that may be revealed to auditors of law enforcement investigative funds are confidential and exempt.

Section 932.703(2)(e), F.S. –The court may seal any portion of the application and the record of any proceeding under the Florida Contraband Forfeiture Act which is exempt or confidential and exempt from disclosure requirements or may otherwise be sealed pursuant to Rule 2.420, Florida Rules of Judicial Administration.

Section 934.08(1)(b), F.S. – A state or federal law enforcement official who receives intelligence information as described in the paragraph is subject to any limitations on the unauthorized disclosure of such information.

Section 934.09(8)(c), F.S. – Applications made and orders granted authorizing interception of wire, oral or electronic communications pursuant to cited statutes shall be sealed by the judge and shall be disclosed only upon a showing of good cause before a judge.

Section 934.33(7), F.S. – The record maintained by an investigative or law enforcement agency which contains specified identifying information regarding the installation and use of a pen register or trap and trace device must be provided under seal to the court.

Section 937.028(1), F.S. – When fingerprints are taken for the purpose of identifying a child, should that child become missing, the state agency, public or private organization, or other person taking such fingerprints shall not release the fingerprints to any law enforcement agency or other person for any purpose other than the identification of a missing child. Such records and data are exempt from s. 119.07(1).

Section 943.03(2), F.S. – Records related to a Florida Department of Law Enforcement investigation requested by the Governor concerning official misconduct of public officials and employees, are confidential and exempt from s. 119.07(1) until the investigation is completed or is no longer "active" as defined in the subsection.

Section 943.031(9)(c) and (d), F.S. – The Florida Violent Crime and Drug Control Council may close portions of meetings during which the council will hear or discuss active criminal investigative information or active criminal intelligence information and such portions of meetings are exempt from open meetings requirements, provided that the conditions set forth in the subsection are met. A tape recording of, and any minutes and notes generated during, the closed portion of a meeting are confidential and exempt until the criminal investigative or intelligence information ceases to be active.

Section 943.0314, F.S. – That portion of a meeting of the Domestic Security Oversight Council at which the council will hear or discuss active criminal investigative information or active criminal intelligence information is exempt from open meetings requirements provided that the conditions set forth in the exemption are complied with. An audio or video recording of, and any minutes and notes generated during, a closed meeting are exempt from public disclosure requirements until such time as the criminal investigative information or criminal intelligence information heard or discussed therein ceases to be active.

Section 943.0321(4), F.S. **–** Information that is exempt from public disclosure under Ch. 119 when in the possession of the Florida Domestic Security and Counter-Terrorism Intelligence Center retains its exemption from public disclosure after such information is revealed to a law enforcement agency or prosecutor, except as otherwise provided by law. Exempt information obtained by the center from a law enforcement agency or prosecutor retains its exemption from public disclosure, except as otherwise provided by law.

Section 943.053(3), F.S. – Criminal history information relating to a juvenile and compiled by the Criminal Justice Information Program from intrastate sources is confidential and exempt except as provided in the exemption.

Section 943.053(5), (8), (9), and (10), F.S. – Sealed records received by a court for the purpose of assisting judges in their case-related responsibilities, or by a private entity under contract to operate a juvenile offender facility, county detention facility or state correctional facility pursuant to cited laws remain confidential and exempt from disclosure.

Section 943.057, F.S. – This section (providing for access to criminal justice information in the Department of Law Enforcement for research or statistical purposes) does not require release of confidential information or require the department to accommodate requests that would disrupt ongoing operations beyond the extent required by s. 119.07.

Section 943.0582(5), F.S. – Nonjudicial records held by the Florida Department of Law Enforcement pertaining to the arrest of juveniles for certain crimes who have had the records sealed or expunged pursuant to s. 943.0582, are confidential. Disclosure is authorized as provided in the exemption.

Section 943.0583(10)(a), F.S. – A criminal history record of a human trafficking victim that is ordered expunged under this section that is retained by the Florida Department of Law Enforcement is confidential and exempt except that the record shall be made available to criminal justice agencies for their respective criminal justice purposes; to any governmental agency

authorized by law to determine eligibility to purchase or possess a firearm or to carry a firearm for use in the course of such agency's official duties; or by court order.

Section 943.0583(11)(12), F.S. – Criminal intelligence information or criminal investigative information that reveals or may reveal the identity of a person who is a victim of human trafficking whose criminal history record has been ordered expunged or has been expunged under s. 943.0583 is confidential and exempt. Disclosure is authorized under specified circumstances. A petition filed under this section and all documents related to the petition are confidential and exempt.

Section 943.0585(6), F.S. – A criminal history record ordered expunged that is retained by the Department of Law Enforcement pursuant to this section is confidential and exempt and is not available to any person or entity except upon court order.

Section 943.0585(6)(d), F.S. – Information relating to the existence of an expunged criminal history record which is provided in accordance with paragraph (a), is confidential and exempt, except that the Florida Department of Law Enforcement shall disclose the existence of an expunged record to the agencies set forth in the paragraph for their respective licensing and employment purposes and to criminal justice agencies for their respective criminal justice purposes. It is unlawful for any employee of an entity identified in the paragraph to disclose such information except to the person to whom the record relates or to persons having direct responsibility for employment or licensure decisions.

Section 943.059(6)(a), F.S. – A criminal history record of a minor or an adult which is ordered sealed by a court pursuant to this section is confidential and exempt and available only to the persons and entities identified in the subsection.

Section 943.059(6)(d), F.S. – Information relating to the existence of such record that is provided in accordance with paragraph (a) is confidential and exempt, except that the Florida Department of Law Enforcement shall disclose a sealed record to the agencies set forth in the paragraph for their respective licensing and employment purposes. It is unlawful for any employee of an entity identified in the paragraph to disclose such information except to the person to whom the record relates or to persons having direct responsibility for employment or licensure decisions. See also s. 943.0595(3)(b).

Section 943.082(6), F.S. – The identity of the reporting party received through the mobile suspicious activity reporting tool and held by the Department of Law Enforcement, Department of Education, law enforcement agencies, or school officials is confidential and exempt. Any other information received through the tool and held by such agencies is exempt.

Section 943.1395(6)(b), F.S. – The report of misconduct and all records or information provided to or developed by the Criminal Justice Standards and Training Commission during the course of an investigation conducted by the commission are exempt from s. 119.07(1) and, except as otherwise provided by law, such information shall be subject to public disclosure only after a determination as to probable cause has been made or until the investigation becomes inactive. However, the officer being investigated or the officer's attorney may review records as authorized in the exemption.

Section 943.173(3), F.S. – Examinations, assessments, and instruments and examination results, other than test scores on officer certification examinations, including developmental materials and workpapers, administered pursuant to s. 943.13(9) or (10) and s. 943.17 are exempt from s. 119.07(1).

Section 943.325(14), F.S. – The results of a DNA analysis and the comparison of analytic results shall be released only to criminal justice agencies as defined in s. 943.045, F.S., at the request of the agency. Otherwise, such information is confidential and exempt.

Section 943.68(10)(a), F.S. – Records held by a law enforcement agency relating to security or transportation services provided under ss. 943.68(1),(5), or (6) to the Governor and other specified persons are exempt from disclosure requirements.

Section 943.687(8), F.S. – Any portion of a meeting of the Marjory Stoneman Douglas High School Public Safety Commission at which exempt or confidential information is discussed is exempt from open meetings requirements.

Section 944.606(3)(d), F.S. – Sexual offender information received from the Department of Corrections by the Department of Law Enforcement, the sheriff, or the chief of police shall be provided to a person who requests it and such information may be released to the public in any manner deemed appropriate, unless the information so received is confidential or exempt from disclosure.

Section 945.10, F.S. – Records of the Department of Corrections relating to inmates and other specified persons and entities, as set forth in the exemption, are confidential and exempt and may not be released except as provided in the exemption.

Section 945.602(7)(b), F.S. – Neither the provisions of this section nor those of Ch. 119 or s. 154.207(7) shall apply to any health care provider under contract with the Department of Corrections except to the extent such provisions would apply to any similar entity not under contract with the department.

Section 945.6032(3), F.S. – The findings and recommendations of a medical review committee created by the Correctional Medical Authority or the Department of Corrections pursuant to s. 766.101 are confidential and exempt from s. 119.07(1) and any proceedings of the committee are exempt from s. 286.011.

Section 946.517, F.S. – Proprietary confidential business information, as defined in the statute, of the corporation created to operate correctional work programs is confidential and exempt.

Section 951.27(2), F.S. – Except as otherwise provided in this subsection, serologic blood test results for infectious disease which are obtained pursuant to s. 951.27(1) on inmates in county and municipal detention facilities are confidential and exempt.

Section 960.001(1)(g)2., F.S. – Any person who views a presentence investigation report pursuant to this paragraph must maintain the confidentiality of the report and may not disclose its contents to any person except statements made to the state attorney or the court.

Section 960.001(8), F.S. – Information gained by a crime victim pursuant to this chapter (providing guidelines for fair treatment of victims in the criminal and juvenile justice systems), regarding any case handled in juvenile court, must not be revealed to any outside party, except as is reasonably necessary in pursuit of legal remedies.

Section 960.003(3), F.S. – Results of human immunodeficiency virus and hepatitis tests performed pursuant to this section on persons charged with or alleged by delinquency petition with certain offenses are confidential and exempt and may not be disclosed to any person other than the individuals and entities identified in the subsection.

Section 960.15, F.S. – Any record or report obtained by the Department of Legal Affairs or a hearing officer, pursuant to a claim for crime victim compensation, that is confidential or exempt from s. 119.07(1) shall retain that status and shall not be subject to public disclosure.

Section 960.28(4), F.S. – Information received or maintained by the Department of Legal Affairs identifying an alleged victim who seeks payment of medical expenses under this section is confidential and exempt from s. 119.07(1).

Section 984.06(3) and (4), F.S. – All information obtained pursuant to Ch. 984 (families in need of services and children in need of services) in the discharge of official duty by the officials specified in the subsection shall not be disclosed to anyone other than persons and agencies entitled under the chapter to receive this information or upon court order. Court records required by Ch. 984 are not open to public inspection.

Section 985.036, F.S. – Nothing in this chapter prohibits the victim of the offense or a minor victim's parent or guardian from the right to be informed of, and to be present d

all crucial stages of the proceedings involving the juvenile offender. However, such [illegible] not reveal to any outside party any confidential information obtained under this subsection regarding the case, except as is reasonably necessary to pursue legal remedies. A law enforcement agency may release a copy of the juvenile offense report to the victim of the offense; however, information gained by the victim under this chapter, including the next of kin of a homicide victim, regarding any case handled in juvenile court must not be revealed to any outside party, except as is reasonably necessary in pursuit of legal remedies.

Section 985.04(1) F.S. – Except as otherwise provided in this section, all information obtained under this chapter (relating to juvenile justice) in the discharge of official duty by any of the entities set forth in the subsection is confidential and exempt and may be disclosed only to the entities specified in the subsection or upon court order. Agencies entering into an agreement to share information about juvenile offenders as authorized by this subsection must comply with s. 943.0525 and must maintain the confidentiality of information otherwise exempt from s. 119.07(1), as provided by law.

Section 985.04(6), F.S. – Records maintained by the Department of Juvenile Justice pertaining to a child found to have committed a delinquent act which, if committed by an adult, would be a crime specified in cited statute may not be destroyed for a period of 25 years after the youth's final referral to the department, except in cases of the child's death. However, such record shall be sealed by the court and may be released only to meet screening requirements for personnel in s. 402.3055 and the other mentioned statutes or department rules although sexual offender and predator registration information is a public record.

Section 985.04(7)(a), F.S. – Records in the custody of the Department of Juvenile Justice regarding children are not open to public inspection and may be inspected only upon order of the Secretary of the department or the secretary's authorized agent as provided therein.

Section 985.045(2), F.S. – The clerk of court shall keep all official records required by this section (delinquency) separate from other records of the circuit court, except those records pertaining to motor vehicle violations, which shall be forwarded to the Department of Highway Safety and Motor Vehicles. Except as provided in ss. 943.053 and 985.04(6)(b) and (7), official records required by this chapter are not open to inspection by the public, but may be inspected only by persons and entities specified in the subsection or deemed by the court to have a proper interest therein. The court may permit authorized representatives of recognized organizations compiling statistics for proper purposes to inspect, and make abstracts from, official records under whatever conditions upon the use and disposition of such records the court may deem proper and may punish by contempt proceedings any violation of those conditions.

Section 985.047(2)(a), F.S. – Notwithstanding any provision of law to the contrary, confidentiality of records information does not apply to juveniles who have been arrested for an offense that would be a crime if committed by an adult, regarding the sharing of information on such juveniles with the law enforcement agency or county as well as other specified agencies and individuals. Neither these records provided to the law enforcement agency or county nor the records developed from these records for serious habitual juvenile offenders nor the records provided or developed from records provided to the law enforcement agency or county on juveniles at risk of becoming serious habitual juveniles offenders shall be available for public disclosure under s. 119.07.

Section 985.11, F.S. – Except as provided in cited statutes, fingerprints and photographs of juveniles are not available for public disclosure and inspection under s. 119.07(1),except as provided in ss. 943.053 and 985.04(2), but are available to specified entities or to any other person authorized by the court to have access to such records. The records may, in the discretion of the court, be open to inspection by anyone upon a showing of cause.

Section 985.534(4) and (5), F.S. – The original order of the appellate court in a case affecting a party to a case involving a child under this chapter (juvenile justice) and all papers filed in the case on appeal shall remain in the office of the clerk of the court, sealed and not open to inspection except by order of the appellate court. The case on appeal shall be docketed, a

papers filed in the appellate court shall be entitled with the initials but not the name

Section 1001.24(4), F.S. – The identity of donors to a Department of Education direct-support organization, and all information identifying donors and prospective donors, is confidential and exempt from s. 119.07(1) and that anonymity shall be maintained in the auditor's report. All records of the organization other than the auditor's report, management letter, and any supplemental data requested by the Auditor General and the Office of Program Policy Analysis and Government Accountability shall be confidential and exempt.

Section 1001.453(4), F.S. – The identity of donors and all information identifying donors and prospective donors are confidential and exempt from s. 119.07(1) and that anonymity shall be maintained in the auditor's report of a district school board direct-support organization.

Section 1002.221, F.S. – Education records, as defined in the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. s. 1232g, and the federal regulations, are confidential and exempt. An agency or institution, as defined in s. 1002.22, may not release a student's education records without the written consent of the student or parent except as provided in the exemption and as permitted by FERPA.

Section 1002.225, F.S. – All public postsecondary educational institutions shall comply with the Family Educational Rights and Privacy Act, 20 U.S.C. s. 1232g, with respect to the education records of students.

Section 1002.36(7)(d), F.S. – The criminal records, private investigator findings, and information from reference checks obtained by the Florida School for the Deaf and the Blind for determining the moral character of employees of the school are confidential and exempt from disclosure.

Section 1002.395(6)(y), F.S. – Information and documentation provided to the Department of Education and the Auditor General relating to the identity of a taxpayer that provides an eligible contribution under this section (Florida Tax Credit Scholarship Program) shall remain confidential at all times in accordance with s. 213.053.

Section 1002.42(18)(c), F.S. – Any information that may identify whether a particular individual has been assigned as a safe-school officer pursuant to s. 1006.12 at a private school and that is held by a law enforcement agency is exempt from disclosure requirements.

Section 1002.72, F.S. – Except as provided in the exemption, the records of children enrolled in the Voluntary Prekindergarten Education Program are confidential.

Section 1002.97, F.S. – Except as provided in the exemption, individual records of children enrolled in school readiness programs, held by a VPEP provider, an early learning coalition or the Department of Education are confidential and exempt.

Section 1003.25(1), F.S. – The cumulative record of a public school pupil that is required by this section is confidential and exempt from s. 119.07(1) and is open to inspection only as provided in Ch. 1002.

Section 1003.53(6), F.S. – School districts and other agencies receiving information contained in student records and juvenile justice records shall use such information only for official purposes connected with the certification of students for admission to and for the administration of the dropout prevention and academic intervention program, and such agencies shall maintain the confidentiality of such information unless otherwise provided by law or rule. Such information is confidential and exempt from s. 119.07(1).

Section 1003.57(1)(c), F.S. – Hearings on exceptional student identification, evaluation, and eligibility determination, or lack thereof, are exempt from s. 286.011, except to the extent that the State Board of Education adopts rules establishing other procedures, and any records created as a result of such hearings are confidential and exempt.

Section 1004.055, F.S. – Certain records held by a state university or Florida College System institution which identify detection, investigation, or response practices for suspe

confirmed security incidents are confidential and exempt. Those portions of a pu which would reveal such data and information are exempt from s. 286.011, F.S.

Section 1004.0962 (2) and (4), F.S. – A campus emergency response, as defined in the exemption, held by a public postsecondary institution or specified agencies is exempt from disclosure requirements. That portion of a public meeting which would reveal a campus emergency response is exempt from s. 286.011, F.S.

Section 1004.098(1), F.S. – Personal identifying information of an applicant for president of a state university or a Florida College System institution held by a state university or college is confidential and exempt, except that the age, race, and gender of all applicants who met the minimum qualifications established for the position who were considered and the personal identifying information of an applicant included in the final group of applicants, are no longer confidential and exempt beginning at the earlier of the date the final group of applicants to be considered is established or 21 days before the date of a meeting at which an interview of an applicant will be conducted or at which final action or a vote is to be taken on the offer of employment of an applicant as president.

Section 1004.098(2), F.S. – Any portion of a meeting held for the purpose of identifying or vetting applicants for president of a state university or Florida College System institution, including any portion of a meeting which would disclose personal identifying information of such applicants which is otherwise confidential and exempt under s. 1004.098(1) is exempt from open meetings requirements. A complete recording must be made of any portion of a meeting which is closed and the closed portion may not be held off the record. The recording of the closed portion is exempt. The exemption does not apply to portions of meetings held to establish qualifications for the position or for establishing any compensation framework to be offered to an applicant, or to any meeting held after a final group of applicants has been established.

Section 1004.22(2), F.S. – Materials relating to methods of manufacture or production, potential or actual trade secrets, potentially patentable material, business transactions, or proprietary information received, generated, ascertained or discovered during the course of research conducted within state universities are confidential and exempt from s. 119.07(1), except that a division of sponsored research shall make available, upon request, title and description of a research project, name of the researcher, and amount and source of funding for the project.

Section 1004.24(4), F.S. – The claims files of a self-insurance program adopted by the Board of Governors, or the board's designee, pursuant to this section are confidential and exempt from s. 119.07(1), and are only for the use of the program in fulfilling its duties.

Section 1004.28(5), F.S. – Other than the auditor's report, management letter, any records related to the expenditure of state funds, and any financial records related to the expenditure of private funds for travel, all records of a university direct-support organization and any supplemental data requested by the Board of Governors, the university board of trustees, the Auditor General, and the Office of Program Policy Analysis and Government Accountability shall be confidential and exempt from s. 119.07(1). The identity of donors who desire to remain anonymous shall be protected, and that anonymity shall be maintained in the auditor's report. Any portion of a meeting of the board of directors of the organization, or of the executive committee or other committees of such board, at which any proposal seeking research funding from the organization or a plan or program for either initiating or supporting research is discussed is exempt from s. 286.011, F.S.

Section 1004.30, F.S. – Certain records of university health services support organizations are made confidential; however, some records become public records at a specified time in the future. Any portion of a governing board or peer review panel or committee meeting during which a confidential and exempt contract, document, record, marketing plan, or trade secret is discussed is exempt from s. 286.011, as well as any records generated during the closed portion of a governing board or peer review panel or committee meeting which contain information relating to contracts, documents, records, marketing plans, or trade secrets which are made confidential and exempt by this section. A person may petition a court for release of certain document

a finding of compelling public interest for release. The organization may petition continued confidentiality upon a showing of good cause.

Section 1004.43(8), F.S. – Proprietary confidential business information, as defined in the subsection, of the not-for-profit corporation organized pursuant to this section for the purpose of operating the H. Lee Moffitt Cancer Center and Research Institute, and the corporation's subsidiaries, is confidential and exempt from disclosure, except that the Auditor General, Office of Program Policy Analysis and Government Accountability, and the Board of Governors must be given access and must maintain the confidentiality of the information so received.

Section 1004.43(9), F.S. – Meetings of the governing body of the not-for-profit corporation operating the H. Lee Moffitt Cancer Center and Research Institute, or its subsidiaries are exempt from open meeting requirements except that meetings at which expenditures of dollars appropriated to the corporation by the state are discussed must remain open to the public.

Section 1004.4472, F.S. – Specified materials held by the Florida Institute for Human and Machine Cognition, Inc., or its subsidiary, including certain donor information, as well as trade secrets, patentable material, proprietary information received or generated from research, and exempt information received from other states or the federal government, are confidential and exempt from disclosure requirements. Portions of meetings where confidential information is discussed are exempt from open meetings requirements.

Section 1004.45(2)(h), F.S. – Information that, if released, would identify donors who desire to remain anonymous, is confidential and exempt. Information which, if released, would identify prospective donors to the museum is confidential and exempt unless the direct-support organization has obtained the name from another source. Identities of such donors and prospective donors shall not be revealed in the auditor's report.

Section 1004.55(6), F.S. – Records that relate to the client of a regional autism center are confidential and exempt from public disclosure. Personal identifying information of a donor or prospective donor who desires to remain anonymous is also confidential.

Section 1004.70(6), F.S. – Records of a Florida College System institution direct-support organization other than the auditor's report, any information necessary for the auditor's report, any information related to the expenditure of funds, and any supplemental data requested by the board of trustees, the Auditor General, and the Office of Program Policy Analysis and Government Accountability are confidential and exempt from s. 119.07(1). The identity of donors who desire to remain anonymous shall be protected, and that anonymity shall be maintained in the auditor's report.

Section 1004.71(6), F.S. – The identity of a donor or prospective donor to a statewide Florida College System direct-support organization who desires to remain anonymous, and all information identifying such donor or prospective donor are confidential and exempt from disclosure. Such anonymity shall be maintained in the auditor's report.

Section 1004.78(2), F.S. – Materials relating to methods of manufacture or production, potential or actual trade secrets, potentially patentable material, business transactions, or proprietary information received, generated, ascertained or discovered during the course of activities conducted within a Florida College System institution are confidential and exempt from s. 119.07(1) provided that an institution shall make available, upon request, the title and description of a project, the name of the investigator and the amount and source of the funding provided for the project.

Section 1005.36(3), F.S. – Confidentiality of student records of closed nonpublic postsecondary institutions which are furnished to the Commission for Independent Education in accordance with this section shall be maintained, to the extent required by law.

Section 1005.38(6), F.S. – Investigatory records held by the Commission for Independent Education are exempt from public disclosure requirements for a period not to exceed 10 days after the panel makes a determination regarding probable cause. Those portions of meetings of the probable cause panel at which exempt records are discussed are exempt from open m

requirements but must be recorded. The recording of a closed portion of a mee minutes and findings of such meeting are exempt from disclosure for a period not to exceed 10 days after the panel makes a determination regarding probable cause.

Section 1006.07(1)(a), F.S. – Student expulsion hearings are exempt from s. 286.011. However, the student's parent must be given notice of the Sunshine Law and may elect to have the hearing held in compliance with that section.

Section 1006.12(8), F.S. – Any information held by listed agencies that would identify whether an individual has been appointed as a safe-school officer is exempt.

Section 1006.1493(5), F.S. – In accordance with s. 119.071(3)(a), data and information related to security risk assessments administered pursuant to cited statutes and the security information contained in the annual report required pursuant to s. 1006.1493(4), are confidential and exempt.

Section 1006.52(1), F.S. – Each public postsecondary educational institution may prescribe the content and custody of records which the university may maintain on its students. A student's education records, as defined in the Family Educational Rights and Privacy Act, 20 U.S.C. s. 1232g, and the federal regulations, and applicant records as defined by this section are confidential and exempt.

Section 1008.23(1), F.S. – All examination and assessment instruments, including developmental materials and workpapers directly related thereto, which are prepared, prescribed or administered pursuant to cited statutes, shall be confidential and exempt.

Section 1008.23(2), F.S. – All examination and assessment instruments, including developmental materials and workpapers directly related thereto, which are prepared, prescribed, or administered by a Florida College System institution, a state university, or the Department of Education shall be confidential and exempt.

Section 1008.24(4)(b), F.S. – The identity of a school or postsecondary educational institution, personal identifying information of any personnel of any school district or postsecondary educational institution, or any specific allegations of misconduct obtained or reported pursuant to an investigation conducted by the Department of Education of a testing impropriety are confidential and exempt until the conclusion of the investigation or until such time as the investigation ceases to be active.

Section 1008.39(3), F.S. – The Florida Education and Training Placement Information Program must not make public any information that could identify an individual or the individual's employer.

Section 1008.41(1)(b), F.S. – Uniform management information systems for workforce education coordinated by the Commissioner of Education pursuant to this section must provide for compliance with state and federal confidentiality requirements except that the department shall have access to certain reemployment assistance wage reports to collect and report placement data about former students. Such placement reports must not disclose the individual identities of former students.

Section 1009.98(6), F.S. – Information that identifies the purchasers or beneficiaries of a prepaid college plan and their advance payment account activities is exempt from s. 119.07(1). Information which is authorized to be released to postsecondary institutions shall be maintained as exempt from s. 119.07(1).

Section 1009.981(6), F.S. – Information that identifies the benefactors or the designated beneficiary of any account initiated pursuant to the Florida College Savings Program is confidential and exempt from public disclosure requirements. However, the board is authorized to release such information to a community college, college, or university in which a designated beneficiary may enroll or is enrolled. The receiving institution shall maintain the confidentiality of such information.

Section 1009.983(4), F.S. – The identity of donors who desire to remain anon

shall be confidential and exempt from disclosure, and such anonymity shall be m
the auditor's report of the direct-support organization of the Florida Prepaid College Program. Information received by the direct-support organization that is otherwise confidential or exempt shall retain such status and any sensitive, personal information regarding contract beneficiaries, including their identities, is exempt from disclosure.

Section 1009.987, F.S. – The personal financial and health information of a consumer (defined as a party to a participation agreement) held by the Florida Prepaid College Board, Florida ABLE Inc., or the Florida ABLE program relating to an ABLE account or participation agreement or any information that would identify a consumer is confidential and exempt. Disclosure is authorized in specified circumstances.

Section 1012.31(3), F.S. – Public school system employee personnel files are subject to the provisions of s. 119.07(1) except that any complaint and material relating to the investigation of a complaint against an employee is confidential and exempt until the conclusion of the preliminary investigation or until the preliminary investigation ceases to be active; employee evaluations are confidential until the end of the school year immediately following the school year during which the evaluation was made, but no evaluations made prior to July 1, 1983, shall be made public; payroll deduction records of the employee and medical records are confidential and exempt. However, an employee's personnel file shall be open at all times to the officials designated in the subsection.

Section 1012.56(10)(e), F.S. – For any examination developed by this state, the Department of Education and the State Board of Education shall maintain confidentiality of the examination, developmental materials, and workpapers, which are exempt from s. 119.07(1).

Section 1012.56(10)(g), F.S. – Examination instruments, including developmental materials and workpapers directly related thereto, which are prepared, prescribed, or administered pursuant to this section (educator certification) are confidential and exempt from s. 119.07(1) and from s. 1001.52. Provisions governing access to, maintenance of, and destruction of such instruments and related materials shall be prescribed by rules of the State Board of Education.

Section 1012.796(4), F.S. – The complaint against a teacher or administrator and all information obtained pursuant to the investigation by the Department of Education shall be confidential and exempt from s. 119.07(1) until the conclusion of the preliminary investigation, until such time as the preliminary investigation ceases to be active, or until such time as otherwise provided by s. 1012.798(6). However, the complaint and all material assembled during the investigation may be inspected and copied by the certificate holder or the certificate holder's designee, after the investigation is concluded, but prior to the determination of probable cause.

Section 1012.798(9), F.S. – Information obtained by the recovery network program (established within the Department of Education to assist impaired educators) from a treatment provider which relates to a person's impairment and participation in the program is confidential and exempt from disclosure.

Section 1012.798(11), F.S. – Medical records released pursuant to paragraph (8)(e) of this section relating to the impaired educators recovery network program may be disclosed only to the entities specified only as required for purposes of this section, or as otherwise authorized by law. The medical records are confidential and exempt from disclosure.

Section 1012.81, F.S. – Rules of the State Board of Education shall prescribe the content and custody of limited-access records maintained by a Florida College System institution on its employees. Such limited-access records may include only the records described in the section. Limited access records are confidential and exempt and may not be released except as authorized in the section.

Section 1012.91, F.S. – Each university board of trustees shall adopt rules prescribing the content and custody of limited-access records maintained on its employees. Such limited-access records are limited to the records described in the section. Limited access records are confidential and exempt and may not be released except as authorized in the section.

Section 1012.9931, F.S. – Any portion of a meeting of the Interstate Teach Compact Commission or its executive committee in which specified information is discussed is exempt from open meetings requirements. Recordings, minutes, and records generated during any portion of an exempt meeting are exempt. Records relating to an investigation of a teacher received from another member state held by the Commissioner of Education or the Department of Education pursuant to the Compact are exempt from disclosure requirements until such time as the investigation ceases to be "active," as defined in the exemption, or until such time as a preliminary investigation has been concluded with a finding that there is probable cause to proceed and a complaint is filed.

Section 1013.14(1)(a), F.S. – In any case where a board, pursuant to the provisions of Ch. 1013, seeks to purchase real property for educational purposes, all appraisals, offers, or counteroffers are exempt from s. 119.07(1) until an option contract is executed or, if no option contract is executed, until 30 days before a contract or agreement for purchase is considered for approval by the board. If a contract or agreement for purchase is not submitted to the board for approval, then the exemption from s. 119.07(1) expires 30 days after the negotiations end.

E. SECTION 11.0431, FLORIDA STATUTES - LEGISLATIVE RECORDS; EXEMPTIONS FROM PUBLIC DISCLOSURE.

11.0431 Legislative records; intent of legislation; exemption from public disclosure.–

(1) It is the policy of the Legislature that every person has the right to inspect and copy records of the Senate and the House of Representatives received in connection with the official business of the Legislature as provided for by the constitution of this state. To that end, public records shall be open to personal inspection and copying at reasonable times except when specific public necessity justifies that public records be exempt from such inspection and copying.

(2) The following public records are exempt from inspection and copying:

(a) Records, or information contained therein, held by the legislative branch of government which, if held by an agency as defined in s. 119.011, or any other unit of government, would be confidential or exempt from the provisions of s. 119.07(1), or otherwise exempt from public disclosure, and records or information of the same type held by the Legislature.

(b) A formal complaint about a member or officer of the Legislature or about a lobbyist and the records relating to the complaint, until the complaint is dismissed, a determination as to probable cause has been made, a determination that there are sufficient grounds for review has been made and no probable cause panel is to be appointed, or the respondent has requested in writing that the President of the Senate or the Speaker of the House of Representatives make public the complaint or other records relating to the complaint, whichever occurs first.

(c) A legislatively produced draft, and a legislative request for a draft, of a bill, resolution, memorial, or legislative rule, and an amendment thereto, which is not provided to any person other than the member or members who requested the draft, an employee of the Legislature, a member of the Legislature who is a supervisor of the legislative employee, a contract employee or consultant retained by the Legislature, or an officer of the Legislature.

(d) A draft of a bill analysis or fiscal note until the bill analysis or fiscal note is provided to a person other than an employee of the Legislature, a contract employee or consultant retained by the Legislature, or an officer of the Legislature.

(e) A draft, and a request for a draft, of a reapportionment plan or redistricting plan and an amendment thereto. Any supporting documents associated with such plan or amendment until a bill implementing the plan, or the amendment, is filed.

(f) Records prepared for or used in executive sessions of the Senate until 10 years after the date on which the executive session was held.

(g) Portions of records of former legislative investigating committees whose records are sealed or confidential as of June 30, 1993, which may reveal the identity of any witness, any person who was a subject of the inquiry, or any person referred to in testimony, documents, or evidence retained in the committee's records; however, this exemption does not apply to a member of the committee, its staff, or any public official who was not a subject of the inquiry.

(h) Requests by members for an advisory opinion concerning the application of the rules of either house pertaining to ethics, unless the member requesting the opinion authorizes in writing the release of such information. All advisory opinions shall be open to inspection except that the identity of the member shall not be disclosed in the opinion unless the member requesting the opinion authorizes in writing the release of such information.

(i) Portions of correspondence held by the legislative branch which, if disclosed, would reveal: information otherwise exempt from disclosure by law; an individual's medical treatment, history, or condition; the identity or location of an individual if there is a substantial likelihood that releasing such information would jeopardize the health or safety

individual; or information regarding physical abuse, child abuse, spouse abuse the elderly.

(3) Any record created prior to July 1, 1993, which was not available to the public from the house, commission, committee, or office of the legislative branch that created the record, is exempt from inspection and copying until July 1, 1993. Prior to July 1, 1993, the presiding officer of each house shall determine which records held by that house should remain exempt from inspection and copying. The presiding officers of both houses shall jointly determine which records held by joint committees should remain exempt from inspection and copying. No later than July 1, 1993, the presiding officers shall publish a list of records that remain exempt from inspection and copying.

(4) For purposes of this section, "public record" means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by the legislative branch.

(5) Nothing herein shall be construed to limit the authority of each house of the Legislature to adopt rules pursuant to s. 24, Art. I of the State Constitution.

F. TABLE OF APPELLATE CASES (GOVERNMENT- IN-THE-SUNSHINE AND THE PUBLIC RECORDS ACT) NOTE: This listing includes federal cases and Florida appellate (i.e., District Court of Appeal or Supreme Court) cases cited in the Sunshine Manual; the complete text of cited Florida county court and circuit court cases is available online at the Office of the Attorney General website: myfloridalegal.com.

(s) Denotes case cited in Part I, Sunshine Law

(pr) denotes case cited in Part II, Public Records Act

Agrosource, Inc. v. Florida Department of Citrus, 148 So. 3d 138 (Fla. 2d DCA 2014) (pr)

Alice P. v. Miami Daily News, Inc., 440 So. 2d 1300 (Fla. 3d DCA1983), *review denied,* 467 So. 2d 697 (Fla. 1985) (pr)

Allen v. United Faculty of Miami-Dade College, 197 So. 3d 604 (Fla. 3d DCA 2016) (s)

Allstate Floridian Ins. Co. v. Office of Ins. Regulation, 981 So. 2d 617 (Fla. 1st DCA 2008), *review denied,* 987 So. 2d 79 (Fla. 2008) (pr)

Alterra Healthcare Corporation v. Estate of Shelley, 827 So. 2d 936 (Fla. 2002) (pr)

Althouse v. Palm Beach County Sheriff's Office, 89 So. 3d 288 (Fla. 4th DCA 2012) (pr)

Althouse v. Palm Beach County Sheriff's Office, 92 So. 3d 899 (Fla. 4th DCA 2012) (pr)

Alvarez v. Reno, 587 So. 2d 664 (Fla. 3d DCA 1991) (pr)

A*mendments to the Florida Family Law Rules of Procedure,* 723 So. 2d 208 (Fla. 1998) (s)

Anderson v. City of St. Pete Beach, 161 So. 3d 548 (Fla. 2d DCA 2014) (s)

Arbelaez v. State, 775 So. 2d 909 (Fla. 2000) (pr)

Areizaga v. Board of County Commissioners of Hillsborough County, 935 So. 2d 640 (Fla. 2d DCA 2006), *review denied,* 958 So. 2d 918 (Fla. 2007) (pr)

Askew v. City of Ocala, 348 So. 2d 308 (Fla. 1977) (s)

Atkins v. State, 663 So. 2d 624 (Fla. 1995) (pr)

Atwell v. Sacred Heart Hospital of Pensacola, 520 So. 2d 30 (Fla. 1988) (pr)

B & L Service, Inc. v. Broward County, 300 So. 3d 1205 (Fla. 4th DCA 2020) (pr)

B & S Utilities, Inc. v. Baskerville-Donovan, Inc. 988 So. 2d 17 (Fla. 1st DCA 2008), *review denied,* 4 So. 3d 1220 (Fla. 2009) (pr)

B.B. v. Department of Children and Family Services, 731 So. 2d 30 (Fla. 4th DCA 1999) (pr)

Baker v. Eckerd Corporation, 697 So. 2d 970 (Fla. 2d DCA 1997) (pr)

Baker v. Florida Department of Agriculture and Consumer Services, 937 So. 2d 1161 (Fla. 4th DCA 2006), *review denied,* 954 So. 2d 27 (Fla. 2007) (s)

Baker County Press, Inc. v. Baker County Medical Services, Inc., 870 So. 2d 189 (Fla. 1st DCA 2004) (s), (pr)

B.M.Z. Corporation v. City of Oakland Park, 415 So. 2d 735 (Fla. 4th DCA 1982) (

Barfield v. City of Fort Lauderdale Police Department, 639 So. 2d 1012 (Fla. 4th DCA), *review denied,* 649 So. 2d 869 (Fla. 1994) (pr)

Barfield v. City of Tallahassee, 171 So. 3d 239 (Fla. 1st DCA 2015) (pr)

Barfield v. Doe, 348 So. 3d 1156 (Fla. 4th DCA 2022) (pr)

Barfield v. School Board of Manatee County, 135 So. 3d 560 (Fla. 2d DCA 2014) (pr)

Barfield v. Town of Eatonville, 675 So. 2d 223 (Fla. 5th DCA 1996) (pr)

Barron v. Florida Freedom Newspapers, 531 So. 2d 113 (Fla. 1988) (s), (pr)

Bay County School Board v. Public Employees Relations Commission, 382 So. 2d 747 (Fla. 1st DCA 1980) (pr)

Bear v. Escambia County Board of County Commissioners, 2022 WL 602266 (N.D. Fla. March 1, 2022) (pr)

Bennett v. Clerk of Circuit Court Citrus County, 150 So. 3d 277 (Fla. 5th DCA 2014) (pr)

Bennett v. Warden, 333 So. 2d 97 (Fla. 2d DCA 1976) (s)

Bent v. State, 46 So. 3d 1047 (Fla. 4th DCA 2010) (pr)

Bevan v. Wanicka, 505 So. 2d 1116 (Fla. 2d DCA 1987) (pr)

Bigelow v. Howze, 291 So. 2d 645 (Fla. 2d DCA 1974) (s)

Bivens v. Tony, 368 So. 3d 16 (Fla. 4th DCA 2023) (pr)

Blackford v. School Board of Orange County, 375 So. 2d 578 (Fla. 5th DCA 1979) (s)

Blackshear v. State, 115 So. 3d 1093 (Fla. 1st DCA 2013) (pr)

Bland v. Jackson County, 514 So. 2d 1115 (Fla. 1st DCA 1987) (s)

Bludworth v. Palm Beach Newspapers, Inc., 476 So. 2d 775 (Fla. 4th DCA 1985), *review denied,* 488 So. 2d 67 (Fla. 1986) (pr)

Board of County Commissioners of Highlands County v. Colby, 976 So. 2d 31 (Fla. 2d DCA 2008) (pr)

Board of County Commissioners of Palm Beach County v. D.B., 784 So. 2d 585 (Fla. 4th DCA 2001) (pr)

Board of County Commissioners of Sarasota County v. Webber, 658 So. 2d 1069 (Fla. 2d DCA 1995) (s)

Board of Public Instruction of Broward County v. Doran, 224 So. 2d 693 (Fla. 1969) (s)

Board of Trustees, Jacksonville Police & Fire Pension Fund v. Lee, 189 So. 3d 120 (Fla. 2016) (pr)

Booksmart Enterprises, Inc. v. Barnes & Noble College Bookstores, Inc., 718 So. 2d 227 (Fla. 3d

DCA 1998), *review denied,* 729 So. 2d 389 (Fla. 1999) (pr)

Borreca v. Fasi, 369 F. Supp. 906 (D. Hawaii 1974) (s)

Boyles v. Mid-Florida Television Corp., 431 So. 2d 627 (Fla. 5th DCA 1983), *approved*, 467 So. 2d 282 (Fla. 1985) (pr)

Braddy v. State, 219 So. 3d 803 (Fla. 2017) (pr)

Brayshaw v. City of Tallahassee, Fla., 709 F. Supp. 2d 1244 (N.D. Fla. 2010) (pr)

Broward County v. Conner, 660 So. 2d 288 (Fla. 4th DCA 1995), *review denied,* 669 So. 2d 250 (Fla. 1996) (s)

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Statement of Work

Quote #: Q-114621-1
Date: 1/6/2026 9:43 AM
Expires On: 1/31/2026

Client:
Town of Juno Beach, FL

Bill To:
JUNO BEACH TOWN, FLORIDA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Abby Yenni		abby.yenni@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	NextRequest PT Standard Implementation	Standard Implementation (Virtual Only): Admin Users: 1 Kickoff Call, 1 Admin Training. Staff Users have Access to a monthly webinar for general training and questions

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	NextRequest PT Standard Plan	NextRequest Standard Plan for local agencies; Unlimited Staff Users, Up to 10 Admin-Publisher Users, Up to 2TB Storage. Core Features: Review & Redaction Features, Payments, IT & Compliance Features

Total Investment - Initial Term	USD 10,998.00
Annual Recurring Services (Subject to Uplift)	USD 9,498.00

Initial Term	2/1/2026 - 1/31/2027, Renewal Term 2/1 each calendar year
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at https://www.civicplus.help/hc/en-us/p/legal-stuff (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-114621-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit https://www.civicplus.com/verify/

Authorized Client Signature	CivicPlus
By (please sign):	By (please sign):
_____	_____
Printed Name:	Printed Name:
_____	_____
Title:	Title:
_____	_____
Date:	Date:
_____	_____

Organization Legal Name:

_____
Billing Contact:

_____
Title:

_____
Billing Phone Number:

_____
Billing Email:

_____
Billing Address:

_____

_____
Mailing Address: (If different from above)

_____

_____
PO Number: (Info needed on Invoice (PO or Job#) if required)

_____

To Whom It May Concern,

CivicPlus is the only provider capable of integrating the bi-directional search functionality between CivicPlus' Websites, Social Media Archiving Open Archive, Agenda and Meeting Management, NextRequest and Municode Online Code Hosting solutions.

Search Integrations:
This search integration enables staff and residents who are performing a search on their CivicPlus websites to simultaneously search Agenda and Meeting Management, Municode Online Code Hosting, NextRequest and Social Media Archiving Open Archive as appropriate. (Social Media Archiving Open Archive integrates with Engage Central websites. Engage Open websites integrate with Agenda and Meeting Management Essential. Engage Central websites integrate with Agenda and Meeting Management Select.)

Only CivicPlus Websites (Open, Central, and Evolve) integrate with Municode's Online Code Hosting Platform, providing a bi-directional search between CivicPlus Websites and Municode's Online Code Hosting Platform. This search feature is unique to CivicPlus.

Legislative Process Integrations:
Our CivicPlus Agenda and Meeting Management solutions, Select and Essential (formerly CivicClerk and Municode Meetings, respectively), are the only agenda and meeting management solutions that integrate with Municode's Online Code Hosting Platform. The integration between Select/Essential and Municode's Online Code Hosting Platform allows users to push newly adopted legislation directly to the Municode Online Code Hosting Platform's landing page. Municode Online Code Hosting Platform's subscription feature, eNotify, proactively notifies staff and residents via email when Select/Essential has pushed new or updated legislation to the Municode Online Code Hosting Platform landing page.

When coupled with OrdBank (a feature of Municode's Online Code Hosting Platform), the integration between Select/Essential and the Municode Online Code Hosting Platform also enables the creation of Enhanced History Notes. Upon supplementation of legislation pushed from Select/Essential to Municode Codification, the Enhanced History Notes for amended sections are hyperlinked directly to the Select/Essential instance for the specific meeting in which that piece of legislation was adopted. This link gives staff and residents instant access to the agenda, minutes, audio, video and vote tallies (if applicable) related to the legislation that amended the specific section of the municipal code. The only platforms capable of creating Enhanced History Notes inside the Municode Online Code Hosting Platform are Select/Essential. Both of which are CivicPlus solutions.

Public Portal Integrations:
Our CivicPlus NextRequest software solution is integrated with the CivicPlus Portal, enabling residents to access an embedded view of the NextRequest portal within the CP Public Portal. This integration enables users to start a public records request and view archived public records requests. No other freedom of information act software solution integrates with the CivicPlus Portal in this way. The CivicPlus Public Portal unifies multiple CivicPlus solutions into one simple transactional hub, presenting residents with available forms, notifications, and upcoming public meetings.

Sole Provider:
No other companies or individuals in the United States have the right to sell these integrated products. No other companies or individuals have the right to sell, support or service each of these products together. Only CivicPlus is authorized to sell all of the following CivicPlus solutions as one suite of products: Municipal Websites, Municode Codification Services, Social Media Archiving (ArchiveSocial), NextRequest FOIA, and Agenda and Meeting Management.

Please let me know if you have any questions or would like any further documentation.

Regards,

Eric Grant
VP, CivicPlus

NextRequest
POWERED BY CIVICPLUS

Standard Package



CIVICPLUS

Company Overview

CivicPlus History



CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.

Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

EXPERIENCE

25+ Years

10,000+ Customers

850+ Employees

RECOGNITION

Inc. 5000 11-time Honoree

GovTech 2024 Top 100 Company

Stevie® Awards Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 10,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

Primary Office

302 S. 4th Street, Suite 500
Manhattan, KS 66502
Toll Free: 888.228.2233 | Fax: 785.587.8951
civicplus.com

Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



NextRequest at a Glance

Serious About Security	SOC 2 Type II Audit, AES-256 encryption, and more
Batch Redaction	Draft redaction, bulk redaction, and more
Experts in Record Requests	Records requests software is all we do
FOIA-Specific Customer Service	All customers assigned a Customer Support Specialists
750+ Customers	And growing fast
Customers Love Us	Check out our glowing Capterra & G2Crowd reviews

> “The batch redaction tool is life-changing.”
>
> Robby Conteras, National City, CA

Standard Plan Overview

License

- Unlimited Staff Users
- Up to 10 Admin-Publisher Users
- Up to 2 TB of storage

Core Features

- Public Request Portal
- Public Reading Room
- Premier Security Package
- Email Monitoring Suite
- Email Notifications
- Automatic Reminders
- Task Assignment and Tracking
- Time Tracking

Payments

- Invoicing and Online Payments (*Approved payment processors)

Review and Redaction Features

- Redaction with Unlimited Users
- RapidReview (Batch and Draft Redaction)
- OCR (Optical Character Recognition)

IT & Compliance Features

- Retention
- Single Sign-On
- Agency Specific Portal URL
- SOC 2 Type II Audit
- CJIS Attestation Available
- HIPAA Compliance Available with BAA

Plan Details



ADMINISTRATIVE TOOLS

- Staff user roles allow controlled access to specific feature sets
- Configurable departments and related request routing
- User-configurable alerts
- User-configurable templates for responses and request closures
- Customizable tags to categorize requests

MESSAGING AND COMMUNICATION

- Private messages for internal staff communication
- Private documents facilitate internal review and redaction before release
- Email bridge that allows users to send personal messages via email without logging into the application
- Automatic email notifications for “request received,” “due soon,” “overdue,” and other actions and statuses related to a request

PUBLISHING AND PERMISSIONS

- Publish individual requests to the public or only the requester
- Control staff permissions
- Review documents internally before release
- Time-based publishing
- Publish requests
- Visibility by department

REQUEST DIVERSION

- Real-time keyword search that deflects requests by routing people to existing information online
- The ability to review and reference past requests and documents to reduce duplicates

REDACTION

- Area and text-based redaction in browser
- Auto-generates an exemption annotation
- Search-based batch redaction
- Automatically generates both redacted and original versions of your documents

NEXTREQUEST BY THE NUMBERS

2M+ Requests Fulfilled

20M+ Documents Processed

DOCUMENT HOSTING

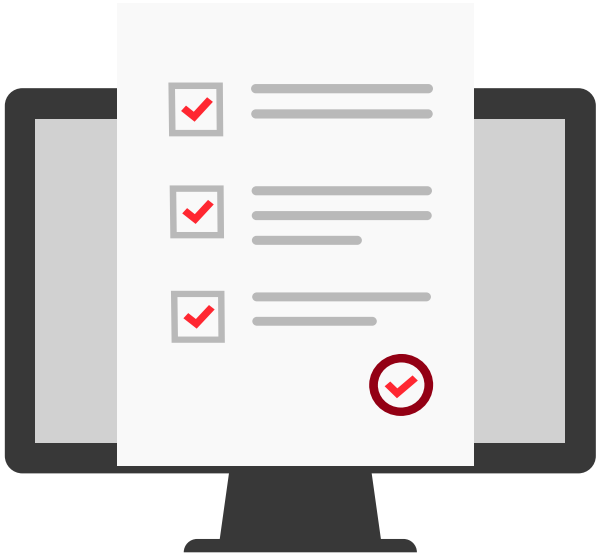
- Supports any file type, including PDF, email extracts, audio, and video
- Document viewer in application

ROUTING AND ROLES

- Automatically send requests to predefined user groups or departments
- Set roles within a group or department
- Define global user abilities with roles

COST, INVOICING, AND PAYMENTS

- Time tracking and cost calculation
- Send and track invoices
- Receive payments online via credit card (PCI compliant)
- Option to create custom invoicing templates



RAPID REVIEW MODULE

- Extract PST and MSG files for review directly in the NextRequest platform
- Rapidly review documents and emails in context and create document workflows
- Redact hundreds of documents at once
- Take bulk actions on documents to release, delete, and move, all at once
- Optical character recognition (OCR) available to decipher the text on scanned documents

DRAFT REDACTION

- Autosaves redactions so you won't lose your work
- Share and collaborate on redactions before finalizing and releasing
- Leave comments on documents for internal review

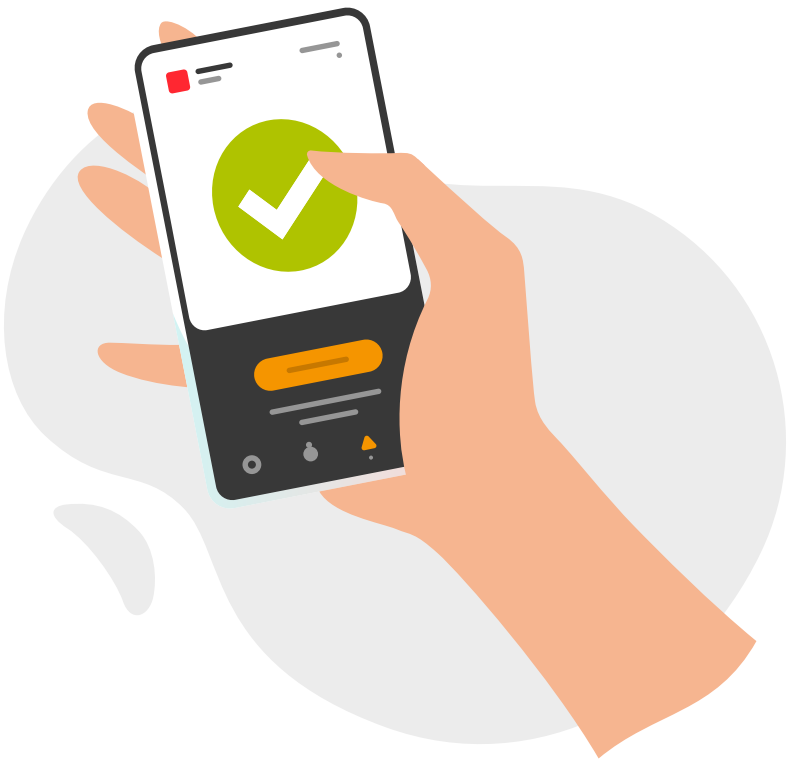
Public Access and Information

BULK DOWNLOAD

- Honor requests so requesters can download some or all documents published for their requests in two clicks

CUSTOM FORMS

- Staff can customize requester forms on the public side to select by department, requester subject, etc.
- It makes requests more accessible and easy to understand for requesters
- Saves time to get requests to the correct department or connect requester with necessary resources



Our records request software empowers organizations to collaborate remotely and asynchronously.

Implementation (Virtual Only)

Standard Plan Overview

The success of your onboarding is a priority to CivicPlus. Over the course of four stages, we'll work with you to:

Configure the portal to match your agency's process for responding to public records requests and set up agency-specific information such as:

- Users and Departments
- Message Templates
- Instructions for the Requester
- Tags

Train users on how to manage and respond to public records requests. All training is recorded, so you can rewatch and share it at any time or join any of our ongoing bi-weekly virtual training webinars.

- One Admin training with a Launch Manager for those administering the portal
- One Staff training via Webinar for staff users responding to records requests

Keys to a Successful Rollout

Designate a Primary Contact

Choosing someone who is involved in responding to public records requests frequently is ideal.



Clearly Map Out Processes

This is a vital step. Mapping out current processes as well as desired changes is the foundation of a great rollout.

Set Training Dates Early

This will help ensure maximum attendance for your Admin & Staff trainings.

Standard Project Timeline

A typical Standard NextRequest onboarding rollout takes ~8-12 weeks.

STAGE 1	Week 1	Key Stakeholders	**Process Mapping:** Fill out customer success plan, gather information, and add users, departments, and portal images.
STAGE 2	Week 2	Key Stakeholders	**Kickoff Call:** 30-60 minute meeting to outline the onboarding and training process as well as set a Go Live date.
	Weeks 2-3	Portal Admins	**Gather Info for Portal:** Finalize users and departments list. Update templates, alerts, tags, and custom text.
STAGE 3	Week 4	Portal Admins	**Admin Training:** 60-90 minute meeting for users who will be administering the portal and managing records requests as an Admin.
	Week 6	All Staff Users	**Staff Training:** 60 minute training for staff who will be responding to record requests within the portal. **Note: This staff training is via webinar only.**
STAGE 4	Week 7	Communication Team	**Go Live:** Your agency's portal is now live and available to the public.
	Weeks 8-12	Portal Owner(s)	**Check-in Review:** Compare the first month of NextRequest usage against 30-day success goals and how you are using NextRequest.

OUR PROMISE TO YOU

Our team is dedicated to giving you the best experience in customer support. If your team changes, if your process changes, or if your agency evolves we're here to help you transition and get you back on track

Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available
8 a.m. – 5 p.m. CST to assist with any questions or concerns regarding technical functionality and usage of your solution

CivicPlus Technical Support will provide a toll-free number, chat, and an online email support system for users to submit technical issues or questions. If the customer support specialist is unable to assist with the question or issue, the three-tier escalation process will begin to report issues to our product engineering team for resolution.

Support at a Glance

- Technical support 8 a.m. – 5 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone, email, and chat
- 4-hour response during normal hours
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)

AWARD-WINNING

CivicPlus has been honored with three Gold Stevie® Awards, six Silver Stevie® Awards, and eight Bronze Stevie® Awards. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

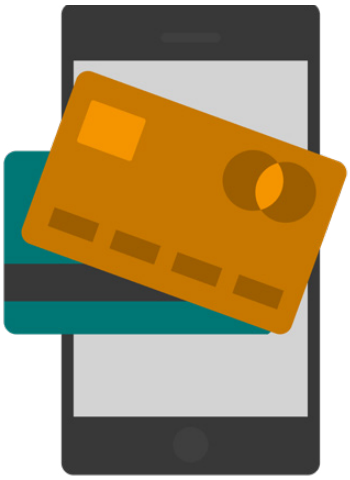
CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager who will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.

Hosting & Security

Infrastructure	**Application Security** – NextRequest servers and databases are hosted on Amazon Web Services. All data is hosted in the United states. **Storage Security** – Customer image assets and documents are stored in Amazon S3. **Backups** – Your data is backed up daily, weekly, and monthly. **Redundancy** – We maintain redundancy to prevent single points of failure, are able to replace failed components, and utilize multiple data centers designed for resiliency. **Disaster Recovery** – We have a step-by-step plan in place to take precautions and minimize the effects of a disaster.
Compliance	**SOC 2 Type II Audit** – NextRequest has successfully completed a SOC 2 Type II audit. **CJIS** – NextRequest enables agency Criminal Justice Information Services (CJIS) compliance by mapping features and the organization to CJIS security controls. **Encryption** – All data is encrypted at rest using AES-256 and in transit using TLS v1 .2. Documents can only be accessed through a valid token that expires. For data, we encrypt in transit using TLS 1.2 and AES-256 at rest. **Codebase** – The NextRequest codebase is built on the latest version of Ruby and Ruby on Rails. Changes are made to repositories via GitHub Pull Requests (PRs). **HTTPS & SSL** – All web requests between web clients and NextRequest are secured by TLS version 1.2. **Monitoring** – Standard application logs are collected daily and weekly. Individual user access is logged within the application and kept in application logs. System status reports are available 24/7 here: https://bit.ly/2YGxbhZ **Security Updates** – NextRequest's architecture allows security updates to be made to all customers in real-time, preventing delays in the patching of security vulnerabilities. **Data Destruction** – At the request of a customer, we will expunge all customer data from NextRequest servers.
Additional Information	**Updates & Patches** – NextRequest uses a software-as-a-service (SaaS) delivery model. This means customers are always using the most up-to-date version of the application and don't have to wait for new releases, including security updates. Development is conducted on a 2-week cycle. **Single Sign-On (SSO)** – NextRequest can add SSO integrations including Active Directory and OAuth to improve password security and access controls across the enterprise organization. **Data Exports** – Your agency can export your NextRequest data at any time. If you were to leave NextRequest in the future, we can provide a data dump for you. **Password Standards** – We enforce strong passwords based on the NIST 800-63B guidelines. **Browser Compatibility** – NextRequest is optimized for Chrome but works with IE11 and up and other modern web browsers.

Optional Add-Ons



Credit Card Processing

CivicPlus Pay (Pay) is our integrated, secure, PCI-compliant, utility application. Local governments can use Pay within many of our solutions to enable seamless payment capabilities.

Pay acts as the connector to facilitate a transaction between the CivicPlus solution and the selected payment gateway. Pay offers integrations with several common payment gateways to provide flexible payment solutions. CivicPlus has partnered with several integrated gateways to enhance the customer experience through a streamlined relationship between the CivicPlus solution and the gateway that processes the payments.

If you utilize a partner payment gateway, CivicPlus can assist with the facilitation, set-up, support, and troubleshooting services. Pay can also integrate with many other supported gateway providers in addition to our partner network, in a more limited fashion, to assist you in developing a successful system. Additional details on our approved partner network and other supported gateway providers are available upon request.

To utilize any of the approved gateways, an agreement will need to be executed directly between you and the vendor, that will assess separate merchant account and transaction fees. Additional information can be provided upon request.

Because EMV and Card-Swipe devices are encrypted specifically for individual payment gateways, you'll need to procure any required devices directly from your selected gateway provider for either purchase or rent. We are happy to assist in your procurement of such devices.

Risk Module

- Personally Identifiable Information, like full names, phone numbers, SSNs, mailing addresses, passport numbers, and much more
- Credentials, including many common API and encryption keys
- Financial Information, like credit card and bank account numbers
- Personal Health Information, including identification numbers associated with health insurance, prescription drugs, and medical devices
- An extra layer of security to help keep track of how many documents have been reviewed and understand their 'Risk Level' on a scale from Low to High, based on the information identified

Disclaimer

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.

(866) 761-5301
3717 Apalachee Parkway
Suite 201
Tallahassee, Florida 32311
sales@justfoia.com
www.justfoia.com

Caitlin Copeland
Town Clerk
Town of Juno Beach ("Client")
340 Ocean Drive
Juno Beach, FL 33408

Dear Caitlin Copeland,

Thank you for considering **JustFOIA's Proposal** in your organization's search for a Records Request Tracking Solution. Please consider the following benefits included with your JustFOIA partnership and subscription:

- **Long-Term Partnership Ensuring Client Success:** We are with you every step of your JustFOIA Client Journey. Our Delivery Team conducts live trainings and partners with you to ensure the system is configured to your unique needs. Our partnership continues throughout your journey, supported by our Technical Support & dedicated Client Success Teams.
- **Continuous Training:** In addition to live training, JustFOIA provides a complimentary subscription to a Learning Management System (LMS) including on-demand continuing educational videos and content.
- **Government Security & Compliance:** All JustFOIA client sites are deployed exclusively on the Microsoft Azure Government Cloud, the Gold Standard in government-level security. As a certified SOC 2 organization, JustFOIA ensures the foundational principles of security, privacy, compliance, and transparency.
- **Unlimited Administrators, Power Users & General Users:** No matter the number of staff involved in records requests, JustFOIA allows unlimited users for all contracted modules at no additional charge.
- **Configurability & Flexibility:** JustFOIA is more than *just* FOIA. Receive a better return on investment by leveraging the solution for more than public records. Liens, Permits and Subpoenas are just a few client examples. With JustFOIA, you have more control over system settings and functionality than any other solution. Dynamic fields recognize keywords entered by citizens to point them to the right place.
- **Having a Voice:** JustFOIA was created based on client feedback, which continues to be the main source of product roadmap ideas. Clients play an essential role in our product feedback loop, collaborating with JustFOIA's Product Development & Quality Assurance Teams to ensure powerful and easy-to-use releases.

If you have any questions concerning our proposal or desire additional information, please do not hesitate to contact me. We appreciate your consideration and hope that we will have the pleasure of partnering with you.

Sincerely,

Scott Mursten
Senior Account Executive
(866) 761-5301 | smursten@justfoia.com

Proposal

Town of Juno Beach

Issued: January 6, 2026



EXECUTIVE SUMMARY

Records request challenges continue to increase, and the call for transparency is at an all-time high. Organizations are selecting JustFOIA to bridge the transparency gap with their community to create an environment of trust and accountability. JustFOIA licenses a software-as-a-service solution (the "Solution"), which is the **easiest-to-use records requests software** that manages every step of the process from intake to delivery. Our Solution can help you save valuable time by automating repetitive tasks, such as redactions, assignments, reminders, and communication with requesters and responders. It is now essential to leverage technology to streamline your records requests process.

OUR COMPANY

Built by users, for users

JustFOIA, Inc. ("JustFOIA") began as a product built for MCCi's public sector clients from a deep understanding gained through 20+ years of servicing municipal clerks, records managers, and the public sector. From its founding roots as a Municode company, MCCi has accelerated more than 1,600 clients' digital transformation journeys by adding intelligence to their processes.



Because many of these clients were searching for a way to better manage the rise in complexity and volume of their organizations' records requests, MCCi's development team and leadership worked hand-in-hand with these clients to simplify the process and provide a better user experience for records managers and the constituents they serve. **In 2014, the JustFOIA Solution was launched.** Fast forward to 2020, JustFOIA's success sparked the need for its own brand and evolution into becoming a sister-company to MCCi. In 2022, we celebrated the milestone of over 1 MILLION records requests processed in JustFOIA, serving more than 500 clients in 44 states.

WHAT MAKES US DIFFERENT

Development fueled by client ideas



Our clients continue to be a vital component of our product feedback loop with client success, implementation, and support teams all regularly contributing ideas to product management. With the launch of our Ideas Portal, **we ensure clients have a voice**, providing a direct line to submit ideas for development consideration, see the status of their development request, and actively vote for the most important features and improvements.

We believe ideas get better when you create an environment of sharing. We regularly organize specialized group discussions, where users with similar challenges engage with our team to make the system work better for them. In addition to testing done by our seasoned, in-house development and quality assurance testing teams, when large features are ready to be tested, we gather beta clients for focus groups and trial usage before releases make it to prime time.

Personalized, consultative services approach

When choosing a records request management solution partner, there are many things to consider. Features and functionality are certainly part of any software partner buying decision, but what will truly dictate your overall experience will be the support you receive during the initial implementation and beyond. We know records requests are only a part of your overall responsibilities, so we start by taking a personalized, consultative approach to the implementation. You're not expected to figure this out on your own – we take the time to fully understand your unique needs and conduct multiple live trainings with your Administrators and Power Users, making sure the end result is the desired one.

Best-in-class technical support



Once your project is complete, you will have access to our stellar Technical Support Team, maintaining a documented **100% client satisfaction rate**, for troubleshooting and supporting the Solution. We offer optional supplementary support packages as well, giving you more access to our staff based on your needs.

Proactive client success

We are fanatical about client success. Don't just take our word for it—check out our G2 Reviews. Success starts with our eagerness to understand our clients' needs and where they are headed on their journey to streamlining their records requests processes. We believe in a proactive support methodology, which begins with client education, excellent service, and communication. Your organization will have a **dedicated Client Success Specialist** that can:

- Identify any needs that could easily be addressed by the Solution
- Serve as a resource for questions and answers, best practices, how other clients are using the system with the use of documented case studies, support center, etc.
- Provide continued education for existing and new users through webinars, workshops, user groups, and more
- Coordinate with our sales operations team for pricing/renewals inquiries and budgetary information

Easiest-to-use or we'll retrain you free

We understand that software – no matter how many features it has – can't be great unless it's easy to use. **We guarantee that JustFOIA is the easiest-to-use records request software, or we will train you again at no extra cost.**

To back this up and to supplement our **live trainings**, we offer our industry-exclusive Learning Management Software platform – The Training Center for JustFOIA – to our clients for free. With unlimited, on-demand access to hundreds of help videos and product documentation, live monthly learning sessions, and peer-based user groups, training new departments and employees is a breeze. We leverage the platform as we roll out JustFOIA to new clients every day, using it to store custom training videos and designing courses for users that simplify training on new features and functionality. If you are as passionate about learning as we are about training, get JustFOIA certified. We offer certifications for Administrators, Power Users and General Users.

WHAT'S INCLUDED WITH JustFOIA PRO PLUS?

FEATURES & SERVICES	Pro Plus
Security & Compliance	
SOC 2 Certified Organization Partner	✓
Annual Employee Certified CJIS & HIPAA Training	✓
ADA/Section 508 Compliant	✓
CJIS ACE Seal of Compliance	✓
Secure Hosting on Microsoft Azure Government Cloud (FedRAMP Authorized at Level High)	✓
Texas Risk and Authorization Management Program (TX-RAMP) Certified Cloud Product	✓
System Updates	✓
Single Sign-On (SSO)	✓+
Data Storage & Users	
Standard Data Storage	Unlimited
Unlimited Administrators, Power Users, General Users, & Viewers	✓
Requester Experience	
One (1) Configurable Public Portal for Requesters to Submit & Track Requests	✓
Search Archive to Allow Requesters to Search Previous Requests	✓
Dynamic Form Fields (e.g., conditional fields or messages)	✓
User Experience	
Retention Schedules	✓
Configurable Workflow for User(s)/Department(s) to Work Concurrently	✓
DirectRoute Workflow	+
Notifications, Reminders & Alerts	✓
In-App Internal & External (Requester) Communication Tools	✓
In-App Redaction with Auto-Redaction (Unlimited Users)	✓
Unlimited File Size in Release to Requester	✓
Any & All Document Management with .PST File Extraction, Response Doc Folder Organization, In-App Document Viewer & Batch Auto-Redaction	✓
Time & Materials Tracking	✓
Invoicing Module	✓
Payment Portal for Credit Card Processing (Global Payments, Authorize.net, PayPal, NIC, Catalis, or Paymentus)	✓+
Laserfiche Integration for Importing/Exporting Files	+
Reporting Dashboard	✓
Standard & Custom Reports through Advanced Reporting	✓
Training/Onboarding	
Dedicated Project Lead	✓
Live, Remote Administrator & Power User Training	✓
Live, Onsite Administrator & Power User Training	+
One-Week Hypercare Period after Go-Live	✓
24/7/365 Training Center LMS with Client-Specific & General Trainings & Videos	✓
Client Service & Support	
Live Technical Support from 8 a.m. to 8 p.m. Eastern	✓
Dedicated Client Success Specialist	✓
Monthly Webinars	✓
JustFOIA Supplemental Support Hours	+

✓ *Included* + *Optional* ✓+ *Client choice of SSO* ***or*** *Payment Portal Included (Also available as an Optional Add-on)*

PRICING

3717 Apalachee Parkway, Suite 201
Tallahassee, FL 32311
850.701.0725
850.564.7496 fax

Client Name: Town of Juno Beach
Quote Date: 1/6/2026
Client Address: 340 Ocean Drive, Juno Beach, FL 33408
Quote Number: 39464
Quote Type: New JustFOIA System

Product Description:	*Qty.*	*Unit Cost*	*Total*
JustFOIA ANNUAL RECURRING SERVICES			
☑ **JustFOIA Pro Plus**	1	$9,835.00	$9,835.00
☑ **Payment Portal for JustFOIA Pro Plus**	1	$1,475.25	$1,475.25
☑ **Laserfiche Integration for JustFOIA Pro Plus**	1	$1,967.00	$1,967.00
☑ **Single Sign-On (SSO)**	1	Included	Included
☑ **Any & All Document Management**	1	Included	Included
☑ **Unlimited Admins, Power Users & General Users**	1	Included	Included
☑ **Unlimited Storage**	1	Included	Included
SUBTOTAL - RECURRING ANNUAL SERVICES			***$13,277.25***

Service Description:	*Qty.*	*Unit Cost*	*Total*
JustFOIA SERVICE PACKAGES			
☑ **Pro Implementation**	1	Included	Included
☑ **Configuration of 2 Request Forms** *• Public Records Requests • Police Department Records Requests*	1	Included	Included
☑ **Payment Portal Configuration** *for Global Payments, Authorize.NET, PayPal, NIC, Catalis, or Paymentus payments*	1	$750.00	$750.00
☑ **Single Sign-On Configuration**	1	Included	Included
☑ **Any & All Document Management Configuration**	1	Included	Included
☑ **Laserfiche Integration Configuration for JustFOIA Pro**	1	$750.00	$750.00
☑ **Dynamic Fields Configuration (up to 10/package)**	1	$370.00	$370.00
SUBTOTAL - ONE-TIME SERVICES			***$1,870.00***

YEAR 1 ORDER COST	***$15,147.25***

All Quotes Expire 30 Days from Quote Date

This is NOT an invoice. Please use this confirmation to initiate Client's purchasing process.

NOTE: *The information presented in this document is based on the results of JustFOIA's and Client's collaborative preliminary discovery thus far. As planning and discovery continue, the project scope and costs may change to meet the specific needs of Client.* ***JustFOIA will provide Master Services Agreement and Addendum with Assumptions, Terms & Conditions for review and approval prior to the start of any project.***

RECURRING SERVICES

Client has elected to license the JustFOIA software provided as a service (the "**Solution**").

An annual increase of 5% will be applied to the immediately preceding annual rates (excluding any initial or one-time discounts). The Recurring Services portion of this Order and/or applicable Addendum will renew upon payment of annual renewal invoice or will terminate as set forth below ("Termination" section).

SALES TAX

Sales tax will be invoiced where the Client is not exempt and/or has not communicated its tax status to JustFOIA. Sales tax is not included in the fee quote above.

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TECHNICAL SUPPORT

To support your journey, it's important to have a plan in case issues or needs arise.

Technical Support

JustFOIA Technical Support is provided for all clients through the online support center, by email (support@JustFOIA.com), or by telephone (800-342-2633), during business hours of 8 a.m. to 8 p.m. Eastern Time. Technical Support covers Solution break/fix support, version updates, and continued educational resources including the JustFOIA Training Center.

	JustFOIA Technical Support Services	JustFOIA Managed Support Services	JustFOIA Process Administration Support Services
Description	**Technical**	**JMSS**	**JPASS**
Easy access to JustFOIA's team of support technicians for break/fix support issues (i.e., error codes, bug fixes, etc.) & basic Q&A support	■	■	■
Remote access support through web meeting	■	■	■
Access to version updates, security updates and hotfixes	■	■	■
Customized JustFOIA Training Center Support	■	■	■
Access to high-level support technicians with enhanced knowledge		■	■
Remote Training for New/Existing Users		■	■
Annual System Review (upon Client request)		■	■
System Settings Consultation		■	■
Assistance with Current System Modifications*		■	■
Assistance with New System Configurations**		■	■
Configuration Changes to Routing of Current DirectRoute Workflows		■	■
Dedicated Technical Support Professional			■
Institutional Knowledge of Client's Solution			■
Proactive recurring consultation calls upon the Client's request			■
Adjust Current SSO or Payment Portal Connections			■

***Current System Modifications** includes Public Portal, Forms, Standard Workflows, Email Templates, Advanced Reports, Custom Dashboards, Dynamic Fields, Users, and Redaction settings.

****New System Configurations** includes Users, Forms, Standard Workflows, Email Templates, Advanced Reports, Custom Dashboards, Dynamic Fields, Users, and Redaction settings. This will also include new additional features that are added to Client's subscription in the future.

Note on Hours usage: JustFOIA allows clients to use their hours for a multitude of post-implementation services, as long as a request will not start a service that cannot be completed within the hours available. The creation of new DirectRoute Workflows is not included in Supplemental Support Services.

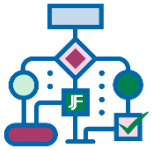
HOW DOES IT WORK?



Receive Records Requests through Your Configurable Public Portal
Direct requesters to an online experience to submit and track the status of their requests, search previous requests, pay invoices, and more. Requesters are automatically notified of receipt.



Create Custom Request Forms
Modernize paper forms and emailed PDF requests with as many configurable, web-based forms as you want. Digital forms allow you to quickly collect all the information you need from the start!



Reduce Response Times through Workflow
Streamline your process by automating repetitive tasks and communications through process mapping. Departments and users can be assigned and automatically notified of tasks and due dates. Reminders, escalations, reassignments, and approvals are configurable within each task.



Centralize All Communications – With the Requester and Internal
Create transparency and simplify your communications both internally and externally. Design and automate common communications with templated messages and workflows.



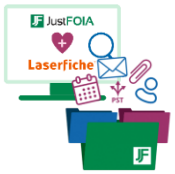
Redact Sensitive Information
Automatically redact documents with one click or manually remove sensitive data. Features include text search, proximity search, redact selected text and/or full page(s). There is no per-user fee, so any user can redact a document if they are permitted by your organization. An exemption log can be automatically generated to accompany each request to explain any redactions.



Estimate & Log Time & Materials
Keep track of the labor, time, and materials costs of fulfilling requests. Configure individual user hourly rates and standard material fees, so invoicing is made simple.



Generate Invoices and Receive Payments
Issue invoices and receive payments inside the Public Portal. Accept all forms of payments including credit cards via our optional, PCI-Compliant Payment Portal, using third-party payment processors.



Import & Organize Response Documents
Easily upload documents from your computer, network or via our optional Laserfiche integration for the requestor to retrieve through your secure JustFOIA Public Portal. Using our optional Any & All Document Management module, extract .PST files and simplify managing hundreds of files.



Analyze Comprehensive Reports
Custom reports are available, in addition to standard reports, such as:

- Processed Requests
- Bottlenecks
- User Activity
- Paused Requests
- Fees Totals
- Time and Materials
- Deleted Requests
- User Task Activity
- Correspondence
- Open Requests
- Request Retention
- Payment Details

WORLD-CLASS, STANDARD SECURITY & COMPLIANCE

JustFOIA is committed to providing a secure platform for our clients that meets or exceeds industry standards. JustFOIA's SOC 2 Type 2 certification, as defined by the American Institute of Certified Public Accountants (AICPA) demonstrates that an external auditing firm has verified the implementation of strict information security and risk management policies and procedures. JustFOIA's CIO is CISSP certified. **All JustFOIA client sites are deployed exclusively on the Azure Government Cloud**, which was built upon the foundational principles of security, privacy and control, compliance, and transparency. JustFOIA is also the only TX-RAMP Certified records request management cloud product.



SOC 2 COMPLIANCE

The official SOC 2 audit report provides a thorough review of processes relating to risk management, including:

- Internal Controls
- IT Infrastructure
- Logical Security
- Environmental Security
- Disaster Recovery Plans
- Access Management Policies
- Software Development Lifecycle
- Network Security
- Computer Operations
- Acceptable Use Policies
- Subservice Due Diligence
- Change Management Procedures
- Physical Security
- Business Continuity
- Corporate Ethics

MICROSOFT AZURE GOVERNMENT CLOUD

Microsoft Azure Government Cloud is FedRAMP Authorized at Level High and designed to handle data subject to certain government regulations and requirements, such as NIST800.171 (DIB), ITAR, IRS 1075, DoD L4, and CJIS. Azure Government uses physically isolated datacenters and networks (located in U.S. only).

ENCRYPTED DATA

The Solution is a web-based application, and all HTTP communications are secured in transit by TLS 1.2 (aka HTTPS). Your data is encrypted at rest transparently using 256-bit AES encryption, one of the strongest block ciphers available, and is FIPS 140-2 compliant.

WEB APPLICATION FIREWALL

Azure Web Application Firewall (WAF) provides protection of your web applications from common exploits and vulnerabilities. SQL injection and cross-site scripting are among the most common attacks. WAF on Application Gateway is based on Core Rule Set (CRS) 3.1, 3.0, or 2.2.9 from the Open Web Application Security Project (OWASP). With no additional configuration required, the WAF automatically updates to protect against new vulnerabilities.

LAYER 7 LOAD BALANCING & NETWORK SECURITY GROUPS

Load Balancing distributes traffic across multiple servers to improve availability and performance. Azure Application Gateway serves as a web traffic load balancer that directs traffic to web applications. While traditional load balancers operate at the transport layer (OSI layer 4), Azure Application Gateway makes routing decisions based on additional attributes of an HTTP request, such as URI path or host headers. Application layer (OSI layer 7) load balancing gives the JustFOIA team greater control in managing the Solution's infrastructure. As a second layer of protection, Network Security Groups applied will only allow traffic that is explicitly defined as allowed.

MONITORING & PERFORMANCE ANALYSIS

Our monitoring and alerting systems notify our Network Operations Center (NOC) of any issues with availability or performance. Our engineers are available 24/7 to address any cloud infrastructure issues.

P2S = POINT TO SITE VPN

Support & administrative personnel access the Solution's backend infrastructure via secure VPN connections only.

UPDATE MANAGEMENT

Updates for Windows Server OS and SQL Server are managed through Azure Automation Update Management, deploying critical and security updates monthly and classification updates quarterly.

AZURE BACKUP & SITE RECOVERY SERVICES

Azure's backup service provides independent and isolated backups to guard against accidental destruction of original data. Backups are encrypted and stored in a Recovery Services Vault with built-in management of recovery points.

The Solution's Disaster Recovery is built upon Azure Site Recovery (ASR), a native disaster recovery as a service that replicates all Virtual Machine disks (OS and Data for all web, application, and database servers) from the Azure Region hosting your production environment to a geographically disparate Azure Region. Replicas are kept up to date within five (5) minutes.

ONGOING SECURITY INNOVATION

As you can see, we take numerous measures to secure your data. While we're confident in our technology, we recognize that no system can guarantee data security with 100% certainty. For that reason, we will continue to innovate, maintain state of the art security measures, and thoroughly investigate any reported security issues concerning JustFOIA's services or software.

508/ADA COMPLIANCE

As part of our ongoing commitment to providing the easiest-to-use records requests software, we are dedicated to providing a web application that is accessible to the widest possible audience, regardless of technology or ability. As such, we strive to remove barriers that might prevent a person with disabilities from using our products by adhering to the Revised Section 508 Standards published by the United States Access Board.

ADA
Americans with Disabilities Act

The WCAG level of compliance is approved by the ADA for websites and provides recommendations for making content accessible. JustFOIA's citizen-facing pages perform at a Level AA (or level two) conformance to these guidelines, including:

- **Text Equivalents:** Alternative text for appropriate images and other non-text elements
- **Full Keyboard Access:** Built so that it can be accessed using a keyboard
- **Site Consistency:** Feature and functions perform the same way every time
- **Site Structure:** Appropriate headings, lists, paragraphs, style sheets, and other format features to enable easy use with assistive technology
- **Links:** Descriptive link titles, unless the link text already fully describes the target

JustFOIA routinely completes a Voluntary Product Accessibility Template (VPAT) and engages with external consultants certified by the International Association of Accessibility Professionals to ensure our Solution conforms with required standards. Our VPAT Report allows us to provide the data needed for your procurement team to verify that the JustFOIA Solution complies with Section 508 technical requirements.

CLIENT JOURNEY TO EMPOWERMENT

We're going to walk with you hand-in-hand throughout your JustFOIA Client Journey, actively supporting and guiding your team as they interact and engage with the Solution – thus, empowering your team to manage the system post-implementation. This journey is not viewed as a one-time transaction but as an ongoing partnership, where we remain committed to client success and satisfaction at every stage.

DELIVERY TEAM

Once you have selected your "destination" of JustFOIA, our Delivery Team will guide you through four phases of implementation, ensuring a smooth path to Go-Live:

Phase 1: Pre-Implementation

We think it's important that we get to know each other first – building upon the knowledge gained during the decision-making process to configure the Solution to your specific needs. Your Project Coordinator will gather configuration data and outline expectations for the upcoming implementation phases. During our "Implementation Launch Session," your assigned Project Coordinator will discuss training, confirm the timeline and key milestone dates, and introduce you to the public-facing side of your JustFOIA site and request form(s).

Phase 2: System Training & Configuration

This phase will consist of two remote/live *"System Training Sessions"* for Administrators and Power Users, focusing on the practical application of the Solution through a hands-on experience submitting and working with mock requests to create a deep practical understanding of requests and administration settings. Clients are introduced to form configurations, retention options, redaction capabilities, communication tools, and more.

Phase 3: Request Training, Processing & Testing

Administrators and Power Users will be guided through the designed request form workflow, creating a collaborative, problem solving experience that results in a more intimate understanding of the process.

As Administrators and Power Users become experts in the Solution, the JustFOIA Delivery Team will collaborate with you to assist in onboarding general users. With numerous resources to onboard and introduce your staff to the Solution including custom training outlines, workflow maps, and guides for long-term reference, JustFOIA empowers you to create an internal training program while reinforcing your own knowledgebase.

Following training, a designated testing window reinforces training principles while preparing to launch the JustFOIA Solution to the public. Your assigned Project Coordinator will be on stand-by to make necessary system modifications.

Phase 4: Launching JustFOIA

Now, the moment we've been waiting for – it's time to Go-Live with JustFOIA! The Delivery Team is invested in your success and will be with you every step of the way. We will remove test data from your JustFOIA site and provide a press kit to spread the word about your efforts to promote transparency. High-level priority is given to inquiries and adjustments during our *Hypercare Check-in Service* period until you are transitioned to your long-term Client Success and Technical Support Teams.

CLIENT SUCCESS

Once you have launched JustFOIA to the public, your journey is only just beginning. Every JustFOIA client is assigned a dedicated Client Success Specialist to ensure they are getting the most out of their investment. Your Client Success Specialist can consult with you to recommend best practices and solutions to common records request issues. We invite clients to participate in periodic user webinars, training opportunities, user communities, and focus groups. Regardless of user type, there is something for everyone.

In addition to ensuring your satisfaction with JustFOIA, your Client Success Specialist will recommend resources found in the Training Center for JustFOIA, our complimentary learning management system with unlimited, on-demand access to hundreds of help videos and product documentation.

JUSTFOIA DEFINITIONS

To determine which modules are applicable, please refer to the Pricing section. Your specific implementation may not include all modules described below.

REDACTION MODULE

Our powerful in-App Redaction Module allows you to upload and redact documents automatically with one click or manually remove sensitive data. Features include text search, pattern matching, proximity search, redact selected text and/or full page(s). Easily apply exemption codes to cite redaction reasons. Once applied, redacted areas are burnt into the document and cannot be recovered or removed so only the redacted version can be released. There is no per-user fee, so any permitted user can redact a document.

JUSTFOIA TRAINING CENTER

The JustFOIA Training Center is a robust Learning Management System that offers remote learning, ongoing training and certification. This complimentary subscription provides an easy solution for new users and refresher training. Benefits include:

- 24/7 access to on-demand JustFOIA training videos, certification courses and other resources
- Reduction in training time and expenses
- Catered learning for all skill levels from Basic Users to System Administrators
- Unlimited access for Client's entire organization
- Reduction in internal support and increased user productivity
- Increased efficiency through improved internal usage/adoption of JustFOIA
- Customized with fully indexed, recorded training sessions

ADVANCED REPORTING

The Advanced Reporting module will allow Client to select data points to create custom reports and includes the following:

- User-selectable data points
- User-defined date ranges
- Saving created reports
- Ability to export data

SINGLE SIGN-ON (SSO)

The JustFOIA authentication system enables Single Sign-On ("SSO") integration by allowing connection to one of many supported identity providers. This allows users to login to JustFOIA via trusted connections established with their IT infrastructure (e.g., Microsoft Entra ID (formerly known as Azure Active Directory) login) instead of using username and password authentication within JustFOIA. This feature eliminates the need for users to maintain two sets of credentials, is easier for Client's IT organization to maintain security protocols and gives Client better control over managing user access.

The following types of enterprise connections can be made:

- Microsoft Entra ID (formerly known as Azure Active Directory)
- ADFS
- Open ID Connect
- Active Directory
- PingFederate
- Google Workspace (formerly G Suite, formerly Google Apps)
- SAML
- Duo

PAYMENT PORTAL

JustFOIA integrates with Global Payments, Authorize.net, PayPal, NIC, Catalis, and Paymentus payments to collect payments from requestors online. These third-party payment processors handle all monetary transactions and sensitive credit card data. The requestor enters the request number/security key to see any fees that they owe. If they owe fees, they can pay through a secure Global Payments, Authorize.net, PayPal, NIC, Catalis, or Paymentus payments site. Once they pay, users are able to make the request documents available for immediate release.

LASERFICHE INTEGRATION

Our exclusive Laserfiche integration is a seamless bridge, allowing your organization to leverage Laserfiche to fulfill records requests more quickly and efficiently. From inside the JustFOIA Solution, users can securely connect to their Laserfiche repository to search and browse for responsive documents, sending selected documents to a specific request in the same file format as they are in the repository. As part of your Laserfiche Integration, you can export custom system reports directly into your Laserfiche repository, as well as all parts of a request including communications, response documents, invoices, and a full timeline history of activity on the request. This integration requires each user to have a full Laserfiche license. Please see the Laserfiche Integration User & Configuration Guide.

ANY & ALL DOCUMENT MANAGEMENT

For clients who receive requests for "Any and All" communications, the effort to determine the responsive documents can be overwhelming. Built for clients who need to work with a large number of files, JustFOIA's Any & All Document Management tool helps simplify and speed up this process with a variety of features, including:

- Extract .PST files (emails and attachments)
- Bulk redact and sort all files with one-click
- Create custom folders and review documents in the document viewer
- Detect duplicate emails
- Combine files into one PDF

DIRECTROUTE WORKFLOWS

DirectRoute Workflows enhance your organization's efficiency by automating the initial routing of requests. This empowers requestors to pinpoint the exact department responsible for receiving and addressing their submission. This leads to a significant reduction in processing time, a streamlined user experience, and assurance that requests are routed accurately.

Like JustFOIA's standard workflow capabilities, DirectRoute Workflows can include due dates, reminders, escalations, approvals and trigger the dispatch of system and customized emails.

DYNAMIC FORM FIELDS

For clients looking for a more advanced form experience, Dynamic Form Fields provides a way to create highly interactive and user-centric request forms. These fields adapt the form's behavior to requestor input and predefined conditions, specifically enhance the requestor experience. Dynamic Form Fields can be especially valuable in complex forms where all fields are not relevant to every requestor. The use of Dynamic Form Fields ensures all data necessary to process a request is collected at the initial submission.

A JustFOIA Dynamic Form Field is defined as a single form field (Dropdown, Checkbox, Text Area, Test Input, Date or Label) that becomes visible and/or required based on form selections or requestor input.

SANDBOX

For clients that prefer to test proposed changes before making updates to their live system, JustFOIA offers a Sandbox environment. JustFOIA will provide a sandbox/testing environment based on a snapshot of the configuration and database on the day requests begin being processed via the JustFOIA Public Portal. An update can be requested at any time, for an additional cost.

INSTANCE

For agencies that prefer to have multiple instances of JustFOIA, there are options available. Ideal for shared services environments with centralized IT administration and billing needs, an additional instance can be used for an additional agency, division or even a sandbox environment. An additional instance includes:

- Per-instance administration interface
- A separate, unique URL
- Independent branding and separate Public Portal
- A different SSO domain and/or payment account
- Same add-ons as initial system
- Unique set of system email templates
- Independent reporting

SERVICE PACKAGES

GENERAL ASSUMPTIONS

The following assumptions serve as the basis for the Service Package(s) reflected below. Any service or activity not described below is not included in the scope of services to be provided. Variations to the following may impact the Service Package's cost and/or schedule, justifying a change order.

- JustFOIA's completion of a Deliverable to Client shall constitute that JustFOIA has conducted its own review and believes it meets Client's requirements. Client shall then have the right to conduct its own review of the Deliverable as Client deems necessary. If Client, in its reasonable discretion, determines that any submitted Deliverable does not meet the agreed upon expectations, Client shall have five (5) business days after JustFOIA's submission to give written notice to JustFOIA specifying the deficiencies in reasonable detail. JustFOIA shall use reasonable efforts to promptly resolve any such deficiencies. Upon resolution of any such deficiencies, JustFOIA shall resubmit the Deliverable for review as set forth above. Notwithstanding the foregoing, if Client fails to reject any Deliverable within five (5) business days, such Deliverable shall be deemed accepted.
- If either party identifies a business issue during the project, JustFOIA and Client must jointly establish a plan to resolve the issues with potential impact analysis of timeline and budget within five (5) business days of identification. Any necessary business decision resulting from the identified business issues must be made by Client within five (5) business days from request.
- Client will maintain primary contacts and project staff for the duration of the project, as a change in staff may result in a change order for time spent by JustFOIA on retraining, reeducating, or changes in direction.
- Any deviations from the contract will be documented in a Change Order that Client must execute.
- All rates are based on normal business hours, Monday through Friday from 8 am to 5 pm local time. If scheduling needs to occur after business hours, additional rates may apply.
- For JustFOIA to excel in providing the highest level of service, Client must provide timely access to technical resources. Client must provide adequate technical support for all JustFOIA installation and support services. If Client does not have "in-house" technical support, it is Client's responsibility to make available the appropriate Information Technology resources/consultant when needed.
- Client will ensure that all Client's personnel who may be necessary or appropriate for the successful performance of the services will, on reasonable notice: (i) be available to assist JustFOIA personnel by answering business, technical and operational questions and providing requested documents, guidelines, and procedures in a timely manner; (ii) participate in the services as reasonably necessary for performance under this Order; and (iii) be available to assist JustFOIA with any other activities or tasks required to complete the services in accordance with this Order.
- Note that all services contracted for must be done as part of the initial implementation. For the avoidance of doubt, if there are services or portions thereof that the Client does not elect to implement as part of the initial implementation, such services are forfeited.
- All services, unless otherwise noted, will be performed remotely.

PAYMENT PORTAL CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Review Payment Portal Guide
- Set up an account with a valid Payment Processor (Global Payments, Authorize.net, PayPal, NIC, Catalis, or Paymentus payments)*
  **Recommended that merchant account application be completed at the time of JustFOIA contract execution to avoid project delays.*
- Supply necessary credentials from Payment Processor. Examples include:
  - Client Key
  - Web Key
  - API Identifier
  - Payment Type Name
  - Allowed Payment Method
- Participate in testing process

JustFOIA TASKS & DELIVERABLES

- Conduct requirements gathering
- Configure and implement Payment Portal

SINGLE SIGN-ON (SSO) CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Review Single Sign-on Guide
- Follow the Single Sign-on Guide and best practices documentation for your Identity Provider of choice
- Choose a protocol to connect with (e.g.: SAML, Open ID Connect)
- Attend an Integration Call with JustFOIA to walk through any outstanding setup and Q&A, within the scope of JustFOIA responsibilities
- Work with JustFOIA to determine what pieces of information will be needed
- Participate in testing

JustFOIA TASKS & DELIVERABLES

- Conduct requirements gathering
- Configure JustFOIA SSO:
  - Deliver any relevant documentation for connection type to the client
  - Integration call with Client to walk through any outstanding setup and Q&A, within the scope of JustFOIA responsibilities
  - Information gathered by client is provided to JustFOIA
  - Enterprise Connection is created and established in the JustFOIA system
    - Client tests the connection to validate it is configured and working correctly
- Complete testing

ANY & ALL DOCUMENT MANAGEMENT CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Attend remote Document Management training and respond promptly to requests for information

JustFOIA TASKS & DELIVERABLES

- Configure and implement Any & All Document Management module
- Conduct one (1) remote Document Management training session (30 minutes); recording uploaded to Training Center

LASERFICHE INTEGRATION CONFIGURATION

CLIENT TASKS & DELIVERABLES

- IT review and verification of prerequisites/requirements in the Laserfiche Integration User & Configuration Guide
- Attend all scheduled integration and configuration sessions and respond promptly to requests for information
- Participate in testing

JustFOIA TASKS & DELIVERABLES

- Delivery of installable Common Web Services API (CWS API)
- Conduct remote configuration sessions as required to complete the Laserfiche integration
- Complete testing and training

DYNAMIC FIELDS CONFIGURATION

CLIENT TASKS & DELIVERABLES

- Provide a list of desired dynamic form field(s), keywords and/or external links

JustFOIA TASKS & DELIVERABLES

- Conduct requirements gathering (not to exceed 1 hour)
- Configure and implement up to 10 dynamic form fields (not to exceed 1 hour)
- Complete testing

READY TO PARTNER?

If you're ready to take the next step with JustFOIA, what happens next?

Checklist	Step/Activity	Responsible Party
☐	Client notifies JustFOIA Solution Consultant (SC) of Vendor Selection	Client
☐	Client reviews the What's Included and Pricing pages to confirm all necessary components are included and requests any necessary updates.	Client
☐	JustFOIA SC requests information below to provide official Contract/Order with Assumptions, Terms & Conditions: ▪ Legal Name ▪ Bill to Contact(s)/Email(s) ▪ Ship to Contact(s)/Email(s) ▪ Accounts Payable Email (if applicable) ▪ Desired Request Forms ▪ Desired URL (Example: bryantx.justfoia.com)	JustFOIA SC
☐	Ensure your IT Department has reviewed and agreed to the prerequisites for: ▪ Single Sign-on ▪ Determine enterprise connection (i.e., Microsoft Entra ID (formerly known as Azure Active Directory), ADFS, SAML) ▪ Laserfiche Integration ▪ Must be on version 11 or higher ▪ What type of Laserfiche environment do you have (i.e., On-prem, Laserfiche Cloud, MCCi Managed Cloud, etc.)?	Client IT
☐	Ensure your Finance Department has reviewed and agreed to the supported payment gateways for the Payment Portal (Global Payments, Authorize.net, PayPal, NIC, Catalis, or Paymentus payments) ▪ Determine desired payment gateway ▪ Determine/setup merchant account compatible with payment gateway	Client Finance
☐	Client/JustFOIA Legal Review	Client & JustFOIA SC
☐	Client executes Contract and becomes part of the JustFOIA family!	Client

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: January 28, 2026

Prepared By: Steven J. Hallock, Director of Public Works

Item Title: Juno Ocean Walk RV Park Drainage

DISCUSSION:

Juno Ocean Walk RV Park, formerly known as “Juno Beach RV Park” and prior to that "Yogi by the Sea," is a prominent and large RV Park that was carved out of palmetto scrub in the Ocean Terrace area in the early 1980s. Located on the coastal ridge west of U.S. 1 in Juno Beach, the RV Park was created as part of the area's transition from the 1950s-80s "Motel Era".

In 1994 the Town of Juno Beach annexed the unincorporated territory generally known as Juno Beach RV Park into the Town of Juno Beach via Ordinance No. 446. In the *Annexation Report for Juno Beach RV Park*, it specifically notes that the Juno Beach RV Park retains its drainage on site through private storm sewer lines which outfall on site into retention lakes. It also notes that the streets within the Juno Beach RV Park are privately owned and maintained, as is the entrance drive west of US Hwy 1 leading to Juno Beach RV Park.

In April 1997, the Town Engineer reviewed the Juno Beach RV Park Drainage concerns with the Town Council. He asked for the Town Council’s input on whether the Town of Juno Beach or the Northern Palm Beach County Improvement District (Northern) should administer a drainage project. The mayor asked the Town Engineer when he could submit the Town’s request for Northern, and the Town Engineer said his report addressing such questions will be completed by September of 1997.

In September 1997 the *Juno Beach RV Park Drainage Study Phase II* was completed. This report resulted in the Northern Palm Beach County Improvement District (Northern) taking over the stormwater project with property owner support. The report also concluded *“the most feasible means of improving the flooding condition at the RV Park appears to be the construction of two stormwater pumping stations, one at each of the two RV Park lakes, with a pipeline to the Intracoastal Waterway.”*

The annexation of the Juno Beach RV Park into Northern’s jurisdictional boundaries was approved by the Governor on June 7, 2000, and Unit of Development No. 48 was formed on March 27, 2002. The *Conceptual Stormwater Improvements Report* was prepared by Craven, Thompson & Associates in December 2002. This

Report identified ten (10) drainage improvement alternates, and drainage improvement alternate #2 was decided on:

2. *Drainage Wells: Install gravity drainage wells to provide a bleed-down mechanism after storms.*
    - *Cost: $40,000 per well; $15,000 per test well.*
    - *Pros: On-site solution; simple design; cost-effective; no power/operation costs.*
    - *Cons: Unknown capacity without a test well; multiple wells may be needed; long-term maintenance costs.*

The test injection well was constructed in January 2004. However, it failed testing and this alternative is not viable. In June 2004 Juno Beach RV Park notified Northern they no longer wanted to participate in these drainage improvement efforts and would prefer to directly address their current drainage issues themselves, independent of Northern. Northern agreed, the finances were settled, and the partnership dissolved.

The *Town of Juno Beach Stormwater Management Plan* was prepared by AECOM in July 2009. One of the projects identified in this plan was Juno Ocean Walk, which extends westward from US Highway 1 for 300 linear feet and slopes downhill to the west, ending at the RV Park. There are no existing drainage facilities serving Juno Ocean Walk. The drainage problems there include no existing drainage facilities, the grass area was not graded to store runoff, and the runoff flows down the street towards RV Park. The recommended solution was to install catch basins and exfiltration trenches to capture roadway runoff before it reaches the RV Park. The engineer's preliminary estimate of probable cost for drainage improvements was $22,900 but never funded.

In 2013 The Town of Juno Beach issued *Permit 12-3149 P* to Juno Ocean Walk Condo Assoc., Inc. for stormwater management improvements, including a dry retention area and 120 linear feet of exfiltration trench. The purpose of this project was to provide the necessary mitigation required by the Town of Juno Beach to modify the minimum landscaping requirements for individual RV lots, allowing for a 5-foot-wide paver/path alongside setbacks, and improving overall drainage, flood protection, and providing water quality treatment for the RV Park. Certificate of completion was issued March 2013. This project improved RV Park stormwater drainage but by no means solved it entirely.

In December 2020 Director of Planning and Zoning Davila emailed Town Manager Lo Bello and Public Works Director Meriano with an update on what the surrounding properties have done or were doing to address the drainage concerns they all share. Please see email attached. It is important to note the current runoff toward the RV Park is historical and should have been addressed at the time of the RV Park construction. **As a result there are no code violations regarding water runoff into the RV park.**

In January 2022 a *Surface Water Management Report* was completed for Juno Ocean Walk RV Park by Civil Solutions, Inc. Being the most recent report, it is attached and provides a pretty good history of drainage conditions and past efforts. The one item relating most to the Town of Juno Beach:

B. Juno Ocean Walk

The Town of Juno Beach 5-Year Capital Improvement Program includes the following: Juno Ocean Walk – Design and building exfiltration trench and French drains needed to capture and slow storm water storm water drainage from the roadway to minimize localized flooding. According to Juno Beach Public Works, $35,000 has been budgeted for this project and the design phase is expected to begin in

2022. The design of drainage improvements for Juno Ocean Walk should include offsite discharges from U.S. Highway One.

A review of the Town financial records does note $35,000 budgeted in the FY 2021-2022 CIP. However, the final project scope turned out to be "Zenith/South Juno Lane Stormwater Improvements". As a result, there was no funding for the Juno Ocean Walk stormwater drainage project. The last time the project was in the 5-Year CIP was FY 2018-2019 when $25,000 was budgeted for "DRAINAGE – Juno Ocean Walk". However, this funding was never expended.

Town staff met with FDOT Drainage Engineer, James Poole, P.E., at the Juno Ocean RV Park on January 16th. The idea to install an exfiltration trench on Juno Ocean Walk like the one constructed for the Juno Beach Condo was discussed as well as other items. They are investigating the alternative but it may not be viable.



Juno Beach Condo Exfiltration Trench

RECOMMENDATION:

Staff recommend that the Town of Juno Beach await a Florida Department of Transportation decision regarding installation of an exfiltration trench on Juno Ocean Walk/US1 and a decision by Juno Ocean Walk RV Park regarding options outlined for them in their 2022 Surface Water Management Report.

Gmail

Frank Davila <fdavila@juno-beach.fl.us>

Re: Flooding in the RV Park area

1 message

Frank Davila <fdavila@juno-beach.fl.us> Mon, Dec 7, 2020 at 11:14 AM
To: Caitlin Copeland <ccopeland@juno-beach.fl.us>, Joseph Lo Bello <jlobello@juno-beach.fl.us>, Anthony Meriano <ameriano@juno-beach.fl.us>

Good morning Joe and Tony,

I have not spoken to Julie from the RV park recently but I wanted to update you on what the surrounding properties have done or are doing to address the drainage concerns that they all share.

Juno Ocean Key - 790 & 800 Juno Ocean Walk.- In 2016, Juno Ocean Key (JOK) updated their drainage system through the South Florida Water Management District (SFWMD) under permit no. 50-04655-P. JOK has been providing SFWMD and the Town with quarterly monitoring reports on the condition, operation, and maintenance of the surface water management system. The last report was received in October 2020, the report indicated that in 4 years of monitoring the onsite drainage facilities are in good condition and in compliance with the approved permit.

Ocean Breeze - Ocean Breeze Drive.-. As part of the Site Plan approval, Ocean Breeze was required to submit a drainage plan that met Town and SFWMD standards. Prior to receiving their Certificate of Occupancy (CO), Ocean Breeze passed all inspections from the Town and SFWMD. The Ocean Breeze Project received its CO in 2018

Juno Beach Condo - 14661 US Highway 1.- In July of 2018, Juno Beach Condo milled and paved their road to direct the water runoff to their existing catch basins. The previous runoff would remain stagnant or would go to the adjacent properties.

Florida Department of Transportation (FDOT).- FDOT installed a catch basing and french drain on the Juno Beach Condo south entrance to minimize the water runoff from US Highway 1 into the property. FDOT also created swale areas on the west ROW on U.S. Highway 1 immediately adjacent to Juno Beach Condo.

Juno Ocean Walk RV Park - 900 Juno Ocean Walk.- In 2013, the RV Park completed Stormwater Management Improvements including a Dry Retention Area (Dog Park) and 120 LF of Exfiltration Trench. Code Enforcement staff has also worked with the RV Park management to address individual lots whose properties did not comply with minimum landscape open space regulations (i.e. permeable surfaces).

If you have any further questions please let me know.

Frank Davila

Director of Planning and Zoning
Town of Juno Beach
340 Ocean Drive
Juno Beach, FL 33408
PH: (561)656-0306
FX: (561)775-0812

Please note: *Florida has a very broad public records law. Most written communications to or from local officials regarding town business are public records available to the public and media upon request. Your e-mail communications may, therefore, be subject to public disclosure.*

Surface Water Management Report

for

Juno Ocean Walk RV Park
Juno Beach, Florida

Prepared for:

Juno Ocean Walk Condominium Association

Prepared by:

Civil Solutions, Inc.

January 2022

I. Introduction

In response to heavy rains and flooding conditions at Juno Ocean Walk RV Park during June of 2013, the Town of Juno Beach issued a Warning Letter to the Juno Ocean Walk Condominium Association requiring the following corrective actions:

- Devise and implement an emergency plan that will ensure compliance with the Property Maintenance Code as it relates to storm events (i.e., hurricanes, heavy rains, etc.).
- Maintain property in such a manner to prevent erosion of soil and accumulation of stagnant water.

In response to the Warning Letter from the Town of Juno Beach, Juno Ocean Walk Condo Association hired Civil Solutions, Inc. to prepare a Surface Water Management Action Plan for Juno Ocean Walk RV Park. The Surface Water Management Action Plan dated March 2014 provide an assessment of the existing surface water management system, identified areas most vulnerable to flooding, developed a surface water management action plan and identified mitigation strategies to reduce flooding and improve flood protection as required by the Town of Juno Beach.

The purpose of this report is to provide an update to The Surface Water Management Action Plan for Juno Ocean Walk RV Park dated March 2014. Our scope of services includes:

- Identify potential improvements (including onsite and offsite surface water management improvements) to reduce surface water flooding (and erosion caused by flooding) and increase flood protection).
- Preliminary engineering design and analysis of potential improvements.
- Prepare preliminary cost estimates of prospective improvements.
- Prepare a report containing findings and recommendations, preliminary cost estimates, and conceptual design criteria for potential/prospective improvements.
- Review potential/prospective improvements with Juno Ocean Walk Condo Association and prioritize prospective improvements for implementation.

II. Background

Juno Ocean Walk RV Park is located in Juno Beach, Florida. The surface water management system (consisting of two surface water management lakes) was designed, permitted and constructed in the late 1970s and early 1980s.

Juno Ocean Walk RV Park has had a long history of flooding. In response to extreme flooding conditions in October 1995, the Town of Juno Beach requested emergency authorization from South Florida Water Management District (SFWMD) to install and operate a portable pump to discharge surface water from the Juno Ocean Walk RV Park to a storm water drain located in the southwest corner of the Bluff's Shopping Center.

The extreme flooding conditions in October 1995 and long history of flooding are primarily due to: design flaws; substandard design; increased impervious area; elimination of perimeter swale; and offsite discharges from adjacent properties not considered in the original design and permitting.

The June 2013 flooding highlighted the need for property owners to work with the Town of Juno Beach, Palm Beach County, and SFWMD to improve their understanding and management of flood risk so they are better prepared for future events.

III. Surface Water Management System

A. Original Authorization

On April 22, 1981 Palm Beach County granted Drainage Approval D-033-481 for Yogi Bear Recreational Vehicle Park.

SFWMD General Permit No. 81-87 was issued on May 11, 1981 authorizing the construction of a surface water management system to serve the proposed 20 acre development known as Yogi Bear Recreational Vehicle Park.

Based on a review of the original surface water management plan and calculations approved by Palm Beach County and SFWMD, the approved surface water management system consisted of a perimeter swale and buffer, and two lakes to serve the proposed 20 acre recreational vehicle park. The proposed surface water management system was designed: to provide a 3 year 24 hour level of flood protection for roads; did not provide flood protection for buildings or concrete slabs; based on a total impervious area (including an administration building, roads and travel trailers) of 23%; and without consideration of historical offsite discharges.

B. Existing Conditions

Juno Ocean Walk RV Park (formerly known as Yogi Bear Recreational Vehicle Park) is a 20 acre manufactured home community located west of U.S. Highway One at the west end of Juno Ocean Walk. The existing surface water management system consists of two lakes separated by a natural ridge (at elevation 25-28 Ft. NGVD) toward the center of the site that divides the site into two 10 acre drainage basins: an eastern basin served by the east lake; and a western basin served by the west lake. According to SFWMD General Permit No. 81-87, the two lakes are not connected and there are no discharge facilities or stormwater outfall (i.e., the surface water management system was designed and permitted for total onsite retention).

Existing conditions not in compliance with SFWMD General Permit No. 81-87 include: impervious area significantly increased from original authorization; and portions of the original surface water management system have been eliminated. As a result, soil storage and surface storage are greatly reduced and contribute to flooding conditions. Also, the substandard design which may be acceptable for a recreational vehicle (which can easily be moved to higher ground) is unacceptable for the much less mobile manufactured/mobile home.

Flooding conditions are most problematic in the eastern basin (served by the east lake) due to:

- Flooding of the entrance road affects all residents and prompted emergency action by the Town of Juno Beach in October 1995.
- Offsite discharges from properties extending east of the east property line of Juno Ocean Walk RV Park to U.S. Highway One (not considered in the original design and authorization).
- Low-lying areas (as low as 4.0 Ft. NGVD) located immediately east, west and south of the east lake.
- The east lake and eastern basin were constructed over a wetland (that extended into the Juno Dunes Natural Area) and the predominant soil of the eastern basin (according to Palm Beach County Soil Survey) is Okeelanta muck, poorly drained soils prone to flooding.

IV. Surface Water Management Plan of Improvements

A. Aims and Objectives

The aims and objectives of this Surface Water Management Plan of Improvements are:

- develop a strategy for flood and erosion risk management and identify ways to implement it
- ensure that flood risks will be managed more effectively in the future by adopting a holistic, strategic, and integrated approach
- address the importance of property owner engagement in flood risk management approaches
- work with Town of Juno Beach, Palm Beach County, and SFWMD to improve understanding and the management of flood risk
- manage surface water flood risk by improving and optimizing coordination between property owners and local organizations
- develop a shared understanding of local flood risk, including setting out priorities for action and maintenance needs
- manage flood risk from all sources and reduce the consequence of flooding on human health, economic activity, and the environment
- provide understanding of the mechanisms of surface water flooding and propose mitigation measures
- provide a framework for the management of water quality (e.g., sustainable drainage systems and urban surface)
- implement solutions which have dual benefits, can address both flood and pollution risk, and can contribute to fulfilling improvements and compliance in ecology, water quality and habitats

B. Potential Improvements

The primary causes of surface water flooding are:

- design flaws including the original design neglected to provide for offsite discharges
- substandard design based on recreational vehicle park
- greatly increased impervious area
- elimination of perimeter swale and reduction of water management areas
- offsite discharges from developments to the east (including Ocean Key at Juno Beach which was designed and permitted for total onsite retention)

Following are potential improvements to reduce surface water flooding (and erosion caused by flooding) and increase flood protection:

1. Onsite Surface Water Managements Improvements

   Onsite surface water management improvements are proposed to mitigate surface water flooding resulting from design flaws, substandard design, greatly increased impervious area, and elimination of perimeter swale and reduction of water management areas.

   A. Create Dry Retention Areas

      In 2012, engineering plans were prepared to construct a dry retention area with exfiltration trench at the South Dog Park. The plans went out for bid during the last quarter of 2012 and the stormwater management improvements were constructed during the first quarter of 2013. The construction was found to be in substantial compliance with the approved plans and specifications and a certificate of completion was issued by the Town of Juno Beach on March 28, 2013. The 0.3 acre South Dog Park/Retention Area cost $50,000 to construct, provides 1.1 acre-feet of dry retention volume (3.67 acre-feet per acre of retention area), and reduces peak flood stages and duration of flooding in the eastern basin. Due to the success of the South Dog Park/Retention Area (additional surface storage and soil storage, reduce peak stages and provide dry pre-treatment (i.e., water quality treatment) of stormwater), other common areas are being considered for the creation of additional dry retention areas.

      Based on a review of other common areas (including the North Dog Park), the area with the greatest potential to provide additional surface storage and soil storage, and reduce peak stages is the large area south of the recreational building and pool deck. Although there is shuffleboard and playground that would need to be removed during construction, the area is ideal for a dry retention area and maximization of surface and soil storage due to: 1.) it is located on the natural ridge that separates the eastern basin from the western basin and fairly flat with elevations varying from 24 Ft. NGVD to 26 Ft. NGVD; 2.) it is located near the existing South Dog Park/Retention Area; and 3.) it would be more cost effective than the South Dog Park/Retention Area (i.e., the retention volume provided per acre of retention area will be greater).

   B. Stormwater Pumping Station

The South Dog Park/Retention Area relies on a stormwater pump to transfer stormwater from the east lake and surrounding low area to the dry retention area. At this time, a portable diesel pump is rented as necessary to alleviate flooding conditions. The disadvantages of renting a pump include: inability to pump ahead of storm; noisy; high cost of fuel; and pump and hose are above ground creating a liability and obstructions. A stormwater pump station would be underground, quiet, electrical with generator backup, and available for use in anticipation of and prior to any storm event. A stormwater pump station is a major investment but cost effective over the long term.

C. Increase Soil Storage

All representatives of the Juno Ocean Walk Condominium Association including board members and individual owners need to look for ways to increase soil storage in an effort to mitigate the reduction in soil storage that has occurred due to the increase in impervious surfaces from the original authorization by SFWMD in 1981 to the present. Following are effective alternatives to increase soil storage:

- exfiltration trenches
- reduce impervious areas
- increase pervious areas; use pervious materials for driveways, walkways, common areas, and recreational areas
- roof runoff controls; make use of rainwater by directing downspouts and gutters to drain into the lawn or plant beds

Implementation will require efforts by the Board to strengthen and enforce homeowner documents, and to educate and encourage individual members and owners to be part of the solution.

D. Erosion Control

Lake banks along the shorelines of lakes within the Juno Ocean Walk RV Park have experienced severe erosion since their construction over thirty years ago. The erosion has led to movement of the shoreline in a landward direction and creation of several feet of vertical scarp along the shoreline. Juno Ocean Walk Condominium Association has contracted with Anchor Marine Environmental Services for the installation of geo-filter tube erosion control along shoreline adjacent to: east, west and south sections of the east lake; and south and east sections of the west lake.

E. Stormwater Outfall

The ultimate and long-term objective to improve flood protection by lowering flood stages and decreasing the duration of flooding is to obtain a stormwater outfall. A potential stormwater outfall is a gravity connection (consisting of a pipe

and bubble up structure) from the Juno Ocean Walk RV Park to the Juno Dunes Natural Area. According to Palm Beach County Environmental Resources Management, direct drainage connections to environmentally sensitive lands are not allowed. However, if the Juno Ocean Walk RV Park increases surface and soil storage and reduces impervious areas (to comply with SFWMD General Permit No. 81-87), and it can be shown that the hydrology of the environmentally sensitive land would benefit from receiving treated discharge from the Juno Ocean Walk RV Park, there may be an opportunity to obtain an efficient and cost-effective stormwater outfall. A stormwater outfall would require modification of SFWMD General Permit No. 81-87 and approval/authorization from Palm Beach County Environmental Resources Management.

An alternative potential stormwater outfall is a gravity connection (consisting of approximately 3,300 linear feet of pipe) extending along the north side of the Juno Dunes Natural Area from the Juno Ocean Walk RV Park to the Intracoastal Waterway. This alternative potential stormwater outfall would also require modification of SFWMD General Permit No. 81-87 and approval/authorization (and an easement through the Juno Dunes Natural Area) from Palm Beach County Environmental Resource Management.

2. Offsite Surface Water Management Improvements

Stormwater discharge from developments east of Juno Ocean Walk RV Park to U.S. Highway One accumulates in the east lake and surrounding low areas of the Juno Ocean Walk RV Park. Offsite discharge from older developments (e.g., U.S. Highway One and Juno Beach Condo) is considered historical and should have been provided for in the design of the surface water management system; however, offsite discharge from newer developments is considered unauthorized and unpermitted (e.g., Ocean Key at Juno Beach). Coordination with the Town of Juno Beach, SFWMD, Palm Beach County, Florida Department of Transportation (FDOT) and representatives of these developments is essential to reduce offsite discharges and correct erosion.

A. U.S. Highway One

Stormwater discharge from U.S. Highway One to the Juno Ocean Walk RV Park is considered historical and should have been provided for in the design of the surface water management system. In August 1996, a letter was sent to the FDOT requesting corrective actions to mitigate adverse impacts of offsite discharges to the Juno Ocean Walk RV Park. A September 1996 letter from the FDOT indicated that upon completion of an evaluation by the Department a response would be provided. In 2002, the FDOT indicated that if it can be shown that U.S. Highway One is contributing to the flooding of the Juno Ocean Walk RV Park, they would be open to allowing exfiltration trench within the road right-of-way. In 2010, the FDOT designed and constructed resurfacing, restoration and rehabilitation improvements to State Road 5 (U.S. Highway One) from just north of Parker Bridge to south of Indiantown Road. The project included milling and

resurfacing the existing roadway pavement, improving design deficiencies, enhancing safety and traffic operations through the corridor and coordination of landscaping with the municipalities as required. In addition, new sidewalks were constructed along the east and west sides of the roadway, and minor drainage improvements (including shallow swales and exfiltration trench systems (in areas where swale storage is insufficient)) were constructed to compensate for the additional impervious area and reduce flooding of adjacent properties.

B. Juno Ocean Walk

The Town of Juno Beach 5-Year Capital Improvement Program includes the following: Juno Ocean Walk - Design and build exfiltration trench and french drains needed to capture and slow storm water drainage from the roadway to minimize localized flooding. According to Juno Beach Public Works, $35,000 has been budgeted for this project and the design phase is expected to begin in 2022. The design of drainage improvements for Juno Ocean Walk should include offsite discharges from U.S. Highway One.

C. Ocean Key at Juno Beach

SFWMD Standard General Permit No. 50-04655-P was issued on September 1, 2000 authorizing the construction of a surface water management system (consisting of 752 LF of exfiltration trench) to serve 2.6 acres of a residential development known as Ocean Key at Juno Beach. According to SFWMD Standard General Permit No. 50-04655-P: 1.) the system was designed for total onsite retention; a modification of the permit would be required for construction authorization of surface water management system to serve 0.7 acres of future commercial phase (office building); 2.) the permittee (Ocean Key at Juno Beach Condominium Association) shall be responsible for the correction of any erosion, shoaling or water quality problems that result from the construction or operation of the surface water management system; 3.) no later than 90 days after construction of the water management system and every 90 days thereafter, the permittee must prepare and keep onsite a quarterly monitoring report on the condition, operation and maintenance of the surface water management system, and said reports shall be made available to the District upon request; and 4.) this special condition shall be specifically added to the condominium association documents to notify all potential owners of the operation and maintenance responsibilities associated with the proposed surface water management system.

In response to numerous complaints from representatives of Juno Ocean Walk Condominium Association, a Notice of Violation dated November 21, 2013 was sent by SFWMD to Juno Ocean Key Condominiums, LLC for non-compliance with SFWMD Standard General Permit No. 50-04655-P including: the unauthorized offsite discharge of stormwater causing flooding conditions (and erosion) which negatively impacts adjoining property owners; and failure to prepare and maintain monitoring reports pertaining to the operation and

maintenance of the stormwater management system. As a result of this violation, SFWMD sought civil penalties, recovery of staff investigative costs and remediation of the non-compliance issues (including unauthorized offsite discharge of stormwater causing flooding of Juno Ocean Walk RV Park). In order to comply with SFWMD Standard General Permit No. 50-04655-P (remediation of non-compliance issues), Juno Ocean Key was required to design and build additional exfiltration trench, lower site grading, and raise curbs and install retaining walls along the north side of the parking lot as necessary to provide total onsite retention and prevent offsite discharges during a 100 year 3 day storm event.

D. Floridian Ocean Park

Stormwater discharge from Floridian Ocean Park to the Juno Ocean Walk RV Park is considered historical and should have been provided for in the design of the surface water management system. A sump pump that was discovered within an inlet at the west end of the Floridian Ocean Park has since been removed. Plans to redevelop the site include a surface water management system designed for total onsite retention.

E. Ocean Breeze

Ocean Breeze is the proposed 2.86 acres residential development to be located at the former Floridian Ocean Park site. A surface water management system (consisting of exfiltration trench) to serve the 2.86 acres residential development was designed to provide total onsite retention. The proposed surface water management system was designed by Southern Design Group with assistance from a geotechnical engineer (to ensure effectiveness of the proposed exfiltration trench) and a structural engineer (to ensure effectiveness of the proposed retaining wall) to avoid the failings of the Ocean Key at Juno Beach.

F. Juno Beach Condo

Stormwater discharge from Juno Beach Condo to the Juno Ocean Walk RV Park is considered historical and should have been provided for in the design of the surface water management system. On August 9, 2013 the Town of Juno Beach sent notification letters (regarding discharge of stormwater onto paved/impervious surfaces) to owners of the following Unit Numbers within the development: 1, 2, 4, 5, 6, 8, 10, 13, 14, 17, 18, 19, 20, 22, 23, 25, 26, 27, 29, 31, 32, 33, 34, 36, 39, 40, 41, 45, 47, 50, 53, 54, 60, 62, 63, 64, 65, 69, 71, 74; and the Clubhouse. In response to complaints from representatives of Juno Ocean Walk Condominium Association, an additional notification letter was sent to Unit No. 61 to correct erosion caused by roof runoff.

Based on a review of historical aerial photographs, soils maps, documents and drawings for Juno Beach Condo obtained from the Town of Juno Beach,

coordination with the Town of Juno Beach including Town Clerk and Planning & Zoning to review archived drawings for Juno Beach Condo, field reviews of Juno Beach Condo including drainage facilities, impervious areas, topography, and roof drains that may have increased offsite discharges to Juno Ocean Walk RV Park, and coordination with residents of Juno Beach Condo: 1.) drawings dated 1962 show a proposed Mobile Home Court with two entrances and loop road that extends west from U.S. Highway One to the western lots of the property; 2.) the property slopes from a high elevation of 20 to 22 Ft. NGVD at U.S. Highway One to 8 Ft. NGVD at the southwest corner of the property and 2 Ft. NGVD at the northwest corner of the property; 3.) stormwater runoff from the lots is to inverted crown roads that serve as flumes to convey the runoff from the high elevations at U.S. Highway One to the lower western end of the loop road; 4.) two 24" corrugated metal pipe outfalls extend from two catch basins (one located at the western end of the north road and one at the western end of the south road) to the west property line and historically low-lying undeveloped area (and wetland) to the west. In the late 1970s and early 1980s, this low-lying undeveloped area (and wetland) was developed and is now the eastern basin (and east lake) of Juno Ocean Walk RV Park.

V. Surface Water Management Calculations

A. SFWMD General Permit No. 81-87 (Original Permit Authorization: May 11, 1981)

project area = 20.0 acres

lake area = 1.0 acre + 1.0 acre = 2.0 acres

office and administration building = 0.1 acre (5000 sq. ft.)

roadways = 1.8 acres

lots = 16.1 acres

impervious area = 1.8 acres (roads) + 0.1 acre (building) + 2.7 acres (trailers) =
4.6 acres / 20.0 acres = 23%

pervious area = 20.0 acres - (4.6 acres + 2.0 acres) = 13.4 acres (67%)

control elevation = 2.0 Ft. NGVD (based on wet season water table elevation)

soil storage = 8.18 inches (coastal soils, compacted) x 1/12 x 13.4 acres =
9.13 acre-feet / 20 acres x 12 = 5.5 inches = S

surface storage: 2.0 acres of lakes store vertically from 2.0 Ft. NGVD

Stage (Ft. NGVD)	Lake Storage (AF)
2.0	0.0
3.0	2.0
4.0	4.0
5.0	6.0

Note: This project (formerly known as Yogi Bear Recreational Vehicle Park) was designed for total onsite retention (i.e., no stormwater outfall) with the minimum road elevation based on a 3 year 24 hour storm event. The minimum finished floor elevations for permanent buildings were to be determined by adding 18" to the adjoining road elevation. The minimum finished floor criteria did not apply to temporary structures such as recreational vehicles and the concrete slabs on which the recreational vehicles are parked.

allowable discharge = 0 cfs (total onsite retention)

flood protection (according to staff report):

local road criteria	3 year 24 hour storm event
3 year 24 hour rainfall	P = 6.7 inches
3 year 24 hour stage	4.4 Ft. NGVD
min. road crown elevation	4.4 Ft. NGVD

$$Q = \frac{(P - 0.2S))^2}{P + 0.8S} = \frac{(6.7 - 0.2(5.5))^2}{6.7 + 0.8(5.5)} = \frac{32.36}{11.10}$$

Q = 2.92" x 1/12 x 20 acres = 4.85 acre-feet (AF)

Stage = 4.4 Ft. NGVD = minimum road elevation

B. Evaluation of Existing Conditions

The existing surface water management system consists of two lakes separated by a natural ridge (at elevation 25-28 Ft. NGVD) toward the center of the site that divides the site into two 10 acres drainage basins: an eastern basin served by the east lake; and a western basin served by the west lake. Existing conditions not in compliance with SFWMD General Permit No. 81-87 include: impervious area significantly increased from original authorization; and portions of the original surface water management system (including perimeter swale) have been eliminated. Flooding conditions are most problematic in the eastern basin (served by the east lake) due to: offsite discharges from properties extending east of Juno Ocean Walk RV Park to U.S. Highway One (not considered in the original design and authorization); the east lake and eastern basin were constructed over a wetland; and the predominant soil of the eastern basin is Okeelanta muck, poorly drained soils prone to flooding.

Juno Ocean Walk RV Park (East Basin)

project area = 10.0 acres (eastern basin)

lake area = 1.0 acre (east lake)

dry retention area = 0.3 acre (south dog park/retention area)

impervious area = 75% = 7.5 acres

pervious area = 10.0 acres - (7.5 acres + 1.0 acre) = 1.5 acres (15%)

control elevation = 2.0 Ft. NGVD (from SFWMD General Permit No. 81-87)

soil storage = 8.18 inches (coastal, compacted) x 1/12 x 1.5 acres
= 1.02 acre-feet / 10 acres x 12 = 1.23 inches = S

surface storage: 1.0 acre of lake stores vertically from 2.0 Ft. NGVD
0.3 acre dry retention area with exfiltration trench

Stage (Ft. NGVD)	Lake Storage (AF)	Dry Retention (AF)	Total Storage (AF)
2.0	0.0	0.0	0.0
3.0	1.0	1.1	2.1
4.0	2.0	1.1	3.1
4.4	2.4	1.1	3.5

allowable discharge = 0 cfs (total onsite retention)

flood protection (according to staff report):

local road criteria	3 year 24 hour storm event
3 year 24 hour rainfall	P = 6.7 inches
3 year 24 hour stage	4.4 Ft. NGVD
min. road crown elevation	4.4 Ft. NGVD

$$Q = \frac{(P - 0.2S))^2}{P + 0.8S} = \frac{(6.7 - 0.2(1.23))^2}{6.7 + 0.8(1.23)} = \frac{41.66}{7.68}$$

Q = 5.42" x 1/12 x 10 acres = 4.5 acre-feet (AF)

Storage required at 4.4 Ft. NGVD (minimum road elevation) = 4.5 acre-feet (AF)

Storage provided at 4.4 Ft. NGVD (in existing lake/dry retention area) = 3.5 acre-feet (AF)

Additional storage required = 4.5 AF - 3.5 AF = 1.0 acre-feet (AF)

Juno Beach Condo (Offsite Area to Juno Ocean Walk RV Park)

offsite area = 6.5 acres (Juno Beach Condo)

impervious area = 6.5 acres x 95% = 6.2 acres

pervious area = 6.5 acres – 6.2 acres = 0.3 acre (5%)

control elevation = 2.0 Ft. NGVD (from SFWMD General Permit No. 81-87)

soil storage = 8.18 inches (coastal, compacted) x 1/12 x 0.3 acres
= 0.2 acre-feet / 6.5 acres x 12 = 0.4 inches = S

$$Q = \frac{(P - 0.2S))^2}{P + 0.8S} = \frac{(6.7 - 0.2(0.4))^2}{6.7 + 0.8(0.4)} = \frac{43.82}{7.02}$$

Q = 6.24" x 1/12 x 6.5 acres = 3.4 acre-feet (AF)

Storage required = 3.4 acre-feet (AF)

Storage provided = 0.0 acre-feet (AF)

Offsite discharge to Juno Ocean Walk RV Park from Juno Beach Condo
= 3.4 acre-feet - 0.0 acre-feet = 3.4 acre-feet (AF)

In order to provide a 3 year 24 hour level of protection for roads within the Juno Ocean Walk RV Park (minimum road elevation = 4.4 Ft. NGVD):

Total additional storage required at Juno Ocean Walk RV Park (at 4.4 Ft. NGVD) = 1.0 acre-feet + 3.4 acre-feet (offsite discharge from Juno Beach Condo) = 4.4 acre-feet (AF)

VI. Findings and Recommendations

Based on our review of data obtained from the Town of Juno Beach, South Florida Water Management District, and Palm Beach County (including drawings, topographic maps, soil surveys, and historical aerials), field reviews and evaluations of existing surface water management facilities (onsite and offsite), and surface water management calculations, our findings and recommendations are summarized below:

Juno Ocean Walk RV Park has had a long history of flooding. In June 1982, in response to numerous drainage and flooding complaints from Juno Ocean Walk RV Park (formerly known as Yogi Bear Travel Trailer Park) and Floridian Ocean Park, South Florida Water Management District conducted a field inspection to see what could be done to resolve the problem. They identified the reasons for the flooding to be: 1.) "no where for the water to go" (i.e., no outfall);

and 2.) substantial runoff from upstream sites. They found "no real solution for the problem" except to raise the four affected trailers and "a permanent solution cannot be obtained until such time as an outfall is available." In response to extreme flooding conditions in October 1995, the Town of Juno Beach requested an emergency authorization from South Florida Water Management to install and operate a portable pump to discharge surface water from the Juno Ocean Walk RV Park to a storm water drain located in the southwest corner of the Bluff's Shopping Center.

The long history of flooding and extreme flooding conditions in October 1995 are primarily due to: design flaws; substandard design based on recreational vehicle park; substantial increase in impervious area from the original authorization (23% to 75%); elimination of 25' wide perimeter swale and reduction of water management areas; and offsite discharges from developments to the east were not considered in the original design.

Juno Ocean Walk RV Park is a 20 acre manufactured home community. The existing surface water management system consists of two 1.0 acre lakes (and two drainage basins) separated by a natural ridge (at elevation 25-28 Ft. NGVD) that divides the site into two 10 acre drainage basins: an eastern basin served by the east lake; and a western basin served by the west lake. According to SFWMD General Permit No. 81-87, the two lakes are not connected and there are no discharge facilities or stormwater outfall (i.e., total onsite retention). Flooding conditions are most problematic in the eastern basin due to: flooding of the entrance road affects all residents and prompted emergency action by the Town of Juno Beach in October 1995; offsite discharges from developments to the east; low-lying areas within the eastern basin (as low as 4.0 Ft. NGVD) immediately east, west and south of the east lake; and the predominant soil of the eastern basin is Okeelanta muck, poorly drained soils prone to flooding.

Potential improvements to reduce surface water flooding and increase flood protection include the creation of dry retention areas with exfiltration trench, obtain approval for a stormwater outfall, and elimination of unauthorized offsite discharges and reduction of historical offsite discharges as follows:

- Due to the success of the South Dog Park/Retention Area which was constructed in 2013, other common areas were reviewed and the area with the greatest potential to provide additional surface and soil storage is the large area south of the recreational building and pool deck. This area is ideal for a dry retention area and maximization of surface storage and soil storage due to: 1.) it is located on the natural ridge that separates the east basin from the west basin and is fairly flat with elevations varying from 24 Ft. NGVD to 26 Ft. NGVD; 2.) it is located near the existing South Dog Park/Retention Area; and 3.) would be more cost effective than the South Dog Park/Retention Area (i.e., the retention volume provided per acre of retention area will be greater).
- The ultimate and long-term objective to improve flood protection by lowering flood stages and decreasing the duration of flooding is to obtain a stormwater outfall. Potential stormwater outfalls include: 1.) a gravity connection (consisting of a pipe and bubble up structure) from the Juno Ocean Walk RV Park to Juno Dunes Natural Area; and 2.) a gravity connection extending along the north side of the Juno Dunes Natural Area to the Intracoastal Waterway.

- Unauthorized and historical offsite discharges from developments to the east that have been eliminated or reduced include: 1.) Ocean Key at Juno Beach (in 2013, in response to numerous complaints from representatives of Juno Ocean Walk RV Park, SFWMD issued a Notice of Violation to Ocean Key for non-compliance with SFWMD Standard General Permit No. 50-04655-P including unauthorized offsite discharge of stormwater causing flooding conditions which negatively impacts of adjoining property owners; 2.) Floridian Ocean Park site has been redeveloped and a surface water management system to serve the new residential development (Ocean Breeze) was designed to provide total onsite retention; 3.) in 2010, the FDOT designed and constructed resurfacing, restoration and rehabilitation improvements to U.S. Highway One from north of Parker Bridge to south of Indiantown Road and minor drainage improvements (including shallow swales and exfiltration trench systems) were constructed to reduce flooding to adjacent properties; and 4.) the Town of Juno Beach 5-Year Capital Improvement Program includes $35,000 for the design and construction of exfiltration trench needed to capture stormwater runoff from Juno Ocean Walk to minimize local flooding.

Surface water management calculations prepared for Juno Ocean Walk RV Park include: 1.) SFWMD General Permit No. 81-87 issued on May 11, 1981 which were based on a single 20 acre drainage basin (i.e., did not consider natural ridge towards the center of site that divides the site into two 10 acre drainage basins), impervious area of 23% and no offsite discharges, and set the flood protection at a 3 year 24 hour storm event (6.7" of rainfall) and minimum road elevation at 4.4 Ft. NGVD; 2.) evaluation of existing conditions for the 10 acre eastern basin (and east lake), impervious area of 75% and offsite discharges from Juno Beach Condo. Results of the surface water management calculations indicate:

- During a 3 year 24 hour storm event, the volume of runoff from Juno Ocean Walk RV Park (East Basin) and the storage required in order to provide a 3 year 24 hour level of flood protection for roads (with a minimum road elevation of 4.4 Ft. NGVD) is 4.5 AF. The storage provided (in the existing lake and South Dog Park/Retention Area) at 4.4 Ft. NGVD (the minimum road elevation) is 3.5 acre-feet. Therefore, 1.0 acre-feet of additional storage is required at 4.4 Ft. NGVD (not including offsite discharges from Juno Beach Condo).
- During a 3 year 24 hour storm event, the volume of runoff from Juno Beach Condo (which is 95% impervious and discharges directly to Juno Ocean Walk RV Park via two 24" corrugated metal pipes) is 3.4 acre-feet. The storage provided by Juno Beach Condo is 0.0 acre-feet. Therefore, 3.4 acre-feet of additional storage is required at 4.4 Ft. NGVD.
- The total additional storage required at Juno Ocean Walk RV Park (including offsite discharges from Juno Beach Condo) to provide a 3 year 24 hour level of flood protection for the roads = 1.0 AF (Juno Ocean Walk RV Park) + 3.4 acre-feet (Juno Beach Condo) = 4.4 acre-feet at 4.4 Ft. NGVD (the minimum road elevation).
- Because all of the additional storage required is to provide the roads a 3 year 24 hour level of protection and the minimum road elevation is 4.4 Ft. NGVD (per SFWMD General Permit No. 81-87), the additional storage can best be mitigated by: 1.) creation of dry retention areas with exfiltration trench (the large area south of the recreational building and pool deck has the greatest potential as a dry retention area due to the location (near the existing South Dog Park/Retention Area) and fairly flat and high topography (24 Ft. NGVD to 26 Ft. NGVD); it is ideal for dry retention and exfiltration, and maximization of surface storage and soil storage, and would be more cost effective than the South Dog Park/Retention Area); and 2.) the ultimate and long-

term objective to improve flood protection by lowering flood stages and decreasing the duration of flooding is to obtain a stormwater outfall (potential stormwater outfalls include: 1.) a gravity connection (consisting of a pipe and bubble up structure) from the Juno Ocean Walk RV Park to Juno Dunes Natural Area; and 2.) a gravity connection extending along the north side of the Juno Dunes Natural Area to the Intracoastal Waterway).

Our recommendations are: 1.) move forward with the design and construction of a dry retention area located south of the recreational building and pool area in order to provide the greatest drainage improvements in the shortest amount of time (and provide relief for the existing South Dog Park Retention Area); 2.) maintenance/improvements are required at the existing South Dog Park Retention Area including repairs to the retaining wall in order for the existing dry retention area to continue to function as designed; 3.) due to the long history of flooding, total onsite retention, substantial runoff from offsite areas, low-lying areas (as low as 4.0 Ft. NGVD), and substandard design (based on 3 year 24 hour storm event), we need to pursue other mitigation strategies (i.e., obtaining a stormwater outfall) and available funding to mitigate recurring flooding issues within Juno Ocean Walk RV Park.

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: January 28, 2026

Prepared By: Steven J. Hallock, Director of Public Works

Item Title: FY 2025-2026 "Return of US1 Median to 2005 Plans" CIP project

DISCUSSION:

The approved FY 2025-2026 budget includes $21,594.00 for a "Return of US1 Median to 2005 Plans" CIP project. The goal of this project will be to return the existing US1 landscape medians to the 2005 landscape plan. According to FDOT District Landscape Manager Kaylee Kildare, PSM-EPM, FCCM, this activity is permitted under our Landscape MMOA. Related email is attached.

Also attached are the 2005 landscape plan "SR-5/US HWY 1 Juno Beach Median Landscaping" that identify the median locations and plant materials related to this project. Due to public concerns with the appearance of this 2005 landscape median design, over time some of the plant material has been replaced with other plant materials not in the 2005 landscape plan.

There are fourteen (14) US1 landscape medians that will return to the 2005 landscape plan. Current photos of the US1 landscape medians are below arranged from the southern border of Juno Beach to the northern border.



Island 1



Island 2



Island 3



Island 4



Island 5



Island 6



Island 7



Island 8



Island 9



Island 10



Island 11



Island 12



Island 13



Island 14

The 2005 landscape plan plant materials are listed in the Plant Legend and below. These plant materials will be replanted in the locations identified in the 2005 landscape plan if they are no longer there.

- Crinum Augustum ‘Queen Emma’ (CA)
    - A dramatic, large, tropical lily known for its deep maroon-tinted, strappy leaves and large, fragrant, white-to-pink flowers with purple streaks, making it a stunning specimen plant for warm climates.



- Vriesea Imperialis (VI)
    - A giant, majestic bromeliad from Brazil, famous for its huge rosette of colorful, leathery leaves and a spectacular, long-lasting flower stalk, making it a stunning focal point for tropical gardens, capable of reaching 5+ feet wide and tall, though it takes years to mature and bloom before producing pups.



- Serenoa Repens Silver Form (SRS)
    - A striking, native Florida shrub known for its silvery-blue, fan-shaped foliage, forming slow-growing, fire-adapted clumps with saw-like teeth on leaf stems, offering drought/salt tolerance, wildlife value, and versatility for coastal or native landscaping, often used as a groundcover.



- Ilex Vomitoria (IV)
    - A versatile evergreen shrub or small tree native to the southeastern United States. It is widely recognized for its high tolerance to various environmental conditions and its historically significant role as North America's only native caffeinated plant.




- Helianthus Debilis (HD)
    - Commonly known as the Beach Sunflower or Dune Sunflower, it is a hardy, fast-growing Florida native known for its ability to thrive in harsh coastal environments.




- Zamia Maritima (ZM)
    - Commonly known as cardboard palm or cardboard plant. It is a type of cycad, an ancient group of seed-bearing plants that predates flowering plants and is often mistaken for a palm or fern.



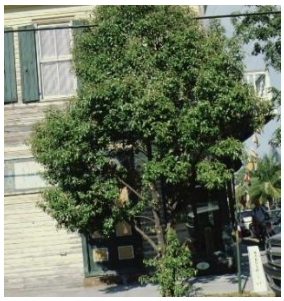
- Scaevola Plumieri (SPL)
    - Commonly known as inkberry or beachberry, it is a stout, succulent evergreen shrub native to coastal dunes in tropical and subtropical regions around the world. It is prized for its high salt and drought tolerance, making it an ideal plant for coastal landscaping and dune stabilization.




- Rhaphiolepis Indica (RI)
    - Commonly known as Indian Hawthorn, it is a popular evergreen shrub used extensively in landscaping for its compact growth and vibrant spring blooms. Despite its name, it is native to southern China and Southeast Asia, rather than India.




- Capparis cynophallophora (CC)
    - Commonly known as the Jamaican Caper, is an evergreen shrub or small tree native to Florida, the Caribbean, and Central America. It is highly valued in landscaping for its showy, fragrant flowers and hardiness in coastal environments.




- Chrysobalanus Icaco (CI)
    - Commonly known as Cocoplum, it is a versatile evergreen shrub or small tree native to Florida, the Caribbean, and tropical regions of Central and South America and West Africa. It is highly valued for its dense foliage, salt tolerance, and edible fruits.




- Zamia Pumila (ZP)
    - Commonly known as coontie or arrowroot, it is Florida's only native cycad and the sole U.S. species of the ancient *Zamia* genus. This tough, evergreen plant is often used in landscaping for its tropical, fern-like appearance.



- Hamelia Patens (HP)
    - Commonly known as firebush, scarlet bush, or hummingbird bush, it is a fast-growing, perennial shrub or small tree native to the American subtropics and tropics, including Florida, Mexico, and Central and South America. It is highly valued in landscaping for its showy, year-round orange-red tubular flowers that are a primary nectar source for butterflies and hummingbirds.



- Spartina Bakeri (SB)
    - Commonly known as Sand Cordgrass or Marsh Grass, it is a robust, clumping perennial grass native to the southeastern United States, particularly Florida and Texas. It is highly valued for its versatility in both wet and dry landscapes.



- Uniola Paniculata (UP)
    - Commonly known as Sea Oats, is a perennial grass vital to coastal ecosystems in the southeastern United States. It is the primary stabilizer of sand dunes, using extensive root systems to trap wind-blown sand and protect coastlines from storm surges and erosion.



- Carrisa Macrophylla ‘Emerald Blanket’ (CM)
    - A dwarf, spreading evergreen shrub known for its dense, glossy green foliage, fragrant white flowers, and edible red fruit. It is a popular, low-maintenance choice for groundcover in warm, coastal, and drought-prone landscapes.



- Gaillardia Pulchella (GP)
    - Commonly known as Indian blanket or firewheel, it is a vibrant, showy North American annual or short-lived perennial wildflower belonging to the sunflower family (Asteraceae). It is noted for its heat and drought tolerance and bright, daisy-like flowers.



- Bursera Simarouba (BS)
    - Commonly known as gumbo-limbo or the tourist tree, is a fast-growing, semi-evergreen tree native to tropical regions of the Americas. It is highly prized for its striking, coppery-red, peeling bark, which gives it its nickname, as the bark resembles the sunburnt skin of tourists.



- Coccoloba Diversfolia (CD)
    - Commonly known as the Pigeon Plum or Tietongue, it is a resilient evergreen tree native to coastal South Florida, the Caribbean, and Central America. It is a member of the buckwheat family and is closely related to the sea grape.





- Clusia Rosea (CR)
    - Commonly known as the Autograph Tree or Pitch Apple, it is a versatile, evergreen tropical plant known for its thick, leathery leaves that can be carved into. It is native to the Caribbean, Florida, Mexico, Central America, and northern South America.





- Swietenia Mahogani (SM)
    - Commonly known as West Indian Mahogany or Cuban Mahogany, it is a medium-to-large tropical hardwood tree native to southern Florida and the Caribbean. It is the original source of commercial mahogany wood, valued for its beauty, durability, and workability in fine furniture and shipbuilding.




- Acoelorrhaphe Wrightii (AW)
    - A species of palm commonly known as the Everglades palm or Paurotis palm. It is a slow-growing, clustering palm native to wet areas in southern Florida, the Caribbean, and Central America.



- Bismarckia Nobilis (BN)
    - Commonly known as the Bismarck Palm, it is a massive, stunning fan palm native to the grasslands of Madagascar. It is highly prized in landscaping for its striking steel-blue or silvery fronds and its grand, architectural presence.



- Sabal Palmetto (SP)
    - Widely known as the Cabbage Palm, it is an iconic, hardy evergreen palm native to the southeastern United States and the Caribbean. It is officially the state tree of both Florida and South Carolina.



- Phoenix Dactylifera “Medjool’ (PD)
    - A renowned cultivar of the Date Palm species, highly prized for its large, sweet, and succulent dates as well as for its majestic ornamental appearance in landscaping.



- Veitchia Montgomeryana (VM)
    - Commonly known as the Montgomery Palm, it is a tall, slender pinnate palm native to the South Pacific islands of Vanuatu. It is widely celebrated for its "tropical elegance" and is a popular choice for landscaping in Florida and other warm climates.



- Nerium Oleander (NO)
    - Commonly known as just oleander or rosebay, it is a popular evergreen shrub known for its attractive foliage and clusters of flowers. All parts of the plant are highly toxic if ingested by humans or pets and handling the sap can cause skin irritation in some individuals.



- Conocarpus Erectus ‘Sericeus’ (CES)
    - Commonly known as Silver Buttonwood, it is a highly salt-tolerant, evergreen shrub or small tree prized for its striking, velvety, silvery-gray foliage. It is native to coastal Florida, the Caribbean, and South America and is widely used in coastal landscaping.



Native plants are adapted to the specific conditions of their environments, including soil type, light, rainfall and moisture level. This makes them more resilient and better suited to their habitat's conditions — meaning they require less maintenance, irrigation, fertilizers, and pesticides. Therefore, going back to the 2005 landscape plan should not increase costs and may reduce expenditures.

Finally, it should be noted that the Town's Standard Operating Procedure (SOP) requires any future US1 median landscape repairs/replacements be in accordance with the 2005 landscape plan.

RECOMMENDATION:

Staff recommend that the Town Council provide policy direction regarding the FY 2025-2026 "Return of US1 Median to 2005 Plans" CIP project.

Item #20.

Gmail

Steven Hallock <shallock@juno-beach.fl.us>

Town of Juno Beach US-1 Medians

Kildare, Kaylee <Kaylee.Kildare@dot.state.fl.us> Mon, Dec 1, 2025 at 8:52 AM
To: Steven Hallock <shallock@juno-beach.fl.us>
Cc: D4-Landscape <D4-Landscape@dot.state.fl.us>

Good morning Steven,

If replacing plant material that was identified in the executed Landscape MMOA, it is considered a **maintenance** activity.
Therefore, a Landscape Permit is not required.

However, if *new* plant material is being installed that is *not* included in the executed Landscape MMOA, a Landscape Permit application would be required.

Please note that an MOT (Maintenance of Traffic) application is required for any lane closures or similar activities.

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

PLANS OF PROPOSED

SR-5/US HWY 1 JUNO BEACH MEDIAN LANDSCAPING
PALM BEACH COUNTY

LIMITS OF PROJECT: FROM MILEPOST 4.073 TO MILEPOST 6.950
START PROJECT AT STATION 182+80.2
END PROJECT AT STATION 329+28.05
ROADWAY DESIGN SPEED = 45 MPH

LANDSCAPE, PAVER LAYOUT, AND IRRIGATION PLANS

MAINTAINING AGENCY FOR LANDSCAPE AND IRRIGATION:
TOWN OF JUNO BEACH
CONTACT PERSON: JOSEPH F. LoBELLO, C.P.A., FINANCE DIRECTOR
340 OCEAN DRIVE
JUNO BEACH, FLORIDA 33408
PHONE: (561)626-1122

INDEX OF LANDSCAPE PLANS

SHEET No.	SHEET DESCRIPTION
LS-1	KEY SHEET
LS-2 thru LS-14	LANDSCAPE PLANS
LS-15 & LS-16	LANDSCAPE DETAILS & NOTES
LS-17 & LS-18	TABULATION OF QUANTITIES

INDEX OF PAVER LAYOUT PLANS

SHEET No.	SHEET DESCRIPTION
PL-1	KEY SHEET
PL-2 THROUGH PL-14	PAVER LAYOUT PLANS
PL-15	PAVER INSTALLATION DETAILS

INDEX OF IRRIGATION PLANS

SHEET No.	SHEET DESCRIPTION
IR-1 THROUGH IR-12	IRRIGATION PLANS
IRD-1	IRRIGATION DETAILS
IRN-1	IRRIGATION NOTES
IRN-2	IRRIGATION NOTES

PREPARED BY:

CRAVEN · THOMPSON & ASSOCIATES, INC.
ENGINEERS · PLANNERS · SURVEYORS
3563 N.W. 53RD STREET FORT LAUDERDALE, FLORIDA 33309 (954) 739-6400
FAX (954) 739-6409

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JUL 2 6 2005

JOSEPH DAVIS HANDLEY
FLORIDA LA NO. 0001368

ATTENTION IS DIRECTED TO THE FACT THAT THESE PLANS MAY HAVE BEEN REDUCED IN SIZE BY REPRODUCTION. THIS MUST BE CONSIDERED WHEN OBTAINING SCALED DATA.

GOVERNING SPECIFICATIONS:
STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION, STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, DATED 2004 AND SUPPLEMENTS THERETO IF NOTED IN THE SPECIAL PROVISIONS FOR THIS PROJECT AND BROWARD COUNTY ENGINEERING DIVISION'S "MINIMUM STANDARDS APPLICABLE TO PUBLIC RIGHTS OF WAY UNDER BROWARD COUNTY JURISDICTION".

THESE PLANS ARE DESIGNED IN ACCORDANCE WITH THE MANUAL OF UNIFORM MINIMUM STANDARDS FOR DESIGN CONSTRUCTION AND MAINTENANCE FOR STREETS AND HIGHWAYS AS DIRECTED BY CHAPTER 72 - 328 FLORIDA STATUTES.

THESE PLANS HAVE BEEN PREPARED IN ACCORDANCE WITH AND ARE GOVERNED BY THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION, ROADWAY AND TRAFFIC DESIGN STANDARDS (BOOKLET DATED JANUARY, 2004).

KEY SHEET REVISIONS

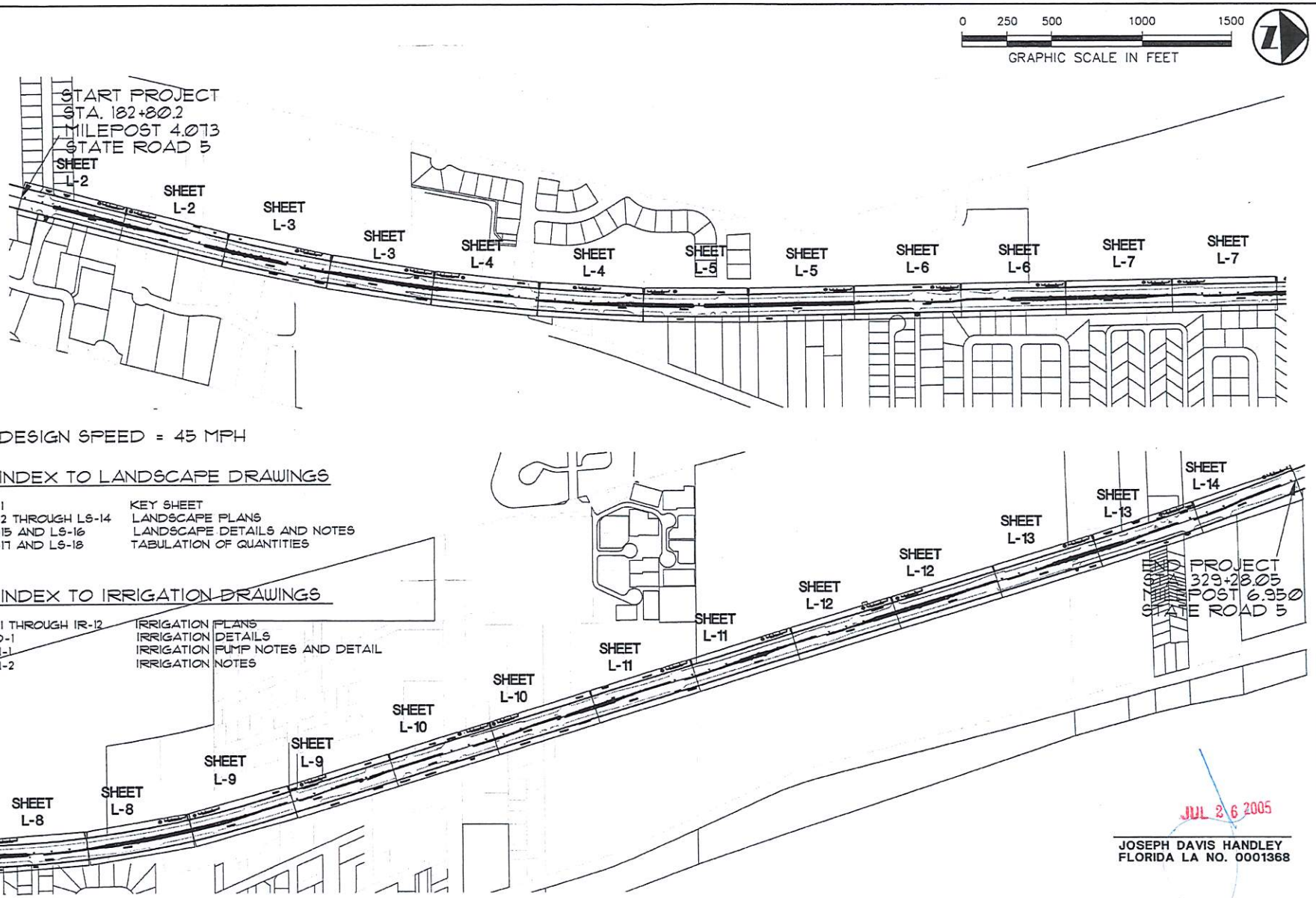
DATE	BY	DESCRIPTION

LANDSCAPE PLANS APPROVED BY: _____

DATE APPROVED _____

DATE APPROVED _____

SHEET NO.
COVER



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SR-5/US HWY 1 JUNO BEACH MEDIAN LANDSCAPING

PREPARED FOR:
TOWN OF JUNO BEACH

KEY SHEET

PROJECT NO.
04-0055-001-01

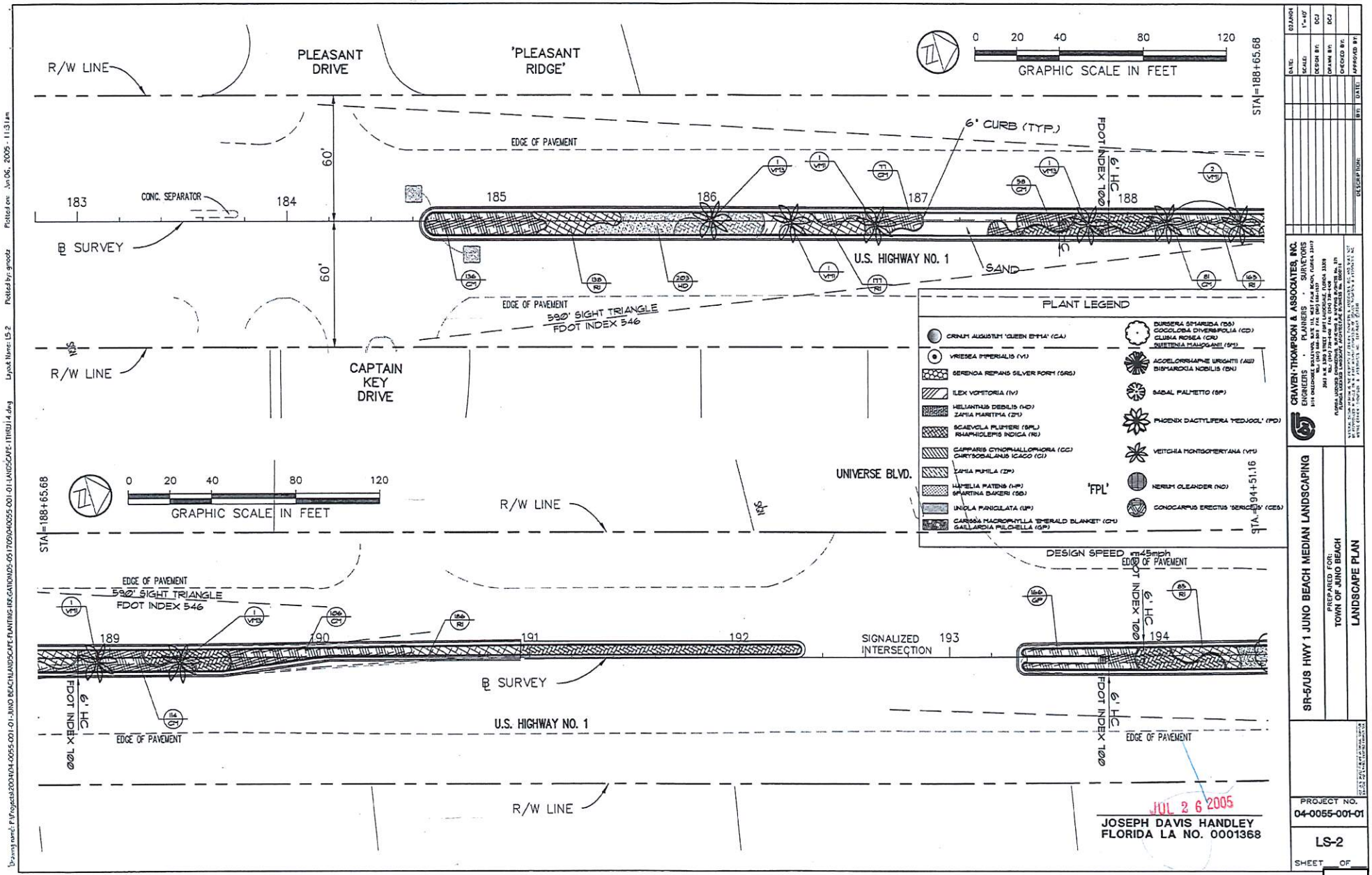
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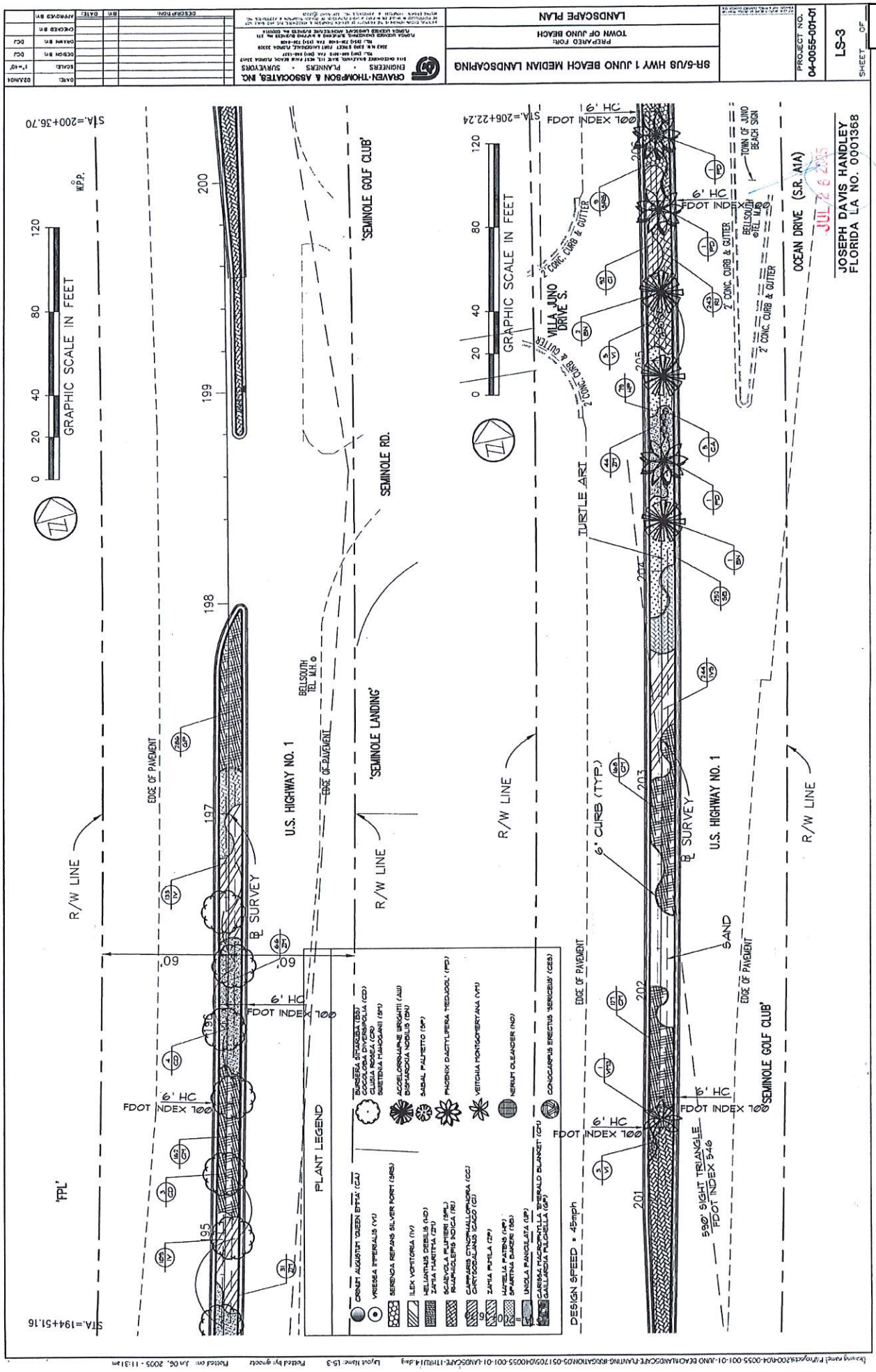
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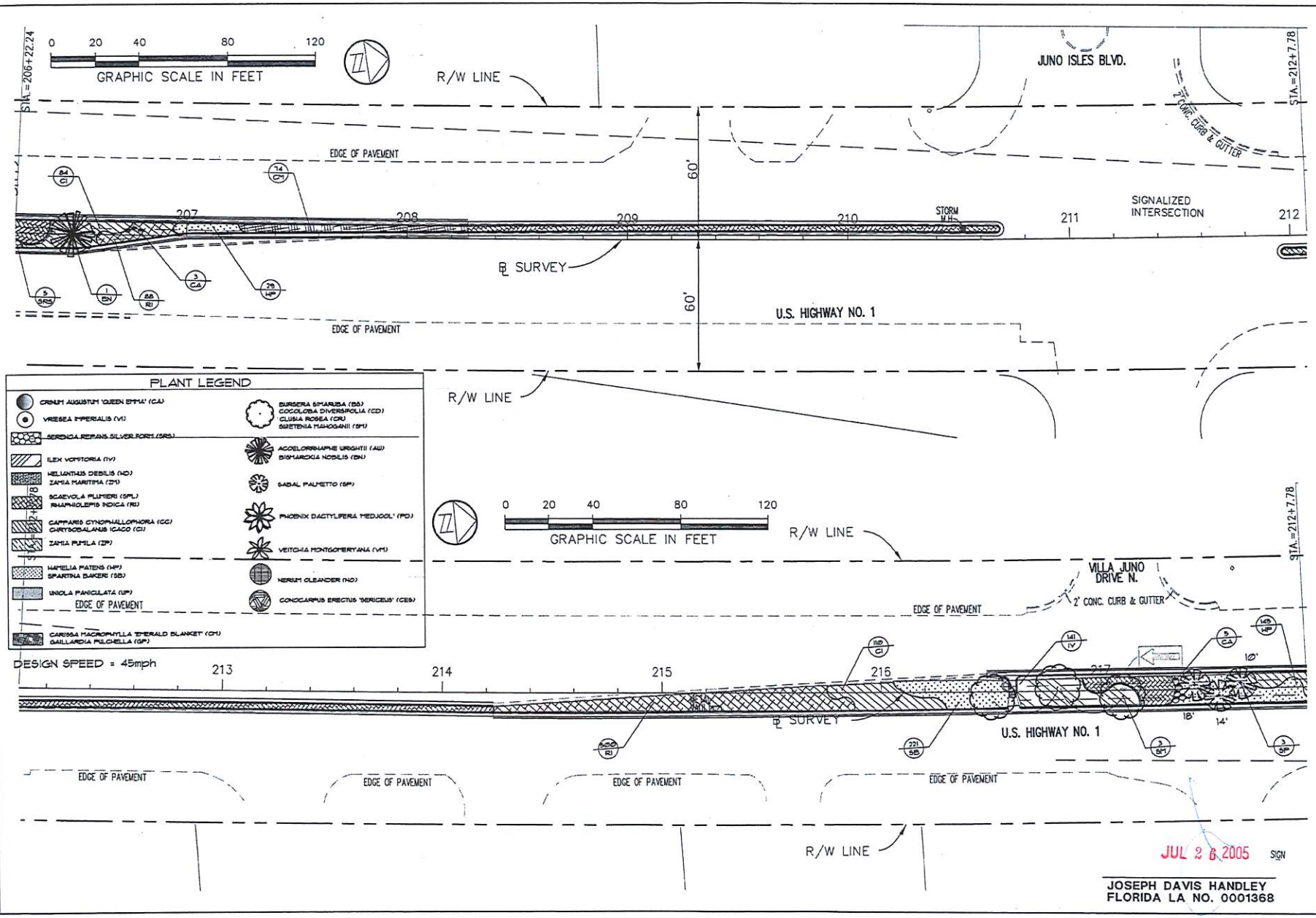
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SR-5/US HWY 1 JUNO BEACH MEDIAN LANDSCAPING
PREPARED FOR:
TOWN OF JUNO BEACH
LANDSCAPE PLAN
GRAVER-THOMPSON & ASSOCIATES, INC.
ENGINEERS • PLANNERS • SURVEYORS
PROJECT NO. 04-0055-001-01
LS-3
SHEET OF
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DRAWN BY: DCJ
CHECKED BY:
APPROVED BY:
DATE: 02JUN04
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STA.=206+22.24
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W.P.P.
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R/W LINE
EDGE OF PAVEMENT
U.S. HIGHWAY NO. 1
BELLSOUTH TEL M.H.
'SEMINOLE LANDING'
SEMINOLE RD.
'SEMINOLE GOLF CLUB'
℄ SURVEY
6' HC FDOT INDEX 700
PLANT LEGEND
DESIGN SPEED = 45mph
590' SIGHT TRIANGLE FDOT INDEX 546
TURTLE ART
VILLA JUNO DRIVE S.
2' CONC. CURB & GUTTER
6" CURB (TYP.)
SAND
OCEAN DRIVE (S.R. A1A)
TOWN OF JUNO BEACH SIGN
JOSEPH DAVIS HANDLEY
FLORIDA LA NO. 0001368
JUL 26 2005



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SR-5/US HWY 1 JUNO BEACH MEDIAN LANDSCAPING

PREPARED FOR:
TOWN OF JUNO BEACH

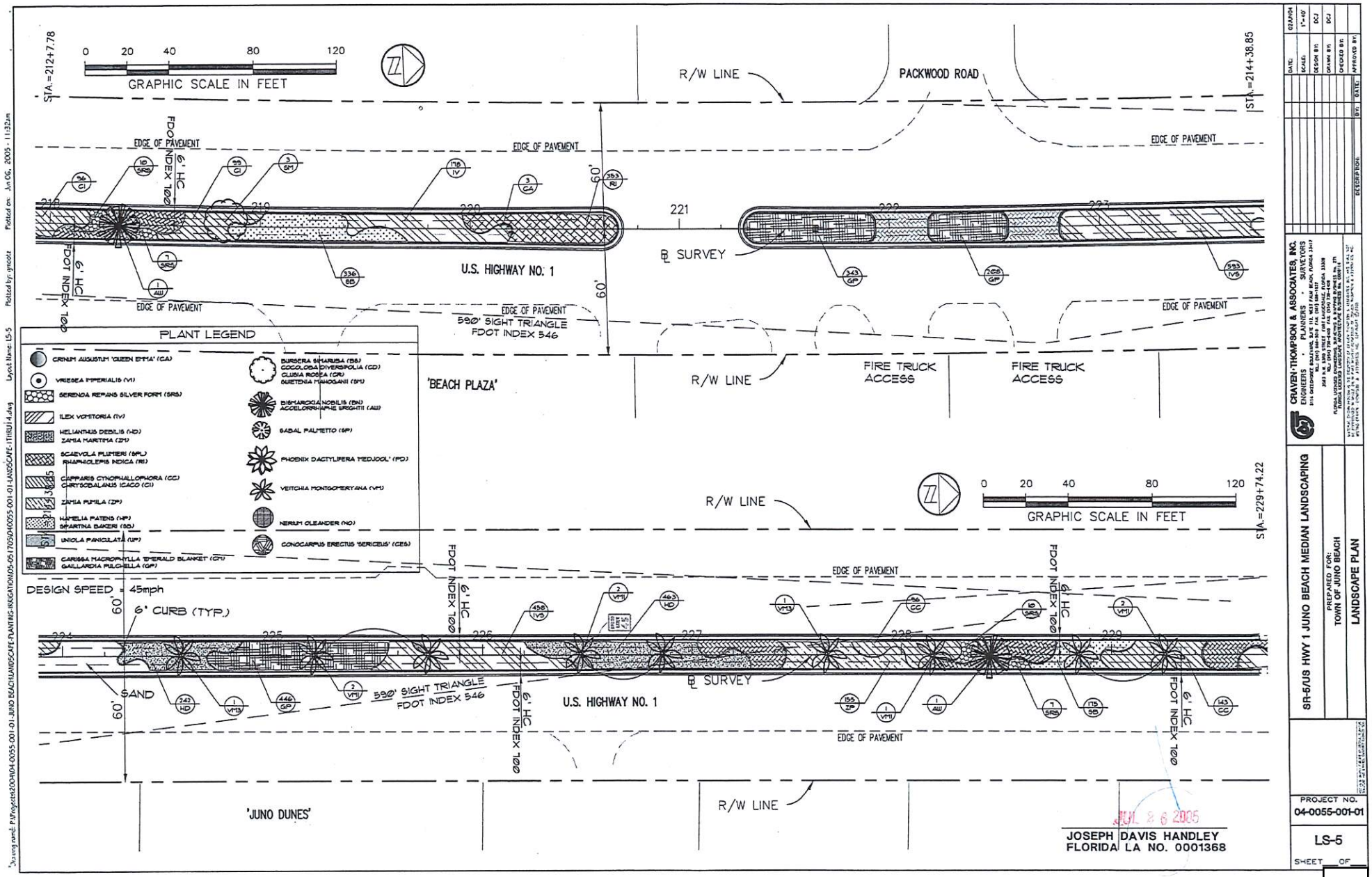
LANDSCAPE PLAN

PROJECT NO.
04-0055-001-01

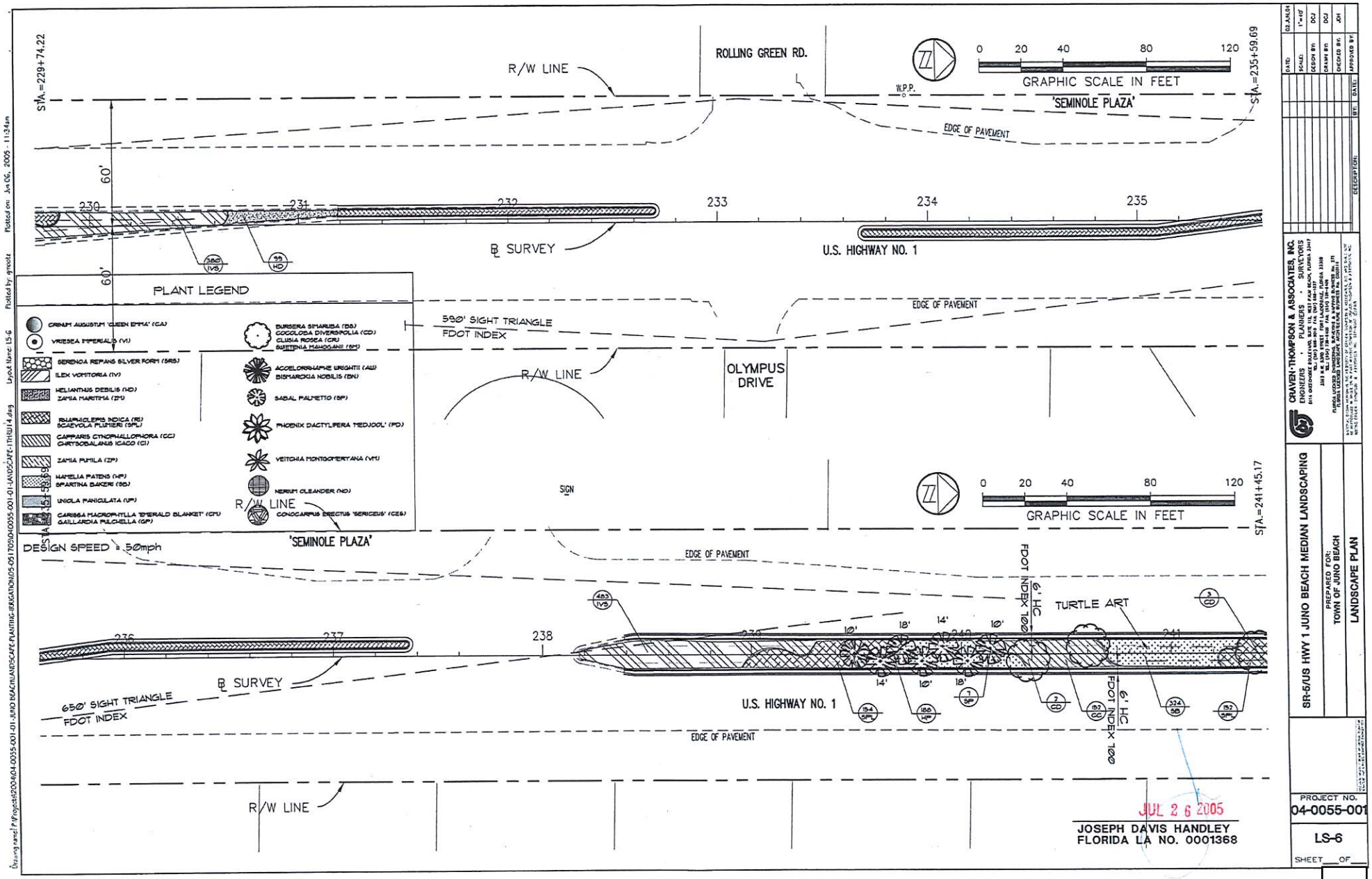
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60'
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℄ SURVEY
221
590' SIGHT TRIANGLE
FDOT INDEX 546
'BEACH PLAZA'
FIRE TRUCK ACCESS
PLANT LEGEND
CRINUM AUGUSTUM 'QUEEN EMMA' (CA)
VRIESEA HIEROGLYPHICA (VH)
SERENOA REPANS SILVER FORM (SRS)
ILEX VOMITORIA (IV)
HELIANTHUS DEBILIS (HD)
ZAMIA MARITIMA (ZM)
SCAEVOLA PLUMIERI (SP)
RHAPHIOLEPIS INDICA (RI)
CAPPARIS CYNOPHALLOPHORA (CC)
CHRYSOBALANUS ICACO (CI)
ZAMIA PUMILA (ZP)
HAMELIA PATENS (HP)
MYRTINA BAKERI (SB)
UNIOLA PANICULATA (UP)
CARISSA MACROPHYLLA 'EMERALD BLANKET' (CM)
GAILLARDIA PULCHELLA (GP)
BURSERA SIMARUBA (BS)
COCCOLOBA DIVERSIFOLIA (CD)
CLUSIA ROSEA (CR)
SWIETENIA MAHOGANI (SM)
BISMARCKIA NOBILIS (BN)
ACCELORRHAPHE WRIGHTII (AW)
SABAL PALMETTO (SP)
PHOENIX DACTYLIFERA 'MEDJOOL' (PD)
VEITCHIA MONTGOMERYANA (VM)
NERIUM OLEANDER (NO)
CONOCARPUS ERECTUS 'SERICEUS' (CES)
DESIGN SPEED = 45mph
6' CURB (TYP.)
SAND
'JUNO DUNES'
JUL 8 6 2005
JOSEPH DAVIS HANDLEY
FLORIDA LA NO. 0001368
CRAVEN-THOMPSON & ASSOCIATES, INC.
ENGINEERS • PLANNERS • SURVEYORS
SR-5/US HWY 1 JUNO BEACH MEDIAN LANDSCAPING
PREPARED FOR:
TOWN OF JUNO BEACH
LANDSCAPE PLAN
PROJECT NO.
04-0055-001-01
LS-5
SHEET OF

Item #20.



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SR-5/US HWY 1 JUNO BEACH MEDIAN LANDSCAPING

PREPARED FOR:
TOWN OF JUNO BEACH

LANDSCAPE PLAN

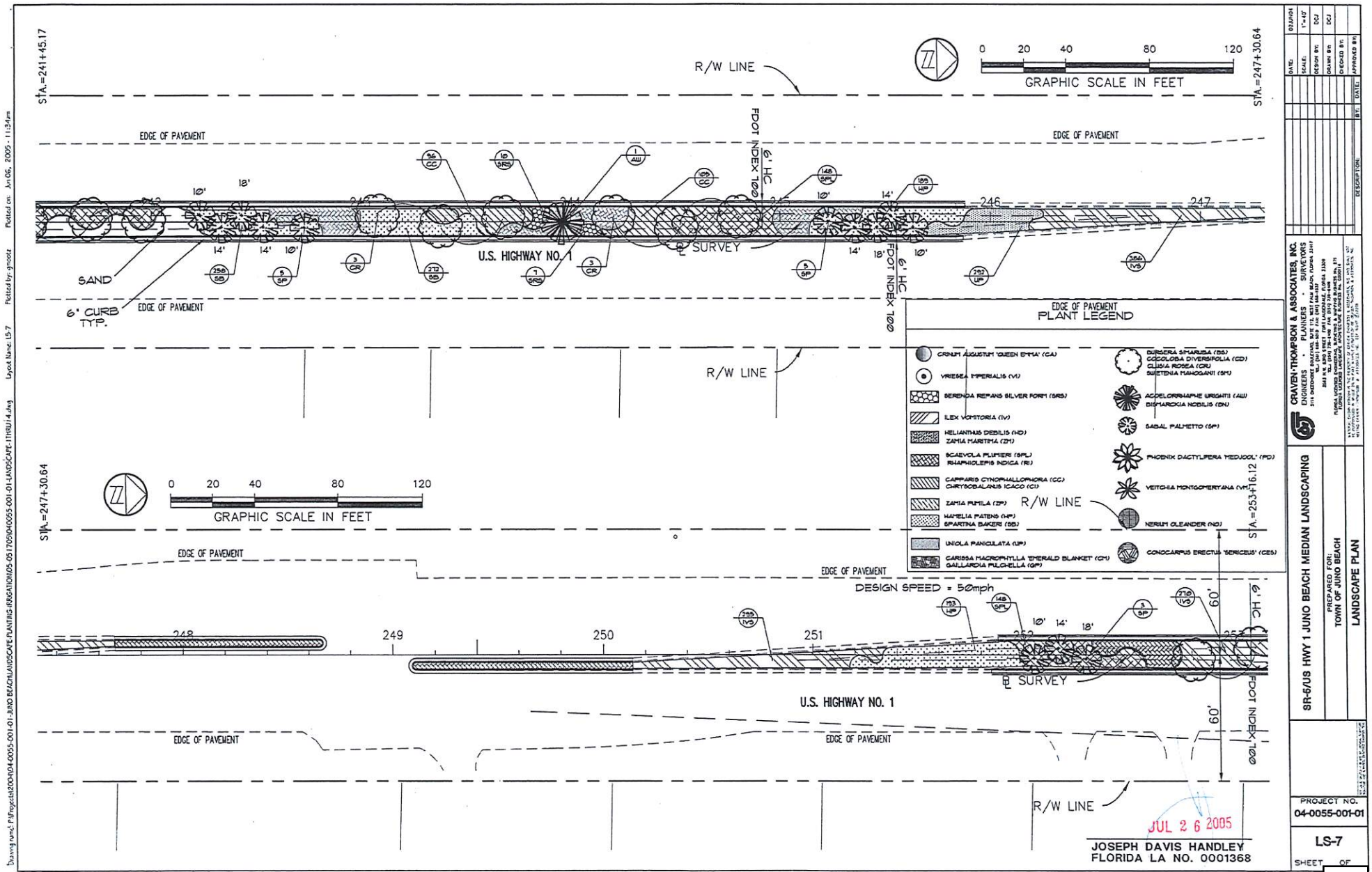
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LS-6

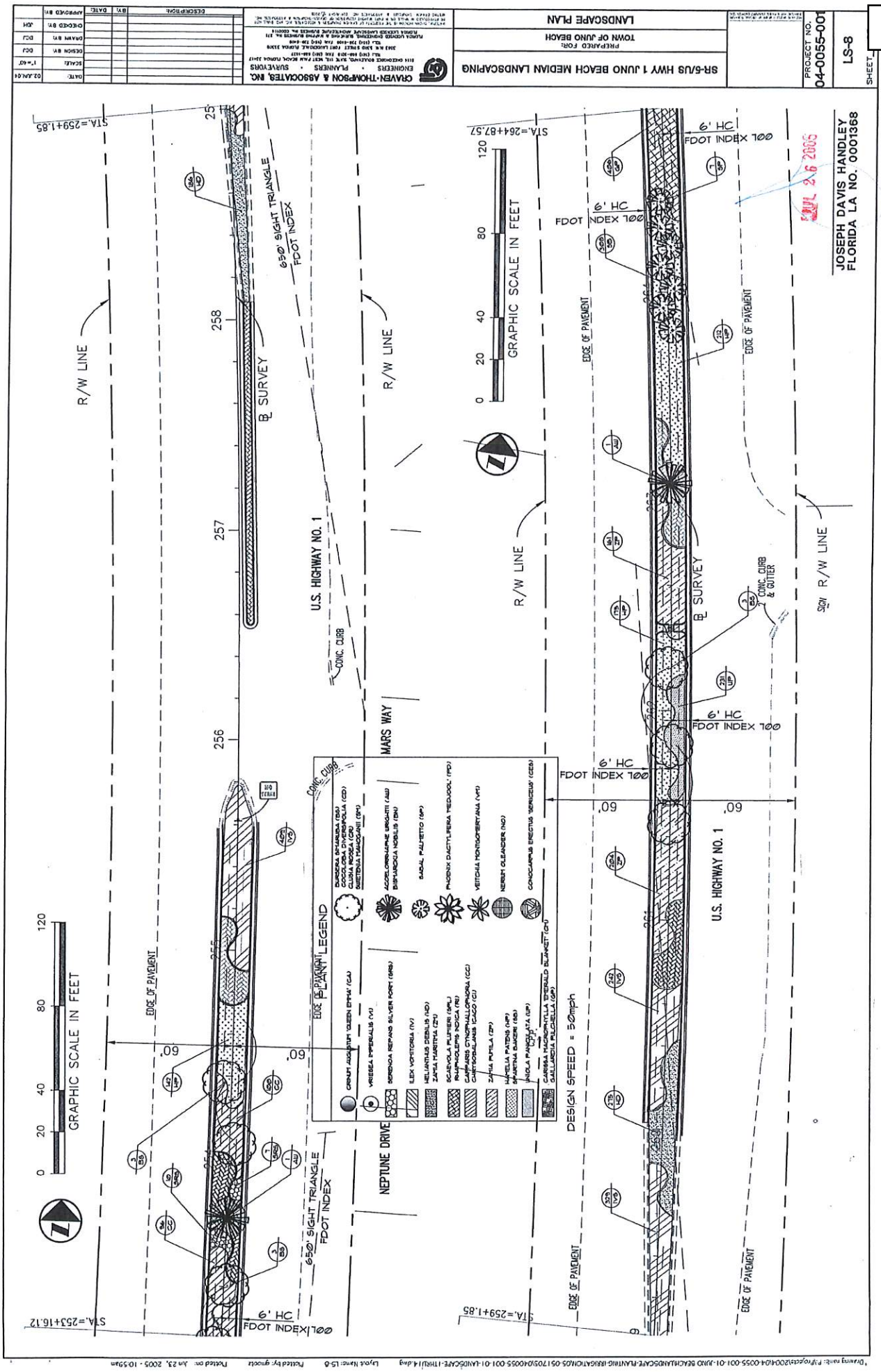
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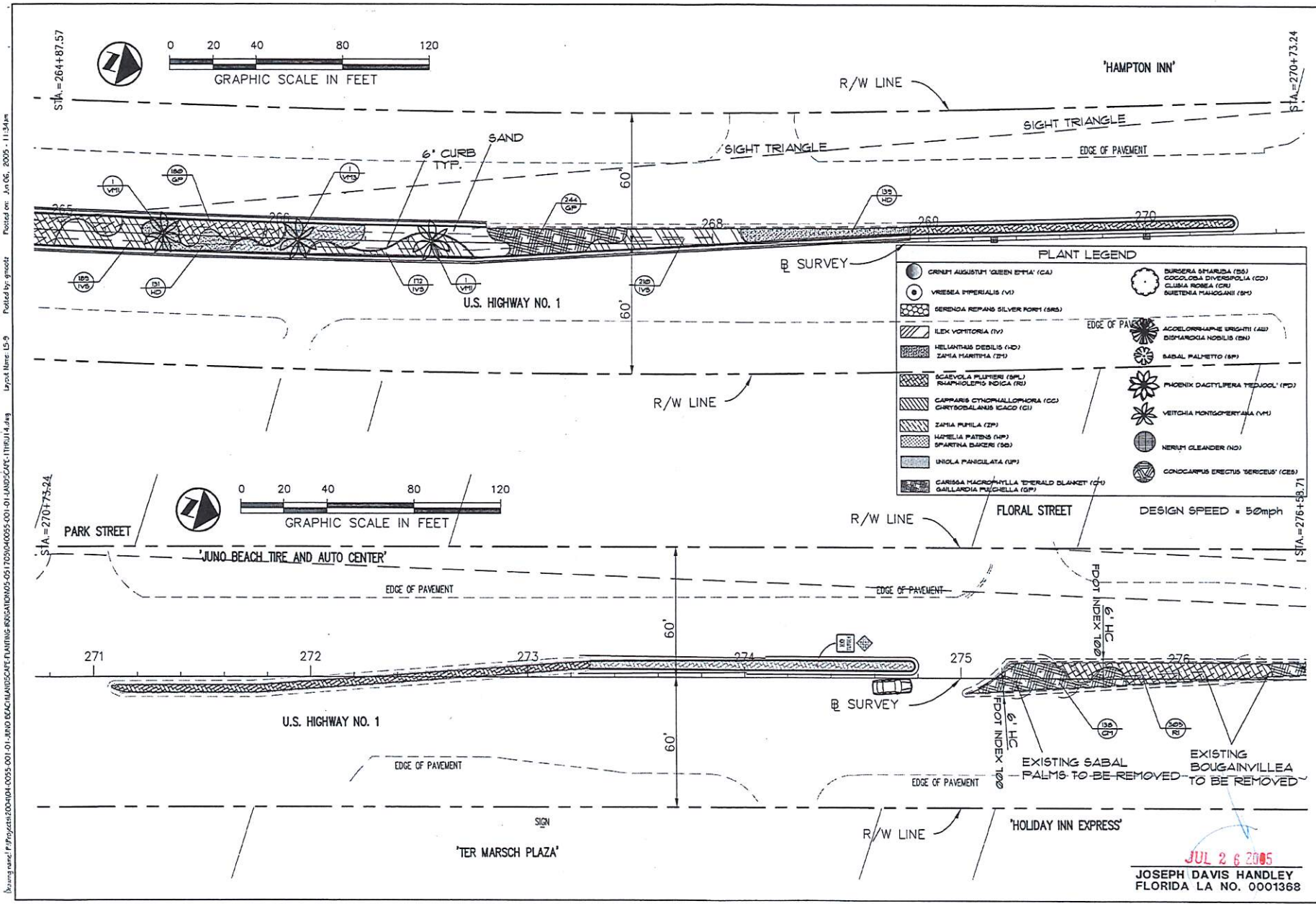
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Item #20.



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PREPARED FOR:
TOWN OF JUNO BEACH
LANDSCAPE PLAN
PROJECT NO. 04-0055-001
LS-8
SHEET
GRAVEN-THOMPSON & ASSOCIATES, INC.
ENGINEERS • PLANNERS • SURVEYORS
JOSEPH DAVIS HANDLEY
FLORIDA LA NO. 0001368
JUL 26 2005
R/W LINE
℄ SURVEY
U.S. HIGHWAY NO. 1
CONC. CURB
MARS WAY
NEPTUNE DRIVE
650' SIGHT TRIANGLE
FDOT INDEX
6' HC
FDOT INDEX 700
EDGE OF PAVEMENT
CONC. CURB & GUTTER
GRAPHIC SCALE IN FEET
DESIGN SPEED = 50mph
EDGE OF PAVEMENT LEGEND
STA.=253+16.12
STA.=259+1.85
STA.=264+87.57



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ENGINEERS • PLANNERS • SURVEYORS

SR-5/US HWY 1 JUNO BEACH MEDIAN LANDSCAPING

PREPARED FOR: TOWN OF JUNO BEACH

LANDSCAPE PLAN

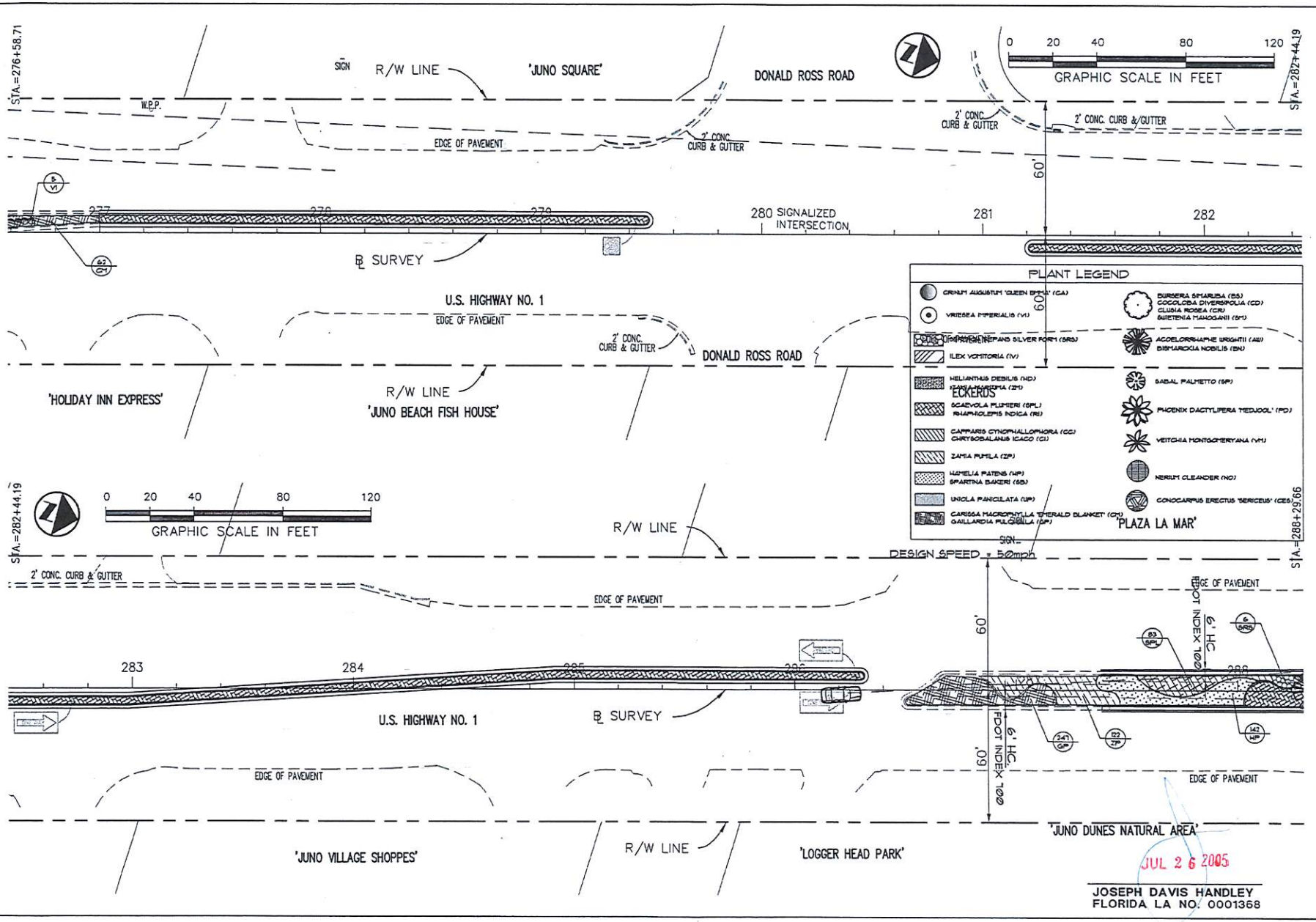
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LS-9

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Item #20.



JUL 26 2005

JOSEPH DAVIS HANDLEY
FLORIDA LA NO. 0001368

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SR-5/US HWY 1 JUNO BEACH MEDIAN LANDSCAPING

PREPARED FOR:
TOWN OF JUNO BEACH

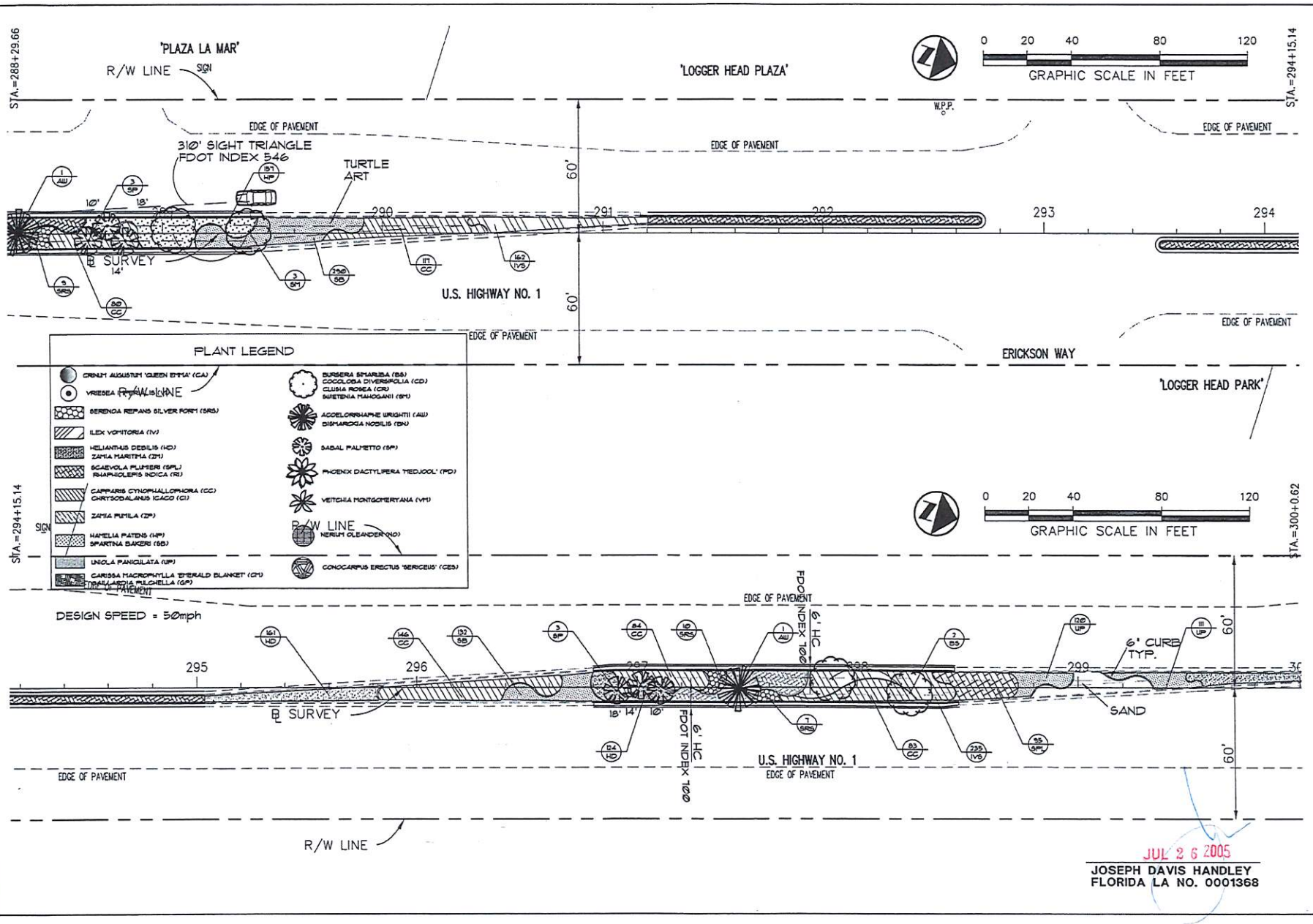
LANDSCAPE PLAN

PROJECT NO.
04-0055-001-01

LS-10

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JUL 26 2005
JOSEPH DAVIS HANDLEY
FLORIDA LA NO. 0001368

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SR-5/US HWY 1 JUNO BEACH MEDIAN LANDSCAPING

PREPARED FOR:
TOWN OF JUNO BEACH

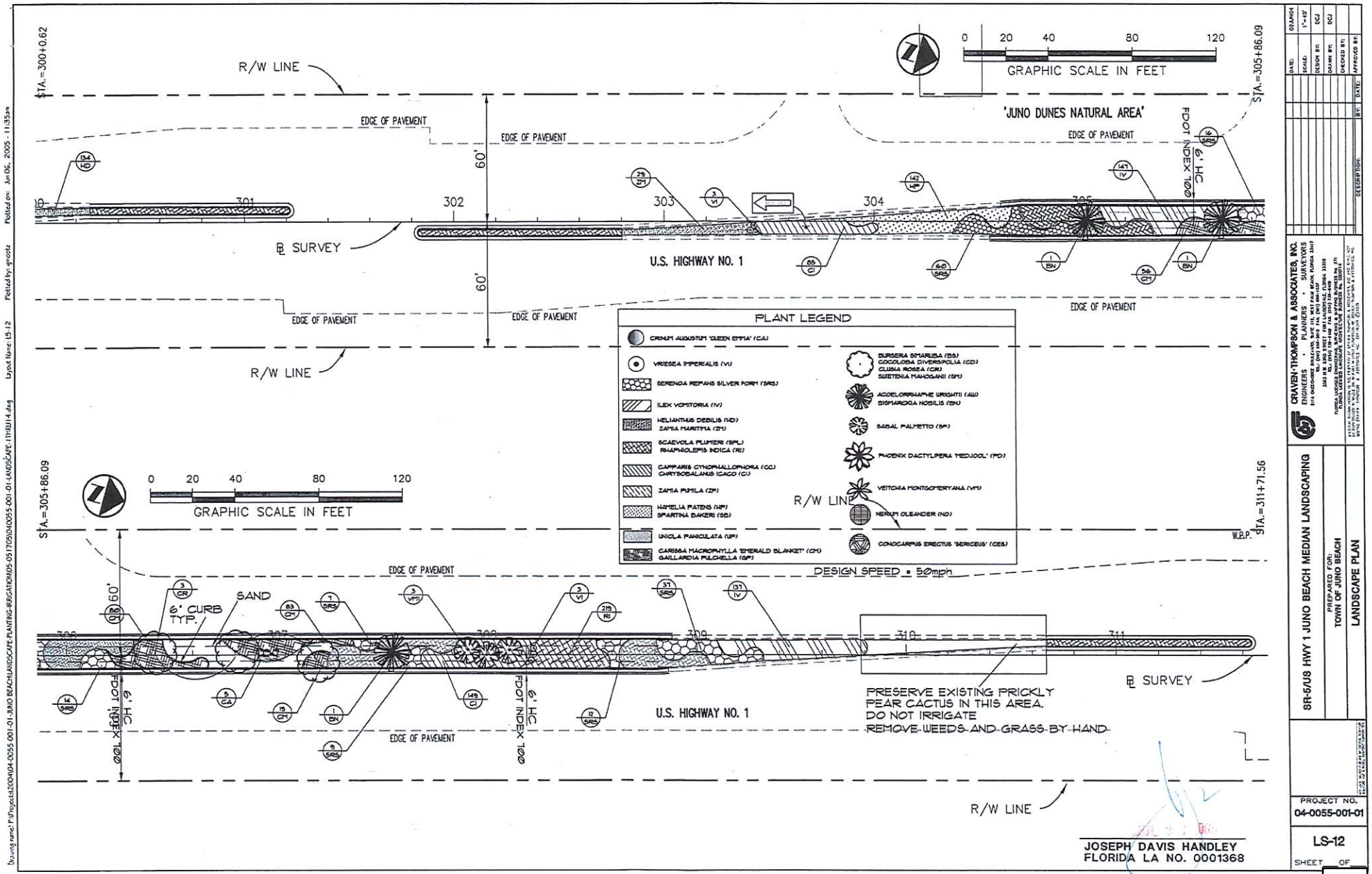
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PROJECT NO.
04-0055-001-01

LS-11

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JOSEPH DAVIS HANDLEY
FLORIDA LA NO. 0001368

CRAVEN·THOMPSON & ASSOCIATES, INC.
ENGINEERS · PLANNERS · SURVEYORS
814 OLEOMARGE BOULEVARD, SUITE 115, WEST PALM BEACH, FLORIDA 33417
3343 PEACHTREE ROAD NE, SUITE 145, ATLANTA, GEORGIA 30326
TEL. (561) 478-1446 FAX (561) 478-1668
FLORIDA LICENSED LANDSCAPE ARCHITECTURAL BUSINESS No. LC26000114

DATE: 02/14/05
SCALE: 1"=40'
DESIGN BY: DCJ
DRAWN BY: DCJ
CHECKED BY:
APPROVED BY:
DESCRIPTION: BY: DATE:

8R-5/U8 HWY 1 JUNO BEACH MEDIAN LANDSCAPING

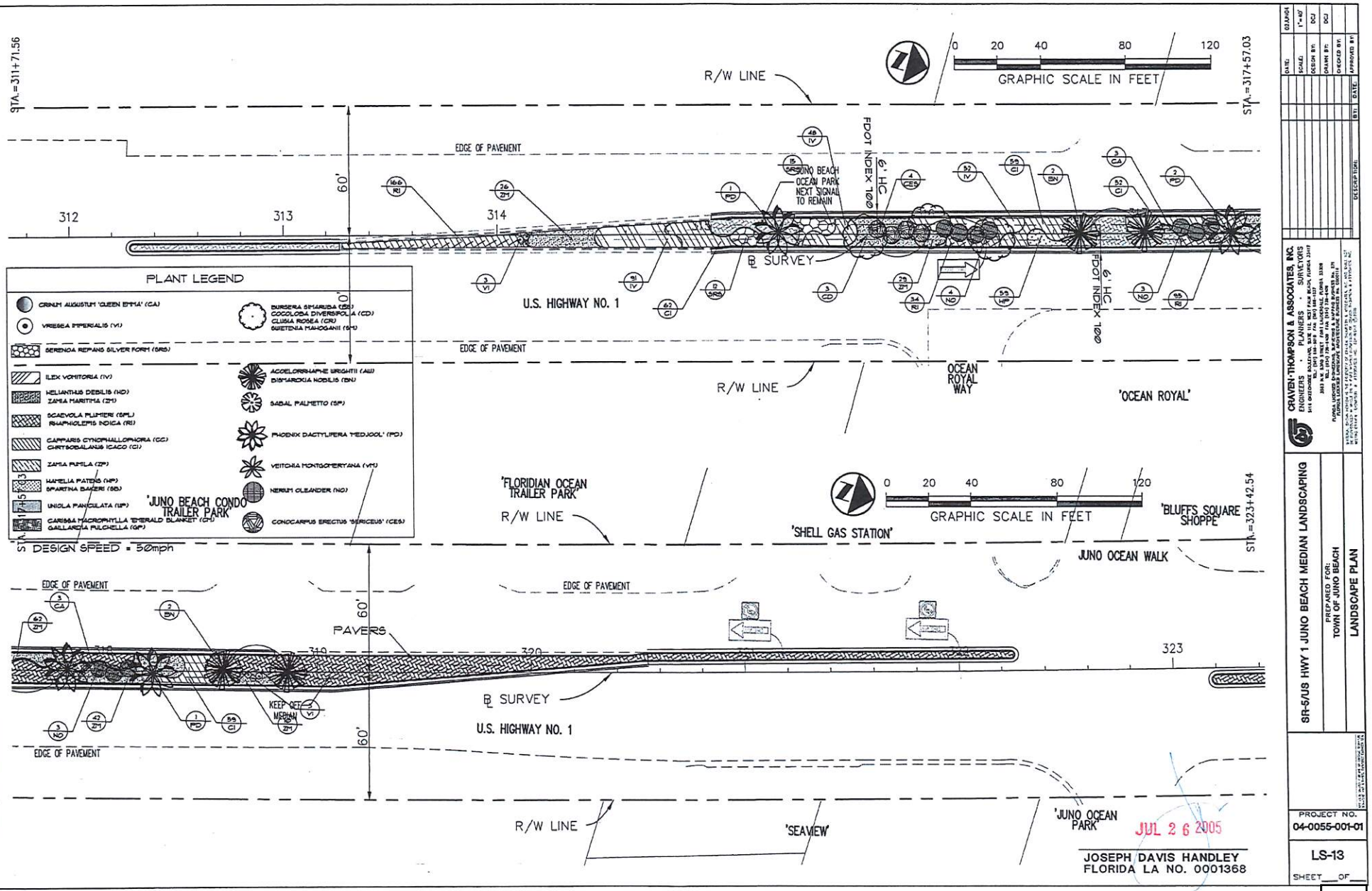
PREPARED FOR:
TOWN OF JUNO BEACH

LANDSCAPE PLAN

PROJECT NO.
04-0055-001-01

LS-12
SHEET OF

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CRAVEN-THOMPSON & ASSOCIATES, INC.
ENGINEERS • PLANNERS • SURVEYORS

DATE: 03/30/04
SCALE: 1"=40'
DESIGN BY: DCJ
DRAWN BY: DCJ
CHECKED BY:
APPROVED BY:
DATE:
DESCRIPTION:
BY:

SR-5/US HWY 1 JUNO BEACH MEDIAN LANDSCAPING

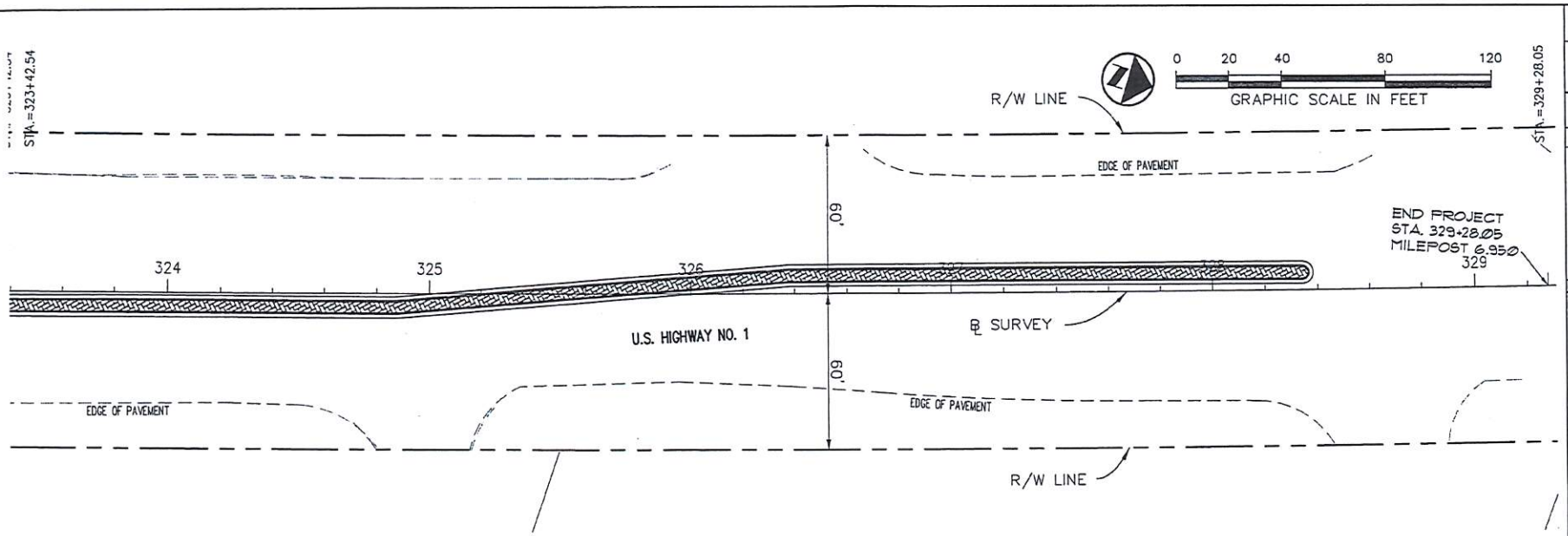
PREPARED FOR:
TOWN OF JUNO BEACH

LANDSCAPE PLAN

PROJECT NO.
04-0055-001-01

LS-13

SHEET ___ OF ___



PLANT LEGEND

- CRINUM AUGUSTUM 'QUEEN EMMA' (CA)
- VRIESEA FIPERIALIS (VI)
- SERENOA REPANS SILVER FORM (SRS)
- ILEX VOMITORIA (IV)
- HELIANTHUS DEBILIS (HD)
- ZAMIA MARITIMA (ZM)
- SCAEVOLA PLUMIERI (SPL)
- RHAPHIOLEPIS INDICA (RI)
- CAPPARIS CYNOPHALLOPHORA (CC)
- CHRYSOBALANUS ICACO (CI)
- ZAMIA PUMILA (ZP)
- HAMELIA PATENS (HP)
- SPARTINA BAKERI (SB)
- UNIOLA PANICULATA (UP)
- CARISSA MACROPHYLLA 'EMERALD BLANKET' (CM)
- GAILLARDIA PULCHELLA (GP)
- BURSERA SIMARUBA (BS)
- COCCOLOBA DIVERSIFOLIA (CD)
- CLUSIA ROSEA (CR)
- SWIETENIA MAHOGANII (SM)
- ACOELORRHAPHE WRIGHTII (AW)
- BISMARCKIA NOBILIS (BN)
- SABAL PALMETTO (SP)
- PHOENIX DACTYLIFERA 'MEDJOOL' (PD)
- VEITCHIA MONTGOMERYANA (VM)
- NERIUM OLEANDER (NO)
- CONOCARPUS ERECTUS 'SERICEUS' (CES)

DESIGN SPEED = 45mph

JOSEPH DAVIS HANDLEY
FLORIDA LA NO. 0001368

JUL 26 2005

CRAVEN-THOMPSON & ASSOCIATES, INC.
ENGINEERS • PLANNERS • SURVEYORS

SR-5/US HWY 1 JUNO BEACH MEDIAN LANDSCAPING

PREPARED FOR:
TOWN OF JUNO BEACH

LANDSCAPE PLAN

PROJECT NO.
04-0055-001-01

LS-14

SHEET OF

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AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: January 28, 2026

Prepared By: C. Copeland-Rodriguez, MMC, Town Clerk

Item Title: Town Council Orientation Packet

DISCUSSION:
At the December 10, 2025 Town Council Meeting, Mayor Wheeler, Vice Mayor Pro Tem Davis, and Councilmember Halpern gave consensus to have the Town Council Orientation Packet as a discussion item on the next agenda.

Town Staff propose facilitating an orientation work session with qualified candidates and current elected officials to review the contents of the packet and address any questions.

The draft orientation packet is intended to provide a comprehensive overview of Town operations, policies, procedures, and expectations applicable to Town Council members.

The Town Council Orientation Packet consists of the following:

Attachment #1 - Cover Page, Orientation Packet Overview, and Tables of Contents
Attachment #2 – Foundational Governance
Attachment #3 – Administrative Structure and Operations
Attachment #4 – Community and Public Engagement
Attachment #5 – Financial and Planning Overview

RECOMMENDATION:
Town staff recommends facilitating an Orientation Work Session with the qualified candidates and current elected officials to review the materials contained in the packet and to address any questions on Wednesday, February 4, 2026 at 3pm.

TOWN COUNCIL ORIENTATION PACKET

MEMORANDUM

Prepared By: Town Clerk

Item Title: 2025-2026 Orientation Packet Overview and Table of Contents

INTRODUCTION

Welcome Town Council Members & Candidates. This memorandum serves as a guide to your comprehensive resource packet, which contains all foundational documents and critical operational information necessary for your effective transition into public service. These materials are organized to quickly familiarize you with the Town's legal framework, financial standing, administrative structure (under the Council-Manager form of government), and community engagement protocols.

TABLE OF CONTENTS

The resources provided in your packet are organized into four major categories:

Foundational Governance

The following attachments establish the legal, ethical, and procedural framework for municipal governance:

- Memorandum on the Council–Manager Form of Government
- Official Organizational Chart
- Town Charter
- Rules of Procedure and Town Council Protocols
- Procedures for the Conduct of Quasi-Judicial Hearings
- Florida Commission on Ethics: *Guide to the Sunshine Amendment and Code of Ethics*
- *2025 Florida Government in the Sunshine Manual*, Vol. 47, Office of the Florida Attorney General (Public Records)
- Palm Beach County Code of Ethics
- Robert's Rules of Order (Simplified)

Administrative Structure and Operations

This section outlines the Town's administrative organization and key points of contact:

- Department Head, Town Attorney, and Town Council Contact Information

Community and Public Engagement

This section provides information related to boards and committees:

- Information on All Town Boards and Committees

Financial and Planning Overview

This section provides insight into the Town's financial status and long-term planning efforts:

- Current Operating Budget
- Current Capital Improvement Plan (CIP)
- Comprehensive Plan

DRAFT

NEXT STEPS

Staff encourages you to review these materials thoroughly prior to the formal orientation Work Session. The orientation will include dedicated sessions led by the Town Attorney and the Town Manager to specifically discuss the legal compliance and the administrative relationship outlined in Sections 1 and 3.

If you have any initial questions regarding the contents of this packet, please contact the Town Clerk's office directly at ccopeland@juno-beach.fl.us or (561)656-0316.

DRAFT

MEMORANDUM

Prepared By: Town Clerk

Item Title: Understanding the Florida Council-Manager Form of Government

INTRODUCTION

The Council-Manager form of government is the most common governing structure used in Florida cities and counties. It is designed to combine the strong political leadership of an elected governing body (the Town Council) with the strong administrative leadership of an appointed professional manager (the Town Manager). This system is fundamentally rooted in efficiency, non-political administration, and responsiveness to the governing body's policy directives.

KEY ROLES & RESPONSIBILITIES

1. The Elected Council (Policy-Making Branch)

The Council is the legislative body of the municipality. Its primary responsibilities are to set policy, pass local ordinances, adopt the annual budget, and determine the vision and direction of the town.

- Policy Focus: Council members are part-time public officials elected by the community. They focus on community representation, responding to citizen needs, and creating long-term strategic goals.
- Appointment Power: The Council's single most critical administrative function is the appointment and supervision of the Town Manager.

2. The Appointed Manager (Administrative Branch)

The Town Manager is a full-time, professional administrator appointed by the Council based on education, experience, and executive qualifications, not political affiliation. The Manager is responsible for the day-to-day operations of the municipality.

- Executive Focus: The Manager acts as the chief executive officer, carrying out the policies set by the Council.
- Core Duties: These duties include preparing the budget, overseeing all municipal departments (e.g., Police, Finance, Public Works), hiring and firing department heads, and providing expert advice to the Council.
- Accountability: The Manager serves at the pleasure of the Council and is accountable directly to them for the efficient management of municipal affairs.

CHARACTERISTICS & BENEFITS

Characteristic	Description
Separation of Powers	Clear distinction between legislative (Council) and executive (Manager) functions.
Professional Management	Ensures administrative decisions are based on professional expertise rather than political considerations.
Stability	While Council members may change following elections, the professional Manager provides continuity and institutional knowledge.

DRAFT

Responsiveness	The Manager is directly responsive to the Council, ensuring administrative execution aligns precisely with the Council's policy goals.

In short, the Town of Juno Beach is under the Council-Manager system, which is designed to provide democratic accountability through the elected Council, coupled with professional, efficient service delivery through the appointed Town Manager.

DRAFT

TOWN OF JUNO BEACH

ORGANIZATIONAL CHART

- **Town Residents**
- **Town Council**
  - Seat Mayor, Seat #1, Seat #3, Seat #4, & Seat #5
- **Town Attorney**
- **Town Manager**
  - **Town Clerk**
    - Administrative Assistant to Town Clerk
      - Front Desk Receptionist
  - **Finance/HR Director**
    - Accounting Specialist
      - Accounting Specialist
  - **Director of Planning & Zoning**
    - Principal Planner
      - Planning Technician
        - Code Compliance Officer
          - Permit/License Coordinators
  - **Director of Public Works**
    - Deputy Director
      - Maintenance Worker
        - Maintenance Worker
          - Grounds Technician (PT)
  - **Project/Risk Manager**
  - **Chief of Police**
    - Assistant Chief
      - Admin. Sergeant
        - Detective (1)
          - Administrative Coordinator
            - Police Services Specialist

POLICE DEPARTMENT

- Sergeant (1); Officers (2)
- Sergeant (1); Officers (2)
- Sergeant (1); Officers (2)
- Sergeant (1); Officers (2)

PART I - CHARTER

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)

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 administrati 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.

(Res. No. 2023-03, election of 3-14-2023; Charter Amend. of 03-22-2023)

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 where 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 fa 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.

TOWN OF JUNO BEACH

Rules of Procedure and Town Council Protocols

A. Policy Statement

It is Juno Beach Town Council (Council) policy that these Rules of Procedure and Protocols shall govern all official Council meetings and generally promote excellence in local government, characterized by effective and efficient meetings, respectful interactions between and among Town Councilmembers, staff, and the public, and thoughtful consideration of the role of public leadership in maintaining the reputation of Juno Beach as a professional council-manager form of local government.

Councilmembers shall conduct official Town business in a manner consistent with their status in the community as leaders, convenors, and collaborators. Committed to modeling civility, honesty, and integrity in their public and private lives, the Town Council embraces ethical, transparent, and accountable governance.

These Rules of Procedure and Town Council Protocols are intended to provide general rules of engagement for the Council while conducting the business of the Town of Juno Beach, FL. It is understood that there will be extenuating circumstances at times that will mean certain protocols will be waived or adjusted. However, it is also understood that such circumstances should be the exception and not the rule.

Any rule or procedure not covered by these Rules or under applicable law shall be decided upon by the Presiding Officer in accordance with Robert's Rules of Order Revised for Deliberative Assemblies (Current Edition, Henry Robert et al). The Town Attorney shall serve as the Parliamentarian and shall advise and assist the Presiding Officer on matters of parliamentary law and on enforcement of procedural rules.

B. Applicability

These rules shall apply to all public meetings of the Town Council, the Planning and Zoning Board and any other Town board or committee. Additionally, in accordance with Section 286.0114(3) (a-d), Florida Statutes, the right of public participation shall not apply to the following:

1. An official act that must be taken to deal with an emergency situation affecting the public health, safety and welfare if compliance with these rules and policies would cause an unreasonable delay in the ability of the Council, Board, or Committee to act;

2. An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;

3. A meeting that is exempt from Section 286.011, Florida Statutes ("Government in the Sunshine Law"); and

4. An item during which the Council, Board, or Committee is acting in a quasi-judicial capacity, during which different rules and timeframes may be applicable.

C. Public Participation Rules

The Town of Juno Beach welcomes comments from the public, and all members of the public shall be given a reasonable opportunity to make general comments and be heard on items placed on the agenda at any public meeting. Public Comment is intended to foster dialogue in a respectful and civil manner. Any person who makes disrespectful and uncivil remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of a meeting shall, at the discretion of the Presiding Officer, be ordered to yield the floor and may be barred from further participation during that meeting. Public comments are requested to be made with these guidelines in mind.

1. Each speaker shall be given an opportunity to speak for three (3) minutes during the public comment portion of the meeting or to address a particular agenda item. This time may be extended by the Presiding Officer; however, speakers may not yield their allotted time to another speaker.

2. All speakers are recommended to complete a comment card, indicating whether they wish to speak during the public comment portion or address a specific agenda item, and hand the comment card to the Town Clerk. Any person wishing to participate electronically shall contact the Town Clerk no later than noon on the day of the meeting to receive the log in instructions.

3. When called to speak by the Presiding Officer or Town Clerk, the speaker shall step up to one of the podiums. Speakers participating electronically will be notified by the Town Clerk when to begin speaking. Each speaker shall identify him or herself by name and address. The speaker shall state if he or she is speaking on behalf of a group or organization and identify the group or organization.

4. Any person wishing to address an item not on the agenda or on the consent agenda shall speak under the public comment portion of the meeting.

5. Members of the Council, Board, or Committee should either withhold comments or address comments during the Council, Board, or Committee comment portion of the agenda. The Council may request that the Town Manager take action on requests or comments made by members of the public.

6. There is no right to public participation at a Workshop or Work Session. Public participation during such meetings may be permitted at the discretion of a majority vote of the Town Council, Board, or Committee.

D. Decorum Rules

1. All Town meetings shall be conducted in an orderly and businesslike manner. All participants and attendees shall be treated with respect.

2. Everyone shall adhere to the following norms of civility:

    a. A person who has the floor shall be permitted to speak without interruption, whether by other participants or attendees, unless addressed by the Presiding Officer pursuant to subsection F below.

    b. Speakers shall refrain from impertinent or slanderous comments, defined as comments that are immaterial to official Town business, and which tend to impugn the reputation of the person about whom the comment is made.

    c. A speaker's tone of voice and word choice shall be appropriate for a formal, civic meeting. The use of gratuitous profanity or the making of abusive or threatening comments shall not be tolerated.

    d. No person shall engage in disruptive behavior, such as calling out from the audience, clapping, booing, or whistling.

E. Enforcement of Procedural Rules

1. Should the Presiding Officer determine that the Rules of Procedure have been violated, the Presiding Officer may interrupt the meeting and give the violator a verbal warning to cease such conduct. The Presiding Officer may inform the violator that any subsequent violations may result in his or her removal from the meeting.

2. Following the issue of a verbal warning, should the Presiding Officer determine that the Rules of Procedure have again been violated by the same person at the same meeting, the Presiding Officer may direct the violator to leave the meeting. In the event the violator is requested to leave and refuses, the Presiding Officer may recess the meeting and direct Town law enforcement personnel to assist.

3. Any determination by the Presiding Officer regarding enforcement of the Rules of Procedure may be overruled by a majority of the Councilmembers, Boardmembers, or Committee Members present at the meeting.

F. Duties and Responsibilities of the Presiding Officer

1. The Mayor shall be the Presiding Officer of the Town Council. In case of the absence or inability of the Mayor, the Vice Mayor shall assume the responsibilities of the Presiding Officer, and if both are absent or unable, the Vice Mayor Pro Tem shall preside.

2. The Presiding Officer shall preserve order. The Presiding Officer may call to order any member of the Town Council or any member of the public who may violate any of these rules or otherwise disrupt the orderly proceeding of the meeting. The Presiding Officer shall decide all questions of order subject to a majority vote on an appeal of the decision.

3. The Presiding Officer shall recognize all Councilmembers who seek the floor when entitled to do so.

4. The Presiding Officer will represent the Council and its consensus policies at meetings, conferences, or other occasions involving other governmental entities, agencies, officials or groups, or nongovernmental organizations, departments, agencies or officials, and report back to the Council anything of significance.

5. The Presiding Officer has the power to call for a recess not to exceed ten (10) minutes. Recesses requested by any other Councilmembers require a majority vote of Council.

G. General Meeting Procedures (Order of Business)

1. The order of business for a regular meeting shall ordinarily be:
    1. Call to Order
    2. Pledge Allegiance to the Flag
    3. Additions, Deletions, Substitutions to the Agenda
    4. Presentations
    5. Comments from the Town Manager, the Town Attorney, and Staff
    6. Comments from the Public
    7. Consent Agenda
    8. Council Action/Discussion Items
    9. Comments from the Council
    10. Adjournment

2. The order of business may be revised by a majority vote.

3. Except for matters advertised for public hearing, any matter may be removed from an agenda by the person who placed it on the agenda or by a majority vote.

H. Agenda Procedures

1. Agenda distribution deadline: The deadline for distributing a final agenda with supporting documents shall be no later than 4PM Wednesday, one (1) week prior to the regularly scheduled Town Council meeting.

   For all Special Meetings, Workshops, or Work Sessions of the Town Council, the agendas with supporting documents will be distributed one (1) week prior.

2. If a Councilmember wishes to add an item to a future agenda, a majority agreement of the Council is required. If approved, the requesting Councilmember must submit a memorandum and any supporting documentation to staff by the established agenda submittal deadline.

3. Agenda submittal deadline: The deadline for submitting items for inclusion on the agenda shall be no later than 12PM on Monday prior to the agenda distribution deadline.

4. All Agenda items with supporting documentation shall be reviewed and approved as deemed appropriate by the Town Manager or his/her designee.

5. If a Councilmember wishes to share information through a presentation, all related materials must be submitted by Friday at 12PM following the agenda distribution date.

I. Scheduling of Meetings, Workshops, and/or Work Sessions

1. Regular meetings of the Town Council shall be held on the fourth Wednesday of each month at 5PM in the Council Chambers, Town Center, 340 Ocean Drive, Juno Beach, Florida, unless otherwise specified, and must conclude by 10PM in accordance with Ordinance No. 759.

2. If a regular meeting date falls on a holiday, the meeting shall be held in the same location on either the second Wednesday of the month, or on a date specified and agreed upon by the Town Council.

3. 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. Notice of Special Meetings shall be given to each Council member and to the public at least twenty-four (24) hours in advance except for emergency meetings. If the Mayor or a member of the Town Council is absent from the Town or otherwise beyond reach of actual notice, failure to give such notice shall not prevent the convening of the Special Meeting. The Town Council may act on any matter presented at the Special Meeting unless prohibited by the Town Charter or by rules established by the Town Council. Public participation shall occur consistent with these rules and applicable law. Special meetings shall be held in the Council Chambers at Town Center, 340 Ocean Drive, Juno Beach, Florida, or at such other location within the Town as may be designated in the notice of the meeting, beginning at a time to be specified in the notice of the Special Meeting.

4. Workshops must be approved by a majority vote of the Town Council in order to be scheduled. Council deliberation should remain confined to the matter at hand. No official action may be taken by the Town Council during a Workshop. All Workshops shall be limited to a maximum duration of four (4) hours.

5. Work Sessions require approval by a majority vote of the Town Council and any topic may be discussed during a Work Session. Because Work Sessions are for Councilmembers to discuss particular matters prior to initiating formal action or public engagement, no official

action of the Town Council shall be taken at Work Sessions, and no public participation shall occur unless authorized by majority of the Town Council. All Work Sessions shall be limited to a maximum duration of four (4) hours.

6. Emergency Meetings can be called by the Town Manager or Mayor if in his/her opinion an emergency exists requiring immediate action by the Council. Whenever an Emergency Meeting is called, the Mayor and/or Town Manager shall notify the Clerk, who will inform each Councilmember in writing or verbally of the date, time, and place, as well as the emergency purpose for which it is called; no other business shall be transacted in that meeting. At least twenty-four (24) hours shall elapse between the time the Clerk receives notice of the meeting and the time the meeting is to be held. If because of the nature of the emergency it is not possible to give notice to each Councilmember, or it is impossible to allow twenty-four (24) hours to elapse between the time the Clerk receives notice of the meeting and the time the meeting is held, such failure shall not affect the legality of the meeting if a quorum is in attendance. Reasonable public notice of any Emergency Meeting sufficient to comply with Section 286.011, Florida Statutes, shall be given. In those instances where there is a Town meeting subject to Section 286.011, Florida Statutes, scheduled due to an emergency, and it is not possible to post the notice within the time frames set forth in the Town Code and/or herein, the Town shall be required to post the notice on the Town's website at the earliest practicable time. In the written notice calling the Emergency Meeting, the Town Manager shall include a detailed statement explaining the emergency nature of the meeting.

J. Motions and Debate

1. With the exception of quasi-judicial matters, items before the Council, Board, or Committee shall be commenced by the presentation by a member of Staff (unless the item is initiated by a Councilmember, Boardmember, or Committee Member), followed by public comment. Once the Presiding Officer closes public comment, public comment shall not be reopened unless the Presiding Officer or a majority of the Council, Board, or Committee votes to do so. After the discussion of the item by the Council, Board, or Committee, the Presiding Officer shall call for a motion. In order for a motion to proceed to discussion, it must receive a second which shall be requested by the Town Clerk. If no second is provided, or if discussion begins prior to a second, the motion is deemed to have failed. Once any discussion on the motion has concluded, the Presiding Officer shall call for a vote on the motion. The Town Clerk will conduct a roll call.

2. The Presiding Officer may make or second a motion only after temporarily passing the gavel to the next highest-ranking officer of the Council, Board, or Committee. If that individual is absent, the gavel shall be passed to the highest-ranking officer. Once the motion has been seconded, the Presiding Officer shall resume his or her role by reclaiming the gavel.

3. When engaging in discussion, each Councilmember, Boardmember, or Committee Member shall be allotted three (3) minutes to address the item under consideration. Following this, a motion must be made and seconded before further discussion may

proceed. A Councilmember, Boardmember, or Committee Member shall address the Presiding Officer and await recognition before speaking again on an item.

4. Motions may be withdrawn and modified by the maker (with the consent of the member who seconded the motion) at any time prior to a vote. During the discussion of a motion, a Councilmember, Boardmember, or Committee Member may make a motion to amend. If the motion to amend is seconded, the Council, Board, or Committee shall first vote on the motion to amend and then vote on the original motion (as may be amended).

5. No member of the Council, Board, or Committee who is present at any meeting at which an official action is taken may abstain from voting except when there is a possible conflict of interest pursuant to Chapter 112, Florida Statutes, or the Palm Beach County Code of Ethics. In such cases, the Councilmember, Boardmember, or Committee Member shall comply with all applicable disclosure requirements.

6. A motion that receives a tie vote fails. The failure of a motion in the negative (such as a motion to deny) shall not constitute an approval.

7. Any member of the Town Council on the prevailing side may move to reconsider any action of the Town Council provided that new relevant information is presented to the Town Council and the motion is made at the following Town Council meeting. No motion to reconsider shall be made more than once on any subject or matter.

K. Town Council Code of Conduct

Goal Statement: The Code of Conduct describes the way members of the Town Council should treat each other, members of Town staff, constituents, and others when representing the Town of Juno Beach. *The Code of Conduct represents aspirational goals that guide Councilmembers toward the highest principles of governance. Although this Code does not represent a body of enforceable rules,* the Code should be considered by Councilmembers when arriving at an ethical course of action and course of behavior – each of which should be worthy of the public's trust in government and the high office to which each Councilmember has been entrusted.

The consistent theme through this Code of Conduct is respect. Elected officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each Councilmember and others through words and actions is the "North Star" that guides Councilmembers to do the right thing, even in difficult situations.

A. Guiding Principles and Commitments

To promote public trust and faith in local government, Councilmembers agree to abide by the guiding principles and commitments contained herein.

B. Public Meeting Decorum

Councilmembers will:

1. Prepare in advance for all Council meetings by reviewing agenda materials, including speaking with community members, and becoming familiar with issues. Preparation includes taking advantage of opportunities to meet with the Town Manager and staff to ask questions and/or request additional information to support informed decision making and efficient public meetings.

2. Embrace a philosophy of "no surprises," including alerting the Town Manager in advance of important questions planned to be asked during a meeting so that staff can be prepared to provide the Council and public the desired information at the Council meeting.

3. Request the floor from the Presiding Officer before speaking, excepting Points of Order, and refrain from interrupting or otherwise disturbing another Councilmember who has the floor.

4. Honor and respect the role of the Presiding Officer in maintaining order.

5. Refrain from personal attacks, comments, or innuendo directed toward other Councilmembers, Town staff, or members of the public.

6. Respect the Autonomy of Appointed Boards and Committees: Councilmembers should refrain from speaking in meetings of other Town boards or committees. These appointed bodies are entrusted with the responsibility of providing independent recommendations for Council consideration.

7. Fully participate in all Council meetings, either in person or via Zoom, and practice civility, professionalism, and respect in all discussions and debates.

8. Councilmembers shall ensure that all comments pertain to the topic under discussion and focus on the facts of a decision, including any applicable legal parameters.

9. Make the public feel welcome, avoiding any form of disrespect toward an individual participating in a public meeting. To that end, members of the Town Council will:

    a) Actively listen to speakers;
    b) Ask for clarification with the consent of the Presiding Officer, but avoid debate and argument with members of the public; and
    c) Be mindful of one's tone and body language.

10. Refrain from using cellular phones or any other type of audible device in a manner that would be disruptive to other members of the Council or members of the public.

C. Conduct Outside of Public Meetings

To support trust and confidence in local government, adhere to the professionalism standards mandated by the council-manager form of government, and promote the dissemination of official public information that is clear, consistent, and accurate, Councilmembers recognize and value the importance of maintaining the following standards of conduct and communication protocols.

Councilmembers will:

1. Not make derogatory personal comments about other Councilmembers, Town Staff, members of the public, or members of any Town-related board, through the dissemination of written materials, including newsletters, blogs, or similar.

2. Curate any personal newsletter, blog, or similar, such that content excludes statements that may be perceived as insulting or demeaning, sarcastic, defamatory, or disparaging to others. Any personal newsletter, blog, or similar must contain a statement that these are the opinions of the writer only and not intended to be the official opinion of the Town or Council.

3. Avoid contemporaneous communications in order not to violate the Sunshine Law. If an individual Councilmember nonetheless sends an email to the Council as a whole, no Councilmember will use "reply all," but may direct a private response to the Town Manager and/or Town Attorney.

4. Recognize that their official Town e-mail is the appropriate mechanism for communicating by email with members of the public and further understand that they are personally responsible for maintaining records of all communications that are conducted on a platform other than their Town e-mail, including all text messages.

5. Willl not make any official statements, representations, or inquiries to any public or private agency on behalf of the Town Council without specific authorization from the Council.

6. Members of the Town Council will be free to take public positions on local, county, state, and federal political issues. Similarly, members of the Town Council have the option to endorse candidates for local, county, state, and federal office.

7. Comply with the following prohibitions set forth in Article IV, Section 6 of the Town Charter:

    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 the 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 Councilmembers 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.

8. Direct non-routine questions or requests of Town staff to the Town Manager and he/she will direct staff, as may be appropriate. Any commentary on staff performance or personnel issues shall only be directed to the Town Manager without a copy to staff. In communicating directly with Town staff, Councilmembers should:

    a. Avoid directing new staff work or assignments – requests to create or modify work products should first be directed though the Town Manager, without a copy to staff.

    b. Avoid the impression of supervisory tone, e.g., critiquing professional skills or abilities would not be appropriate.

    c. Avoid using one's position to influence staff actions, decisions, work products, work prioritization, etc.

9. The Town Manager may seek a Council consensus at a regular meeting prior to initiating staff response to any Councilmember's request involving substantial staff time to complete, or if the request deviates from prior Council direction. Routine operational questions may be presented directly to staff.

L. Amendment or Waiver of Rules

These Rules of Procedure may be amended or waived by a majority vote, provided that no such amendment shall conflict with any applicable provision of Florida Law, the Town Charter, or an ordinance of the Town.

TOWN OF JUNO BEACH PROCEDURES FOR CONDUCT OF QUASI-JUDICIAL HEARINGS

1. Definitions:

   A. *Applicant* - the owner of record, or owner's agent, or any person with a legal or equitable interest in the property that is the subject of the proceeding.

   B. *Council* - The Town Council, Planning and Zoning Board, or any other Board to which this policy is made applicable.

   C. *Ex parte Communications* - any written or oral communication with the Council members other than those made on the record at the time of the hearing and site visits to the property as set forth in Section 4(C) below.

   D. *Interested Person* – any person, natural or corporate, who owns property within three hundred (300) feet of the property that is the subjection of the application or any person, natural or corporate, who will suffer a negative effect to a protected interest as a result of the quasi-judicial application where such interest exceeds in degree the general interest of the community or public at large.

   E. *Participants* - those members of the general public other than the Applicant or an Interested Person who attends a public hearing for the purpose of being heard on a particular application.

   F. *Relevancy* - In order to be relevant, the evidence submitted must strengthen or weaken the application by supporting or disproving factual assertions contained in the application or be directly related to the application. The Council shall determine the relevancy of the evidence.

2. General Standards:

   A. Ex Parte Communications Between Council Members and Public. Members of the Town Council and the Planning and Zoning Board shall not engage in private oral or written communications with the Applicant or the Applicant's agents prior to the completion of the quasi-judicial hearing. Notwithstanding the foregoing, members of the Town Council and the Planning and Zoning Board may privately meet with the Applicant of the Applicant's agents prior to the completion of the quasi-judicial hearing when accompanied by a member of Town Staff.

   B. Town Staff Report. The staff report on the case and all supporting materials shall be sent to the Council members and be available to the general public at least five (5) business days prior to the hearing on the case.

   C. Appearances and Evidence.

      (l) Persons claiming to represent a group or organization must demonstrate proof of membership of that group and proof that the person representing the group has actual authority to do so.

      (2) All participants must state their name, address, and the party they represent at the time they wish to speak.

3. Communications Between Council and Town Staff

   A. Councilpersons may communicate with Town staff including discussions relative to the staff report and recommendations. Staff may answer questions and render opinions.

   B. The Town Attorney may render legal opinions when requested by the Council members, but shall not advocate one party's position over another, except to the extent necessary to respond fully to a legal question.

4. Ex-Parte Communications.

   A. Written Communications. All written communications received by the Council members concerning an application or pending case shall be deemed public information if made a part of the record prior to final action on the matter.

   B. Oral Communications. Except as limited by Section 2(A) above, oral communication may be permitted and shall be deemed public information provided the substance of the communication and with whom the communication took place is divulged and made part of the record prior to final action in the matter.

   C. Inspection of Property. Members of the Council may physically inspect the property. Such investigation or site visits shall be disclosed and made a part of the record prior to final action on the matter.

5. Town Staff File. All written communications shall be included in the file maintained by staff and available for public inspection. Any written communication received by staff shall be reported as part of the oral staff report. The staff report, any petitions or other submissions from the public, and all other documents pertaining to the case shall also be kept in the file and available for public inspection. During its presentation, staff shall offer all such written communications into evidence, subject to any objections imposed by participants.

6. Disclosure. At the public hearing at which a vote is to be taken on the matter, a Council person who has received an ex parte communication, conducted an investigation, received expert opinions, or has physically inspected the property, shall summarize for the record the substance of the communication, the person making the same, the nature of the investigation, substance of the expert opinion or the date of the inspection.

7. Basis of Decision. All decisions by the Council shall be based on the record of the evidence presented to the Council at the hearing on the case, which shall include staff testimony of all witnesses, and other evidence presented. Strict rules of evidence shall not apply, but evidence must be relevant to the issues before the Council.

8. Public Presentations. Prior to any quasi-judicial proceeding before the Planning and Zoning Board or Town Council, the Applicant shall conduct two public presentations for all major projects. For the purposes of this section, a major project includes all new commercial developments, multi-family residential developments, mixed-use developments, and planned unit developments.

9. Interested Persons. Any Interested Person desiring to become a party to quasi-judicial proceeding shall provide written notice to the Planning and Zoning Department which notice shall, at a minimum, set forth the Interested Person's name, address, e-mail address and telephone number and indicate how the person qualifies as an Interested Person for the proceeding at issue. The filing of notice with the Planning and Zoning Department shall serve as notice of the Interested Person's request to appear at the applicable quasi-judicial proceeding to testify, present evidence, bring forth witnesses, and cross-examine witnesses. The required notice must be received by the Planning and Zoning Department no later than the close of business (5:00 p.m.) five (5) business days prior to the hearing. The Department, in consultation with the Town Attorney, shall verify that the person seeking designation as an Interested Person satisfies the requirements for such status and shall provide written confirmation. In the event that multiple Interested Persons seeking to become a party in a quasi-judicial proceeding share the same protected interest and are members of the same community or association, the Town shall recognize the community or association as the Interested Party absent a compelling reason for each Interested Person to be recognized as a separate party.

10. Conduct of Hearing. The order of appearance at the hearing shall be as follows:

    A. Council members shall summarize the substance of any ex parte communication; including the identity of the person, group, or entity with whom the communication took place;

B. The Town Staff shall present its reports and offer its file into evidence.

C. The Applicant shall present its case and/or respond to or refute any ex parte communication;

D. Interested Persons shall present their case and/or respond to or refute any ex parte communication.

E. Participants shall present their case and/or respond to or refute any ex parte communications.

F. Cross-examination of the witnesses;

G. Council discussion and decision.

Testimony may be subject to cross-examination, upon request, by the Applicant, Interested Persons, the designated representative of the Participants and the Town staff. The Applicant or its representative, Interested Persons or their representative, and the designated representative of the Participants wishing to cross-examine witnesses must reserve that right at the beginning of their presentation. Council members may interpose questions at any time during the conduct of the hearing.

11. Testimony Under Oath or Affirmation.

The Applicant, Interested Persons, witnesses and all Participants asking to speak shall be sworn collectively at the beginning of the hearing.

12. Cross Examination

A. The Applicant, Interested Persons, Participants, and all witnesses are subject to cross-examination during the hearing.

B. The cross-examination of the Applicant, Interested Persons, witnesses and Participants shall be limited to five (5) minutes by the individual conducting the cross-examination for the adverse party.

C. The scope of the cross-examination shall be limited to the facts alleged by the participant, witness, or applicant in relation to the application.

D. The cross-examination cannot be designed to merely harass, intimidate, or embarrass the participants, applicant, or witnesses.

E. The Mayor or presiding officer will determine the scope of the cross-examination on his or her own initiative, or when the individual being questioned objects to the cross- examination for going beyond the scope of the facts alleged by the individual.

F. The Mayor or presiding officer may defer to the Town Attorney to determine the scope of the cross-examination.

G. The Mayor or presiding officer may direct the party conducting the cross-examination to stop a particular line of questioning that is not relevant and beyond the scope of the facts alleged by the individual being cross-examined.

H. If the party conducting the cross-examination continuously violates directions from the Mayor or presiding officer to end a line of questioning deemed irrelevant and merely designed to harass, intimidate, or embarrass the individual, the Mayor or presiding officer may terminate the cross-examination.

I. The purpose of cross-examination is not to debate a particular matter or issue but is permitted for the sole purpose of testing the credibility of a witness or the particular weight a particular piece of evidence should be given.

13. Time Limits.

A. Applicant - Up to thirty (30) minutes.

B. Interested Person - Up to thirty (30) minutes.

C. Participants –

i. members of the public - three (3) minutes each speaker.

ii. speakers representing a group of six (6) or more in attendance at the meeting - five (5) minutes each speaker.

iii. speakers representing an organization - five (5) minutes each speaker.

D. Participants shall be given one opportunity to present their evidence and/or comments and must present their testimony at that time. Multiple opportunities for the same participant to speak and a debate style format are not permitted.

E. Expert Witnesses - ten (10) minutes.

F. At the discretion of the Mayor or presiding officer, the time allowed for any testimony may be extended.

14. Record of the Case. All evidence admitted at the hearing, Town staff reports, and the adopted resolution, ordinance or minutes setting forth the decision of the Council shall be maintained in a file constituting the record of the case. The record shall be kept in custody of the appropriate staff at all times during the pendency of the case, except that any member of the public may examine the file in the appropriate Town Staff Office.

15. Applicability. These rules shall apply to all site specific rezonings, special exception and variance proceedings and at any time the Town Council or Planning and Zoning Board sits in a quasi-judicial or an appellate capacity, including administrative appeals.

16. Rehearing/Reconsideration and Appeal. A final determination of the Town Council or the Planning and Zoning Board acting in its quasi-judicial capacity is subject to judicial review in a court of competent jurisdiction within thirty (30) days of the Council or Commission's rendition of its written determination. The Council or Board may only entertain a request for rehearing or reconsideration of a previously entered quasi-judicial order prior to the filing of a petition for writ of certiorari challenging the order or prior to the expiration of the thirty (30) day appeal period, whichever first occurs.

FLORIDA COMMISSION ON ETHICS



GUIDE
to the
SUNSHINE AMENDMENT
and
CODE of ETHICS
for Public Officers and Employees

2025

State of Florida

COMMISSION ON ETHICS

Luis M. Fusté, *Chair*
Coral Gables

Tina Descovich, *Vice Chair*
Indialantic

Paul D. Bain
Tampa

Dr. James Bush, III
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I. HISTORY OF FLORIDA'S ETHICS LAWS

Florida has been a leader among the states in establishing ethics standards for public officials and recognizing the right of citizens to protect the public trust against abuse. Our state Constitution was revised in 1968 to require a code of ethics, prescribed by law, for all state employees and non-judicial officers prohibiting conflict between public duty and private interests.

Florida's first successful constitutional initiative resulted in the adoption of the Sunshine Amendment in 1976, providing additional constitutional guarantees concerning ethics in government. In the area of enforcement, the Sunshine Amendment requires that there be an independent commission (the Commission on Ethics) to investigate complaints concerning breaches of public trust by public officers and employees other than judges.

The Code of Ethics for Public Officers and Employees is found in Chapter 112 (Part III) of the Florida Statutes. Foremost among the goals of the Code is to promote the public interest and maintain the respect of the people for their government. The Code is also intended to ensure that public officials conduct themselves independently and impartially, not using their offices for private gain other than compensation provided by law. While seeking to protect the integrity of government, the Code also seeks to avoid the creation of unnecessary barriers to public service.

Criminal penalties, which initially applied to violations of the Code, were eliminated in 1974 in favor of administrative enforcement. The Legislature created the Commission on Ethics that year "to serve as guardian of the standards of conduct" for public officials, state and local. Five of the Commission's nine members are appointed by the Governor, and two each are appointed by the President of the Senate and Speaker of the House of Representatives. No more than five Commission members may be members of the same political party, and none may be lobbyists, or hold any public employment during their two-year terms of office. A chair is selected from among the members to serve a one-year term and may not succeed himself or herself.

II. ROLE OF THE COMMISSION ON ETHICS

In addition to its constitutional duties regarding the investigation of complaints, the Commission:

- Renders advisory opinions to public officials;
- Prescribes forms for public disclosure;
- Prepares mailing lists of public officials subject to financial disclosure for use in distributing forms and notifying delinquent filers;
- Makes recommendations to disciplinary officials when appropriate for violations of ethics and disclosure laws, since it does not impose penalties;
- Administers the Executive Branch Lobbyist Registration and Reporting Law;
- Maintains financial disclosure filings of constitutional officers and state officers and employees; and,
- Administers automatic fines for public officers and employees who fail to timely file required annual financial disclosure.

III. THE ETHICS LAWS

The ethics laws generally consist of two types of provisions, those prohibiting certain actions or conduct and those requiring that certain disclosures be made to the public. The following descriptions of these laws have been simplified in an effort to provide notice of their requirements. Therefore, we suggest that you also review the wording of the actual law. Citations to the appropriate laws are in brackets.

The laws summarized below apply generally to all public officers and employees, state and local, including members of advisory bodies. The principal exception to this broad coverage is the exclusion of judges, as they fall within the jurisdiction of the Judicial Qualifications Commission.

Public Service Commission (PSC) members and employees, as well as members of the PSC Nominating Council, are subject to additional ethics standards that are enforced by the Commission

on Ethics under Chapter 350, Florida Statutes. Further, members of the governing boards of charter schools are subject to some of the provisions of the Code of Ethics [Sec. 1002.33(26), Fla. Stat.], as are the officers, directors, chief executive officers and some employees of business entities that serve as the chief administrative or executive officer or employee of a political subdivision. [Sec. 112.3136, Fla. Stat.].

A. PROHIBITED ACTIONS OR CONDUCT

1. Solicitation and Acceptance of Gifts

Public officers, employees, local government attorneys, and candidates are prohibited from soliciting or accepting anything of value, such as a gift, loan, reward, promise of future employment, favor, or service, that is based on an understanding that their vote, official action, or judgment would be influenced by such gift. [Sec. 112.313(2), Fla. Stat.]

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** any gift from a political committee, lobbyist who has lobbied the official or his or her agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist or from a vendor doing business with the official's agency. [Sec. 112.3148, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees are prohibited from directly or indirectly **accepting** a gift worth more than $100 from such a lobbyist, from a partner, firm, employer, or principal of the lobbyist, or from a political committee or vendor doing business with their agency. [Sec.112.3148, Fla. Stat.]

However, notwithstanding Sec. 112.3148, Fla. Stat., no Executive Branch lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] Typically, this would include gifts valued at less than $100 that formerly were permitted under Section 112.3148, Fla. Stat. Similar rules apply to members and employees of

the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

Also, persons required to file Form 1 or Form 6, and state procurement employees and members of their immediate families, are prohibited from accepting any gift from a political committee. [Sec. 112.31485, Fla. Stat.]

2. Unauthorized Compensation

Public officers or employees, local government attorneys, and their spouses and minor children are prohibited from accepting any compensation, payment, or thing of value when they know, or with the exercise of reasonable care should know, that it is given to influence a vote or other official action. [Sec. 112.313(4), Fla. Stat.]

3. Misuse of Public Position

Public officers and employees, and local government attorneys are prohibited from corruptly using or attempting to use their official positions or the resources thereof to obtain a special privilege or benefit for themselves or others. [Sec. 112.313(6), Fla. Stat.]

4. Abuse of Public Position

Public officers and employees are prohibited from abusing their public positions in order to obtain a disproportionate benefit for themselves or certain others. [Article II, Section 8(h), Florida Constitution.]

5. Disclosure or Use of Certain Information

Public officers and employees and local government attorneys are prohibited from disclosing or using information not available to the public and obtained by reason of their public position, for the personal benefit of themselves or others. [Sec. 112.313(8), Fla. Stat.]

6. Solicitation or Acceptance of Honoraria

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** honoraria related to their public offices or duties. [Sec. 112.3149, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees, are prohibited from knowingly **accepting** an honorarium from a political committee, lobbyist who has lobbied the person's agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist, or from a vendor doing business with the official's agency. However, they may accept the payment of expenses related to an honorarium event from such individuals or entities, provided that the expenses are disclosed. See Part III F of this brochure. [Sec. 112.3149, Fla. Stat.]

Lobbyists and their partners, firms, employers, and principals, as well as political committees and vendors, are prohibited from **giving** an honorarium to persons required to file FORM 1 or FORM 6 and to state procurement employees. Violations of this law may result in fines of up to $5,000 and prohibitions against lobbying for up to two years. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no Executive Branch or legislative lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] This may include honorarium event related expenses that formerly were permitted under Sec. 112.3149, Fla. Stat. Similar rules apply to members and employees of the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

B. PROHIBITED EMPLOYMENT AND BUSINESS RELATIONSHIPS

1. Doing Business With One's Agency

a) A public employee acting as a purchasing agent, or public officer acting in an official capacity, is prohibited from purchasing, renting, or leasing any realty, goods, or

services for his or her agency from a business entity in which the officer or employee or his or her spouse or child owns more than a 5% interest. [Sec. 112.313(3), Fla. Stat.]

b) A public officer or employee, acting in a private capacity, also is prohibited from renting, leasing, or selling any realty, goods, or services to his or her own agency if the officer or employee is a state officer or employee, or, if he or she is an officer or employee of a political subdivision, to that subdivision or any of its agencies. [Sec. 112.313(3), Fla. Stat.]

2. Conflicting Employment or Contractual Relationship

a) A public officer or employee is prohibited from holding any employment or contract with any business entity or agency regulated by or doing business with his or her public agency. [Sec. 112.313(7), Fla. Stat.]

b) A public officer or employee also is prohibited from holding any employment or having a contractual relationship which will pose a frequently recurring conflict between the official's private interests and public duties or which will impede the full and faithful discharge of the official's public duties. [Sec. 112.313(7), Fla. Stat.]

c) Limited exceptions to this prohibition have been created in the law for legislative bodies, certain special tax districts, drainage districts, and persons whose professions or occupations qualify them to hold their public positions. [Sec. 112.313(7)(a) and (b), Fla. Stat.]

3. Exemptions—Pursuant to Sec. 112.313(12), Fla. Stat., the prohibitions against doing business with one's agency and having conflicting employment may not apply:

a) When the business is rotated among all qualified suppliers in a city or county.

b) When the business is awarded by sealed, competitive bidding and neither the official nor his or her spouse or child have attempted to persuade agency personnel to enter

the contract. NOTE: Disclosure of the interest of the official, spouse, or child and the nature of the business must be filed prior to or at the time of submission of the bid on Commission FORM 3A with the Commission on Ethics or Supervisor of Elections, depending on whether the official serves at the state or local level.

c) When the purchase or sale is for legal advertising, utilities service, or for passage on a common carrier.

d) When an emergency purchase must be made to protect the public health, safety, or welfare.

e) When the business entity is the only source of supply within the political subdivision and there is full disclosure of the official's interest to the governing body on Commission FORM 4A.

f) When the aggregate of any such transactions does not exceed $500 in a calendar year.

g) When the business transacted is the deposit of agency funds in a bank of which a county, city, or district official is an officer, director, or stockholder, so long as agency records show that the governing body has determined that the member did not favor his or her bank over other qualified banks.

h) When the prohibitions are waived in the case of ADVISORY BOARD MEMBERS by the appointing person or by a two-thirds vote of the appointing body (after disclosure on Commission FORM 4A).

i) When the public officer or employee purchases in a private capacity goods or services, at a price and upon terms available to similarly situated members of the general public, from a business entity which is doing business with his or her agency.

j) When the public officer or employee in a private capacity purchases goods or services from a business entity which is subject to the regulation of his or her agency where the price and terms of the transaction are available to similarly situated members of

the general public and the officer or employee makes full disclosure of the relationship to the agency head or governing body prior to the transaction.

4. Additional Exemptions

No elected public officer is in violation of the conflicting employment prohibition when employed by a tax exempt organization contracting with his or her agency so long as the officer is not directly or indirectly compensated as a result of the contract, does not participate in any way in the decision to enter into the contract, abstains from voting on any matter involving the employer, and makes certain disclosures. [Sec. 112.313(15), Fla. Stat.]

5. Legislators Lobbying State Agencies

A member of the Legislature is prohibited from representing another person or entity for compensation during his or her term of office before any state agency other than judicial tribunals. [Art. II, Sec. 8(e), Fla. Const., and Sec. 112.313(9), Fla. Stat.]

6. Additional Lobbying Restrictions for Certain Public Officers and Employees

A statewide elected officer; a member of the legislature; a county commissioner; a county officer pursuant to Article VIII or county charter; a school board member; a superintendent of schools; an elected municipal officer; an elected special district officer in a special district with ad valorem taxing authority; or a person serving as a secretary, an executive director, or other agency head of a department of the executive branch of state government shall not lobby for compensation on issues of policy, appropriations, or procurement before the federal government, the legislature, any state government body or agency, or any political subdivision of this state, during his or her term of office. [Art. II Sec 8(f)(2), Fla. Const. and Sec. 112.3121, Fla. Stat.]

7. Employees Holding Office

A public employee is prohibited from being a member of the governing body which serves as his or her employer. [Sec. 112.313(10), Fla. Stat.]

8. Professional and Occupational Licensing Board Members

An officer, director, or administrator of a state, county, or regional professional or occupational organization or association, while holding such position, may not serve as a member of a state examining or licensing board for the profession or occupation. [Sec. 112.313(11), Fla. Stat.]

9. Contractual Services: Prohibited Employment

A state employee of the executive or judicial branch who participates in the decision-making process involving a purchase request, who influences the content of any specification or procurement standard, or who renders advice, investigation, or auditing, regarding his or her agency's contract for services, is prohibited from being employed with a person holding such a contract with his or her agency. [Sec. 112.3185(2), Fla. Stat.]

10. Local Government Attorneys

Local government attorneys, such as the city attorney or county attorney, and their law firms are prohibited from representing private individuals and entities before the unit of local government which they serve. A local government attorney cannot recommend or otherwise refer to his or her firm legal work involving the local government unit unless the attorney's contract authorizes or mandates the use of that firm. [Sec. 112.313(16), Fla. Stat.]

11. Dual Public Employment

Candidates and elected officers are prohibited from accepting public employment if they know or should know it is being offered for the purpose of influence. Further, public employment may not be accepted unless the position was already in existence or was created without the anticipation of the official's interest, was publicly advertised, and the officer had to meet the same qualifications and go through the same hiring process as other applicants. For elected public officers already holding public employment, no promotion given for the purpose of influence may be accepted, nor may promotions that are inconsistent with those given other similarly situated employees. [Sec. 112.3125, Fla. Stat.]

C. RESTRICTIONS ON APPOINTING, EMPLOYING, AND CONTRACTING WITH RELATIVES

1. Anti-Nepotism Law

A public official is prohibited from seeking for a relative any appointment, employment, promotion, or advancement in the agency in which he or she is serving or over which the official exercises jurisdiction or control. No person may be appointed, employed, promoted, or advanced in or to a position in an agency if such action has been advocated by a related public official who is serving in or exercising jurisdiction or control over the agency; this includes relatives of members of collegial government bodies. NOTE: This prohibition does not apply to school districts (except as provided in Sec. 1012.23, Fla. Stat.), community colleges and state universities, or to appointments of boards, other than those with land-planning or zoning responsibilities, in municipalities of fewer than 35,000 residents. Also, the approval of budgets does not constitute "jurisdiction or control" for the purposes of this prohibition. This provision does not apply to volunteer emergency medical, firefighting, or police service providers. [Sec. 112.3135, Fla. Stat.]

2. Additional Restrictions

A state employee of the executive or judicial branch or the PSC is prohibited from directly or indirectly procuring contractual services for his or her agency from a business entity of which a relative is an officer, partner, director, or proprietor, or in which the employee, or his or her spouse, or children own more than a 5% interest. [Sec. 112.3185(6), Fla. Stat.]

D. POST OFFICE HOLDING AND EMPLOYMENT (REVOLVING DOOR) RESTRICTIONS

1. Lobbying by Former Legislators, Statewide Elected Officers, and Appointed State Officers

A member of the Legislature or a statewide elected or appointed state official is prohibited for two years following vacation of office from representing another person or entity for compensation before the government body or agency of which the individual was an officer or member. Former members of the Legislature are also prohibited for two years from lobbying the executive branch. [Art. II, Sec. 8(e), Fla. Const. and Sec. 112.313(9), Fla. Stat.]

2. Lobbying by Former State Employees

Certain employees of the executive and legislative branches of state government are prohibited from personally representing another person or entity for compensation before the agency with which they were employed for a period of two years after leaving their positions, unless employed by another agency of state government. [Sec. 112.313(9), Fla. Stat.] These employees include the following:

a) Executive and legislative branch employees serving in the Senior Management Service and Selected Exempt Service, as well as any person employed by the Department of the Lottery having authority over policy or procurement.

b) serving in the following position classifications: the Auditor General; the director of the Office of Program Policy Analysis and Government Accountability (OPPAGA); the Sergeant at Arms and Secretary of the Senate; the Sergeant at Arms and Clerk of the House of Representatives; the executive director and deputy executive director of the Commission on Ethics; an executive director, staff director, or deputy staff director of each joint committee, standing committee, or select committee of the Legislature; an executive director, staff director, executive assistant, legislative analyst, or attorney serving in the Office of the President of the Senate, the Office of the Speaker of the House of Representatives, the Senate Majority Party Office, the Senate Minority Party Office, the House Majority Party Office, or the House Minority Party Office; the Chancellor and Vice-Chancellors of the State University System; the general counsel to the Board of Regents; the president, vice presidents, and deans of each state university; any person hired on a contractual basis and having the power normally conferred upon such persons, by whatever title; and any person having the power normally conferred upon the above positions.

This prohibition does not apply to a person who was employed by the Legislature or other agency prior to July 1, 1989; who was a defined employee of the State University System or the Public Service Commission who held such employment on December 31, 1994; or who reached normal retirement age and retired by July 1, 1991. It does apply to OPS employees.

PENALTIES: Persons found in violation of this section are subject to the penalties contained in the Code (see PENALTIES, Part V) as well as a civil penalty in an amount equal to the compensation which the person received for the prohibited conduct. [Sec. 112.313(9)(a)5, Fla. Stat.]

3. 6-Year Lobbying Ban

For a period of six years after vacation of public position occurring on or after December 31, 2022, a statewide elected officer or member of the legislature shall not lobby for compensation on issues of policy, appropriations, or procurement before the legislature or any state government body or agency. [Art. II Sec 8(f)(3)a., Fla. Const. and Sec. 112.3121, Fla. Stat.]

For a period of six years after vacation of public position occurring on or after December 31, 2022, a person serving as a secretary, an executive director, or other agency head of a department of the executive branch of state government shall not lobby for compensation on issues of policy, appropriations, or procurement before the legislature, the governor, the executive office of the governor, members of the cabinet, a department that is headed by a member of the cabinet, or his or her former department. [Art. II Sec 8(f)(3)b., Fla. Const. and Sec. 112.3121, Fla. Stat.]

For a period of six years after vacation of public position occurring on or after December 31, 2022, a county commissioner, a county officer pursuant to Article VIII or county charter, a school board member, a superintendent of schools, an elected municipal officer, or an elected special district officer in a special district with ad valorem taxing authority shall not lobby for compensation on issues of policy, appropriations, or procurement before his or her former agency or governing body. [Art. II Sec 8(f)(3)c., Fla. Const. and Sec. 112.3121, Fla. Stat.]

4. Additional Restrictions on Former State Employees

A former executive or judicial branch employee or PSC employee is prohibited from having employment or a contractual relationship, at any time after retirement or termination of employment, with any business entity (other than a public agency) in connection with a contract in which the employee participated personally and substantially by recommendation or decision while a public employee. [Sec. 112.3185(3), Fla. Stat.]

A former executive or judicial branch employee or PSC employee who has retired or terminated employment is prohibited from having any employment or contractual relationship for two years with any business entity (other than a public agency) in connection with a contract for services which was within his or her responsibility while serving as a state employee. [Sec.112.3185(4), Fla. Stat.]

Unless waived by the agency head, a former executive or judicial branch employee or PSC employee may not be paid more for contractual services provided by him or her to the former agency during the first year after leaving the agency than his or her annual salary before leaving. [Sec. 112.3185(5), Fla. Stat.]

These prohibitions do not apply to PSC employees who were so employed on or before Dec. 31, 1994.

5. Lobbying by Former Local Government Officers and Employees

A person elected to county, municipal, school district, or special district office is prohibited from representing another person or entity for compensation before the government body or agency of which he or she was an officer for two years after leaving office. Appointed officers and employees of counties, municipalities, school districts, and special districts may be subject to a similar restriction by local ordinance or resolution. [Sec. 112.313(13) and (14), Fla. Stat.]

E. VOTING CONFLICTS OF INTEREST

State public officers are prohibited from voting in an official capacity on any measure which they know would inure to their own special private gain or loss. A state public officer who abstains, or who votes on a measure which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, must make every reasonable effort to file a memorandum of voting conflict with the recording secretary in advance of the vote. If that is not possible, it must be filed within 15 days after the vote occurs. The memorandum must disclose the nature of the officer's interest in the matter.

No county, municipal, or other local public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter. However, members of community redevelopment agencies and district officers elected on a one-acre, one-vote basis are not required to abstain when voting in that capacity.

No appointed state or local officer shall participate in any matter which would inure to the officer's special private gain or loss, the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, without first disclosing the nature of his or her interest in the matter. The memorandum of voting conflict (Commission Form 8A or 8B) must be filed with the meeting's recording officer, be provided to the other members of the agency, and be read publicly at the next meeting.

If the conflict is unknown or not disclosed prior to the meeting, the appointed official must orally disclose the conflict at the meeting when the conflict becomes known. Also, a written memorandum of voting conflict must be filed with the meeting's recording officer within 15 days of the disclosure being made and must be provided to the other members of the agency, with the disclosure being read publicly at the next scheduled meeting. [Sec. 112.3143, Fla. Stat.]

F. DISCLOSURES

Conflicts of interest may occur when public officials are in a position to make decisions that affect their personal financial interests. This is why public officers and employees, as well as candidates who run for public office, are required to publicly disclose their financial interests. The disclosure process serves to remind officials of their obligation to put the public interest above personal considerations. It also helps citizens to monitor the considerations of those who spend their tax dollars and participate in public policy decisions or administration.

All public officials and candidates do not file the same degree of disclosure; nor do they all file at the same time or place. Thus, care must be taken to determine which disclosure forms a particular official or candidate is required to file.

The following forms are described below to set forth the requirements of the various disclosures and the steps for correctly providing the information in a timely manner.

1. FORM 1 - Limited Financial Disclosure

Who Must File:

Persons required to file FORM 1 include all state officers, local officers, candidates for local elective office, and specified state employees as defined below (other than those officers who are required by law to file FORM 6).

STATE OFFICERS include:

1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.

2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies; but including judicial nominating commission members; directors of Enterprise Florida, Scripps Florida Funding Corporation, and CareerSource Florida, and members of the Council on the Social Status of Black Men and Boys; the Executive Director, governors, and senior managers of Citizens Property Insurance Corporation; governors and senior managers of Florida Workers' Compensation Joint Underwriting Association, board members of the Northeast Florida Regional Transportation Commission, and members of the board of Triumph Gulf Coast, Inc.; members of the board of Florida is

for Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.

3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, local boards of trustees and presidents of state universities, and members of the Florida Prepaid College Board.

LOCAL OFFICERS include:

1) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.

2) Appointed members of the following boards, councils, commissions, authorities, or other bodies of any county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; a community college or junior college district board of trustees; a board having the power to enforce local code provisions; a planning or zoning board, board of adjustments or appeals, community redevelopment agency board, or other board having the power to recommend, create, or modify land planning or zoning within the political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; a pension board or retirement board empowered to invest pension or retirement funds or to determine entitlement to or amount of a pension or other retirement benefit.

3) Any other appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.

4) Persons holding any of these positions in local government: county or city manager; chief administrative employee or finance director of a county, municipality, or other

political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding $35,000 for the local governmental unit.

5) Members of governing boards of charter schools operated by a city or other public entity.

6) The officers, directors, and chief executive officer of a corporation, partnership, or other business entity that is serving as the chief administrative or executive officer or employee of a political subdivision, and any business entity employee who is acting as the chief administrative or executive officer or employee of the political subdivision. [Sec. 112.3136, Fla. Stat.]

SPECIFIED STATE EMPLOYEE includes:

1) Employees in the Office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.

2) The following positions in each state department, commission, board, or council: secretary or state surgeon general, assistant or deputy secretary, executive director, assistant or deputy executive director, and anyone having the power normally conferred upon such persons, regardless of title.

3) The following positions in each state department or division: director, assistant or deputy director, bureau chief, assistant bureau chief, and any person having the power normally conferred upon such persons, regardless of title.

4) Assistant state attorneys, assistant public defenders, criminal conflict and civil regional counsel, assistant criminal conflict and civil regional counsel, public counsel, full-time state employees serving as counsel or assistant counsel to a state agency, judges of compensation claims, administrative law judges, and hearing officers.

5) The superintendent or director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.

6) State agency business managers, finance and accounting directors, personnel officers, grant coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding $35,000.

7) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

What Must Be Disclosed:

FORM 1 requirements are set forth fully on the form. In general, this includes the reporting person's sources and types of financial interests, such as the names of employers and addresses of real property holdings. NO DOLLAR VALUES ARE REQUIRED TO BE LISTED. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

When to File:

CANDIDATES for elected local office must file FORM 1 or a verification of filing in EFDMS together with and at the same time they file their qualifying papers. Candidates for City Council or Mayor must file a Form 6 or a verification of filing in EFDMS.[1]

[1] During the pendency of ongoing litigation, the Commission on Ethics is enjoined from enforcing the Form 6 requirement for mayors and elected members of municipal governing bodies, and they will have to file a CE Form 1 ("Statement of Financial Interest").

STATE and LOCAL OFFICERS and SPECIFIED STATE EMPLOYEES are required to file disclosure by July 1 of each year. They also must file within thirty days from the date of appointment or the beginning of employment. Those appointees requiring Senate confirmation must file prior to confirmation.

Where to File:

File with the Commission on Ethics. [Sec. 112.3145, Fla. Stat.]

Beginning January 1, 2024, all Form 1 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable by name or organization on the Commission's website.

2. FORM 1F - Final Form 1 Limited Financial Disclosure

FORM 1F is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 1 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

3. FORM 2 - Quarterly Client Disclosure

The state officers, local officers, and specified state employees listed above, as well as elected constitutional officers, must file a FORM 2 if they or a partner or associate of their professional firm represent a client for compensation before an agency at their level of government.

A FORM 2 disclosure includes the names of clients represented by the reporting person or by any partner or associate of his or her professional firm for a fee or commission before agencies at the reporting person's level of government. Such representations do not include appearances in ministerial matters, appearances before judges of compensation claims, or representations on behalf of one's agency in one's official capacity. Nor does the term include the preparation and filing of forms and applications merely for the purpose of obtaining or transferring a license, so long as the

issuance of the license does not require a variance, special consideration, or a certificate of public convenience and necessity.

When to File:

This disclosure should be filed quarterly, by the end of the calendar quarter following the calendar quarter during which a reportable representation was made. FORM 2 need not be filed merely to indicate that no reportable representations occurred during the preceding quarter; it should be filed ONLY when reportable representations were made during the quarter.

Where To File:

File with the Commission on Ethics. [Sec. 112.3145(4), Fla. Stat.]

Beginning January 1, 2024, all Form 2 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable on the Commission's website.

4. FORM 6 - Full and Public Disclosure

Who Must File:

Persons required by law to file FORM 6 include all elected constitutional officers and candidates for such office; the mayor and members of a city council and candidates for these offices[2]; the Duval County Superintendent of Schools; judges of compensation claims (pursuant to Sec. 440.442, Fla. Stat.); members of the Florida Housing Finance Corporation Board and members of expressway authorities, transportation authorities (except the Jacksonville Transportation Authority), bridge authority, or toll authorities created pursuant to Ch. 348 or 343, or 349, or other general law.

[2] During the pendency of ongoing litigation, the Commission on Ethics is enjoined from enforcing the Form 6 requirement for mayors and elected members of municipal governing bodies, and they will have to file a CE Form 1 ("Statement of Financial Interest").

What Must be Disclosed:

FORM 6 is a detailed disclosure of assets, liabilities, and sources of income over $1,000 and their values, as well as net worth. Officials may opt to file their most recent income tax return in lieu of listing sources of income but still must disclose their assets, liabilities, and net worth. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

When and Where To File:

Officials must file FORM 6 annually by July 1 with the Commission on Ethics.

Beginning January 1, 2023, all Form 6 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable by name and organization on the Commission's website.

CANDIDATES who do not currently hold a position requiring the filing of a Form 1 or Form 6 must register and use the electronic filing system to complete the Form 6, then print and file the disclosure with the officer before whom they qualify at the time of qualifying. [Art. II, Sec. 8(a) and (i), Fla. Const., and Sec. 112.3144, Fla. Stat.]

5. FORM 6F - Final Form 6 Full and Public Disclosure

This is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 6 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

6. FORM 9 - Quarterly Gift Disclosure

Each person required to file FORM 1 or FORM 6, and each state procurement employee, must file a FORM 9, Quarterly Gift Disclosure, with the Commission on Ethics no later than the last day of any calendar quarter following the calendar quarter in which he or she received a gift worth more

than $100, other than gifts from relatives, gifts prohibited from being accepted, gifts primarily associated with his or her business or employment, and gifts otherwise required to be disclosed. FORM 9 NEED NOT BE FILED if no such gift was received during the calendar quarter.

Information to be disclosed includes a description of the gift and its value, the name and address of the donor, the date of the gift, and a copy of any receipt for the gift provided by the donor. [Sec. 112.3148, Fla. Stat.]

7. FORM 10 - Annual Disclosure of Gifts from Government Agencies and Direct-Support Organizations and Honorarium Event Related Expenses

State government entities, airport authorities, counties, municipalities, school boards, water management districts, and the South Florida Regional Transportation Authority, may give a gift worth more than $100 to a person required to file FORM 1 or FORM 6, and to state procurement employees, if a public purpose can be shown for the gift. Also, a direct-support organization for a governmental entity may give such a gift to a person who is an officer or employee of that entity. These gifts are to be reported on FORM 10, to be filed by July 1.

The governmental entity or direct-support organization giving the gift must provide the officer or employee with a statement about the gift no later than March 1 of the following year. The officer or employee then must disclose this information by filing a statement by July 1 with his or her annual financial disclosure that describes the gift and lists the donor, the date of the gift, and the value of the total gifts provided during the calendar year. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3148, Fla. Stat.]

In addition, a person required to file FORM 1 or FORM 6, or a state procurement employee, who receives expenses or payment of expenses related to an honorarium event from someone who is prohibited from giving him or her an honorarium, must disclose annually the name, address, and affiliation of the donor, the amount of the expenses, the date of the event, a description of the expenses paid or provided, and the total value of the expenses on FORM 10. The donor paying the expenses must provide the officer or employee with a statement about the expenses within 60 days of the honorarium event.

The disclosure must be filed by July 1, for expenses received during the previous calendar year. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no executive branch or legislative lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, any expenditure made for the purpose of lobbying. This may include gifts or honorarium event related expenses that formerly were permitted under Sections 112.3148 and 112.3149. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts, which include anything not primarily related to political activities authorized under ch. 106, are prohibited from political committees. [Sec. 112.31485 Fla. Stat.]

8. FORM 30 - Donor's Quarterly Gift Disclosure

As mentioned above, the following persons and entities generally are prohibited from giving a gift worth more than $100 to a reporting individual (a person required to file FORM 1 or FORM 6) or to a state procurement employee: a political committee; a lobbyist who lobbies the reporting individual's or procurement employee's agency, and the partner, firm, employer, or principal of such a lobbyist; and vendors. If such person or entity makes a gift worth between $25 and $100 to a reporting individual or state procurement employee (that is not accepted in behalf of a governmental entity or charitable organization), the gift should be reported on FORM 30. The donor also must notify the recipient at the time the gift is made that it will be reported.

The FORM 30 should be filed by the last day of the calendar quarter following the calendar quarter in which the gift was made. If the gift was made to an individual in the legislative branch, FORM 30 should be filed with the Lobbyist Registrar. [See page 35 for address.] If the gift was to any other reporting individual or state procurement employee, FORM 30 should be filed with the Commission on Ethics.

However, notwithstanding Section 112.3148, Fla. Stat., no executive branch lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, any expenditure made for the purpose of lobbying. This may include gifts that formerly were permitted under Section 112.3148. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts from political committees are prohibited. [Sec. 112.31485, Fla. Stat.]

9. FORM 1X AND FORM 6X - Amendments to Form 1 and Form 6

These forms are provided for officers or employees to amend their previously filed Form 1 or Form 6.

IV. AVAILABILITY OF FORMS

Beginning January 1, 2024, LOCAL OFFICERS and EMPLOYEES, and OTHER STATE OFFICERS, and SPECIFIED STATE EMPLOYEES who must file FORM 1 annually must file electronically via the Commission's Electronic Financial Disclosure Management System (EFDMS). Paper forms will not be promulgated. Communications regarding the annual filing requirement will be sent via email to filers no later than June 1. Filers must maintain an updated email address in their User Profile in EFDMS.

ELECTED CONSTITUTIONAL OFFICERS and other officials who must file Form 6 annually, including City Commissioners and Mayors[3], must file electronically via the Commission's Electronic Financial Disclosure Management System (EFDMS). Paper forms will not be promulgated. Communications regarding the annual filing requirement will be sent via email to filers no later than June 1. Filers must maintain an updated email address in their User Profile in EFDMS.

[3] During the pendency of ongoing litigation, the Commission on Ethics is enjoined from enforcing the Form 6 requirement for mayors and elected members of municipal governing bodies, and they will have to file a CE Form 1 ("Statement of Financial Interest").

V. PENALTIES

A. Non-criminal Penalties for Violation of the Sunshine Amendment and the Code of Ethics

There are no criminal penalties for violation of the Sunshine Amendment and the Code of Ethics. Penalties for violation of these laws may include: impeachment, removal from office or employment, suspension, public censure, reprimand, demotion, reduction in salary level, forfeiture of no more than one-third salary per month for no more than twelve months, a civil penalty not to exceed $20,000[4], and restitution of any pecuniary benefits received, and triple the value of a gift from a political committee.

B. Penalties for Candidates

CANDIDATES for public office who are found in violation of the Sunshine Amendment or the Code of Ethics may be subject to one or more of the following penalties: disqualification from being on the ballot, public censure, reprimand, or a civil penalty not to exceed $20,000*, and triple the value of a gift received from a political committee.

C. Penalties for Former Officers and Employees

FORMER PUBLIC OFFICERS or EMPLOYEES who are found in violation of a provision applicable to former officers or employees or whose violation occurred prior to such officer's or employee's leaving public office or employment may be subject to one or more of the following penalties: public censure and reprimand, a civil penalty not to exceed $20,000*, and restitution of any pecuniary benefits received, and triple the value of a gift received from a political committee.

[4] Conduct occurring prior to May 11, 2023, is subject to a recommended civil penalty of up to $10,000. [Ch. 2023-49, Laws of Florida]

D. Penalties for Lobbyists and Others

An executive branch lobbyist who has failed to comply with the Executive Branch Lobbying Registration law (see Part VIII) may be fined up to $5,000, reprimanded, censured, or prohibited from lobbying executive branch agencies for up to two years. Lobbyists, their employers, principals, partners, and firms, and political committees and committees of continuous existence who give a prohibited gift or honorarium or fail to comply with the gift reporting requirements for gifts worth between $25 and $100, may be penalized by a fine of not more than $5,000 and a prohibition on lobbying, or employing a lobbyist to lobby, before the agency of the public officer or employee to whom the gift was given for up to two years. Any agent or person acting on behalf of a political committee giving a prohibited gift is personally liable for a civil penalty of up to triple the value of the gift.

Executive Branch lobbying firms that fail to timely file their quarterly compensation reports may be fined $50 per day per report for each day the report is late, up to a maximum fine of $5,000 per report.

E. Felony Convictions: Forfeiture of Retirement Benefits

Public officers and employees are subject to forfeiture of all rights and benefits under the retirement system to which they belong if convicted of certain offenses. The offenses include embezzlement or theft of public funds; bribery; felonies specified in Chapter 838, Florida Statutes; impeachable offenses; and felonies committed with intent to defraud the public or their public agency. [Sec. 112.3173, Fla. Stat.]

F. Automatic Penalties for Failure to File Annual Disclosure

Public officers and employees required to file either Form 1 or Form 6 annual financial disclosure are subject to automatic fines of $25 for each day late the form is filed after September 1, up to a maximum penalty of $1,500. [Sec. 112.3144 and 112.3145, Fla. Stat.]

The Commission must undertake an investigation of a public officer or employee who accrues the $1,500 maximum fine and currently holds their filing position to determine if the failure to file was willful. If the Commission finds a willful failure to file, the only penalty that can be recommended, by law, is removal from office.

VI. ADVISORY OPINIONS

Conflicts of interest may be avoided by greater awareness of the ethics laws on the part of public officials and employees through advisory assistance from the Commission on Ethics.

A. Who Can Request an Opinion

Any public officer, candidate for public office, or public employee in Florida who is in doubt about the applicability of the standards of conduct or disclosure laws to himself or herself, or anyone who has the power to hire or terminate another public employee, may seek an advisory opinion from the Commission about himself or herself or that employee.

B. How to Request an Opinion

Opinions may be requested by letter presenting a question based on a real situation and including a detailed description of the situation. Opinions are issued by the Commission and are binding on the conduct of the person who is the subject of the opinion, unless material facts were omitted or misstated in the request for the opinion. Published opinions will not bear the name of the persons involved unless they consent to the use of their names; however, the request and all information pertaining to it is a public record, made available to the Commission and to members of the public in advance of the Commission's consideration of the question.

C. How to Obtain Published Opinions

All of the Commission's opinions are available for viewing or download at its website: www.ethics.state.fl.us.

VII. COMPLAINTS

A. Citizen Involvement

The Commission on Ethics cannot conduct investigations of alleged violations of the Sunshine Amendment or the Code of Ethics unless a person files a sworn complaint with the Commission alleging such violation has occurred, or a referral is received, as discussed below.

As of June 21, 2024, the Commission on Ethics may only investigate complaints that are "based upon personal knowledge or information other than hearsay."[5] In compliance with the new law, ethics complaints that are not "based upon personal knowledge or information other than hearsay" cannot be investigated and will be dismissed.

If you have knowledge that a person in government has violated the standards of conduct or disclosure laws described above, you may report these violations to the Commission by filing a sworn complaint on the form prescribed by the Commission and available for download at www.ethics.state.fl.us. The Commission is unable to take action based on learning of such misdeeds through newspaper reports, telephone calls, or letters.

You can download a complaint form (FORM 50) from the Commission's website: www.ethics.state.fl.us, or contact the Commission office at the address or phone number shown on the inside front cover of this booklet.

B. Referrals

The Commission may accept referrals from: the Governor, the Florida Department of Law Enforcement, a State Attorney, or a U.S. Attorney. A vote of six of the Commission's nine members is required to proceed on such a referral.

[5] Ch. 24-253, § 6, Laws of Fla. (codified at § 112.324(1)(a), Fla. Stat. (2024)).

C. Confidentiality

The complaint or referral, as well as all proceedings and records relating thereto, is confidential until the accused requests that such records be made public or until the matter reaches a stage in the Commission's proceedings where it becomes public. This means that unless the Commission receives a written waiver of confidentiality from the accused, the Commission is not free to release any documents or to comment on a complaint or referral to members of the public or press, so long as the complaint or referral remains in a confidential stage.

A COMPLAINT OR REFERRAL MAY NOT BE FILED WITH RESPECT TO A CANDIDATE ON THE DAY OF THE ELECTION, OR WITHIN THE 30 CALENDAR DAYS PRECEDING THE ELECTION DATE, UNLESS IT IS BASED ON PERSONAL INFORMATION OR INFORMATION OTHER THAN HEARSAY.

D. How the Complaint Process Works

Complaints which allege a matter within the Commission's jurisdiction are assigned a tracking number and Commission staff forwards a copy of the original sworn complaint to the accused within five working days of its receipt. Any subsequent sworn amendments to the complaint also are transmitted within five working days of their receipt.

Once a complaint is filed, it goes through three procedural stages under the Commission's rules. The first stage is a determination of whether the allegations of the complaint are legally sufficient: that is, whether they indicate a possible violation of any law over which the Commission has jurisdiction. If the complaint is found not to be legally sufficient, the Commission will order that the complaint be dismissed without investigation, and all records relating to the complaint will become public at that time.

In cases of very minor financial disclosure violations, the official will be allowed an opportunity to correct or amend his or her disclosure form. Otherwise, if the complaint is found to be legally sufficient, a preliminary investigation will be undertaken by the investigative staff of the Commission. The second stage of the Commission's proceedings involves this preliminary investigation and a decision by the Commission as to whether there is probable cause to believe that

there has been a violation of any of the ethics laws. If the Commission finds no probable cause to believe there has been a violation of the ethics laws, the complaint will be dismissed and will become a matter of public record. If the Commission finds probable cause to believe there has been a violation of the ethics laws, the complaint becomes public and usually enters the third stage of proceedings. This stage requires the Commission to decide whether the law was actually violated and, if so, whether a penalty should be recommended. At this stage, the accused has the right to request a public hearing (trial) at which evidence is presented, or the Commission may order that such a hearing be held. Public hearings usually are held in or near the area where the alleged violation occurred.

When the Commission concludes that a violation has been committed, it issues a public report of its findings and may recommend one or more penalties to the appropriate disciplinary body or official.

When the Commission determines that a person has filed a complaint with knowledge that the complaint contains one or more false allegations or with reckless disregard for whether the complaint contains false allegations, the complainant will be liable for costs plus reasonable attorney's fees incurred by the person complained against. The Department of Legal Affairs may bring a civil action to recover such fees and costs, if they are not paid voluntarily within 30 days.

E. Dismissal of Complaints At Any Stage of Disposition

The Commission may, at its discretion, dismiss any complaint at any stage of disposition should it determine that the public interest would not be served by proceeding further, in which case the Commission will issue a public report stating with particularity its reasons for the dismissal. [Sec. 112.324(12), Fla. Stat.]

F. Statute of Limitations

All sworn complaints alleging a violation of the Sunshine Amendment or the Code of Ethics must be filed with the Commission within five years of the alleged violation or other breach of the public trust. Time starts to run on the day AFTER the violation or breach of public trust is committed. The statute of limitations is tolled on the day a sworn complaint is filed with the Commission. If a

complaint is filed and the statute of limitations has run, the complaint will be dismissed. [Sec. 112.3231, Fla. Stat.]

VIII. EXECUTIVE BRANCH LOBBYING

Any person who, for compensation and on behalf of another, lobbies an agency of the executive branch of state government with respect to a decision in the area of policy or procurement may be required to register as an executive branch lobbyist. Registration is required before lobbying an agency and is renewable annually. In addition, each lobbying firm must file a compensation report with the Commission for each calendar quarter during any portion of which one or more of the firm's lobbyists were registered to represent a principal. As noted above, no executive branch lobbyist or principal can make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 can knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.]

Paying an executive branch lobbyist a contingency fee based upon the outcome of any specific executive branch action, and receiving such a fee, is prohibited. A violation of this prohibition is a first degree misdemeanor, and the amount received is subject to forfeiture. This does not prohibit sales people from receiving a commission. [Sec. 112.3217, Fla. Stat.]

Executive branch departments, state universities, community colleges, and water management districts are prohibited from using public funds to retain an executive branch (or legislative branch) lobbyist, although these agencies may use full-time employees as lobbyists. [Sec. 11.062, Fla. Stat.]

Online registration and filing is available at www.floridalobbyist.gov. Additional information about the executive branch lobbyist registration system may be obtained by contacting the Lobbyist Registrar at the following address:

Executive Branch Lobbyist Registration
Room G-68, Claude Pepper Building
111 W. Madison Street
Tallahassee, FL 32399-1425
Phone: 850/922-4990

IX. WHISTLE-BLOWER'S ACT

In 1986, the Legislature enacted a "Whistle-blower's Act" to protect employees of agencies and government contractors from adverse personnel actions in retaliation for disclosing information in a sworn complaint alleging certain types of improper activities. Since then, the Legislature has revised this law to afford greater protection to these employees.

While this language is contained within the Code of Ethics, the Commission has no jurisdiction or authority to proceed against persons who violate this Act. Therefore, a person who has disclosed information alleging improper conduct governed by this law and who may suffer adverse consequences as a result should contact one or more of the following: the Office of the Chief Inspector General in the Executive Office of the Governor; the Department of Legal Affairs; the Florida Commission on Human Relations; or a private attorney. [Sec. 112.3187 - 112.31895, Fla. Stat.]

X. ADDITIONAL INFORMATION

As mentioned above, we suggest that you review the language used in each law for a more detailed understanding of Florida's ethics laws. The "Sunshine Amendment" is Article II, Section 8, of the Florida Constitution. The Code of Ethics for Public Officers and Employees is contained in Part III of Chapter 112, Florida Statutes.

Additional information about the Commission's functions and interpretations of these laws may be found in Chapter 34 of the Florida Administrative Code, where the Commission's rules are published, and in The Florida Administrative Law Reports, which until 2005 published many of the Commission's final orders. The Commission's rules, orders, and opinions also are available at www.ethics.state.fl.us.

If you are a public officer or employee concerned about your obligations under these laws, the staff of the Commission will be happy to respond to oral and written inquiries by providing information about the law, the Commission's interpretations of the law, and the Commission's procedures.

XI. TRAINING

Constitutional officers, elected municipal officers, commissioners of community redevelopment agencies (CRAs), commissioners of community development districts, and elected local officers of independent special districts are required to receive a total of four hours training, per calendar year, in the areas of ethics, public records, and open meetings. The Commission on Ethics does not track compliance or certify providers. Officials indicate their compliance with the training requirement when they file their annual Form 1 or Form 6.

Visit the training page on the Commission's website for up-to-date rules, opinions, audio/video training, and opportunities for live training conducted by Commission staff.

PUBLIC RECORDS

Selections from the 2025 Florida Government in the Sunshine Manual, Vol. 47, Office of the Florida Attorney General

SCOPE OF THE PUBLIC RECORDS ACT

Florida's Public Records Law, Ch. 119, F.S., provides a right of access to the records of the state and local governments as well as to private entities acting on their behalf. In the absence of a statutory exemption, this right of access applies to all materials made or received by an agency in connection with the transaction of official business which are used to perpetuate, communicate or formalize knowledge. Access to public records has been described as a "cornerstone of our political culture." *In re Report & Recommendations of Judicial Mgmt. Council of Fla. on Privacy & Elec. Access to Court Records,* 832 So. 2d 712, 713 (Fla. 2002).

Section 119.011(2), F.S., defines "agency" to include: 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 Service 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.

A right of access to records is also recognized in Art. I, s. 24, Fla. Const., which applies to virtually all state and local governmental entities, including the legislative, executive and judicial branches of government. The only exceptions are those established by law or by the Constitution.

Section 119.011(12), F.S., defines "public records" to include: 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.

The Florida Supreme Court has interpreted this definition to encompass all materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge. *Shevin v. Byron, Harless, Schaffer, Reid and Associates, Inc.*, 379 So. 2d 633, 640 (Fla. 1980). All such materials, regardless of whether they are in final form, are open for public inspection unless the Legislature has exempted them from disclosure. *Wait v. Florida Power & Light Company,* 372 So. 2d 420 (Fla. 1979). Exemption summaries are found in Appendix D.

The term "public record" is not limited to traditional written documents. As the statutory definition states, "tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission" can all constitute public records. *And see National Collegiate Athletic Association v. Associated Press,* 18 So. 3d 1201 (Fla. 1st DCA 2009), *review denied,* 37 So. 3d 848 (Fla. 2010) ("public records law is not limited to paper documents but applies, as well, to documents that exist only in digital form"). *Cf. Church of Scientology Flag Service Org., Inc. v. Wood,* No. 97-688CI-07 (Fla. 6th Cir. Ct. February 27, 1997), available online in the Cases database at the open government site at myfloridalegal.com (physical specimens relating to an autopsy are not public records because in order to constitute a "public record" for purposes of Ch. 119, "the record itself must be susceptible of some form of copying").

Clearly, as technology changes the means by which agencies communicate, manage, and store information, public records will take on increasingly different forms. Yet, the comprehensive scope of the term "public records" will continue to make the information open to public inspection unless

exempted by law.

Article I, s. 24, Fla. Const., establishes a constitutional right of access to any public record made or received in connection with the official business of any public body, officer, or employee of the state, or persons acting on their behalf, except those records exempted pursuant to Art. I, s. 24, Fla. Const., or specifically made confidential by the Constitution. *See State ex rel. Clayton v. Board of Regents,* 635 So. 2d 937 (Fla. 1994) ("[O]ur Constitution requires that public officials must conduct public business in the open and that public records must be made available to all members of the public."); and *Rhea v. District Board of Trustees of Santa Fe College,* 109 So. 3d 851, 855 (Fla. 1st DCA 2013) ("A citizen's access to public records is a fundamental constitutional right in Florida").

WHAT RECORDS ARE INCLUDED

EMAIL

E-mail messages made or received by agency officers and employees in connection with official business are public records and subject to disclosure in the absence of an exemption. AGOs 96-34 and 01-20. *See Rhea v. District Board of Trustees of Santa Fe College,* 109 So. 3d 851, 855 (Fla. 1st DCA 2013), noting that "electronic communications, such as e-mail, are covered [by the Public Records Act] just like communications on paper." *Cf.* s. 668.6076, F.S., requiring agencies that operate a website and use electronic mail to post the following statement in a conspicuous location on the agency website: "Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing."

Similarly, e-mails sent by city commissioners in connection with the transaction of official business are public records subject to disclosure even though the e-mails contain undisclosed or "blind" recipients and their e-mail addresses. AGO 07-14. *Cf. Butler v. City of Hallandale Beach,* 68 So. 3d 278 (Fla. 4th DCA 2011) (affirming a trial court order finding that a list of recipients of a *personal* e-mail sent by mayor from her personal computer was not a public record).

The Legislature has enacted exemptions for certain email addresses. *See e.g.*, ss. 655.057(5) (exemption for "personal identifying information" of certain officers and directors which are received by the Office of Financial Regulation pursuant to an application for authority to organize a new state bank or trust company); 197.3225, F.S. (taxpayer's email address held by a tax collector for the purpose of sending certain tax notices); 215.5587(1)(b) (email address submitted by applicant to Department of Financial Services as part of the My Safe Florida Home Program); and 28.47(5)(b), F.S. (email addresses submitted to clerk of court or property appraiser for the purpose of registering for a recording or notification service).

Like other public records, e-mail messages are subject to the statutory restrictions on destruction of public records. *See* s. 257.36(6), F.S., stating that a public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the Division of Library and Information Services (division) of the Department of State. Thus, an e-mail communication of "factual background information" from one city council member to another is a public record and should be retained in accordance with the retention schedule for other records relating to performance of the agency's functions and formulation of policy. AGO 01-20.

SOCIAL MEDIA POSTINGS

The Attorney General's Office has stated that the placement of material on a city's Facebook page presumably would be in connection with the transaction of official business and thus subject to Ch. 119, F.S., although in any given instance, the determination would have to be made based upon the definition of "public record" contained in s. 119.011(12), F.S. AGO 09-19. To the extent that the information on the city's Facebook page constitutes a public record, the city is under an obligation to follow the public records retention schedules established in accordance with s. 257.36(6), F.S. *Id. And see* AGO 08-07 (city council members who post comments and emails relating to the transaction of city business on a privately owned and operated website "would be responsible for ensuring that the information is maintained in accordance with the Public Records Law"); and *Bear v. Escambia County Board of County Commissioners,* 2022 WL 602266 (N.D. March 01, 2022) (messages on a county commissioner's privately owned and maintained social media accounts which involved his interactions with the public on matters of county concern and which involved his duties as a commissioner were public records).

The determination as to whether a list or record of accounts which have been blocked from posting to or accessing an elected official's personal Twitter feed is a public record involves mixed questions of law and fact which cannot be resolved by the Attorney General's Office. Inf. Op. to Shalley, June 1, 2016. However, "if the tweets the public official is sending are public records [because they were sent in connection with the transaction of official business] then a list of blocked accounts, prepared in connection with those public records 'tweets,' could well be determined by a court to be a public record." *Id.*

TEXT MESSAGES

A public official or employee's use of a private cell phone to conduct public business via text messaging "can create an electronic written public record subject to disclosure" if the text message is "prepared, owned, used, or retained . . . within the scope of his or her employment or agency." *O'Boyle v. Town of Gulf Stream*, 257 So. 3d 1036, 1040-1041 (Fla. 4th DCA 2018). *Accord City of Sunny Isles Beach v. Gatto*, 338 So. 3d 1045 (Fla. 3d DCA 2022), noting that a "city commissioner's text messages may be a public record," although a private communication by a municipal official "falls outside the definition of public record." For more information on personal records created or received by public officials on government or private devices, please see the discussion of that topic on pages 133-135.

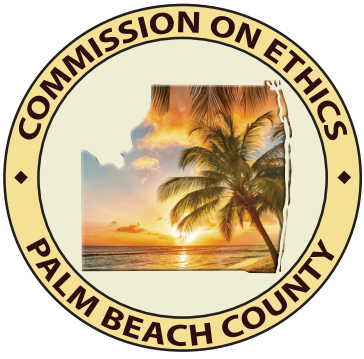
In order to comply with the requirements of the Public Records Act, "the governmental entity must proceed as it relates to text messaging no differently than it would when responding to a request for written documents and other public records in the entity's possession—such as emails—by reviewing each record, determining if some or all are exempted from production, and disclosing the unprotected records to the requester." *O'Boyle v. Town of Gulf Stream,* at 1041. *And see* the discussion on pages 166-167 regarding the entity's responsibility to conduct a reasonable search to locate text messages that have been requested from the governmental entity, including those located on private accounts or devices.

The retention periods for text messages and other electronic messages or communications "are determined by the content, nature, and purpose of the records, and are set based on their legal, fiscal, administrative, and historical values, regardless of the format in which they reside or the method by which they are transmitted." *See* General Records Schedule GS1-SL available online at dos.myflorida.com/library-archives. Stated another way, it is the content, nature and purpose of the

electronic communication that determines how long it is retained, not the technology that is used to send the message. *See also* Inf. Op. to Browning, March 17, 2010, advising that the same rules that apply to e-mail should apply to electronic communications including SMS communications (text messaging), MMS communications (multimedia content), and instant messaging conducted by government agencies.

Palm Beach County Code of Ethics:

A Practical Guide



Honesty - Integrity - Character

Published by
The Palm Beach County Commission on Ethics

Palm Beach County Code of Ethics: *A Practical Guide*

2025 Edition

Honesty - Integrity - Character

Introduction

This guide provides a summary of the provisions of the Palm Beach County Code of Ethics. It also contains a complete copy of the Code of Ethics and other documents that may be helpful with understanding your responsibilities under the Code of Ethics. Please visit our website for detailed information about the Palm Beach County Commission on Ethics (COE).

Connect with Us

Visit: www.palmbeachcountyethics.com

Call: 561-355-1915

Email: ethics@pbc.gov

Follow us: @pbccoe 

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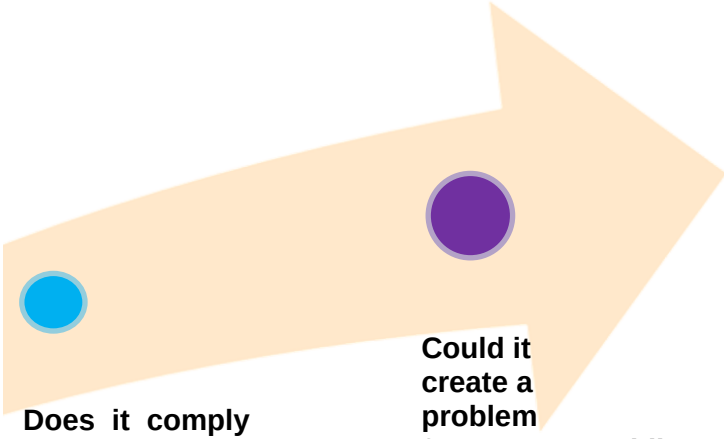
Ethics Decision Tree

Does it comply with the Code of Ethics?

COE staff can assist you with this determination.

Is it legal?

Does it violate state law or county/municipal ordinance?



Does it comply with county/ municipal policy?

The Code may not prohibit it, but county/municipal policy may.

Could it create a problem for your public employer or the people you serve?

Good Government Standard

Evidentiary Standards

Legal Sufficiency (*must be determined to proceed with the investigation of any complaint*) exists where there is an allegation of a violation of an ordinance within the jurisdiction of the COE, purportedly committed by an individual within the authority of the COE, based substantially on the personal knowledge of the Complainant, relating to an alleged violation occurring after the effective date of the code, and filed with the Commission on Ethics within two years of the alleged violation.

Probable Cause (*must be established to proceed to a final hearing on a complaint*) exists where there are reasonably trustworthy facts and circumstances for the Commission on Ethics to believe that the Respondent may have violated the Palm Beach County Code of Ethics.

Clear and Convincing Evidence (*must be established for the magistrate to find in a final hearing that a violation has been proven to the requisite level under law*) requires that the evidence submitted must be found to be credible; the facts to which the witnesses testify must be distinctly remembered; the testimony must be precise and explicit and the witnesses must be lacking in confusion as to the facts in issue. The evidence must be of such weight that it produces in the mind of the trier of fact a firm belief or conviction, without hesitancy, as to the truth of the allegations sought to be established. In Re: Davey, 645 So. 2d 398, 404 (Fla. 1994), quoting Slomowitz v. Walker, 429 So. 2d 797, 800 (Fla. 4th DCA 1983).

Commission Framework

The Palm Beach County Commission on Ethics (COE) is comprised of five volunteer members that are appointed by various "stakeholders" within the community. Each COE Commissioner serves a term of four years. The COE is authorized to interpret and enforce the Palm Beach County Code of Ethics, Lobbyist Registration Ordinance, and Post-Employment Ordinance.

The five community groups that appoint Commissioners to the COE are:

1. **The Palm Beach County Association of Chiefs of Police**, which appoints a former law enforcement official with experience investigating white collar crime or public corruption.
2. **The Palm Beach County Bar Association, the Palm Beach County Hispanic Bar Association, and the F. Malcolm Cunningham Bar Association**, which appoints an attorney with experience in ethics regulation of public officials and employees.
3. **The President of Florida Atlantic University**, who appoints a faculty member who has taught professional legal ethics.
4. **The Palm Beach Chapter of Association of Certified Fraud Examiners or the Palm Beach Chapter of the Florida Government Finance Officers Association** on a rotating basis, which appoint a CPA or financial officer with forensic auditing or government accounting experience.
5. **The Palm Beach County League of Cities**, which appoints a former elected official or former manager of a governmental entity within the county.

Highlights

These highlights are presented in a shortened and paraphrased manner and should not be relied upon without reading the full version of the Code of Ethics.

The jurisdiction of the Commission on Ethics (COE) extends to all officials and employees who work for Palm Beach County and all the municipalities located within Palm Beach County. The COE also has limited jurisdiction over all vendors, lobbyists, principals, and employers of lobbyists that lobby or sell to Palm Beach County or its municipalities.

The COE does not have jurisdiction over state officials or employees, judges, the Clerk & Comptroller, Sheriff, Property Appraiser, School Board members, or any other constitutional officers or their employees.

The Code of Ethics fosters integrity in public service by outlining clear expectations for ethical behavior among public officials and employees.

• Sec. 2-443: PROHIBITED CONDUCT

This section regulates the way you do your job or use your authority as an official or employee.

- **Misuse of public office or employment**
  You cannot use your job or position to give a special financial benefit to the specified people and/or organizations listed in Sec. 2-443(a)(1-7) of the Code. The full list is on pages 26-27 of this guide.

What does "SPECIAL FINANCIAL BENEFIT" mean within the Code of Ethics?

A **"financial benefit"** means anything of value that can be obtained through the exercise of your job or official position, or the promise of such a benefit. It does not include employee wages, stipends paid to officials, or other lawful payments to which you are entitled because of your employment or official position.

A **"special" financial benefit** refers to anything of value that is obtained through your official position and is **not shared** with "**similarly situated**" members of the general public.

If you know or should know that your actions as an official or employee will financially benefit anyone listed within this code section differently than others in the same situation, it would constitute a misuse of your public employment.

For a financial benefit to **not** be considered "special," it requires that the number of people or organizations receiving the benefit is significantly large.

While there is no absolute test for whether a group of beneficiaries is considered sufficiently large under this definition, the smaller the group, the more likely the financial benefit is going to be found to be "special," and thus prohibited. A "rule of thumb" sometimes helpful in this circumstance is the "1% rule."

What is the 1% rule?

Where a financial beneficiary of an action represents less than 1% of the overall group of potential beneficiaries (he or she is merely 1 out of 100 that benefit from the action), then there is little chance the financial benefit would be considered

"special." As the percentage grows from 1%, so do the chance that the financial benefit involved will be found to be "special," and, thus, must be further evaluated.

***Example*: A permit clerk who accepts payment for a building permit from her brother does nothing wrong so long as the fee is the same as the fee charged to a stranger for the same service. If she gave her brother a discount simply because he is her brother, she would be committing a misuse of public employment.**

- **Corrupt misuse of official position**
  You may not use your job, property, or resource within your trust to CORRUPTLY secure a special benefit (not just a financial one), privilege, or exemption of any kind for any person.

What does CORRUPTLY mean?

An official act done with "**wrongful intent**" *and* for the purpose of receiving *any* benefit, which is "**inconsistent with the proper performance of your public duties**."

***Example*: A code enforcement officer parks his personal vehicle near his home on someone's private property. When the property owner asks him to remove the vehicle, the code enforcement officer threatens the property owner with a code violation. By threatening the property owner in such a manner, the code enforcement officer is committing a corrupt misuse of official position.**

- **Contractual relationships**

This section involves contracts you might have in your private capacity that could conflict with your public duties.

The three general rules are:

1. You may not enter into any contract or do business with your public employer.
2. If you **own** a business, your business may not enter into any contract or do business with your public employer.

   "Ownership" of an outside business means that any combination of you, your spouse/ domestic partner, household member, or close relative own at least five percent (5%) of the company, even where you are listed as an "employee" of the business.

3. If you work a second job, your outside employer may not enter into any contract or do business with your public employer.

The contractual relationships prohibition does not include:

1. Your employment contract with your public employer;
2. Any other contract you enter into as part of your officials duties with your public employer;
3. Any purchase of goods or services from your municipal/county available to the general public.

There are five additional exceptions listed in the Co of Ethics beginning on page 29 of this guide. It should be noted the part-time employment exception only applies to employees; it does not apply to elected or appointed officials.

- **Accepting travel expenses**
  Generally, you cannot accept payment or reimbursement of any travel expenses directly from any *contractor, vendor, service provider, bidder or proposer* doing business with your public employer.

- **Contingent fee prohibition**
  No person can offer, give, or accept a contingency fee in exchange for something related to their public employment. A contingency fee is a fee, bonus, commission, or nonmonetary benefit as payment dependent on an action taken or decision made. There are exceptions to this prohibition listed on page 33 of this guide.

- **Honesty in applications for positions**
  No one seeking to become an employee or official or seeking a contract with a county or municipal government can lie on the application.

- **Disclosure or use of certain information**
  A public employee cannot disclose or use information gained through their job that is **not available to members of the public**.

• Sec. 2-444: GIFT LAW

▪ Gift Law Definitions

Gift–Anything of value. State statute and the Florida Administrative Code are used to establish the value of certain gifts.

Vendor–A person or entity that sells goods or services, personal property, or has a pending bid to sell or lease to your public employer.

Lobbying –To influence a decision or attempt to obtain the good will of someone in government.

Lobbyist–Someone who is paid to lobby on behalf of someone else.

Principal–The person or entity a lobbyist represents, including a lobbyist's employer, for the purpose of lobbying.

Know or should know–Being aware of a fact or information is to "know." To have the resources or information available to know the information is "should know."

***Example*: I received a gift card in the mail from someone I think may be a vendor of my public employer. If I don't take the time to inquire if the person is a vendor, I may be violating the gift law portion of the code.**

*** **Identifying lobbyists, principals of lobbyists, and vendors is your responsibility if you are going to accept gifts.** ***

1. **A Central Lobbyist Registration System (CLRS)** is used by the county and most municipalities. The CLRS is fully searchable and can be found at: https://secure.co.palm-beach.fl.us/LRS/Registry/SearchRegistry.aspx

2. Three municipalities (West Palm Beach, Palm Beach Gardens, and Riviera Beach) do not use the CLRS and may have a list of the lobbyists that lobby their boards. Please contact them for additional information.
3. Palm Beach County has a vendor database for county vendors only at:
   https://www.pbcgov.org/pbcvendors.
4. Contact the individual municipalities for their list of vendors.

- **Gift Law Prohibitions**
  - You cannot ask for or accept a gift of any value in return for, or because of, the way you do your job, including "tips" in most cases.

    (There is an exception for certain service-related jobs where "tipping" is considered a normal part of their pay within the industry, such as waiter, waitress, bartender, etc.)
  - You cannot solicit gifts of any value from a vendor, lobbyist, or principal or employer of a lobbyist doing business with your public employer, if the gift is for the benefit of you, a relative or household member, or a fellow official or employee of your public entity.
  - You cannot accept gifts worth more than $100 per calendar year in the aggregate from a vendor, lobbyist, or principal or employer of a lobbyist doing business with your public employer.
  - A vendor, lobbyist, or principal or employer of a lobbyist doing business with the county or a municipality may not give gifts worth more than

$100 in the aggregate per calendar year to county or municipal employee or official.

- You may solicit funds from anyone on behalf of charities, including vendors and lobbyists, so long as they do not have a pending application or award of any nature before your public employer.
- Any solicitation from vendors, lobbyists, or principals or employers of lobbyists must be disclosed on a "Solicitation Log" (even where they do not contribute), and filed within 30 days of the solicitation, or the date the event is held. The log is available on the COE website.
- If you unintentionally violate the gift law prohibitions by accepting a prohibited gift, the violation may be corrected by returning the gift, or paying back the amount that exceeds $100, within 90 days of accepting the prohibited gift.

Gift Law Reporting

1. ***State reporting individuals*** will file their quarterly report with the state and then file a copy within 10 days with the COE.
2. ***All other employees (non-state reporters)*** who receive any gift worth more than $100 must file an annual gift disclosure with the COE no later than January 31 for the period of January 1 through December 31 of the prior year.
3. There are **exceptions** to the county gift law requirements for non-state reporting individuals and some gifts do not need to be reported. The full list of exceptions can be found on page 40 of this guide.

4. Some gifts may be accepted with spec provisions but *must be reported* on a gift form. The full list can be found on page 41 of this guide.

• Sec. 2-445: NEPOTISM

Officials or employees who are authorized to appoint, employ, promote, or advance anyone in the agency may not do so if that person is a relative, spouse, or domestic partner, nor may they advocate for these things.

• Sec. 2-446: NONINTERFERENCE

Public employees shall not retaliate against, interfere with, obstruct, or attempt to do any of the above toward or against anyone or any investigation that involves the COE or the Office of Inspector General.

• PALM BEACH COUNTY COMMISSION ON ETHICS

- The COE is an independent agency that:
  - interprets and enforces the Code of Ethics;
  - provides advisory opinions; and
  - provides training for employees and officials.

- The COE hears cases involving violations of the Code of Ethics.
  1. A violation of the Code of Ethics can result in:
     a. A letter of instruction.
     b. A public reprimand.

c. A fine of up to $500.
d. Restitution.
e. Other disciplinary action by the public employer.
f. Contracts, permits, or any other government approvals may be rescinded or declared void.

2. The COE may refer willful violations to the State Attorney's Office.

• ADVISORY OPINIONS

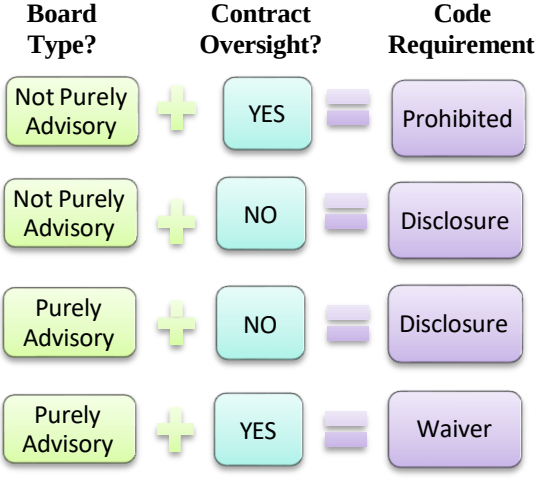
Anyone under the jurisdiction of the COE may ask for an advisory opinion so long as the circumstances described in the request apply to them personally.

No person may request an advisory opinion concerning circumstances that do not apply to them personally, with the exception of a licensed attorney representing the interests of a client, or the interests of a specific governmental board or its members.

• OTHER RULES, CODES, AND STATUTES

Public officials and employees are required to adhere to state law, the Palm Beach County Code of Ethics, and applicable municipal codes. In addition, they may be subject to various county, municipal, and departmental policies and procedures. It is the responsibility of every official and employee to adhere to the appropriate rules and codes adopted by their public entity.

CONTRACTUAL RELATIONSHI PROHIBITION FOR ADVISORY BOARD MEMBERS: CONFLICTS, DISCLOSURES, AND WAIVERS



What type of board do you serve?

Most governments create other boards to assist in various decision-making processes. They are generally referred to as advisory boards, though some of them are not purely advisory. What's the difference?

- A **purely advisory board** is only authorized to make recommendations to some other board, like the governing body, or perhaps a government administrator or hearing officer.

- A board that is **not purely advisory** is authorized to make final decisions. A final decision does not go to any other any other arm of the government. These decisions can only be challenged in circuit court.

- Some boards have both functions. The term "purely" is used to emphasize that a board with any measure of final decision-making authority is **not purely advisory**. Your staff liaison can answer any question you have regarding the nature of your board.

Does your board have contract oversight?

If you, your employer, or the business you own has a contract with the government that created the board you serve on (or will serve on), you must determine whether the board will have anything to do with the contract.

If your board will play any role in the oversight, regulation, management, or policy-setting recommendations regarding this contract, then the board exercises **contract oversight**. The same considerations apply if you already serve on a board and you, your employer, or your business seeks to enter into a contract with the government.

There are four exceptions to the contractual relationship prohibition listed on pages 29-31 of this guide. It should be noted that the part-time employment exception does not apply to advisory board members.

What does the Code require?

- A **waiver** will require the governing body, upon full disclosure of the contract at a public meeting, to waive the conflict. If you were appointed by the entire governing body, a majority plus one is required. If you were appointed by only one board member, that board member alone can waive the conflict.

- **Disclosure** requires only that the existence of the contract is made public. This should occur either at the time of your appointment or when the subject contract is approved.

- If the chart indicates **"prohibited"** for your situation, you must either decline the appointment or terminate the contract. If the possibility of the contract occurs after you have been appointed, you must either resign from the board or withdraw the offer to contract with the government.

Created by Leonard W. Berger,
Former Chief Assistant County Attorney
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Code of Ethics

(Revised July 1, 2021)

Sec. 2-441. Title; statement of purpose.

This article shall be known as the Palm Beach County Code of Ethics. This code of ethics is enacted pursuant to Florida Constitution, Article VIII, section 1(g), Florida Statutes, ch. 125, and the Charter of Palm Beach County. The Municipalities located within Palm Beach County are subject to the provisions of this code of ethics pursuant to referendum. The purpose of this code is to provide additional and more stringent ethics standards as authorized by Florida Statutes, §112.326. This code shall not be construed to authorize or permit any conduct or activity that is in violation of Florida Statutes, ch. 112, pt. III. This code of ethics shall be deemed additional and supplemental to any and all state and federal laws governing ethical conduct of officials and employees, as well as all local laws, rules, regulations and policies.

Officials and employees in the public service shall be conscious that public service is a public trust, shall be impartial and devoted to the best interests of the people of Palm Beach County, and shall act and conduct themselves so as not to give occasion for distrust of their impartiality.

Nothing herein shall abridge employees' constitutional right to collective bargaining.

(Ord. No. 2011-011, §1(Exh. 1), 5-17-11)

Sec. 2-442. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Advisory board shall mean any advisory or quasi-judicial board created by the board of county commissioners, by

the local municipal governing bodies, or by the mayors who serve as chief executive officers or by mayors who are not members of local municipal governing bodies.

Customer* or *client means any person or entity to which an official or employee's outside employer or business has supplied goods or services during the previous twenty-four (24) months, having, in the aggregate, a value greater than ten thousand dollars ($10,000).

Domestic partner is an adult, unrelated by blood, with whom an unmarried or separated official or employee has an exclusive committed relationship and maintains a mutual residence.

Financial benefit includes any money, service, license, permit, contract, authorization, loan, travel, entertainment, hospitality, gratuity, or any promise of any of these, or anything else of value. This term does not include campaign contributions authorized by law.

Gift shall refer to the transfer of anything of economic value, whether in the form of money, service, loan, travel, entertainment, hospitality, item or promise of these, or in any other form, without adequate and lawful consideration. Food and beverages consumed at a single setting or a meal shall be considered a single gift, and the value of the food and beverage provided at that sitting or meal shall be considered the value of the gift. In determining the value of the gift, the recipient of the gift may consult, among other sources, Florida Statutes, §112.3148, and the Florida Administrative Code as may be amended.

Household member includes anyone whose primary residence is in the official or employee's home, including non-relatives who are not rent payers or employees of the head of the household.

Inspector general shall mean the office established in article XII of this chapter.

Lobbying shall mean seeking to influence a decision through oral or written communication or an attempt to

obtain the goodwill of any county commissioner, member of a local municipal governing body, any mayor or chief executive officer that is not a member of a local municipal governing body, any advisory board member, or any employee with respect to the passage, defeat or modification of any item which may foreseeably be presented for consideration to the advisory board, the board of county commissioners, or the local municipal governing body lobbied as applicable.

Lobbyist shall mean any person who is employed and receives payment, or who contracts for economic consideration, for the purpose of lobbying on behalf of a principal, and shall include an employee whose principal responsibility to the employer is overseeing the employer's various relationships with government or representing the employer in its contacts with government.

"Lobbyist" shall not include:

(1) Any employee, contract employee, or independent contractor of a governmental agency or entity lobbying on behalf of that agency or entity, any elected local official when the official is lobbying on behalf of the governmental agency or entity which the official serves, or any member of the official's staff when such staff member is lobbying on an occasional basis on behalf of the governmental agency or entity by which the staff member is employed.

(2) Any person who is retained or employed for the purpose of representing an employer, principal or client only during a publicly noticed quasi-judicial hearing or comprehensive plan hearing, provided the person identifies the employer, principal or client at the hearing.

(3) Any expert witness who is retained or employed by an employer, principal or client to provide only scientific, technical or other specialized information

provided in agenda materials or testimony onl public hearings, so long as the expert identifies employer, principal or client at the hearing.

(4) Any person who lobbies only in his or her individual capacity for the purpose of self-representation and without compensation.

(5) Any employee, contract employee, or independent contractor of the Palm Beach County League of Cities, Inc., lobbying on behalf of that entity.

Official* or *employee means any official or employee of the county or the municipalities located within the county, whether paid or unpaid. The term "employee" includes but is not limited to all managers, department heads, and personnel of the county or the municipalities located within the county. The term also includes volunteers of the county or the municipalities located within the county when such volunteers exercise discretionary police, fire, or parking enforcement department authority. The term "employee" also includes the chief executive officer of the county or any municipality, who is not part of the local governing body. If the county or municipality utilizes and contracts for "privatized" chief administrative officers or chief executive officers, then the person providing such services, or the officers, directors, and employees of any entity providing such services, shall be considered the employees of the county or municipality that he or she serves. However, it shall not include local government attorneys as defined in Florida Statutes §112.313, or attorneys who render contracted services to the county or municipality that are limited in scope to a specific issue or subject, to specific litigation, or to a specific administrative proceeding. The term "official" shall mean members of the board of county commissioners, a mayor, members of local municipal governing bodies, and members appointed by the board of county commissioners, members of local municipal governing bodies or mayors or chief executive officers that are not members of local municipal governing body, as

applicable, to serve on any advisory, quasi-judicial, any other board of the county, state, or any other regional, local, municipal, or corporate entity.

Outside employer or business includes:

(1) Any entity, other than the county, the state, or any other federal, regional, local, or municipal government entity, of which the official or employee is a member, official, director, proprietor, partner, or employee, and from which he or she receives compensation for services rendered or goods sold or produced. For purposes of this definition, "compensation" does not include reimbursement for necessary expenses, including travel expenses; or

(2) Any entity located in the county or which does business with or is regulated by the county or municipality as applicable, in which the official or employee has an ownership interest. For purposes of this definition, an "ownership interest" shall mean at least five (5%) percent of the total assets or common stock owned by the official or employee or any combination of the official or employee's household members, spouse, child, step-child, brother, sister, parent or step-parent, or a person claimed as a dependent on the official or employee's latest individual federal tax return.

(3) The term outside employer or business shall not apply to an employee who is employed by a certified bargaining agent solely to represent employees.

Palm Beach County Commission on Ethics means the commission established in section 2-254 et seq. to administer and enforce the ethics regulations set forth herein, and may also be referred to as the "commission on ethics" in this article.

Persons and entities shall be defined to include all natural persons, firms, associations, joint ventures, partnerships, estates, trusts, business entities, syndicates, fiduciaries, corporations, and all other organizations.

Principal shall mean the person or entity a lobbyist represents, including a lobbyist's employer, for the purpose of lobbying.

Relative unless otherwise specified in this article, means an individual who is related to an official or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, step-brother, stepsister, half brother, half sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the official or employee or who otherwise holds himself or herself out as or is generally known as the person whom the official or employee intends to marry or with whom the official or employee intends to form a household, or any other natural person having the same legal residence as the official or employee.

Transaction shall refer to the purchase or sale by the county or municipality of goods or services for a consideration.

Vendor means any person or entity who has a pending bid proposal, an offer or request to sell goods or services or to sell or lease real or personal property, or who currently sells goods or services, or sells or leases real or personal property to the county or municipality involved in the subject contract or transaction as applicable. For the purposes of this definition, a vendor entity includes an owner, director, manager or employee. Currently sells goods or services shall mean the period of time of an actual transaction or contract between a vendor and the government entity if such transaction or contract exceeds $500. Where no formal contract exists for the sale or lease of goods and services, it shall include the period of time from the point the government entity orders or otherwise agrees to

purchase goods and services from a vendor, to point that all obligations on the part of both vendor and the government entity have been satisfied by delivery of the goods and/or services by the vendor, and payment has been received for those goods and services by the vendor, and where no other obligations by either party concerning the purchase of the goods and/or services remain unsatisfied. However, it shall not include any warranty period provided by the vendor once payment for the goods and services has been received and the goods and services have been delivered, even where an obligation to provide warranty service on the part of the vendor shall exist.

(Ord. No. 2011-011, §1(Exh. 1), 5-17-11, 6-15-21)

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;

(2) His or her spouse or domestic partner, household member or persons claimed as dependents on the official or employee's latest individual federal income tax return, or the employer or business of any of these people;

(3) A sibling or step-sibling, child or step-child, parent or step-parent, niece or nephew, uncle or aunt, or grandparent or grandchild of either himself or herself, or of his or her spouse or domestic partner, or the employer or business of any of these people;

(4) An outside employer or business of his or h or of his or her spouse or domestic partner someone who is known to such official or employee to work for such outside employer or business;

(5) A customer or client of the official or employee's outside employer or business;

(6) A substantial debtor or creditor of his or hers, or of his or her spouse or domestic partner— "substantial" for these purposes shall mean at least ten thousand dollars ($10,000) and shall not include forms of indebtedness, such as a mortgage and note, or a loan between the official or employee and a financial institution;

(7) A civic group, union, social, charitable, or religious organization, or other organization of which he or she (or his or her spouse or domestic partner) is an officer or director. However, this sub-section shall not apply to any official or employee who is required to serve on the board of directors of any organization solely based on his or her official position (ex-officio), regardless of whether he or she has voting rights on the board, and who receives no financial compensation for such service on the board of directors, and otherwise has no personal ownership interest in the organization.

(b) ***Corrupt misuse of official position.*** An official or employee shall not use or attempt to use his or her official position or office, or any property or resource which may be within his or her trust, to corruptly secure or attempt to secure a special privilege, benefit, or exemption for himself, herself, or others. For the purposes of this subsection, "corruptly" means done with a wrongful intent and for the purpose of obtaining, or compensating or receiving compensation for, any benefit resulting from some act or omission of an official or employee

which is inconsistent with the proper performa of his or her public duties.

(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 official shall publicly disclose the nature of the conflict and when abstaining from the vote, shall complete and file a State of Florida Commission on Ethics Conflict Form 8B pursuant to the requirements of Florida Statutes, §112.3143. Simultaneously with filing Form 8B, the official shall submit a copy of the completed form to the county commission on ethics. Officials who abstain and disclose a voting conflict as set forth herein, shall not be in violation of subsection (a), provided the official does not otherwise use his or her office to take or fail to take any action, or influence others to take or fail to take any action, in any other 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, as set forth in subsections (a)(1) through (7).

(d) ***Contractual relationships.*** No official or employee shall enter into any contract or other transaction for goods or services with their respective county or municipality. This prohibition extends to all contracts or transactions between the county or municipality as applicable or any person, agency or entity acting for the county or municipality as applicable, and the official or employee, directly or indirectly, or the official or employee's outside employer or business. Any such contract, agreement, or business arrangement entered into in violation of this subsection may be rescinded or declared void by the board of county commissioners pursuant to

section 2-448(c) or by the local governing bo pursuant to local ordinance as applicable. Th prohibition shall not apply to employees who enter into contracts with Palm Beach County or a municipality as part of their official duties with the county or that municipality. This prohibition also shall not apply to officials or employees who purchase goods from the county or municipality on the same terms available to all members of the public. This prohibition shall also not apply to advisory board members provided the subject contract or transaction is disclosed at a duly noticed public meeting of the governing body and the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction.

(e) ***Exceptions and waiver.*** The requirements of subsection (d) above may be waived as it pertains to advisory board members where the advisory board member's board is purely advisory and provides regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction. No waiver shall be allowed where the advisory board member's board is not purely advisory and provides regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction. Waiver may be affected by the board of county commissioners or by the local municipal governing body as applicable upon full disclosure of the contract or transaction prior to the waiver and an affirmative vote of a majority plus one (1) of the total membership of the board of county commissioners or the local municipal governing body as applicable. In instances in which appointment to the advisory board is made by an individual, waiver may be effected, after full disclosure of the contract or

transaction at a public hearing, by the appoin person. In addition, no official or employee shall be held in violation of subsection (d) if:

(1) The business is awarded under a system of sealed, competitive bidding to the lowest bidder and:

   a. The official or employee or member of his or her household has in no way participated in the determination of the bid specifications or the determination of the lowest bidder;

   b. The official or employee or member of his or her household has in no way used or attempted to use the official or employee's influence to persuade the agency, governmental entity or any personnel thereof to enter such a contract other than by the mere submission of the bid; and

   c. The official or employee, prior to or at the time of the submission of the bid, has filed a statement with the supervisor of elections and the commission on ethics, disclosing the nature of the interest in the outside employer or business submitting the bid.

(2) An emergency purchase or contract which would otherwise violate a provision of subsection (d) must be made in order to protect the health, safety, or welfare of the citizens of the county or municipality as applicable.

(3) The outside employer or business involved is the only source of supply within the county or municipality as applicable and there is full disclosure by the official or employee of his or her interest in the outside employer or business to the county or municipality as applicable and the ethics commission prior to the purchase, rental, sale, leasing, or other business being transacted.

(4) The total amount of the contracts or transacti in the aggregate between the outside employ or business and the county or municipality as applicable does not exceed five hundred dollars ($500) per calendar year.

(5) Notwithstanding any provision to the contrary, subsection (d) shall not be construed to prevent an employee from seeking part-time employment with an outside employer who has entered into a contract for goods or services with the county or municipality as applicable provided that:

a. The employee or relative of the employee does not work in the county or municipal department as applicable which will enforce, oversee or administer the subject contract; and

b. The outside employment would not interfere with or otherwise impair his or her independence of judgment or otherwise interfere with the full and faithful performance of his or her public duties to the county or municipality as applicable; and

c. The employee or relative of the employee has not participated in determining the subject contract requirements or awarding the contract; and

d. The employee's job responsibilities and job description will not require him or her to be involved in the outside employer's contract in any way including, but not limited to, its enforcement, oversight, administration, amendment, extension, termination or forbearance; and

e. The employee demonstrates compliance with applicable merit rules regarding

outside employment and obtains written permission from his or her supervisor; and

f. The employee has obtained a conflict of interest waiver from the chief administrative officer and the employee's department head of the county or municipality based on a finding that no conflict exists. The employee shall submit the request for waiver in writing and under oath. The request for the waiver shall be signed by the employee under oath or affirmation on an approved form provided by the commission on ethics. The document shall contain written acknowledgment of compliance with the provisions of subsection (5)a. through (5)e. of this subsection, together with such pertinent facts and relevant documents that support such waiver. A waiver under this subsection must be approved by both the employee's supervisor and chief administrative officer of the county or municipality. The county or municipality shall record such waiver in the employee's personnel file and shall submit a copy of the waiver and all related documents to the commission on ethics. The commission on ethics in its discretion may elect to review, comment on, or investigate any waiver. The commission on ethics review or investigation shall not delay an employee's ability to take the part time employment.

g. *Official law enforcement overtime or extra duty details.* The provisions of subsection (d) shall be waived for outside employment when that employment consists of a certified police agency uniformed external security or extra duty detail, contracted or

administered by the police agency applicable. For the purpose of this subsection, all records of external, extra duty or overtime security details, including supervisor approval, identity of contracting parties, and including time, date and manner of detail shall be maintained by the individual contracting or administrating police agency, records of which shall be accessible to the public subject to state public records disclosure exemptions.

(f) ***Accepting travel expenses.*** No official or employee shall accept, directly or indirectly, any travel expenses including, but not limited to, transportation, lodging, meals, registration fees and incidentals from any county or municipal contractor, vendor, service provider, bidder or proposer as applicable. The board of county commissioners or local municipal governing body as applicable may waive the requirements of this subsection by a majority vote of the board or local municipal governing body. The provisions of this subsection shall not apply to travel expenses paid by other governmental entities or by organizations of which the county or municipality as applicable is a member if the travel is related to that membership.

(g) ***Contingent fee prohibition.*** No person shall, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person shall, in whole or in part, receive or agree to receive a contingency fee. As used herein, "contingency fee" means a fee, bonus, commission, or nonmonetary benefit as compensation which is dependent on or in any way contingent on the passage, defeat, or modification of: an ordinance, resolution, action or decision of the board of county commissioners or local municipal governing body as applicable, any

employee authorized to act on behalf of the board of county commissioners or local municipal governing body as applicable, the county administrator or municipal administrator as applicable, or any action or decision of an advisory board or committee. This prohibition does not apply to real estate brokers when acting in the course of their profession as regulated by Florida Statutes, §§475.001-475.5018, as may be amended. Nothing in this section may be construed to prohibit any salesperson from engaging in legitimate government business on behalf of a company from receiving compensation or commission as part of a bona fide contractual arrangement with that company provided such compensation or commission is ordinary and customary in the industry. Nothing in this section may be construed to prohibit an attorney from representing a client in a judicial proceeding or formal administrative hearing pursuant to a contingent fee arrangement.

(h) ***Honesty in applications for positions.*** No person seeking to become an official or employee, or seeking to enter into a contract to provide goods or services to the county or municipality as applicable, may make any false statement, submit any false document, or knowingly withhold information about wrongdoing in connection with employment by or services to the county or municipality as applicable.

(i) ***Disclosure or use of certain information.*** A current or former official or employee shall not disclose or use information not available to members of the general public and gained by reason of his or her official position, except for information relating exclusively to governmental practices, for his or her personal gain or benefit or for the personal gain or benefit of any other person.

(Ord. No. 2011-011, §1(Exh. 1), 5-17-11, 6-15-21)

Sec. 2-444. Gift law.

(a) (1) No county commissioner, member of a local governing body, mayor or chief executive when not a member of the governing body, or employee, or any other person or business entity on his or her behalf, shall knowingly solicit or accept directly or indirectly, any gift with a value of greater than one hundred dollars ($100) in the aggregate for the calendar year from any person or business entity that the recipient knows, or should know with the exercise of reasonable care, is a vendor, lobbyist, or any principal or employer of a lobbyist who lobbies, sells, or leases to the county or municipality as applicable.

(2) No vendor, lobbyist, or principal or employer of a lobbyist that lobbies, sells, or leases to the county or a municipality as applicable, shall knowingly give, directly or indirectly, any gift with a value greater than one hundred dollars ($100) in the aggregate for the calendar year to a person who the vendor, lobbyist, or principal knows, or should know with the exercise of reasonable care, is an official or employee of that county or municipality. For the purposes of this subsection (a)(2), the term vendor also includes any person or entity that, because of the nature of their business, may respond to an invitation to bid, request for proposal or other procurement opportunity that has been published by the county or a municipality.

(b) (1) No advisory board member, or any other person on his or her behalf, shall knowingly solicit or accept directly or indirectly, any gift with a value of greater than one hundred dollars ($100) in the aggregate for the calendar year from any vendor, lobbyist, or any principal or employer

of a lobbyist, who lobbies the recipient's advisory board, or any county or municipal department as applicable that is subject in any way to the advisory board's authority, influence or advice.

(2) No vendor, lobbyist, or principal or employer of a lobbyist who lobbies an advisory board or any county or municipal department that is subject in any way to the advisory board's authority, influence or advice, shall knowingly give, directly or indirectly, any gift with a value greater than one hundred dollars ($100) in the aggregate for the calendar year to a person who the vendor, lobbyist, or principal knows is a member of that advisory board. For the purposes of this subsection (b)(2), the term vendor also includes any person or entity that, because of the nature of their business, may respond to an invitation to bid, request for proposal or other procurement opportunity that has been published by the county or a municipality.

(c) No county commissioner, member of a local governing body, mayor or chief executive officer when not a member of the governing body, or employee, or any other person or business entity on his or her behalf, shall knowingly solicit a gift of any value from any person or business entity that the recipient knows, or should know with the exercise of reasonable care, is a vendor, lobbyist, or any principal or employer of a lobbyist who lobbies, sells, or leases to the county or municipality as applicable, where the gift is for the personal benefit of the official or employee, another official or employee, or any relative or household member of the official or employee. No advisory board member or any other person or business entity on his or her

behalf, shall knowingly solicit a gift of any va from any person or business entity that the recipient knows, or should know with the exercise of reasonable care, is a vendor, lobbyist, or any principal or employer of a lobbyist who lobbies, sells, or leases to the recipient's advisory board or any county or municipal department as applicable that is subject in any way to the advisory board's authority, influence or advice, where the gift is for the personal benefit of the advisory board member, another advisory board member, another official or employee, or any relative or household member of the official or employee.

(d) For purposes of this section, a principal or employer of a lobbyist shall include any officer, partner or director of the principal or employer entity, or any employee of a principal or employer who is not an officer, partner or director, provided that the employee knows or should know with the exercise of reasonable care that the principal or employer employs a lobbyist.

(e) No person or entity shall offer, give, or agree to give an official or employee a gift, and no official or employee shall accept or agree to accept a gift from a person or entity, because of:

(1) An official public action taken or to be taken, or which could be taken;

(2) A legal duty performed or to be performed or which could be performed; or

(3) A legal duty violated or to be violated, or which could be violated by any official or employee.

(f) Gift reports. Any official or employee who receives a gift in excess of one hundred dollars ($100) shall report that gift in accordance with this section.

(1) *Gift reports for officials and employees identified by state law as reporting individuals.* Those persons required to report gifts pursuant to state law shall report those gifts in the manner provided by Florida Statutes, §112.3148, as may be amended, including, but not limited to, the state's definition of gift, exceptions thereto, and gift valuations. The county code of ethics' definition of gift and exceptions thereto shall not be used by reporting individuals to complete and file state gift reporting disclosures. When a state reporting individual files or is required to file a gift report with the state, a copy of each report shall also be filed with the county commission on ethics no later than ten (10) days after the report is filed with the state. Failure to file a State of Florida Quarterly Gift Disclosure Form with the county commission on ethics within the required timeframe shall be a violation of this section.

(2) *All other officials and employees who are not reporting individuals under state law.*

a. *Personal gifts.* All officials and employees who are not reporting individuals under state law are not required to report gifts in excess of one hundred dollars ($100) so long as those gifts are given to the official or employee by a personal friend or coworker and the circumstances demonstrate that the motivation for the gift was the personal or social relationship rather than an attempt to obtain the goodwill or otherwise influence the official or employee in the performance of his or her official duties. Factors to be considered in determining whether a gift was motivated by a personal or social

relationship may include but shall not be limited to: whether the relationship began before or after the official or employee obtained his or her office or position; the prior history of gift giving between the individuals; whether the gift was given in connection with a holiday or other special occasion; whether the donor personally paid for the gift or sought a tax deduction or business reimbursement; and whether the donor gave similar gifts to other officials or employees at or near the same time. If the personal friend or co-worker is a vendor, lobbyist or principal or employer of a lobbyist that lobbies the county or municipality as applicable, then the official or employee shall not accept a gift in excess of one hundred dollars ($100) in accordance with subsections (a)(1) and (b)(1).

b. *All other gifts.* All officials or employees who are not reporting individuals under state law and who receive any gift in excess of one hundred dollars ($100), which is not otherwise excluded or prohibited pursuant to this subsection, shall complete and submit an annual gift disclosure report with the county commission on ethics no later than January 31 of each year for the previous calendar year (January 1 through December 31). All officials or employees who are not reporting individuals under state law and who do not receive a gift in excess of one hundred dollars ($100) during a given reporting period shall not file an annual gift disclosure report. The annual gift disclosure report shall be created by the county commission on

ethics and shall be in a form substantially similar in content as that required by state law. The county code of ethics' definition of gift and exceptions thereto shall be used by non-state-reporting individuals in completing and filing annual gift disclosure reports required by this section.

(g) Exceptions. For the purposes of this section, the following shall not be considered a gift:

(1) Political contributions specifically authorized by state or federal law;

(2) Gifts from relatives, domestic partners, and dependents named on the official's or employee's latest federal income tax return, or one's household member;

(3) Awards for professional or civic achievement;

(4) Materials such as books, reports, periodicals or pamphlets which are solely informational or of an advertising nature;

(5) Gifts solicited or accepted by county or municipal officials or employees as applicable on behalf of the county or municipality in performance of their official duties for use solely by the county or municipality for a public purpose;

(6) Publicly advertised offers for goods or services from a vendor under the same terms and conditions as are offered or made available to the general public;

(7) Inheritance or other devise;

(8) Registration fees and other related costs associated with educational or governmental conferences, meetings or seminars and travel expenses either properly waived or inapplicable pursuant to section 2-443(f), provided that attendance is for governmental purposes, and

attendance is related to their duties responsibilities as an official or employee of the county or municipality;

(9) A ticket, pass or admission in connection with public events, appearances or ceremonies related to official county or municipal business, if furnished by a nonprofit sponsor organization of such public event, or if furnished pursuant to a contract between the event's non-profit sponsor and the county or municipality as applicable, provided the sponsor organization does not employ a lobbyist, and further provided the ticket, pass or admission is given by a representative of the sponsor organization who is not otherwise a vendor, lobbyist, principal or employer of a lobbyist. Notwithstanding the exception as provided in this subsection, the ticket, pass or admission must be disclosed in accordance with the gift law reporting requirements of subsections (f)(1) and (f)(2);

(10) Expenditures made in connection with an event sponsored by a nonprofit organization funded in whole or in part with public funds whose primary function is to encourage and attract tourism or other business opportunities for the benefit of Palm Beach County or the municipalities as applicable, provided the sponsor organization does not employ a lobbyist, and further provided that the invitation to the event is made by a representative of the sponsor organization and the representative is not otherwise a vendor, lobbyist, principal or employer of a lobbyist. Notwithstanding the exception as provided in this subsection, the expenditure must be disclosed in accordance with the gift law reporting requirements of subsections (f)(1) and (f)(2).

(h) Solicitation of contributions on behalf of a non-pr charitable organization.

(1) Notwithstanding the prohibition on gifts as outlined in subsections (a) and (b), the solicitation of funds by a county or municipal official or employee for a non-profit charitable organization, as defined under the Internal Revenue Code, is permissible so long as there is no quid pro quo or other special consideration, including any direct or indirect special financial benefit to the official or employee or to the person or entity being solicited. The solicitation by an official or employee as contemplated herein, is expressly prohibited if made to any person or entity with a pending application for approval or award of any nature before the county or municipality as applicable.

(2) To promote the full and complete transparency of any such solicitation, officials and employees shall disclose, on a form provided by the commission on ethics, the name of the charitable organization, the event for which the funds were solicited, the name of any person or entity that was contacted regarding a solicitation or pledge by the official or employee, and the amount of the funds solicited or pledged if known. The form shall be completed legibly and shall be filed with the commission on ethics. The form shall be filed within thirty (30) days from the occurrence of the event for which the solicitation was made, or if no event, within thirty (30) days from the occurrence of the solicitation.

(Ord. No. 2011-011, §1(Exh. 1), 5-17-11, 6-15-21)

Sec. 2-445. Anti-nepotism law.

An official may not appoint, employ, promote, advance, or advocate for appointment, employment, promotion, or

advancement in or to a position in the county or municipality as applicable in which the official is serving or over which the official exercises jurisdiction or control, any individual who is a relative or domestic partner of the official. An individual may not be appointed, employed, promoted, or advanced in or to a position in the county or a municipality if such appointment, employment, promotion, or advancement has been advocated by an official, serving in or exercising jurisdiction or control over the county or municipality as appropriate, who is a relative or domestic partner of the individual or if such appointment, employment, promotion, or advancement is made by a collegial body of which a relative or domestic partner of the individual is a member. However, this section shall not apply to appointments to boards other than those with land-planning or zoning responsibilities in those municipalities with less than thirty-five thousand (35,000) population. This section does not apply to persons serving in a volunteer capacity who provide emergency medical, firefighting, or police services. Such persons may receive, without losing their volunteer status, reimbursements for the costs of any training they get relating to the provision of volunteer emergency medical, firefighting, or police services and payment for any incidental expenses relating to those services that they provide. Mere approval of budgets shall not be sufficient to constitute "jurisdiction or control" for the purposes of this section.

(1) For the purposes of this section, "official" means any official or employee in whom is vested the authority by law, rule, or regulation, or to whom the authority has been delegated to appoint, employ, promote, or advance individuals or to recommend individuals for appointment, employment, promotion, or advancement in connection with employment in the county or municipality as applicable.

(2) For the purposes of this section, "relative" means spouse, parent, child, sibling, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

(Ord. No. 2011-011, §1(Exh. 1), 5-17-11, 6-15-21)

Sec. 2-446. Ethics training.

(a) Officials and employees, as public servants, are considered stewards of the public trust and should aspire to the highest level of integrity and character. Officials and employees shall be informed of their ethical responsibilities at the start of their public service, and shall receive updates and training materials on ethics issues throughout the span of their public service. The county administrator or municipal administrator, as applicable, shall establish, by policy, a mandatory training schedule for all officials, employees, and local government attorneys as defined in Florida Statutes §112.313, which shall include mandatory periodic follow-up sessions. This policy may also address ethics training for entities that receive county or municipal funds as applicable.

(b) The commission on ethics shall develop and deliver, or contract with other entities to develop and deliver, training programs. The commission on ethics shall coordinate and cooperate with all affected county or municipal entities, departments, agencies, boards, councils and commissions to ensure that effective and meaningful training experiences are delivered in a timely and efficient manner.

(Ord. No. 2011-011, §1(Exh. 1), 5-17-11, 6-15-21)

Sec. 2-447. Noninterference.

It shall be a violation of this article for any person: (a) to retaliate against, punish, threaten, harass, or penalize any

person for communicating, cooperating with, assisting the commission on ethics or the inspector general; or (b) to interfere, obstruct or attempt to interfere or obstruct without valid legal basis any investigation conducted by the commission on ethics or the inspector general.

(Ord. No. 2011-011, §1(Exh. 1), 5-17-11)

Sec. 2-448. Administration, enforcement and penalties.

(a) The commission on ethics shall be empowered to review, interpret, render advisory opinions, and enforce this code of ethics pursuant to the procedures established in the county commission on ethics ordinance. Jurisdiction of the commission on ethics with respect to advisory opinions rendered shall extend to all county and municipal officials and employees, and all other persons and entities required to comply with the provisions of this code and the county lobbyist registration ordinance, including but not limited to lobbyists, their employers and principals, and contractors and vendors and their employees.

(b) A finding by the commission on ethics of a violation of any part of this article shall subject the person or entity to public reprimand, a fine of up to five hundred dollars ($500), or both. The commission on ethics may also order the person or entity to pay restitution when the person or entity or a third party has received a pecuniary benefit as a result of the person's violation.

(c) Upon a finding of the commission on ethics or hearing officer that a violation of this article or the lobbyist registration ordinance resulted in a contract, grant, subsidy, license, permit, franchise, use, certificate, development order or other benefit conferred by the county or municipality as applicable, then such contract, grant, subsidy, license, permit, franchise, use, certificate,

development order or other benefit may be rescin or declared void by the board of county commissioners or the local municipal governing body as applicable.

(d) The commission on ethics may refer willful violations of sections 2-443, 2-444(a), 2-444(b), 2-444(c), 2 444(e), or 2-447 to the state attorney when deemed appropriate. Pursuant to Florida Statutes, §125.69, a person who violates the sections of the article set forth in this section 2-448(d) shall be subject to prosecution in the name of the state in the same manner as first degree misdemeanors are prosecuted, and upon conviction, such person may be punished by a fine not to exceed one thousand dollars ($1,000), imprisonment not to exceed one (1) year, or both.

(Ord. No. 2011-011, §1(Exh. 1), 5-17-11, 6-15-21)

NOTES

TOP 10 ETHICS RULES
for Public Officials and Employees

1. **ALWAYS...ASK FIRST, ACT LATER**

GIFTS

2. You may not accept more than $100 per year in gifts from a lobbyist, principal or employer of a lobbyist or person or entity that does business with your employer.

3. Gifts from persons or entities which total more than $100 per year, other than those prohibited above, must be reported on a form. There are 11 gift exceptions. Immediately refuse or return gifts which are prohibited.

USE OF OFFICIAL POSITION

4. You may not use your official position to give a special financial benefit to yourself, broadly defined family members, an outside employer or business and other defined entities, or "corruptly" use your authority for any person's benefit.

5. You may not contract with, or do business with, your employer. There are 5 exceptions.

6. Travel expenses, given by persons or entities who are vendors or bidding to be vendors of your governmental employer are prohibited unless waived by your governing body, or unless they are from another governmental entity.

OUTSIDE EMPLOYMENT

7. Generally, subject to your employer's rules, you may work for an outside employer that does not do business with your county or municipal employer. It may even be permissible to work part-time for an outside employer that does do business with your employer, if certain conditions are met.

VOTING CONFLICTS

8. Officials and advisory board members may not participate in and vote on matters which give a special financial to themselves, or those within in a chain of relationship(s).

MISCELLANEOUS

9. You may not use "inside information" to benefit yourself or others. You must be honest in statements made on your employment application. If you have hiring authority, or the ability to advocate to one who does, you may not hire, or promote the hiring of, a broadly defined family member.

10. The Code of Ethics imposes other restrictions on lobbyists, advisory board members and the activities of certain employees after they leave employment.

Roberts Rules of Order – Simplified

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., "I move that we add a coffee break to this meeting"). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3^{rds} vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3^{rds} vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. <u>If the motion is not taken from the table by the end of the next meeting, it is dead.</u> To kill a motion at the time it is tabled requires a 2/3^{rds} vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
"Call for orders of the day."

You want to take a short break.
Move to recess for a set period of time.

You want to end the meeting.
Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.
Without being recognized, call for a "division of the house." A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.
Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.
Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

Unanimous Consent:
If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only**:
  - to get information about business –point of information to get information about rules– parliamentary inquiry
  - if you can't hear, safety reasons, comfort, etc. –question of privilege
  - if you see a breach of the rules –point of order
  - if you disagree with the president of the board's ruling –appeal
  - if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3^{rds}	√
Close Discussion	√			2/3^{rds}	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

Town Staff/Department Heads

Robert A. Cole, Town Manager
rcole@juno-beach.fl.us
(561)656-0322

Caitlin E. Copeland-Rodriguez, MMC, Town Clerk
ccopeland@juno-beach.fl.us
(561)656-0316

Emily Alves, CPA, CGFO, Finance/HR Director
ealves@juno-beach.fl.us
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Andrea Dobbins, Project/Risk Manager
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Frank M. Davila, CFM, Director of Planning & Zoning
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(561)656-0306

Steven J. Hallock, Director of Public Works
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(561)656-0310

Chief of Police Brian Smith
bsmith@junobeachpd.com
(561)626-2100

Town Attorney

TG Law PLLC
Office No.: (561)370-7360
Gemma Torcivia, Esq
Cell No.: (561)602-6222
Zackery Good, Esq.
Cell No.: (786)452-4241

Town Council

town_council@juno-beach.fl.us

Peggy Wheeler, Mayor (Seat Mayor)
John Callaghan, Vice Mayor (Seat #3)
Diana Davis, Vice Mayor Pro Tem (Seat #5)
DD Halpern, Councilmember (Seat #4)
Marianne Hosta, Councilmember (Seat #1)

TOWN BOARDS & COMMITTEE(S)

PLANNING & ZONING BOARD

The Town of Juno Beach Planning and Zoning Board consists of five members and one alternate member who are residents of the Town. All members are selected by the Town Council via a ballot process per Ordinance No. 784.

The Planning and Zoning Board shall issue recommendations to the Town Council and Zoning Board of Adjustment and Appeals, as applicable, on all matters involving community planning, including, but not limited to, the comprehensive plan, site plan and appearance reviews, preliminary plat reviews, variances, administrative appeals, special exception uses and other duties as assigned by the Town Council from time to time.

April 2025-March 2026 Planning and Zoning Board Members:

Chair Michael Stern
Vice Chair Jim Ferguson
Boardmember Jim Ehret
Boardmember Jonathan Butler
Boardmember Brian Cole
Alternate Boardmember Carol Rudolph
Board Term Expires: March 2026

AUDIT OVERSIGHT COMMITTEE

Operations of this committee are temporarily suspended until further notice.

The Audit Oversight Committee shall consist of five (5) members to serve at the pleasure of the town council. Each of the members shall be town residents with educational and/or practical experience in the fields of accounting, finance, auditing, or related fields involving operational compliance or oversight.
The committee shall meet at least once every three months or as otherwise determined by the committee.

2024-2026 Committee Members:

Committee Member (Chair) - Vacant
Committee Member (Vice Chair) - Vacant
Committee Member - Andrew Spilos
Committee Member - Anthony Pace
Committee Member - Aldo Rovere *(Newly Appointed, Oath of office pending)*

CHARTER REVIEW COMMITTEE

Per Article VII, Section 3(b) of the **Town of Juno Beach Charter:** *"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."* The charter was last reviewed in 2023.

Any recommendation(s) that the Charter Review Committee provides Town Council will be provided in a memorandum format and presented to the Town Council at the August 23, 2023 meeting.

Any recommendation(s) considered and approved by Council will then be put in an ordinance form and heard at two (2) Public Hearings. Upon approval of the 2nd reading, the language is then provided to the Palm Beach County Supervisor of Election to be added to the March 2024 ballot. (Referendum language must be provided to the SOE no later than 90 days prior to an election).

2025-2026
ANNUAL BUDGET

TOWN OF
JUNO BEACH
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Mayor Peggy Wheeler
Vice-Mayor John Callaghan
Vice-Mayor Pro Tem Diana Davis
Councilmember DD Halpern
Councilmember Marianne Hosta

Town Manager Robert Cole

Town of Juno Beach
Annual Budget
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LIST OF PRINCIPAL OFFICIALS
COUNCIL - MANAGER FORM OF GOVERNMENT

TOWN COUNCIL

Peggy Wheeler.....Mayor
John Callaghan.....Vice Mayor
Diana Davis.....Vice Mayor Pro Tem
DD Halpern.....Councilmember
Marianne Hosta.....Councilmember

ADMINISTRATIVE STAFF

Robert Cole.....Town Manager
Brian J. Smith.....Police Chief
Emily Alves, CPA.....Finance/HR Director
Frank M. Davila.....Director of Planning and Zoning
Caitlin E. Copeland- Rodriguez.....Town Clerk
Andrea L. Dobbins.....Project/Risk Manager
Steven Hallock.....Public Works Director

May 1st, 2025	-	Official Start of "Budget Season"
May 2025	-	Department Directors compile department budgets with assistance from Finance
May 30th, 2025	-	Property Appraiser provides preliminary Tax Roll (estimate of total assessed values)
June 2nd - 6th, 2025	-	Individual Department draft Budget meetings with Finance/Town Manager – Operating, Capital and any Position Changes
June 23rd – 27th	-	Individual Department Tentative Budget meetings With Finance/Town Manager – Operating and Capital
June 25th, 2025	-	Town Council Budget Kickoff Presentation
June 26th – July 9th	-	Meetings with Town Manager, Finance/HR Director and each Town Council member to go over individual FY26 budget priorities
July 1, 2025	-	Property Appraiser provides certification of taxable values
July 8, 2025	-	Senior Staff Meeting review of final Capital Improvement Plan
July 14, 2025	-	Tentative Budget - First draft is available
July 14th – July 22nd, 2025	-	Town Manager individually meets with Town Council members to go over the Tentative Budget
July 23, 2025	-	Town Council Meeting Setting of proposed millage rate and confirms dates for public hearings
July 24, 2025	-	Finance provides proposed ad valorem rates to Property Appraiser

August 27, 2025	-	Town Council Meeting Review and modify Proposed Budget
September 8, 2025	-	Town Council Meeting First reading of adopting Tentative Budget
	-	FY 25 Budget amendment, if required
	-	Re-compute Proposed Millage, if amended
September 24, 2025	-	Town Council Meeting Second reading of adopting Tentative Budget
September 25, 2025	-	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, 2025	-	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.

TOWN OF JUNO BEACH ANNUAL BUDGET
FOR FISCAL YEAR ENDING SEPTEMBER 30, 2026

GENERAL FUND

REVENUES	FISCAL YEAR 2024-2025	FISCAL YEAR 2025-2026	PERCENT CHANGED	AMOUNT CHANGED
Ad Valorem Taxes	$4,231,420	$4,596,375	8.62%	$364,955
Local Option, Use & Fuel Taxes	57,283	58,000	1.25%	717
One-Cent Discretionary Surtax	305,851	125,000	-59.13%	(180,851)
Utility Services Taxes	953,364	1,019,000	6.88%	65,636
Local Business Tax	70,000	50,000	-28.57%	(20,000)
Building Permits	1,100,000	1,000,000	-9.09%	(100,000)
Franchise Fees	100,000	100,000	0.00%	0
Permits, Fees & Special Assessments	159,950	194,000	21.29%	34,050
Grants	577,500	337,499	-41.56%	(240,001)
Intergovernmental Revenue	536,079	491,500	-8.32%	(44,579)
Charges for Services	40,000	17,500	-56.25%	(22,500)
Fines and Forfeitures	25,500	16,000	-37.25%	(9,500)
Investment Earnings	250,000	500,000	100.00%	250,000
Miscellaneous	86,000	120,500	40.12%	34,500
From Impact Fees-Restricted	38,840	0	-100.00%	(38,840)
From Forfeiture Fund-Restricted	10,000	0	-100.00%	(10,000)
From Contributions-Restricted	111,581	100,000	-10.38%	(11,581)
From One-Cent Surtax-Restricted	566,649	569,134	0.44%	2,485
From Assigned/Unassigned Fund Balance	1,565,360	1,350,984	-13.69%	(214,376)
TOTAL REVENUES	$10,785,377	$10,645,492	-1.30%	($139,885)

EXPENDITURES BY DEPARTMENT

LEGISLATIVE	FISCAL YEAR 2024-2025	FISCAL YEAR 2025-2026	PERCENT CHANGED	AMOUNT CHANGED
Salaries	$42,000	$43,269	3.02%	$1,269
Employee Benefits	3,213	3,310	3.02%	97
Operating Expenses	12,500	217,150	1637.20%	204,650
TOTAL LEGISLATIVE	57,713	263,729	356.97%	206,016
FINANCE & ADMINISTRATION				
Salaries	727,000	960,438	32.11%	233,438
Employee Benefits	234,753	285,895	21.79%	51,142
Professional Fees	130,000	366,750	182.12%	236,750
Operating Expenses	190,900	266,400	39.55%	75,500
Capital Outlay	145,000	610,000	320.69%	465,000
TOTAL FINANCE & ADMINISTRATION	1,427,653	2,489,483	74.38%	1,061,830

TOWN OF JUNO BEACH
ANNUAL BUDGET
FOR FISCAL YEAR ENDING SEPTEMBER 30, 2026

COMPREHENSIVE PLANNING	FISCAL YEAR 2024-2025	FISCAL YEAR 2025-2026	PERCENT CHANGED	AMOUNT CHANGED
Salaries	$568,300	$526,960	-7.27%	($41,340)
Employee Benefits	190,294	192,236	1.02%	1,942
Professional Fees	1,054,000	929,000	-11.86%	(125,000)
Operating Expenses	71,700	76,200	6.28%	4,500
Capital Outlay	7,500	98,500	1213.33%	91,000
TOTAL COMPREHENSIVE PLANNING	1,891,794	1,822,896	-3.64%	(68,898)
LAW ENFORCEMENT				
Salaries	1,989,200	2,144,204	7.79%	155,004
Employee Benefits	1,035,402	1,157,641	11.81%	122,239
Professional Fees	53,700	7,150	-86.69%	(46,550)
Operating Expenses	418,700	425,170	1.55%	6,470
Capital Outlay	268,000	196,634	-26.63%	(71,366)
TOTAL LAW ENFORCEMENT	3,765,002	3,930,799	4.40%	165,797

PUBLIC WORKS	FISCAL YEAR 2024-2025	FISCAL YEAR 2025-2026	PERCENT CHANGED	AMOUNT CHANGED
Salaries	$368,250	$384,476	4.41%	$16,226
Employee Benefits	146,155	165,441	13.20%	19,286
Professional Fees	20,000	10,000	-50.00%	(10,000)
Operating Expenses	604,810	705,854	16.71%	101,044
Capital Outlay	1,414,000	305,814	-78.37%	(1,108,186)
TOTAL PUBLIC WORKS	2,553,215	1,571,585	-38.45%	(981,630)
GENERAL GOVERNMENT				
Insurance	440,000	567,000	28.86%	127,000
Town Debt Service	0	0	0.00%	0
Contingency	650,000	0	-100.00%	(650,000)
TOTAL GENERAL GOVERNMENT	1,090,000	567,000	-47.98%	(523,000)
TOTAL EXPENDITURES	$10,785,377	$10,645,492	-1.30%	($139,885)

CAPITAL IMPROVEMENT PLAN
Fiscal Year 2025-2026 - Fiscal Year 2029-2030
Updated: 8/15/2025
(Categorized by Funding Source)

	Projected FY 2025-2026	Projected FY 2026-2027	Projected FY 2027- 2028	Projected FY 2028-2029	Projected FY 2029-2030	5-YEAR TOTAL
FUNDED BY: ONE-CENT SURTAX REVENUE						
FY25 Project - Kagan Park Playground Renovation (also restricted funds)	125,000					125,000
FY25 Project - Dune Walkover JB0 Renovation - drainage (grant)	137,500					137,500
FY25 Project - South Littoral Shelf Construction (PBC)	50,000					50,000
Police - Hybrid Vehicle Marked (2) - w/ Equipment	160,634					160,634
Public Works - Road Repaving - Universe Blvd.		683,700				683,700
Public Works - Vehicle	50,000					50,000
Public Works - Sidewalk Sweeper	6,000					6,000
Re-Thatch Chickee Huts	15,000					15,000
Town Center - Silent Alarm System Replacement	25,000					25,000
ONE-CENT SURTAX PROJECTS & EQUIPMENT TOTAL	**569,134**	**683,700**	**0**	**0**	**0**	**1,252,834**
FUNDED BY: RESTRICTED RESERVES						
Town Center - EOC Architectural Work (from Building Reserve $84k, Police Reserve $16k)	100,000					100,000
Town Center - EOC (from Building Reserve, Police Reserve)		1,758,500	646,500			2,405,000
Town Center - Charging Station (from Building Reserve)	7,000					7,000
Kagan Park - Playground Renovation (From Restricted Funds)	100,000					100,000
RESTRICTED RESERVES TOTAL	**207,000**	**1,758,500**	**646,500**	**0**	**0**	**2,612,000**
FUNDED BY: GENERAL FUND, IMPACT FEES, GRANTS AND OTHER SOURCES						
Buildings and Improvements						
Town Center - Restoration & Maintenance		30,000	10,000	10,000		50,000
Town Center - Outside Light Replacements	20,000					20,000
Town Center - Building Department Remodel		30,000	10,000	10,000		50,000
Town Center - AC Replacement	60,000					60,000
Town Center - Painting	30,000					30,000
Town Center - Fire Alarm Refurbished Panel	5,000					5,000
Town Center - Police Dept Locker Room Renovation					150,000	150,000
Town Center - Renovating Break Room/Kitchen					75,000	75,000
Town Center - Roof Replacement					280,000	280,000
Town Center - Generator Replacement		250,000				250,000
Pelican Lake - Lighting Replacements	5,000					5,000
FY25 Project - Pelican Lake - Rennovate Gazebo	80,000					80,000
Public Works Complex - Air Louver Replacement	25,000					25,000
Public Works Complex - Fuel Tank Awning	8,220					8,220
Public Works Complex - Renovate Building					432,000	432,000
Total Buildings and Improvements	**233,220**	**310,000**	**20,000**	**20,000**	**937,000**	**1,520,220**

	Projected FY 2025-2026	Projected FY 2026-2027	Projected FY 2027- 2028	Projected FY 2028-2029	Projected FY 2029-2030	5-YEAR TOTAL
Streets and Lighting						
Road Improvement - Floral Avenue		81,400				81,400
Road Improvement - Coconut Avenue		100,100				100,100
Road Improvement - Park Street			69,825			69,825
Road Improvement - Oleander			92,400			92,400
Road Improvement - Lyra Circle				168,580		168,580
Road Improvement - Sidewalk & Paver Repairs	75,000	75,000	75,000	75,000	75,000	375,000
Total Streets and Lighting	**75,000**	**256,500**	**237,225**	**243,580**	**75,000**	**887,305**
Stormwater System						

						0
Total Stormwater System	**0**	**0**	**0**	**0**	**0**	**0**

	Projected FY 2025-2026	Projected FY 2026-2027	Projected FY 2027- 2028	Projected FY 2028-2029	Projected FY 2029-2030	5-YEAR TOTAL
Parks & Amenities						
FY25 Project - JB0 (see rest of project above in Surtax section)	72,500					72,500
Dune Walkover Repairs/Improvements and Shelter Maint.		5,000	5,000	5,000		15,000
Hardscape, Landscape, Sidewalks, Lights, Etc.		60,000	60,000	60,000		180,000
Return of US 1 median to 2005 plans	21,594					21,594
Pelican Lake Landscape Plan		39,360				39,360
Total Parks & Landscaping	**94,094**	**104,360**	**65,000**	**65,000**	**0**	**328,454**
Vehicles, Heavy Equipment, Off-Road						
P&Z - Vehicles				37,000		37,000
Police - Vehicles, including emergency light setup (if marked vehicle)		130,039	217,729			347,768
Public Works - Vehicles			40,000			40,000
Public Works - Dump Truck Replacement					200,000	200,000
Total Vehicles, Heavy Equipment, Off-Road	**0**	**130,039**	**257,729**	**37,000**	**200,000**	**624,768**
Computers, Electronics and Misc. Equipment						
Admin - Desktops, Laptops, Printers, Audio, Video, etc.	5,000	5,000	5,000	5,000	5,000	25,000
Admin - Dais replacement				30,000		30,000
Admin - Timekeeping Software		20,000				20,000
Admin - Network-Servers, Storage, Switches, etc.		10,000	10,000	50,000		70,000
Admin - Copier (upstairs)		13,000				
P&Z - Desktops, Laptops, Printers, Audio, Video, etc.	7,500	7,500	7,500	7,500	7,500	37,500
P&Z - Copier			13,000			
Police - Replacement department computers as needed	6,000	6,000	6,000	6,000	6,000	30,000
Police - Scheduling software	4,000					4,000
Police - Fleet Maintenance Software	10,000					10,000
Police - Tasers				50,000	50,000	100,000
Police - Radio Infrastructure		200,000	200,000			400,000
Police - Radios		154,000	154,000			308,000
Total Equipment	**32,500**	**415,500**	**395,500**	**148,500**	**68,500**	**1,034,500**
GENERAL FUND, IMPACT FEES, GRANTS, OTHER SOURCES	**434,814**	**1,216,399**	**975,454**	**514,080**	**1,280,500**	**4,395,247**
Total Proposed/Projected Annual Expenditures	**1,210,948**	**3,658,599**	**1,621,954**	**514,080**	**1,280,500**	**8,260,081**

Town of Juno Beach

Comprehensive Development Plan



TOWN OF JUNO BEACH • FLORIDA • INCORPORATED 1953

340 Ocean Drive

Juno Beach, FL 33408

COMPREHENSIVE DEVELOPMENT PLAN

Town of Juno Beach, Florida

ADOPTED
January, 1990

Amended on July 17, 1991 by Ordinance #413

Amended on February 24, 1993 by Ordinance #437
(Small Scale Amendment – Seminole Golf Club Property)

Amended on July 14, 1993 by Ordinance #432

Amended by Ordinance #457 (Second Reading on April 26, 1995)

Amended on January 8, 1997 by Ordinance #488
Effective March 5, 1997

Amended on February 26, 1997 by Ordinance #492
Effective March 29, 1997

Amended on June 24, 2020 by Ordinance #717

Amended on March 23, 2022 by Ordinance #746

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INTRODUCTION

Sections 163.3161-163.3215, Florida Statutes (i.e. Community Planning Act) establish basic requirements for the format and content of the Juno Beach Comprehensive Development Plan.

Chapter 163.3164(10), Florida Statutes, defines "Comprehensive Plan" as a "Plan that meets the requirements of Sections 163.3177 and 163.3178". Section 163.3177 lists the elements of the Comprehensive Plan; studies and surveys, and requires:

1. Written and graphic material necessary to support the principles, guidelines and standards for the orderly and balanced future economic, social physical, environmental and fiscal development of the area;

2. Elements of the Comprehensive Plan must be consistent with each other and the Plan shall be economically feasible;

3. A CAPITAL IMPROVEMENTS element, to be reviewed on an annual basis, designed to consider the need for and the location of public facilities to encourage the efficient use of such facilities;

4. Coordination of the Comprehensive Plan with: (1) those of adjacent municipalities; (2) the County; (3) The Region (Treasure Coast Regional Planning Council); and (4) the State Comprehensive Plan;

5. Policy recommendations for the implementation of the Comprehensive Plan; and

6. The following elements: FUTURE LAND USE; TRAFFIC CIRCULATION; INFRASTRUCTURE; CONSERVATION; COASTAL MANAGEMENT; RECREATION AND OPEN SPACE; HOUSING; INTERGOVERNMENTAL COORDINATION; CAPITAL IMPROVEMENTS; and PROPERTY RIGHTS.

In addition, it is required that local Comprehensive Plans be compatible with and further the Treasure Coast Regional Planning Council Regional Policy Plan and the Florida Comprehensive Plan.

Further, the following two (2) provisions of Chapter 163, Florida Statues are emphasized by the State:

1. Local governments are charged with setting levels of service for public facilities in their Comprehensive Plans in accordance with which development must occur and permits will be issued; and

2. Public facilities and services needed to support development shall be available concurrent with the impacts of such development.

Format Requirements

The Comprehensive Development Plan shall consist of those items listed below. All other documentation may be considered as support documents. Support documents need not be adopted unless the local government desires to include all or part thereof within the Comprehensive Development Plan. All background data, studies, surveys, analyses and inventory maps adopted as part of the Comprehensive Development Plan shall be available for public inspection, while the Comprehensive Development Plan is being considered for adoption and while it is in effect. Unless local government desires to include more, the Comprehensive Development Plan shall consist of:

1. Goals, Objectives and Policies;
2. Requirements for capital improvements implementation;
3. Procedures for monitoring and evaluation of the local plan;
4. Required maps showing future conditions; and
5. A copy of the local Comprehensive Development Plan adoption ordinance at such time as the Plan is adopted.

The Comprehensive Development Plan format shall include:

1. A table of contents;
2. Numbered pages;
3. Element headings;
4. Section headings within elements;
5. A list of included tables, maps, and figures;
6. Titles and sources for all included tables, maps and figures;
7. A preparation date; and
8. The name of the preparer.

All Maps included in the Comprehensive Development Plan shall include major natural and manmade geographic features, city, county, and state lines, when applicable; and shall contain a legend indicating a north arrow, scale, and date.

Data and Analysis Requirements

All Goals, Objectives, Policies, standards, findings and conclusions within the Comprehensive Development Plan and its support documents shall be based upon relevant and appropriate data and analysis. Support data or summaries thereof shall not be subject to the compliance review process. All tables, charges, graphs, maps, figures and data sources, and their limitations shall be clearly described where such data occur in the above documents.

Local governments are encouraged to utilize any original data necessary to update or refine the Comprehensive Development Plan data base, so long as methodologies are professionally accepted.

Data are to be taken from professionally accepted existing sources, such as the United States Census, State Data Center, State university System of Florida, regional planning councils, water management districts, or existing technical studies or surveys are deemed necessary by a local government, appropriate methodologies shall be clearly described or referenced and shall meet professionally accepted standards for such methodologies.

The Comprehensive Development Plan shall be based upon resident and seasonal population estimates and projections. Resident and seasonal population estimates and projections shall be either those provided by the University of Florida, Bureau of Economic and Business Research, those provided by the Executive Office of the Governor, or shall be generated by the local government.

All data and analysis requirements are contained in the SUPPORT DOCUMENTATION for the Comprehensive Development Plan document.

Level of Service Standard Requirements

Level of service standards shall be established for ensuring that adequate facility capacity will be provided for future development and for purposes of issuing development orders of development permits, pursuant to Section 163.3202(2)(g), Florida Statutes. Each local government shall establish a Level of Service standard for each public facility located within the boundary for which such local government has authority to issue development orders of development permits.

Internal Consistency Requirements

The required elements shall be consistent with each other. All elements of a particular Comprehensive Development Plan shall follow the same general format. Where data are relevant to several elements, the same data shall be used, including population estimates and projections.

Each map depicting future conditions must reflect Goals, Objectives, and Policies within all elements and each such map must be contained within the Comprehensive Development Plan.

Plan Implementation Requirements

Recognizing that the intent of the Legislature is that local government Comprehensive Plans are to be implemented, pursuant to Subsection 163.3161(5), and Sections 163.3194, and 163.3201, Florida Statutes, the sections of the Comprehensive Development Plan containing Goals, Objectives, and Policies shall describe how the local government's programs, activities, and land development regulations will be initiated, modified or continued to implement the Comprehensive Development Plan in a consistent manner.

Monitoring and Evaluation Requirements

For the purpose of monitoring, evaluating, and appraising the implementation of the Comprehensive Development Plan, the Comprehensive Development Plan shall contain a section

identifying seven (7) year monitoring, updating, and evaluation procedures to be followed in the preparation of the required seven (7) year Evaluation and Appraisal Report. That section shall address:

1. Citizen participation in the process;
2. Updating appropriate baseline data and measurable objectives to be accomplished in the first five (5) year period of the Plan, and for the long-term period;
3. Accomplishments in the first, five (5) year period, describing the degree to which the Goals, Objectives, and Policies have been successfully reached;
4. Obstacles or problems which resulted in underachievement of Goals, Objectives, or Policies;
5. New or modified Goals, Objectives, or Policies needed to correct discovered problems; and
6. A means of ensuring continuous monitoring and evaluation of the Plan during the ensuing five (5) year period.

Procedural Requirements

The Comprehensive Development Plan, Plan elements, and Plan amendments shall be considered, adopted and amended, pursuant to the procedural requirements of Sections 163.3161 - .3215, Florida Statues, including but not limited to the following;

1. The Comprehensive Development Plan for the Town shall be prepared and submitted within the same timeframes as the counties in which the municipalities are located and all Plans shall be prepared and submitted in accordance with the schedule adopted by the Department of Community Affairs, pursuant to section 163.3167, Florida Statutes;

2. The Comprehensive Development Plan or element shall be prepared in accordance with Section 163.3174 and Subsection 163.3167(3), Florida Statutes, relating to Local Planning Agencies (LPA). Proposed plans, elements portions thereof, and amendments shall be considered at a public hearing with due public notice by the LPA prior to making its recommendation to the governing body, pursuant to Section 163.3174, Florida Statutes;

3. The Comprehensive Development Plan, element of amendment shall be considered and adopted in accordance with the procedures relating to public participation adopted by the governing body and the LPA, pursuant to Section 163.3181, Florida Statutes. The local government shall submit with its initial transmittal, pursuant to Subsection 163.3167(3), Florida Statutes, and subsequent transmittals, pursuant to Section 163.3191, Florida Statutes, a copy of the procedures for public participation that have been adopted by the LPA and the governing body;

4. The Comprehensive Development Plan and any Comprehensive Development Plan amendments shall be transmitted after formal action by the governing body in

accordance with the provisions of Section 163.3184, Florida Statutes, and the procedural rule adopted by the Department of Economic Opportunity;

5. The Comprehensive Development Plan shall not be amended more than two (2) times during any calendar year except in the case of amendments directly related to a Development of Regional Impact (DRI), pursuant to Sections 380.05, 380.061, and 163.3187(1)(c), Florida Statutes, or in the case of any emergency, pursuant to Section 163.3187(1)(a), Florida Statues. The Comprehensive Development Plan, elements and amendments shall be adopted by ordinance and only after the public hearings required by Section 163.3184(15)(b), Florida Statutes, have been conducted, after the notices required by Section 163.3184(15)(b) and (c), Florida Statutes. Upon adoption, the local government shall transmit to the Department of Economic Opportunity a copy of the ordinance and the required notices; and

6. The Comprehensive Development Plan shall be evaluated and updated as required by Section 163.3191, Florida Statues. As a copy of the adopted report required by Section 163.3191, Florida Statutes, shall be transmitted to the Department at the time of the governing body's transmittal of related amendments, pursuant to Section 163.3191(4), Florida Statutes.

COMPREHENSIVE DEVELOPMENT PLAN

There are various aspects of growth and development addressed in this Comprehensive Development Plan. Some elements of the Plan are directly related to physical development, while others are socio-economic or management oriented. It is imperative that the user understand this distinction because each type of proposal is considered within the context of comprehensive planning.

Goals, Objectives, and Policies

This Comprehensive Development Plan documents the proposed direction of growth and development in the Town of Juno Beach. The elements set out goals, objectives and policies. These are defined as follows:

> A ***goal*** is a generalized statement that describes an end state of ideal condition which the Town strives to attain. Florida Statute 163.3164, specifically describes a "goal" as, "The long-term end toward which programs or activities are ultimately directed."
>
> An ***objective*** is viewed as a more specific statement which contributes to the accomplishment of a goal and serves as a basis for scheduled action and formulation of plan recommendations. Florida Statute 163.3164, specifically describes an "objective" as "A specific, measurable, intermediate end that is achievable and marks progress toward a goal."
>
> A ***policy*** applies to a specific objective and provides direction for implementing the goals and objectives of each individual element. Florida Statute 163.3164, specifically describes a "policy" as "The way in which programs and activities are conducted to achieve an identified goal".

The initial step in developing a Comprehensive Development Plan for Juno Beach involves formulating desirable overall goals and establishing objectives and policies which support and move toward the accomplishment of these goals. To effectively accomplish this requires input from the citizenry, interested persons and the designated local planning agency. The agreed upon goals, objectives and policies are provided herein. These established guidelines will carry through in the development of the Plan and also will be utilized in making future decisions in the development of the Town.

Planning Timeframes

It is the intent of this Comprehensive Development Plan to develop Goals which are obtainable, Objectives which are measurable and Policies that provide the Town with a general direction to follow in order to meet its Goals and Objectives. It is further the intent of this Plan to establish planning timeframes to measure the effectiveness of the Objectives and Policies as adopted. For purposes of this Comprehensive Development Plan, it is presumed that the achievement of Objectives and Policies will occur within the five (5) year planning period, unless otherwise specifically stated or identified in the Plan; or if the Objective or Policy specifically pertains to

the update, revision to, or preparation of new development regulations to implement the Town of Juno Beach Comprehensive Development Plan. Where revisions, updates or preparation of development regulations are required, they will be accomplished within one (1) year from the submittal date of the Comprehensive Development Plan, pursuant to Chapter 163.3202, Florida Statutes (FS), or as State requirements may change from time to time.

FUTURE LAND USE PLAN

It is the purpose of the Future Land Use Plan to identify future land use classifications and to graphically portray these on a Future Land Use Map (FLUM; See Figure 1). The land use patterns reflect those being proposed by the Future Land Use Goals, Objectives and Policies and other elements of this Comprehensive Development Plan.

As established in the Existing Land Use element of the *Support Documentation* for the Comprehensive Development Plan, a significant portion of Juno Beach is presently developed (98.89% of the Residential and Transient/Residential FLU classification is developed, 91.61% of the Commercial FLU classification is developed). In-fill development, redevelopment and a few larger (3 – 5 acre) properties comprise a majority of the Town's potential future development. Relative to the size of the Town, the largest land development opportunities exist within redevelopment of pre-existing, old and outdated improvements.

Future Land Use Classifications

For purposes of the Comprehensive Development Plan, the following land use classifications, which are applicable to Juno Beach, are used to describe future land uses in the Town.

Low Density Residential:	Residential Development limited to a density not to exceed 5.0 residential dwelling units/gross acre.
Medium Density Residential:	Residential development limited to a density not to exceed 10.0 residential dwelling units/gross acre.
Moderate Density Residential:	Residential development limited to a density not to exceed 15.0 residential dwelling units/gross acre.
High Density Residential:	Residential development limited to a density not to exceed 22.0 residential dwelling units/gross acre.
Transient/Residential:	Land areas and activities related to residential uses of a moderate density, or areas utilized specifically for resort hotel purposes.
Commercial:	Land uses and activities within land areas that are predominantly related to and used for the sale, rental, and distribution of products; and the

	provision or performance of business, personal and professional services.
Public Buildings and Grounds:	Lands and structures that are owned, leased, or operated by a government entity, such as police stations, fire stations, utility buildings and facilities, and government administration buildings.
Other Public Facilities:	Land uses and activities within land areas concerned with other public or private facilities and institutions such as churches, clubs, fraternal organizations, or other similar uses.
Recreation and Open Space:	Land uses and activities within areas where recreation occurs and lands are either developed or vacant and concerned with active or passive recreational use. These uses may also be suitable for conservation uses.
Conservation:	Land uses and activities within land areas with high ecological value, and where native habitat restoration and preservation, passive recreation, environmental education, environmental research are the primary uses.
Water Bodies:	Any natural or artificial water body, watercourse, or wetland into which waters flow either naturally or from human-made conveyance for the purpose of storing water.
Transportation:	Land areas used for streets and roads, either private or public rights-of-way for such purposes.

Table 1

Future Land Use Categories by Acreage

Land Use	***Acreage***
Residential	323.88
Low Density	78.87
Medium Density	79.57
Moderate Density	81.80
High Density	83.64
Transient/Residential	11.38
Commercial	126.22
Public Buildings and Grounds	10.30
Other Public Facilities	4.89
Recreation and Open Space	184.96
Conservation	566.51
Water Bodies	23.88
Transportation	71.86
TOTAL	**1323.88**

Source: Town of Juno Beach Building Department and JLH Associates 2/89; Updated 7/93, 12/94, 7/96, 2/97, 7/12.

FUTURE LAND USE

A Town characterized by a community spirit that: recognizes its historical development patterns and styles, and maintains its established neighborhoods in a safe, secure, beautified and efficient manner.

GOAL: Promote future growth by supporting development and redevelopment that is sustainable, and enhances historical values and architectural styles that will preserve, enhance, and promote the established character of the Town, encourage sustainability and protect natural environmental ecosystem.

Objective 1: To manage growth within planning horizons. The Town shall establish a 5 year **(2025)** and 10 year **(2030)** planning horizon with projected population to provide data for the evaluation and analysis of this Comprehensive Plan and its elements.

Policy 1.1: The following table establishes population projections through the 10 year planning horizon for use in Data, Inventory and Analysis sections of all Elements of this Comprehensive Plan:

Table 3.1

Future Population Estimate

Year	2010	2019	2030
Total Permanent Population	3,176	3,442	3,767

Source: Florida Estimates of Population 2019, Bureau of Economic and Business Research (BEBR), College of Liberal Arts and Sciences, University of Florida.

Objective 2: To manage growth, development and redevelopment through the preparation, adoption, implementation, and enforcement of land development regulations which: coordinate future land uses with the appropriate topography, soil conditions, ecosystem sensitivity, and the availability of facilities and services. Prevent, eliminate, or reduce uses inconsistent with the Land Use Goal, Future Plan, and Future Land Use Map; and which require redevelopment, renewal, or renovation, where and when necessary through the establishment of standards for density and intensity of land development.

Policy 2.1: The Town shall update, maintain, and enforce its subdivision regulations consistent with local needs and State platting requirements.

Policy 2.2: Regulate the use, density, and intensity of land development that is consistent with this FUTURE LAND USE element and which will support the land uses

and population.

Policy 2.3: Implementing ordinances, regulations and requirements regarding the development of land shall consider adjacent land uses and promote compatibility with those uses.

Policy 2.4: Regulate areas subject to seasonal and periodic flooding by requiring adequate drainage and stormwater management by enforcing a floodplain protection ordinance and drainage facilities regulations.

Policy 2.5: Maintain sign regulations in the Town of Juno Beach Comprehensive Zoning Ordinance that are consistent with the community spirit established in the FUTURE LAND USE GOAL.

Policy 2.6: Ensure safe, efficient, and convenient traffic flow (both vehicular and pedestrian) and vehicle parking needs.

Policy 2.7: As part of the site plan review and land development process, ensure that public facility, utility and service authorizations, as applicable, have been procured from the appropriate regulatory and permitting agencies prior to issuing any development order or permit.

Policy 2.8: Development orders and permits shall not be issued that would result in a reduction of the level of services, for the affected any public facilities, below the level of service standards adopted in this Comprehensive Development Plan.

Policy 2.9: Maintenance of existing housing, buildings and property shall be ensured by adopting the most current housing, building and other construction codes.

Policy 2.10: Land development regulations adopted to implement this Comprehensive Development Plan shall be based on and be consistent with the following standards for residential land use densities as indicated below:

a. Low density residential - not to exceed 5.0 residential units per gross acre.
b. Medium density residential - not to exceed 10.0 residential units per gross acre.
c. Moderate density residential - not to exceed 15.0 residential units per gross acre.
d. High density residential - not to exceed 22.0 residential units per gross acre.

Policy 2.11: Land development regulations shall contain Planned Unit Development provisions which allow design flexibility within a project under unified control as a means of preserving natural resources, environmentally sensitive and open space areas, and which allow for mixed land use alternatives and opportunities.

Policy 2.12: Residential subdivisions or development areas shall be designed to include an efficient system of internal circulation of both vehicular and non-vehicular traffic, including the provision of collector streets to feed vehicular traffic to arterial roads and highways, as well as provision of pedestrian and bicycle paths, if deemed appropriate.

Policy 2.13: Land development regulations adopted to implement this Comprehensive Development Plan shall be based on and be consistent with the following standards for commercial land use intensities as indicated below:

a. Location shall be in accordance with the Future Land Use Map. Commercial uses shall not be permitted within areas designated for residential development on the Future Land Use Map, unless as part of an approved residential PUD.

b. The Building Site Area Requirements, as established in the CG - Commercial General, CO - Commercial Office and MC – Medical Commercial zoning districts, shall provide the basis for intensity of use and be the development criteria standards for general commercial, commercial office and medical commercial development, respectively, in Juno Beach.

Policy 2.14: Periodically review, enhance and enforce land development regulations that identify use, location and building site area standards that are in harmony with the Future Land Use Map. Such uses include Public Buildings and Grounds, Other Public Facilities, Recreation/Open Space and Beaches and Shores.

Policy 2.15: Land development regulations shall contain performance standards for:

a. Buffering landscape and open space requirements
b. Parking and loading
c. Special Exception Uses
d. Planned Unit Developments (PUDs)
e. Site Plan Review
f. Special Supplementary Regulations
g. Conservation and preservation of natural environmental and physical features
h. Urban Design Standards for Public Use Areas
i. Architectural theming and incentives.

Policy 2.16: New development areas shall be permitted only when central water and wastewater systems are available or will be provided concurrent with the impacts of development.

Objective 3: To protect the natural, environmental and historic resources and the character

of Juno Beach, as prescribed in the FUTURE LAND USE GOAL, when undertaking development or redevelopment activities in Town.

Policy 3.1: The developer/owner of any site shall be responsible for the on-site management of stormwater runoff in a manner so that post-development runoff rates, volumes and pollutant loads do not exceed those prescribed by the South Florida Water Management District.

Policy 3.2: The Town land development regulations shall address and limit activities which have the potential to contaminate land and water resources. Specifically, industrial land uses shall not be permitted.

Policy 3.3: The Town shall encourage protection of potable water wellfields by regulatory authorities having land use jurisdiction in aquifer recharge areas serving the Seacoast Utilities Authority and Town of Jupiter Water Utilities systems by continued enforcement of the Palm Beach County Wellfield Protection Ordinance.

Policy 3.4: Species of plants and animals listed in the CONSERVATION support documentation as endangered or threatened shall be protected from land clearing activities in with the environmental and habitat standards established in other elements of this Plan.

Policy 3.5: At the time of each required Comprehensive Development Plan update, the Town shall consider the need to identify, designate and protect historically significant properties.

Policy 3.6: The Town shall develop standards and criteria that promotes the preservation through redevelopment of certain areas in Juno Beach that have historical significance, or which are of special preservation interest.

Policy 3.7: Saturn Lane, Zephyr Way, Beachbound subdivision, and other areas worthy of historical value to the Town of Juno Beach, and worthy of preservation or redevelopment, shall not be developed at higher than medium density residential or a density already established for its area.

Policy 3.8: The Town shall maintain environmentally sensitive land regulations within the Town's Zoning Code of Ordinances.

Objective 4: To issue development orders and permits for future development and redevelopment activities only if public facilities and services necessary to meet level of service standards are available concurrent with impacts of the development.

Policy 4.1: The development of residential and non-residential land shall be timed and staged in conjunction with provision of supporting community facilities, such

as streets, utilities, and police and fire protection services.

Policy 4.2: Public facilities and utilities shall be located to: (1) maximize service efficiency; (2) minimize public costs; and (3) minimize impacts upon the natural environment.

Policy 4.3: Remaining properties not utilizing central water and wastewater systems shall be governed by the provisions of Chapter 381, Florida Statutes, Chapter 64E-6,, Florida Administrative Code, and Palm Beach County Environmental Control Rules 1 and 2, which regulate the use and installation of individual water and sewage disposal systems.

Objective 5: To coordinate with appropriate governments and agencies to minimize and mitigate potential mutual adverse impacts of future development and redevelopment activities.

Policy 5.1: Requests for development orders, permits or project proposals shall be coordinated, as applicable, with adjacent municipalities, Palm Beach County Planning Agency, Palm Beach County, Treasure Coast Regional Planning Council, Special Districts, South Florida Water Management District, and other State and Federal regulatory and permitting agencies.

Policy 5.2: The Town shall coordinate with the Town of Jupiter Utilities Water Department or Seacoast Utility Authority, as applicable, to review all future proposed land use change applications to ensure the availability of adequate water supplies.

Policy 5.3: The Town shall include the Town of Jupiter Water Utilities Department or Seacoast Utility Authority, as applicable, in the site plan review and land development process of all proposed development subject to these processes to ensure that water supplies are available to service that development.

Objective 6: To promote a cohesive and unified development approach to future development of the remaining vacant, undeveloped areas in the Town, as well as, to future development of potential annexation areas which are currently vacant and available for development.

Policy 6.1: Where adjacent properties are presently vacant, available for future development, and which are proposed for similar development according to the FUTURE LAND USE MAP, the Town shall work closely with development interests to encourage cohesive and uniform development of those areas. The Town shall develop specific land development incentives to encourage such development.

Policy 6.2: The Town shall continue coordinating with Palm Beach County in the review of "Site-Specific Proposals" located within the unincorporated areas of Palm

Beach County, and that lie within the adopted Annexation Area of Juno Beach, to protect the Town's future interests and strive toward development patterns and styles similar to those adopted by Juno Beach in this Comprehensive Development Plan.

Policy 6.3: To encourage voluntary annexation(s) of areas located within the Juno Beach adopted Annexation Area, the Town shall coordinate proposed land uses with development interests to ensure development of areas that will be compatible with Juno Beach in the future, while providing appropriate incentives to encourage annexations that promote cohesive and uniform development.

Policy 6.4: In the event of future annexations that have sufficient size to site schools or co-locate schools with public facilities such as: parks, libraries, and community centers prior to the amendment to incorporate the area into the Town Comprehensive Plan, the Town shall coordinate with Palm Beach County School Board to determine the need to site a school in the annexed area. The Plan amendment will allow for a public school if there is a need.

Objective 7: To supply Palm Beach County, Department of Public Safety, Division of Emergency Management with population estimates and densities for Juno Beach upon request by the County.

Policy 7.1: The Town Manager shall provide up-to-date population estimates and densities of the population in Juno Beach upon request, to Palm Beach County for consideration and inclusion in its Comprehensive Emergency Management Plan (CEMP).

Objective 8: To discourage urban sprawl in future development by maintaining an Annexation Area that is logical and practical regarding future extension and provision of urban services.

Policy 8.1: The Annexation Area map that has been coordinated and mutually agreed upon by the Town, Palm Beach County and neighboring municipalities, and that meets the intent of the Objective, shall be revised and updated as necessary.

Objective 9: Maintain land development regulations for planned unit development, mixed-use development, and other development concepts.

Policy 9.1: The Town shall maintain in its zoning regulations, and other applicable land development regulations, the use and implementation of these innovative development concepts.

Objective 10: The Town shall encourage sustainable design by supporting green initiatives for new developments and redevelopments.

Policy 10.1: The Town shall encourage green policies and actions that support sustainability, in

addition to reducing greenhouse gas emissions, fertilizer and pesticides.

Policy 10.2: The Town will continue to support walkways, bike lanes, pedestrian interconnectivity and other design elements that encourage walkable communities and transit readiness.

Policy 10.3: The Town shall support green building construction that promotes certification by Leadership in Energy and Environmental Design (LEED), US Green Building Council (USGBC), Florida Green Building Coalition (FGBC) or any comparable certification organizations.

Objective 11: Encourage redevelopment while promoting strong sense of community, and consistent quality of design that protects neighborhood integrity and historic and environmental resources.

Policy 11.1: The Town shall encourage infill and redevelopment of existing properties with consideration of the following:

1. Address the impact of redevelopment activities on natural and historic resources.
2. Provide for visual continuity of the community through the application of sound principles of architectural design and landscaping.
3. Be consistent with the character of the neighborhood.

TRAFFIC CIRCULATION

GOAL: A safe, sufficient and integrated traffic circulation system within Juno Beach that provides for controlled movement of vehicular and non-vehicular traffic in and through the community.

Objective 1: To provide an efficient interrelationship between the traffic circulation system and various land use activities.

Policy 1.1: Street location and design in developing areas should be carefully analyzed to ensure they accommodate demand of the area and do not create adverse impacts on existing streets and traffic flows.

Policy 1.2: Review and update, where necessary, the off-street parking and loading requirements that presently exist in the Town of Juno Beach Comprehensive Zoning Ordinance.

Policy 1.3: Study, review and identify appropriate circumstances for limited on-street parking, and develop criteria, standards and regulations for such use.

Policy 1.4: Scrutinize ingress/egress, the placement of median cuts, and other traffic control features generated by land use activities in regard to overall traffic flow and movement between vehicular and non-vehicular, motorized and non-motorized traffic.

Policy 1.5: The Town shall review the traffic circulation plans of Palm Beach County and neighboring municipalities, as they become available, for compatibility with this TRAFFIC CIRCULATION element.

Policy 1.6: The Town shall require traffic impact studies for all future commercial development, major residential developments and mixed-use developments.

Policy 1.7: To satisfy the majority of traffic circulation demand created by growth and development consistent with the time frames and priorities established in the five (5) year and ten (10) year planning periods.

Policy 1.8: The Town shall continue to use the County's Traffic Performance Standard Ordinance to ensure that adequate roadway capacities will be available when necessitated by development.

Policy 1.9: The Town shall continue to require and encourage a system of bicycle paths and pedestrian walkways that link residential areas to commercial and other high use areas.

Objective 2: To establish traffic circulation that is safe and offers controlled movement of vehicular and non-vehicular, motorized and non-motorized traffic.

Policy 2.1: The Town shall review all proposed development for its accommodation of bicycle and pedestrian traffic needs.

Policy 2.2: Maintain adequate street signs, lights, and markings to ensure traffic control and safety in Juno Beach.

Policy 2.3: Ensure that the town review any future roadway improvement to State Road A-1-A (pursuant to Division 8 - Coastal Construction, Article IV – Supplemental Regulations, Chapter 34, Code of Ordinances of the Town of Juno Beach), with regard to environmental considerations and protection of the dune system.

Policy 2.4 Properties along State Road A-1-A from Loggerhead Park to the northern Town limits shall not be allowed a motorized vehicular driveway connection onto State Road A-1-A. However, this shall not prohibit an access used for emergency purposes only.

Policy 2.5: The Town shall maintain and enforce strict requirements within its development codes that regulate proper sight distances at connection and access points of driveways and roads to roadways to eliminate visual barriers that hinder safe and controlled circulation of traffic.

Policy 2.6: The Police Department shall publish annual accident frequency reports for collector and arterial roads in Juno Beach.

Policy 2.7: For general transportation planning purposes, the Town shall support and maintain a Level of Service C Standard and D at peak hour for collector and arterial roads serving Juno Beach.

Policy 2.8: Work cooperatively with surrounding jurisdictions to provide a compatible traffic control system within the Town and surrounding areas to the extent practical and feasible.

Policy 2.9: Neptune Road shall remain a cul-de-sac, in an effort to limit through traffic, control vehicular movement, and to maintain the character of the street.

Objective 3: To identify right-of-way needs and laneage requirements for roads and streets within the Town of Juno Beach and protect those rights-of-way from building encroachment through the site plan review and land development processes.

Policy 3.1: Examine existing street rights-of-way to determine whether they are adequate to meet future projected demands or whether condemnation of rights-of-way, special setbacks or purchase of additional rights-of-way will be necessary to meet Town demands.

Policy 3.2: The Town shall prepare and adopt an Official Traffic Circulation Map that identifies functional roadway classifications and laneage requirements based

upon the TRAFFIC CIRCULATION element and the FUTURE LAND USE element of this Comprehensive Development Plan.

Policy 3.3: The Town shall provide for parking tracts and alternative street designs in its development regulations to allow for maximum flexibility in providing traffic circulation when site limitations prevent acquiring normal required rights-of-way.

Objective 4: To ensure adequate traffic circulation and access to existing and new developments as part of the land development review process.

Policy 4.1: The Town shall strictly enforce subdivision regulations during the plan review and implementation processes at the time of site plan review and prior to the issuance of permits.

Objective 5: To develop a beautification and improvement program for the areas used by the general public (e.g., roads, sidewalks, bicycle paths, pedestrian walkways, parks and open space areas) to accommodate vehicular and non-vehicular traffic.

Policy 5.1: Effectively integrate a system of bicycle paths, pedestrian walkways and the street system serving Juno Beach.

Policy 5.2: Enhance the Town's existing bicycle path system and seek additional pathways for bicycling in Juno Beach. On collector and arterial roads, where deemed appropriate, bike lanes should be provided.

Policy 5.3: Utilize, where possible, existing road rights-of-way that either have limited use or are not currently developed for combined use of pedestrian walkways and streets.

Policy 5.4: Require all future developments to provide sidewalks consistent with Town standards and criteria.

Policy 5.5: The Town shall use and update standards and criteria for beautification of its streets and roadways, bicycle paths and pedestrian walkways.

Policy 5.6: The Town shall work actively toward creating bicycle and pedestrian links between its existing municipal area and its proposed annexation area.

Policy 5.7: The Town shall work cooperatively with the private development community in developing beautification and community improvement standards and criteria in an effort to develop a closer and well-coordinated public/private partnership in future beautification and enhancement of Juno Beach.

Policy 5.8: The Town shall pursue Florida Department of Transportation funds to beautify U.S. Highway 1 as part of the State U.S. Highway 1 corridor beautification program.

Objective 6: To maintain the current high level of roadway maintenance.

Policy 6.1: The Town shall plan maintenance and repair efforts of local streets well in advance of wear and deterioration.

Policy 6.2: The Town will provide for maintenance and repair funding in the annual budgeting process.

Policy 6.3: The Town shall encourage the County and State to maintain and repair roads under their jurisdiction such as Ellison Wilson Road, Donald Ross Road, US Highway 1, and Ocean Drive, well in advance of wear and deterioration.

Objective 7: To scrutinize local public expenditures when developing and maintaining the Town traffic circulation network.

Policy 7.1: The Town shall keep abreast of current programs of the other levels of government that offer possible alternative sources of funding to improve, expand or maintain Juno Beach's transportation system.

Policy 7.2: The Town shall coordinate traffic improvements with the Florida Department of Transportation 5-year Transportation Plan, The Treasure Coast Regional Planning Council Regional Policy Plan, and Palm Beach County Traffic plans as part of the site plan review and land development processes.

Objective 8: To maintain a transportation system that provides for alternative modes of travel.

Policy 8.1: Support the Palm Beach County Metropolitan Planning Organization in providing alternative means (bus routes) of transportation to Town residents to and from Juno Beach.

Policy 8.2: The Town supports the concept for the development of a regional public transportation system.

Objective 9: To involve the Town in multi-jurisdictional traffic circulation and transportation planning activities by coordinating with the Palm Beach County Metropolitan Planning Organization, Florida Department of Transportation, the Treasure Coast Regional Planning Council and any other affected transportation planning authority.

Policy 9.1: Actively monitor the Palm Beach County Metropolitan Planning Organization's Transportation Planning Agency (TPA) activities to ensure Town input regarding decisions affecting area wide transportation planning issues and other organizations with similar functions.

Policy 9.2: Comprehensive traffic circulation planning will be coordinated with the future land uses shown on the Future Land Use Map of this plan, the Florida Department of Transportation 5-year Transportation Plan, The Treasure Coast

Regional Planning Council Regional Policy Plan, the Palm Beach County Metropolitan Planning Organization plans and plans, of neighboring jurisdictions.

Policy 9.3: The Town shall review future updates of the Florida Department of Transportation 5-year Transportation Plan and the Treasure Coast Regional Planning Council Regional Policy Plan, and coordinate with Palm Beach County Metropolitan Planning Organization in order to update or modify this element, if necessary, and to further a comprehensive transportation planning process.

HOUSING

GOAL: A residential environment that: provides safe, sanitary and otherwise adequate housing and living conditions to its residents and supports county-wide affordable housing policies; embraces creative and innovative architecture and reflects styles characteristic of Juno Beach and South Florida history.

Objective 1: To maintain a high quality housing inventory in Juno Beach and to ensure that new construction is of the same high quality.

Policy 1.1: Maintain and update land development regulations, as necessary, to ensure that the quality of residential neighborhoods is maintained.

Objective 2: To promote residential design of all types that complements and is in concert with efficient provision of community facilities.

Policy 2.1: Phase residential development with the availability of urban facilities and services (e.g., utilities, transportation, etc.) in an effort to minimize untimely and undue burden upon the Town's tax base.

Policy 2.2: Provide for a broad range of housing types and styles which encourage clustered developments and which maintain the Planned Unit Development concept for major residential development areas and develop other innovative residential development concepts, as necessary, that embrace a strong community identification, which is consistent with the FUTURE LAND USE and HOUSING GOALS of this Plan, and which provides for efficient urban services.

Objective 3: To eliminate substandard housing conditions in Town and to ensure that there is no future substandard housing in Juno Beach.

Policy 3.1: The Town's designee shall enforce housing/building code regulations and requirements, as established through administrative procedures.

Policy 3.2: Continue with strict enforcement of the State of Florida Building Code and updated additions as they apply, to ensure that new building materials and techniques are provided for in an effort to reduce housing construction costs and maintain structural quality in the Town's housing.

Policy 3.3: The Town shall establish the following definitions to identify housing conditions in Juno Beach:

Standard Condition – A residential structure meeting all minimum standards for basic equipment and facilities, as set forth in the current edition and Florida Building Code.

Substandard Condition – A residential structure which does not meet all minimum standards for basic equipment and facilities, as set forth in the International Property Maintenance Code, 2021 edition, and updated editions as they apply, and Florida Building Code as determined by the Housing Official, where the costs of rehabilitation, renovation or code compliance are valued at less than fifty percent (50%) of the total value of the structure.

In Need of Replacement – A residential structure which does not meet all minimum standards for basic equipment and facilities, as set forth in the International Property Maintenance Code and Florida Building Code, as determined by the Housing Official, where the costs of rehabilitation, renovation or code compliance are valued at greater than fifty percent (50%) of the total value of the structure.

Objective 4: To identify residential structures in Town in need of rehabilitation or demolition.

Policy 4.1: Perform periodic inspections and use the definitions of Standard, Substandard, and In Need of Replacement as standards to determine which residential structures shall be rehabilitated or demolished.

Policy 4.2: An effort should be made to rehabilitate residential structures, when possible, rather than to demolish said structures.

Policy 4.3: Assist any efforts made by residents to upgrade neighborhood housing conditions, by providing code enforcement assistance.

Policy 4.4: Continue administering and enforcing procedures necessary to implement minimum housing regulations oriented to conserving standard condition housing inventory.

Objective 5: Adequate and affordable housing, consistent with the current character of the Town, shall be encouraged for the existing population and anticipated population growth, including housing to accommodate any defined specialized needs of low and moderate income, elderly, handicapped, or displaced residents.

Policy 5.1: Require developers to coordinate with the Town during the design of residential developments to ensure that the Town characteristics are maintained, and any special housing needs are accommodated.

Policy 5.2: Eliminate barriers to low and moderate income housing by providing for a variety of housing types that are consistent with densities established in the FUTURE LAND USE element.

Policy 5.3: Work with the private sector to ensure that standard housing is available to persons that may be displaced through private action prior to their displacement.

Policy 5.4: To upgrade the quality, where necessary, the Town shall apply and enforce the same housing standards for existing and new mobile homes and manufactured homes per State requirements.

Policy 5.5: At the time of each Comprehensive Development Plan update, consider the need to designate any housing structures or areas as locally historically significant and in need of special consideration by creating a local historic district or by listing the structure on the State's historical registry, Master File for historically significant structures or places; or the National Register of Historic Places.

Policy 5.6: Identify housing areas in Town that are in a non-conforming status, but worthy of preservation and revise land development regulations appropriately to make said uses conforming; also, in concert with these actions, development standards and criteria to preserve and rehabilitate identified areas.

Policy 5.7: Support programs which attempt to alleviate Countywide housing problems, including the Community Development Block Grant Program and associated activities.

Policy 5.8: Require that standard housing, at an affordable cost, is available to persons displaced through any public action prior to their displacement by including such a requirement within the Town Land Development Regulations.

Policy 5.9: Adopt Adult Congregate Facilities and Assisted Living Facilities regulations that are oriented to meeting the needs of elderly or handicapped Town residents.

Policy 5.10: Participate, under the direction of Palm Beach County, and with other local governments, to develop and implement "fair-share" programs to address countywide low and moderate income housing programs.

Objective 6: To provide for location of group homes or day care facilities licensed by the Florida Department of Health and Rehabilitative Services in a manner consistent with the character of existing residential neighborhoods.

Policy 6.1: The Town shall review, and include criteria in its proposed Comprehensive Zoning Ordinance to permit different classes of group homes and day care facilities consistent with State requirements.

Policy 6.2: The Town's Planning & Zoning Department shall monitor the development and distribution of group homes and day care facilities to ensure that adequate sites and infrastructure are provided and that over-concentration in any residential area is avoided.

Objective 7: To continue to rely on the private sector delivery process as the means for providing housing to accommodate Town residents until such time that is demonstrated that alternative housing implementation programs are necessary.

Policy 7.1: If it is determined that the private sector delivery process is not adequately functioning, in terms of meeting the housing needs of residents, alternative mechanisms, including government and non-profit sector participation shall be considered, including the use of available Federal, State and local assistance programs.

Policy 7.2: Provide information, technical assistance, and incentives to the private sector to maintain a housing production capacity sufficient to meet projected needs.

Objective 8: To monitor and protect housing construction from adverse environmental degradation, and which is concurrent with the provision of necessary urban services.

Policy 8.1: Require housing construction that is compatible with existing natural resources and service capabilities, as defined in the TRAFFIC CIRCULATION, INFRASTRUCTURE elements, that does not adversely impact environmental features.

Objective 9: To require architectural styles of all future housing and other structures that reflects the "Old Florida" theme sought by the Town.

Policy 9.1: Continue the application of applicable architectural and building codes that provide for the definition, identification, and regulation of "Old Florida" architectural styles, as well as, necessary incentives to promote this theme.

Policy 9.2: The Town shall continue to evaluate the "Old Florida" architectural theme during project reviews. For projects requiring Planning & Zoning Board review, the Board shall consider the architectural theme of a project during its review and recommendation, and the Town Council shall consider the architectural theme during its review and final determination (or disposition) of a project.

INFRASTRUCTURE

(Sanitary Sewer, Solid Waste, Stormwater Management, Potable Water and Natural Groundwater Aquifer Recharge)

GOAL: Existing and needed future public facilities shall be provided and maintained in a manner to: (1) provide consistent service levels throughout the Town; (2) protect public and private investments; (3) promote orderly, compact urban growth; and (4) ensure the health, safety and welfare of Town residents.

Objective 1: To ensure through the land development approval process, at the time a building permit is issued, adequate public facility capacity is available or will be available, at the time of occupancy.

Policy 1.1: Public facility Level of Service (LOS) standards, as displayed on TABLE 2, are hereby adopted and shall be used as the basis for estimating the availability of capacity and demand generated by a proposed development project.

Policy 1.2: All development and/or redevelopment activities shall be undertaken in a manner consistent with adopted LOS standards.

Policy 1.3: The Planning & Zoning Department and Public Works Department shall, in cooperation with public utility service providers, develop procedures to update facility demand and capacity information as development permits are issued.

Policy 1.4: Unless specifically permitted by Palm Beach County Environmental Control Rule #1, prohibit the installation of additional septic tank systems within the Town and require all new developments to be served by a central wastewater system.

Policy 1.5: Prohibit the installation of new wells for potable water use. However, replacement or repair of existing wells for this purpose shall be permitted until such time requirements are established to connect into a central system. Require all new developments to be served by a central potable water system.

Policy 1.6: Consistent with health and safety, sanitary sewer, solid waste, drainage, adequate water supplies, and potable water facilities shall be in place and available to serve new developments no later than the issuance by the Town of a Certificate of Occupancy (CO) or its functional equivalent. Prior to approval of a building permit or its functional equivalent, the Town shall consult with the appropriate water utility to determine whether adequate water supplies to serve the new development will be available no later than the anticipated date of issuance of the Town's Certificate of Occupancy or its functional equivalent. The Town may meet the concurrency requirement for sanitary

sewer through the use of on-site sewage treatment and disposal systems approved by the Department of Health to serve new development.

TABLE 2

LEVEL OF SERVICE STANDARDS

POTABLE WATER

The Town has established minimum commitments of water supply for residential and commercial/industrial land uses/customers. Those minimum levels of service are:

Jupiter Water Department Service Area:

- 153 gallons per day per capita (residential)
- 100 gallons per day/1000 square feet (commercial/industrial)

Seacoast Utility Authority Service Area:

- 189 gallons per day per capital (all uses)

Potable water service areas are more clearly outlined in Figure 5.1

SANITARY SEWER

The Town has established minimum commitments of sanitary sewer levels of service for residential and commercial/industrial land uses/customers. Those minimum levels of service are:

Loxahatchee River District (LRD):

- 150 gallons per capita per day

Seacoast Utility Authority:

- 107 gallons per capita per day

Sanitary sewer service areas are more clearly identified in Figure 5.2.

Individual Systems:

Average Day Sewage Generation Rate

One (1) septic tank per lot based on a minimum lot criteria established in Palm Beach County Environmental Rule #1.

The use of existing, properly constructed and functioning septic tank systems within the Town is acceptable; however, when analysis indicates that septic tank systems are adversely impacting the environment according to State Water Quality Standards (Chapter 62-302, FAC for surface water, Chapter 62-520, FAC for groundwater and Chapter 64E-9, FAC for bathing places) and that public health standards are endangered, septic tank systems causing the situation will be repaired or replaced.

When a central sanitary sewer system becomes available to currently non-serviced areas, or the current septic tank systems fail to meet Water Quality Standards and endanger the public health, hook-up to the central system shall be required; and, the Palm Beach County LOS Standard of 100 gallons per capita per day shall be the standard implemented.

STORMWATER MANAGEMENT

Design Storm
(in existing developed areas)

	Level of Service (LOS)
Northern/Southern Drainage Areas:	Five (5) year frequency, 24 hour duration (one-day); rainfall intensity curve.
Central Drainage Area:	Three (3) year frequency, 24-hour duration (one-day); rainfall intensity curve.

Design Storm
(for future development of existing vacant areas)

Northern/Southern Drainage Areas:	Level of Service (LOS)
1.99 acres & Below	Five (5) Year Frequency, 24 hour duration (1 Day); rainfall intensity curve.
2.0 – 5.99 Acres	Five (5) Year Frequency, 72 hour duration (3 Day); rainfall intensity curve.
6.0 – 9.99 Acres	Ten (10) Year Frequency, 72 hour duration (3 Day); rainfall intensity curve.
10.0 Acres +	Twenty-five (25) Year Frequency, 72 hour duration (3 Day); rainfall intensity curve.

Central Drainage Area:	Level of Service (LOS)

1.99 acres & Below	Three (3) Year Frequency, 24 hour duration (1 Day); rainfall intensity curve.
2.0 – 5.99 Acres	Five (5) Year Frequency, 24 hour duration (1 Day); rainfall intensity curve.
6.0 – 9.99 Acres	Ten (10) Year Frequency, 72 hour duration (3 Day); rainfall intensity curve.
10.0 Acres +	Twenty-five (25) Year Frequency, 72 hour duration (3 Day); rainfall intensity curve.

FLOOD PROTECTION

All Areas: All developments that are wholly within or partially within any flood hazard area shall follow the Floodplain Management Ordinance of the Town of Juno Beach.

WATER QUALITY

The Town shall comply with the South Florida Water Management Districts (SFWMD) requirements as identified under Part IV Chapter 373, Florida Statutes, and Rules Chapter 40E-4, and 40E-40, Florida Administrative Code.

*Based upon best available information.

Objective 2: To maintain a five (5) year schedule of capital improvement needs, to be updated annually, in conformance with the CAPITAL IMPROVEMENTS element (CIE). Capital improvements needs are defined as: (1) those improvements necessary to correct existing deficiencies in order to maximize the use of existing facilities; or, (2) those improvements necessary to meet projected future needs without encouraging urban sprawl.

Policy 2.1: Existing and potential deficiencies will be addressed by undertaking the following activities:

Sanitary Sewer –Any capital improvements projected to Loxahatchee River District (LRD) or Seacoast Utility Authority sanitary sewer system located within the corporate limits of the Town of Juno Beach shall be listed and identified in the Capital Improvement Plan within the CIE.

Solid Waste – The program for centralized collection of toxic household and commercial wastes shall be maintained. Continue to request that the Solid

Waste Authority of Palm Beach County (SWA) maintain a program for refuse separation within the Town.

Stormwater Management –Institute a program of annual inspections of the drainage system throughout Town as a means of monitoring the efficiency of the system. Results of the inspections and other general assessments of the drainage system serving Juno Beach shall be identified as required in its annual National Pollutant Discharge Elimination System (NPDES) Report. Any deficiencies requiring upgrades or new capital improvements shall be reflected, as appropriate, in the 5-Year Schedule of Improvements.

Potable Water –Any capital improvements projected by the Jupiter Water Department or Seacoast Utility Authority potable water system located within the corporate limits of the Town of Juno Beach shall be listed and identified in the Capital Improvement Plan within the CIE.

Groundwater Aquifer Recharge –Through the occupational license procedure identify and regulate businesses that potentially could pollute the surrounding groundwater supply.

Policy 2.2: A Capital Improvements Coordinating Committee headed by, and appointed by, the Town Manager shall be created for the purpose of evaluating and ranking capital improvements projects proposed for inclusion in the five (5) year schedule of needs.

Policy 2.3: Guidelines shall be developed to evaluate and rank proposed capital improvement projects using the following priority levels:

Level One – Whether the project is needed to protect health and safety in order to fulfill the Town's legal commitment to provide facilities and services, or to preserve or achieve full use of existing facilities.

Level Two – Whether the project increases the efficiency of use of existing facilities, prevents or reduces future improvement costs, provides services to developed areas currently lacking full service, or promotes infill development.

Level Three – Whether the project represents a logical extension of facilities and services.

Objective 3: To continue to provide solid waste collection services and stormwater management to meet existing and projected future demands.

Policy 3.1: The basic solid waste collection service policy shall consist of the following components:

1. Maintain a high level of service for the residents of the Town with a system that ensures the lowest possible cost to Juno Beach taxpayers relative to the highest level of service.

2. Maintain a public information service in order to keep the citizens of the Town aware of collection schedules and placement of refuse containers, yard clippings, and other special wastes for collection.

3. Require a collection service that best serves the residents of Juno Beach.

4. Develop and maintain regulations that address, but not be limited to, the location of containers and other solid waste to be collected, requirements of residents to place solid waste for collection at a reasonably determined time prior to collection, and the enforcement of said regulations to avoid potential health hazards from solid waste being scattered about.

Policy 3.2: The basic stormwater management policy shall consist of the following components:

1. Continue routine maintenance of catch basins and conduits.
2. Regulate swale plantings and sodding.
3. Encourage appropriate land use activities in flood prone areas.
4. Protect environmentally sensitive areas by controlling adjacent activities.
5. Provide the use of street sweeping, when necessary.
~~6.~~ Require use of vegetation, mulches, and berms for control of pollutants from construction sites.
7. Enforce the Flood Protection Ordinance to maintain the flooding protection provided by natural features.
8. A priority function of Pelican Lake shall be as a stormwater retention lake.

Objective 4: To support the Solid Waste Authority of Palm Beach County as the provider of solid waste disposal services to the Town of Juno Beach in meeting existing and projected future demands.

Policy 4.1: Maintain and align the Town's recycling requirements with Florida Statutes, Section 403.706.

Objective 5: To continue to depend on current providers to operate sanitary sewer and potable water facilities to meet existing and projected future demands, unless it is determined that alternative operational mechanisms can be instituted to increase efficiency and quality of service within the Town of Juno Beach.

Policy 5.1: Require a consistent level of service for property owners and residents of the Town by service providers.

Policy 5.2: Require periodic monitoring of rate structures so that the lowest possible cost for established LOS standards results to Town taxpayers and/or residents.

Policy 5.3: Periodically review operational responsibilities in light of developing and maintaining the most efficient service at the most reasonable cost.

Policy 5.4: The use of existing properly constructed and functioning septic systems within the Town may be acceptable. However, when analysis indicates that septic tank systems are adversely impacting the environment, according to State Water Quality Standards, and public health standards are endangered, septic system causing the situation shall be repaired or replaced.

Policy 5.5 When a central sanitary sewer system becomes available to existing non-sewer areas, or the existing septic systems fail to meet State Water Quality Standards, thereby endangering the public health, connection to the central system shall be required.

Objective 6: To incorporate stormwater drainage regulations into the Subdivision Regulations Ordinance and Comprehensive Zoning Ordinance, where appropriate, which shall provide for protection of natural drainage features and ensure that future development utilizes stormwater management systems in a manner to protect the functions of recharge areas and natural drainage features.

Policy 6.1: The Town shall remain abreast of new stormwater requirements as promulgated by the State and the South Florida Water Management District (SFWMD) and shall revise local policies and regulations, as necessary, to remain consistent with new requirements. The Town shall limit post-development runoff rates and volumes to predevelopment conditions and preserve existing natural drainage features.

Policy 6.2: Protect and preserve water quality by use of construction site Best Management Practices (BMPs) and the incorporation of techniques such as on-site retention, use of pervious surface and native vegetation.

Policy 6.3: Work cooperatively with property owners, when necessary, in the development of erosion control plans where areas experience erosion of shorelines or banks.

Policy 6.4: Review plans for future construction and development for compatibility with the natural landscape qualities and environmental characteristics and habitats existing within the Town.

Policy 6.5: Continue to require the preservation, conservation and priority use of native vegetation in Juno Beach.

Policy 6.6: Cooperate with the adjacent municipalities in an effort to protect and conserve unique vegetative communities that are common to and between jurisdictions.

Policy 6.7: Continue to provide protection of the coastal dune by maintaining regulations and procedures that prevent the deterioration of the vegetation and structural quality of the coastal dune through the Town's zoning regulations.

Policy 6.8: Develop regulations, as necessary and appropriate, that conserve the upland, coastal and wetland vegetative communities existing in Juno Beach.

Policy 6.9: Protect endangered and/or threatened plan and vegetative communities from future development.

Policy 6.10**:** Maintain and enforce land development regulations so that development is planned in accordance with natural characteristics of the land such as slope elevation, drainage patterns and natural vegetation.

Objective 7: To actively participate in potable water supply, water conservation and water reuse programs of the Jupiter Water Utilities Department, Seacoast Utility Authority, and the South Florida Water Management District (SFWMD), on an ongoing and an emergency basis.

Policy 7.1: The Town shall implement and enforce Water Shortage Emergency Provisions, established under Chapter 40E-21, Florida Administrative Code (F.A.C.), upon declaration of a water shortage emergency by the SFWMD, and reference the Palm Beach County Mandatory Year-Round Irrigation Conservation Measures (Section 3-7) as detailed in 40E-24, F.A.C. for successful implementation.

Policy 7.2: Florida Friendly Landscaping practices shall be promoted by the Town when considering all proposals for development and/or redevelopment.

Policy 7.3: The Town shall promote the use of low volume fixtures when reviewing all building permit applications.

Policy 7.4: Promote and institute, where practical, water conservation techniques and programs in cooperation with potable water suppliers, the SFWMD and other applicable agencies and jurisdictions such as use of low volume plumbing fixtures, wastewater re-use, dual conveyance, gray water, and others, where feasible. Also, encourage the use of low water use plumbing fixtures in all new buildings or in conjunction with permitted renovations in accord with Florida Water Conservation Act, Section 553.14, Florida Statues and, promote educational programs and other conservation programs instituted by Seacoast Utilities and the Town of Jupiter Water Utilities Department.

Policy 7.5: Encourage construction of water storage facilities consistent with the Town's water suppliers' Water Supply Facilities Work Plans to accommodate and conserve necessary future water needs.

Policy 7.6: Cooperate and coordinate with Seacoast Utility Authority, Jupiter Water Utilities Department and the SFWMD in the preparation and updates to their Water Supply Facilities Work Plans to ensure applicable input of data and information pertinent to those Plans.

Policy 7.7: Every 5 years, the Town shall incorporate necessary 10-Year Water Supply Plan directives.

Policy 7.8: The Town shall encourage its water suppliers to consider revising potable water LOS standards to include residential and non-residential categories.

Objective 8: The Town shall annually, in conjunction with the yearly budget process, evaluate the Town's drainage system to determine whether extension of, or increase in capacity of, drainage facility is necessary to meet future needs.

Policy 8.1**:** The Public Works department shall inspect the Town's drainage system in accordance with the NPDES program to identify any needs and/or deficiencies.

Policy 8.2: The Town shall continue to monitor the water quality in Pelican Lake and investigate the implementation of a storm event related sampling program to evaluate the effect stormwater quality has on the overall quality of the lake.

Policy 8.3: All projects in excess of $25,000.00 shall be submitted to the Capital Improvements Coordinating Committee and scheduled in the annual updates to the CIE of this Plan.

Policy 8.4: Projects as they occur shall be incorporated into the Five Year Schedule of Improvements as presented in the CIE of this Plan.

Policy 8.5: All applicable federal and state regulations shall be reviewed and the appropriate permits shall be obtained prior to the Town authorizing project construction.

Policy 8.6: All improvements for replacement, expansion or increase in capacity of facilities shall comply with the adopted LOS standards identified in Policy 1.1 of this Plan.

Objective 9: The Town shall engage with the SWA to ensure operation and maintenance of waste facilities that meet existing demands and coordinate and administer the extension of, or increase in the capacity of facilities to meet future needs within the Town of Juno Beach.

Policy 9.1**:** The Town shall continually maintain a high level of coordination with the SWA in order to ensure the Town's input to the management of established landfill sites and the purchase/development of any future landfill sites, transfer stations and other alternative methods of solid waste disposal.

Policy 9.2: The SWA shall be responsible for financing needed transfer and disposal facilities to serve the Town.

Policy 9.3: The Town shall actively participate in the review of the SWA's Integrated Solid Waste Management which, is scheduled for updating every three (3) years after adoption.

Policy 9.4: The Town shall continually encourage and work with the SWA to establish priorities for the replacement or correction of existing facility deficiencies and actively participate in the evaluation of future facility needs.

Objective 10: The Town shall adopt and maintain a Ten (10) Year Water Supply Facilities Work Plan (WSFWP).

Policy 10.1: The "Ten (10) Year Water Supply Facilities Work Plan" shall be adopted as part of this INFRASTRUCTURE element of the Town of Juno Beach Comprehensive Plan. The Town shall amend this Comprehensive Plan and 10-Year Water Supply Facilities Work Plan within eighteen (18) months of a South Florida Water Management District (SFWMD) regional water plan update when approved by their governing board.

Town of Juno Beach "Ten Year Water Supply Facilities Work Plan"

This section of the INFRASTRUCTURE element represents the "Ten (10) Year Water Supply Facilities Work Plan (WSFWP)" for the Town of Juno Beach.

As previously stated, the SFWMD adopted the Lower East Coast Regional Water Supply Plan update in November 2018. Per Section 163.3117 (c)3, Florida Statutes, municipalities and water suppliers must adopt a related WSFWP and supportive amendments to their comprehensive plans.

Municipalities and local suppliers are required to coordinate with the SFWMD in the preparation of their WSFWP in order to identify needed facilities for at least the ten (10) year planning period, confirming that: (1) adequate water supply is available, considering the regional water supply plan; and, (2) infrastructure plans necessary to serve projected need have been prepared.

Specifically, WSFWP comprehensive plan amendments must:

- Demonstrate that the local government has coordinated with the appropriate water management district's regional water supply plan, as well as all water suppliers.
- Ensure that the local government's future land use plan is based upon the availability of adequate water supplies, public facilities, and services.
- Ensure that adequate water supplies and facilities are available to serve new development no later than the date on which the local government issues a certificate of occupancy, and consult with the applicable water supplier prior to approving a building permit to determine whether adequate water supplies will be available to serve new development by the anticipated issuance date of the certificate of occupancy.
- Revise the five-year schedule of capital improvements to include any water supply, reuse

and conservation projects and programs to be implemented during the five-year period.

- Revise the Conservation Element to assess projected water needs and sources for at least a ten-year planning period, considering the appropriate regional water supply plan.

- To maintain internal consistency, revise the Intergovernmental Coordination Element to ensure coordination of the comprehensive plan with the regional water supply plan and regional water supply authorities.

- Clearly define responsibilities for planning, financing, construction and/or operation of the water supply facilities by all entities providing service within its jurisdiction, regardless of ownership responsibility for the individual facilities, including: (1) water supply source, service areas, existing demands and future projects, (2) treatment types and losses, (3) distribution facilities, and (4) bulk sales agreements.

The Town of Juno Beach does not own, operate or maintain potable water distribution system lines within the Town. Water treatment is provided by Seacoast Utility Authority and Jupiter Water Utilities Department. These service areas are outlined in the map/FIGURE 5.1. There are no Town-owned public water wellfields, or treatment and/or storage facilities located within the Town of Juno Beach municipal boundaries. Therefore, there are no "cones of influence" from public water wellfields that must be considered by the Town in the distribution and types of land use applied in Juno Beach.

As part of the site plan review and land development processes, the Town requires developers to coordinate with the Town's water suppliers' potable water systems being proposed for new developments. This is required to provide assurance that minimum level of service for potable water is maintained.

All of Juno Beach's population is currently served by Seacoast Utility Authority's and the Town of Jupiter Water Utilities Department's central potable water distribution systems. The entire Town of Juno Beach lies within the Seacoast Utility Authority and Town of Jupiter Water Utilities Department service areas as shown in the map FIGURE 5.1.

The following regional issues were identified in the 2018 SFWMD Lower East Coast Regional Water Supply Facilities Work Plan: 1) Fresh water and groundwater are limited and future withdrawals could have impacts on the regional wetlands, existing legal issues and salt water intrusion. As a result, additional alternative water supplies need to be developed; 2) Surface water allocations from Lake Okeechobee and the Water Conservation Areas are limited in accordance with the Lake Okeechobee Restricted Allocation Area (RAA) criteria; 3) Construction of additional storage systems (e.g., reservoirs, aquifer storage and recovery systems) to capture wet season flow volumes will be necessary to increase water availability during dry conditions and attenuate damaging peak flow events from Lake Okeechobee; 4) Expanded use of reclaimed water is necessary to meet future water supply demands and the Ocean Outfall Law; and, 5) Expanded use of brackish groundwater from the Floridan aquifer

system requires careful planning and wellfield management to prevent undesirable changes in water quality. These issues are primarily relevant to the Seacoast Utilities and Town of Jupiter Water Utilities as the Town's water suppliers. However, various conservation techniques are implemented by Juno Beach through Objectives and Policies adopted in this Comprehensive Plan and through land development regulations.

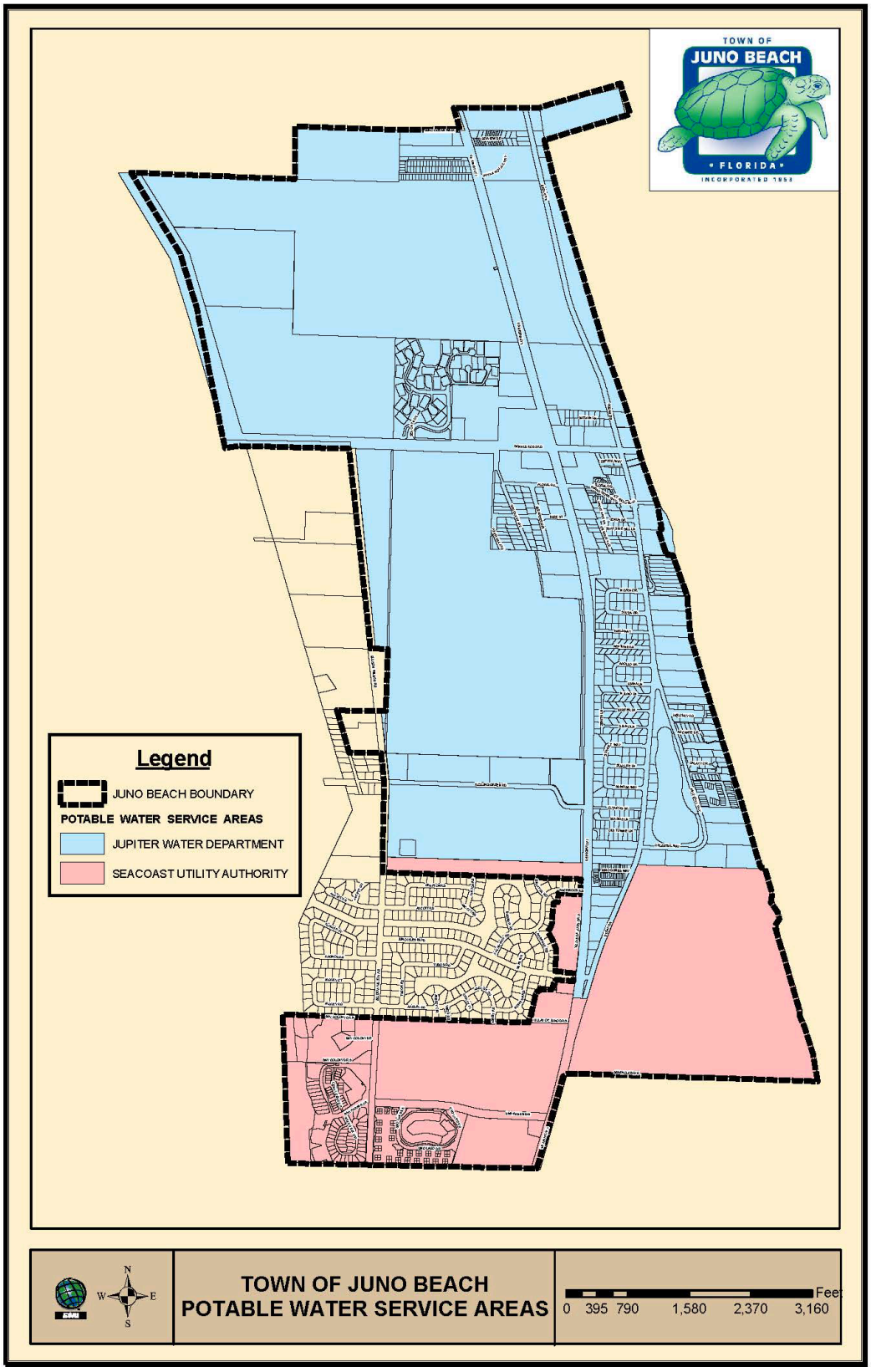

TOWN OF
JUNO BEACH
FLORIDA
INCORPORATED 1953
Legend
JUNO BEACH BOUNDARY
POTABLE WATER SERVICE AREAS
JUPITER WATER DEPARTMENT
SEACOAST UTILITY AUTHORITY
N
W
E
S
TOWN OF JUNO BEACH
POTABLE WATER SERVICE AREAS
Feet
0 395 790 1,580 2,370 3,160

Figure 5.1

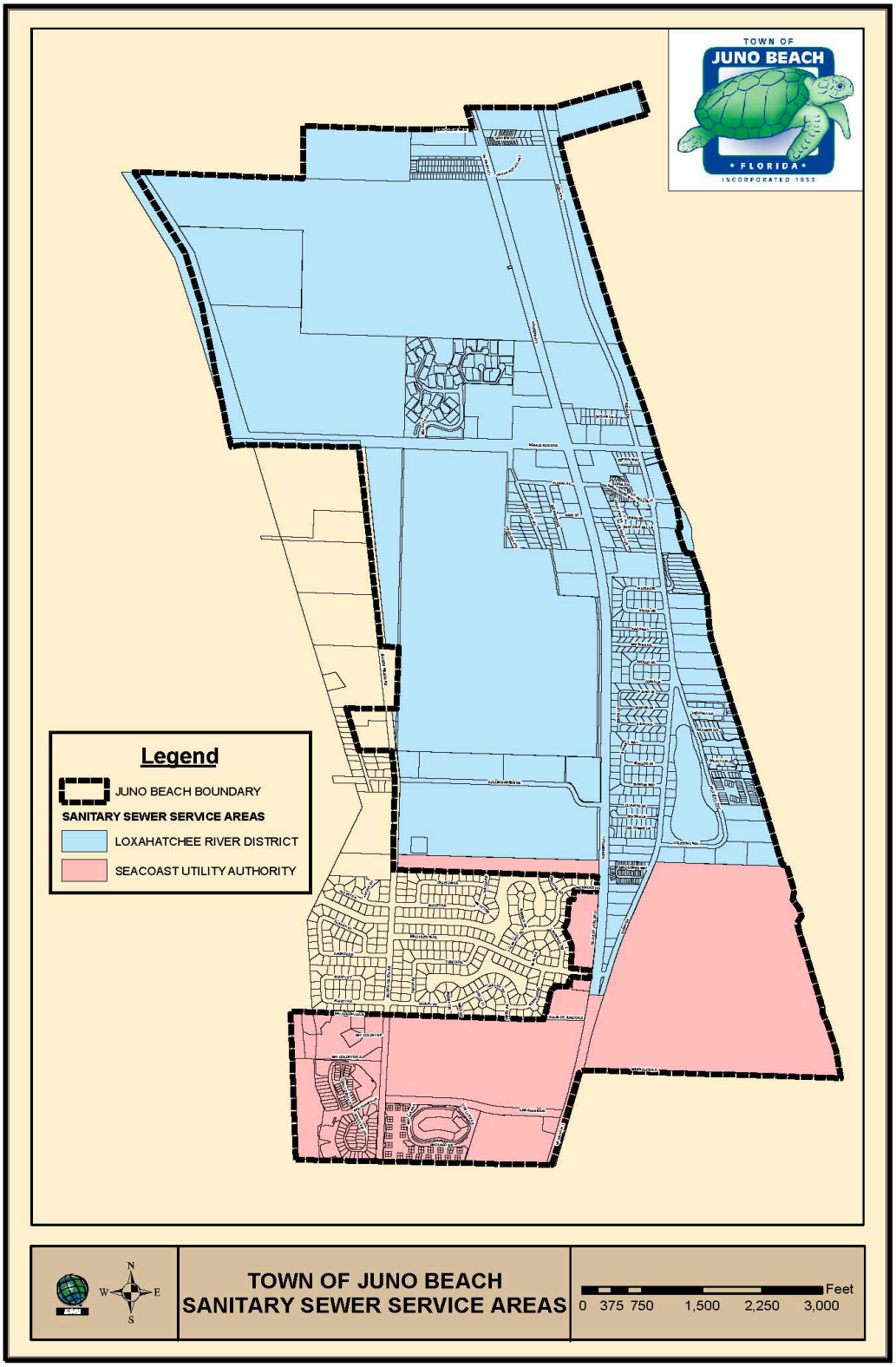

TOWN OF
JUNO BEACH
FLORIDA
INCORPORATED 1953
Legend
JUNO BEACH BOUNDARY
SANITARY SEWER SERVICE AREAS
LOXAHATCHEE RIVER DISTRICT
SEACOAST UTILITY AUTHORITY
N
W
E
S
TOWN OF JUNO BEACH
SANITARY SEWER SERVICE AREAS
Feet
0 375 750 1,500 2,250 3,000

Figure 5.2

Water Supply Demand Projections

The Town's potable water LOS is consistent with those established by Seacoast Utility Authority and the Town of Jupiter Water Department. Specifically, those LOS standards are identified below:

Town of Jupiter Water Utilities Department

The Town of Jupiter has established minimum commitments of water supply for residential and commercial/industrial land uses/customers. Those minimum levels of service are:

- 153 gallons per day per capita (residential)
- 100 gallons per day/1000 square feet (commercial/industrial)

Therefore, the Town of Juno Beach has adopted the same level of service for potable water for that area within its corporate limits being served by the Town of Jupiter.

The population being provided potable water service in Juno Beach represents a small percentage of the Town of Jupiter service area population receiving potable water service. In 2020, Juno Beach's population represented only 4.3% of that total, and the percentage is only projected to increase minimally to 4.35% in year 2030 (10-year planning period) and only to 4.4% through 2040. The population projections are shown below as extracted from **Table 3-3** in the "Town of Jupiter 10-Year Water Supply Facilities Work Plan, 2019 Update."

Population and Potable Water Demand Projections

	2020	2025	2030	2040
Juno Beach (portion)	3465 (4.3% of Total)	3536 (4.3% of Total)	3653 (4.35% of Total)	3913 (4.4% of Total)
Total (Jupiter Service Area)	79,974	81,848	83,953	89,090

It is stated in the "Town of Jupiter 10-Year Water Supply Facilities Work Plan, 2019 Update" that water demand projections for the Town of Jupiter service area through 2040 are based on respective population forecasts and assume that the average gross per capita water demand from 2016 to 2018 remains stable through 2040. The Update also illustrates that the annual average raw water demand does not exceed the annual average day combined raw water allocation of 29.84 MGD through the year 2040. It also illustrates that the design treatment capacity of 30.0 MGD is sufficient through 2040 to meet the daily demand with all treatment units in service. Therefore, by virtue of being calculated as part of the overall Town of Jupiter Water Utilities potable water supply service demands, the Town of Juno Beach potable water supply demands portion of the total Jupiter area demand is being met today, and will continue be met during the 10-year planning period and beyond.

Seacoast Utility Authority

Presently, raw water is taken from four surficial aquifer wellfields pursuant to an existing SFWMD water use permit that expires in 2032. The permit allocates 240 gallons per capita day (GPCD) raw water sufficiently to yield Seacoast's 189 gpcd finished water level of service (LOS).

Therefore, the Town of Juno Beach has adopted the same potable water LOS for that portion of Juno Beach served by Seacoast Utility.

Information provided by Seacoast Utility indicates that of their total potable water provided and consumed within their service area, Juno Beach properties only consume approximately 2% of the demand. Existing treatment and pumping capacity for the entire Seacoast service area exceeds current build-out demand projections. Therefore, the Juno Beach portion of the demand is being met today and will continue to be met during the 10-year planning period and beyond.

Based on the information provided above, both the adopted Town of Jupiter Water Utilities 10-year Water Facilities Supply Plan and the Seacoast Utility Authority approved Consumptive Use Permit and information provided to the Town, concludes that there are adequate capacities to serve the projected Juno Beach population demand for at least the required 10-year period of this Plan. Neither the Town of Jupiter Water Utilities Department or Seacoast Utility Authority have any planned capital improvements within the corporate limits of the Town of Juno Beach in their 5-year schedules of improvements.

Water Supply Source and Project Identification

As previously identified, central potable water supply is provided to the Town of Juno Beach by both Seacoast Utility Authority and Jupiter Water Department.

Seacoast Utility Authority currently operates two fully interconnected lime softening water treatment facilities with a total treatment capacity of 30.5 million gallons per day (MGD). In 2014, Seacoast completed a $75 million replacement, lime softening capacity with a single centralized 30.5 MGD membrane treatment plant. The facility includes 26.0 MGD of nanofiltration capacity to treat surficial aquifer water sources; 3.5 MGD of low pressure reverse osmosis capacity to treat the more brackish Floridan aquifer water, and 1.0 MGD of surficial aquifer bypass water.

Jupiter Water Utilities Department operates a water system that is fully comprised of membrane water treatment technologies. The treatment system utilizes both Surficial Aquifer (fresh ground water) and Floridan Aquifer (brackish ground water) as its raw water supply. The Surficial Aquifer supply is treated through nanofiltration, while the brackish Floridan Aquifer is processed through reverse osmosis. Each plant is capable of producing one half of the system's 30 MGD rated capacity. There is one plant located within the Town of Juno Beach.

Comprehensive Plan Element Updates

Potable water supply, urban water conservation and reuse are all stressed as important issues of

the SFWMD Lower East Coast Water Supply Plan and individual Water Supply Facilities Plans. The following OBJECTIVES and Policies are either contained in, or proposed for inclusion in, this Comprehensive Plan. They are pertinent to, and directly relate to, the water supply, conservation and reuse issues. They are identified by the Comprehensive Plan element herein.

FUTURE LAND USE

Policy 4.2: The Town shall coordinate with the Town of Jupiter Water Utilities Department or Seacoast Utility Authority, as appropriate, to review all future proposed land use change applications to ensure the availability of adequate water supplies.

Policy 4.3: The Town shall include the Town of Jupiter Water Utilities Department or Seacoast Utility Authority, as appropriate, in the site plan review and land development process of all proposed development subject to these processes to ensure that water supplies are available to service that development.

INFRASTRUCTURE

*See new and revised Objectives and Policies listed above in this Infrastructure Element.

CONSERVATION

OBJECTIVE 2: To protect and conserve potable water supplies**.**

Policy 2.2: Continue to cooperate with the South Florida Water Management District in the conservation of potable water supplies during periods of drought, declared water shortages, or water shortage emergencies, by supporting the District's Water Shortage Plan.

Policy 2.4: Participate in the formulation and coordination of the implementation of potable water conservation programs developed by the Town of Jupiter Water Utilities Department and Seacoast Utility Authority as part of their respective Water Supply Plan and Consumptive Use Permits.

Policy 2.5: Cooperate with the Town of Jupiter Water Department and Seacoast Utility Authority in the development and implementation of water reuse programs, to the extent that they are applicable to Juno Beach.

INTERGOVERNMENTAL COORDINATION

OBJECTIVE 1: Maintain planning coordination with adjacent municipalities, Palm Beach County, the Palm Beach County School Board and current municipal service providers.

Policy 1.12: Require all applicants for development approval to procure written confirmation from the applicable water supplier, of availability of potable water service, prior to the issuance of a building permit.

Policy 1.13: At the time of each required Evaluation and Appraisal Report (EAR), confirm the availability of potable water service consistent with the SFWMD Water Supply Plan and the Town of Jupiter Water Utilities, and Seacoast Utility Authority's respective Water Supply

Facilities Plans.

Policy 1.14: The Town shall request the Town of Jupiter Water Utilities and Seacoast Utility Authority to provide assurances that there will be adequate potable water supply allocations available to meet future projected growth and development in Juno Beach, either through interlocal agreement, Ordinance, or other effective means.

Policy 1.15: Require coordination of the Town of Juno Beach "10-Year Water Supply Facilities Work Plan" with the Town of Jupiter Water Supply Facilities Plan, Seacoast Utility Authority's plans and the South Florida Water Management District's Lower East Coast Regional Water Supply Plan and future updates to these Plans

CAPITAL IMPROVEMENTS

The purpose of the Capital Improvement Element and the five-year Schedule of Improvements is to identify the capital improvements necessary to implement the Comprehensive Plan and ensure that adopted LOS standards are achieved and maintained for concurrency-related facilities. If LOS standards cannot be met, the local government must deny applications for development orders and permits until the deficiency is addressed. The Schedule of Improvements must address deficiencies. As previously revealed, there are no capital improvements within the Town of Juno Beach to the potable water distribution systems planned by water suppliers, identified within their 5-year planning period; therefore, none appear in the Town's CIE Schedule of Improvements**.**

CONSERVATION

GOAL: "A quality natural environment which protects, conserves, restores, maintains and enhances the natural resources of the community, and which is compatible with Juno Beach."

Objective 1: The Town shall maintain and update when necessary, a program to protect, enhance and improve the water quality of surface waters (e.g. Pelican Lake) within the Town's jurisdiction.

Policy 1.1: Continually pursue efforts to improve the water quality in Pelican Lake by providing aeration, planting and maintaining littoral zones, and clean-up of the lake, as well as efforts identified with the overall management plan for Pelican Lake.

Policy 1.2: Work cooperatively with the applicable environmental agencies and entities to improve the environmental qualities, wetland functions, and stormwater management of Pelican Lake.

Policy 1.3: Future development around surface water bodies, including Pelican Lake, under the Town's jurisdiction should be limited to uses of land that do not degrade water quality below acceptable water quality standards.

Policy 1.4: The Town shall commit the necessary resources to maintain and conserve the environmental integrity of Pelican Lake.

Policy 1.5: Utilize the services of The Florida Fish & Wildlife Conservation Commission, Federal wildlife agencies or approved supplier, if stocking of Pelican Lake with fish becomes a desirable situation.

Policy 1.6: Strive to minimize direct or indirect stormwater runoff that may degrade the quality of surface waters through the Town's continued participation in the NPDES (National Pollution Discharge and Elimination System) Stormwater Permitting Program.

Objective 2: To protect and conserve potable water quality and supply.

Policy 2.1: Promote and institute, where practical, water conservation techniques and programs in cooperation with the South Florida Water Management District and other appropriate agencies and jurisdictions.

Policy 2.2: Continue to cooperate with the South Florida Water Management District in the conservation of potable water supplies during periods of drought, declared

water shortages, or water shortage emergencies by supporting the District's Water Shortage Plan.

Policy 2.3: Participate in the formation and coordinate in the implementation of potable water conservation programs developed by the Town of Jupiter Water Utilities Department and Seacoast Utility Authority as part of their respective Water Supply Plan and Consumptive Use Permits.

Policy 2.4: Cooperate with the Town of Jupiter and Seacoast Utility Authority in the development and implementation of water reuse programs, to the extent that they are applicable to the Town of Juno Beach.

Policy 2.5: The Town shall revise the level of service standards, as appropriate, at the time of each Evaluation and Appraisal Report (EAR) based Comprehensive Plan Amendment, or as deemed necessary, which are aimed at conserving the potable water supplies.

Policy 2.6: Cooperate with the Town of Jupiter Water Utilities and Seacoast Utility Authority to ensure the highest quality drinking water supplies, and safe effective delivery and conveyance of drinking water to the residents of Juno Beach.

Objective 3: To protect and maintain a level of air quality that, at a minimum, complies with federal, state, and regional pollution control standards.

Policy 3.1: Support the efforts of local, state and federal pollution control agencies to monitor air quality in Juno Beach and surrounding areas, and coordinate and cooperate with these agencies in order to ensure appropriate local input.

Policy 3.2: Support the efforts of the Palm Beach County Transportation Planning Agency (TPA) and Health Department in the reduction of air pollution resulting from vehicular use.

Policy 3.3: Regulate the open burning of trash, garbage, vegetative debris and other materials within Juno Beach.

Policy 3.4: Continue to utilize the Site Plan review process contained within the Town's zoning regulations to ensure that future development and redevelopment meets or exceeds air quality set by Palm Beach County Health Department.

Policy 3.5: Promote the use of energy-efficient vehicles during the Site Plan review process for both private and public uses.

Objective 4: The Town shall continue to provide for the protection and preservation of at least 50% of the native vegetative communities consistent with its Landscaping

and Site Plan Review requirements of the Town's zoning regulations and Florida Friendly Landscaping regulations.

Policy 4.1: Review plans for future construction and development for compatibility with natural landscape qualities, native vegetation communities and habitats existing within the Town.

Policy 4.2: Continue to require the preservation, conservation and priority use of native vegetation in Juno Beach.

Policy 4.3: Cooperate with the Town of Jupiter, adjacent municipalities, and Palm Beach County in an effort to protect and conserve unique vegetative communities that are common to and between jurisdictions.

Policy 4.4: Continue to provide protection and conservation of the integrity of the coastal dune by maintaining regulations and procedures that prevent the deterioration of the vegetation and structural quality of the coastal dune through the Town's zoning regulations.

Policy 4.5: Support the conservation of the Atlantic beach area and coastal resources within Juno Beach.

Policy 4.6: Develop regulations, as necessary and appropriate, that best conserve the upland, coastal and wetland vegetative communities existing in Juno Beach.

Policy 4.7: Protect plants and vegetative communities that are endangered or threatened and species of special concern from future development.

Policy 4.8: Coordinate with Palm Beach County, Florida Inland Navigation District (FIND), and State park officials to ensure that any park improvements are sensitive to vegetative/wildlife/marine habitats.

Policy 4.9: The Town shall enforce its Coastal Construction Control Line (CCCL) along the Atlantic beach properties (that is more restrictive than the State CCCL), and that prohibits construction that would threaten the stability of the dune systems of the beach.

Objective 5: The Town shall maintain and continue the implementation of the Palm Beach County Sea Turtle Protection Ordinance, by regulating activities that disrupt turtle nesting and by requiring minimum preservation standards for upland wildlife habitats, adopting provisions of the Palm Beach County Mangrove Protection Ordinance and requiring the submittal and review of environmental impact studies as part of the development review process.

Policy 5.1: Develop regulations, as necessary and appropriate, that conserve wildlife habitats supporting diverse plant and animal life.

Policy 5.2: Protect endangered and/or threatened wildlife habitats from future development.

Policy 5.3: The Town shall strictly enforce the Palm Beach County Unified Land Development Code (ULDC), Sea Turtle Protection and Sand Preservation Ordinance in an effort to protect all Sea Turtles.

Policy 5.4: The Town shall prohibit the use of motorized vehicles and bicycles (except for maintenance monitoring and policing purposes) on the beach areas in an effort to protect turtle nesting sites.

Objective 6: To ensure that land development and land use activities are compatible with the environmental characteristics of Juno Beach County, State and Federal management plans.

Policy 6.1: Cooperate with developers especially in the preliminary stages of construction and development, and monitor development activity to ensure that environmental features are not degraded or depleted.

Policy 6.2: The Town shall coordinate closely with County, State, and Federal agencies to ensure that applicable environmental protection regulations are enforced.

Policy 6.3: Maintain and enforce land development regulations so that development is planned in accordance with natural characteristics of the land such as slope, elevation, drainage patterns and native vegetation.

Policy 6.4: Protect the primary dune and beaches from any encroachment by structural developments or removal or disruption of native vegetation.

Policy 6.5: Require all future development in the Town to accommodate the natural environment, giving special attention to topographic characteristics.

Policy 6.6: Preserve the low areas in Town either as lakes or drainage easements in any plans for development.

Policy 6.7: Encourage the use of renewable energy such as solar sources of electrical power.

Policy 6.8: Continue to monitor and maintain, as necessary, the conservation of natural resources under the jurisdiction of the Town.

Objective 7: The Town shall amend its Code of Ordinances to provide for the future protection and conservation of fisheries, native vegetation, wildlife and marine

habitats by regulating development and redevelopment that may directly or indirectly threaten these natural resources.

Policy 7.1: Continue to promote the preservation of natural vegetation, wildlife, and marine resources by requiring that future development which has the potential for disruption of these resources submit environmental impact studies as part of the development review process.

Policy 7.2: The Town shall maintain and continue the implementation of the Environmentally Sensitive Lands Ordinance to ensure the future preservation of sensitive and valuable habitats and vegetative communities.

Policy 7.3: The Town shall maintain a hazardous and toxic substances disposal ordinance.

Policy 7.4: Ensure the proper management of native wildlife and vegetative communities including endangered, threatened, and species of special concern. Request the assistance from the Florida Fish and Wildlife Conservation Commission, FDEP, and other applicable agencies, in the implementation of recovery programs for State and Federally-protected plant and animal species as part of development plans (for sites of five acres or greater; or, for sites less than five acres, if identified by State or Federal agencies).

Objective 8: The Town will protect and conserve mangroves and wetlands to ensure that there will be no net loss of the existing wetlands within the Town. The following policies shall apply to all wetland areas (including mangroves).

Policy 8.1: Mangrove and wetland areas within the Town shall be deemed environmentally sensitive, in recognition of their many natural functions and values, and, to further the public interest, shall be protected from incompatible land uses. The Town shall afford protection to all wetlands.

Policy 8.2: The definition of mangroves and wetlands to be used for regulatory purposes by the Town shall be the most comprehensive definition of the definitions of wetlands used by the South Florida Water Management District, the Florida Department of Environmental Regulation and the U.S. Army Corps of Engineers. Representative of these agencies will be contacted for assistance in identifying the location of all wetland areas within the Town.

Policy 8.3: The location of the landward edge of mangrove and wetland areas shall be identified at the time of site development review on a site-by site basis. The Town shall not issue a development order or building permit for a parcel until all wetland areas on that parcel or impacted by the proposed development have been identified and located.

Policy 8.4: No development, including residential development, shall be permitted within mangrove and other wetland areas unless project alternatives, such as transfer

of residential density to upland areas that would avoid mangrove and wetland impacts are unavailable, and sufficient mitigation is provided by the applicant to offset adverse impacts. For purposes of this policy, sufficient mitigation is as required by Florida Administrative Code Rules 62-342.100 through 62-342.850. It is intended that all standards in these citations are to apply to all new development and redevelopment, regardless of whether the development requires a dredge and fill permit from a State or Federal agency.

Policy 8.5: No dredging or filling shall be permitted within mangrove and wetland areas in the Town unless project alternatives that would avoid mangrove and wetland areas are unavailable and sufficient mitigation is provided by applicant to offset adverse impacts. For purposes of this policy, sufficient mitigation is as required by Florida Administrative Code Rules 62-342.100 through 62-342.850. It is intended that all standards in these citations are to apply to all new development and redevelopment, regardless of whether the development requires a dredge and fill permit from the Florida Department of Environmental Regulation.

Policy 8.6: In conjunction with a permit issued by the Florida Department of Environmental Protection (DEP), elevated piers, docks, and walkways of no more than five (5) feet in width are allowed within mangrove and wetland areas in the Town.

Policy 8.7: Within mangrove and wetlands areas, all piers, docks and walkways shall be constructed on pilings.

Policy 8.8: Bulkheads and seawalls shall be permitted only to stabilize disturbed shorelines or to replace deteriorated existing bulkheads and seawalls.

Policy 8.9: Drain fields for septic tanks and graywater shall not be permitted in mangrove and wetlands areas.

Policy 8.10: A buffer zone of native upland edge vegetation around mangrove and wetland areas is required in order to protect the wetland areas from impacts of adjacent development, including stormwater runoff. The buffer zone shall consist of perseveration native vegetation, including canopy, understory and ground cover. If there is no native vegetation on the site, then a planted vegetative buffer shall be required. The buffer zone shall begin at the upland limit of any mangrove or wetland area and shall be no less than twenty-five (25) feet wide at any point, unless it is demonstrated that a narrower buffer will be sufficient to prevent degradation of water quality, degradation of biological productivity and decrease in the diversity of plant and animal habitats or otherwise prevent the degradation of the existing wetlands system. For example, a narrower buffer, in combination with other stormwater management techniques, can be used to meet this requirement.

Policy 8.11: Alteration of mangrove and wetland areas by chemical defoliants shall not be permitted. Any mangrove or wetland area that serves as an active nesting site or as a resting or breeding area for a colony of birds shall not be altered.

RECREATION AND OPEN SPACE

GOAL: An integrated system of recreation and open space areas that encourages sustainability of the town's recreation and open spaces including its significant natural resources such as state and county conservation areas, Atlantic Ocean Beaches, municipal park system and playgrounds to which public access is provided.

Objective 1: To ensure that parks and recreation facilities are adequately and effectively provided within Juno Beach through the coordination of both private and public resources. This shall be accomplished through the site plan review and land development processes.

Policy 1.1: The town shall maintain, improve and beautify, where necessary, the facilities at Kagan Park, Old Town Hall Park and Pelican Lake Park.

Policy 1.2: The Town shall coordinate with and encourage Palm Beach County to maintain and improve, when necessary, the facilities and amenities provided at Juno Dunes Natural Area, Juno Beach Park / Pier, and Loggerhead Park and support the Loggerhead Marine Life Center located at that park facility.

Policy 1.3: Utilize the following definitions and standards for "neighborhood" and "community" parks which shall meet the current and future needs of all age groups in the Town.

Neighborhood Parks – Small park areas, usually less than five acres, that serve neighborhood-type recreational needs. These parks generally provide playgrounds, small courts, and open space for use by all age groups. Small passive parks with walkways, benches, and landscaping are also represented in this category.

Community Parks – These are primarily active recreational areas, usually greater than fifteen (15) acres in size, that serve multi-neighborhood recreational needs. These parks are user-oriented with facilities such as playgrounds, lighted multi-purpose courts and ballfields, recreation centers, and, if size permits, picnic and passive areas. Community Parks have service areas of about 2.5 miles and where feasible, should be planned adjacent to middle or high schools in order to enhance their overall recreational value.

Policy 1.4: Development of a functional active and passive recreation and open space system that contributes to the health and welfare of the residents, links vital natural resources, and supports a high quality of life.
Utilize the following as guideline standards for "active" and "passive" recreational activities:

Active (User-Oriented):

Recreation Activity	Standard (Unit/Pop.)
Tennis	1 court/2,000
Basketball	1 court/2,000
Bocce	1 court/5,000
Shuffleboard	1 court/5,000
L.L. Baseball	1 field/3,000
Sr. Baseball	1 field/6,000
Adult Softball	1 field/6,000
Football/Soccer	1 field/4,000
Exercise Trail	10 Station/10,000
Handball and Racquetball	1 court/5,000
Playground	1 area/3,000
Volleyball	1 court/6,000

Passive (Resource Oriented):

Recreation Activity	Standard (Unit/Pop.)
Picnicking	1 acre/6,000
Fishing (non-boat)	1 site/5,000
Hiking/Nature Trail	1 mile/10,000
Bicycling	1 mile/5,000

Policy 1.5: As part of the development approval process, the Town shall encourage private recreational opportunities to be provided and continued by the private condominiums and enterprises to supplement the public park and recreation areas provided by The Town of Juno Beach.

Objective 2: To provide public access opportunities to open spaces, recreational facilities, cultural and natural reservations throughout the Town which are connected into a cohesive, interrelated overall system.

Policy 2.1: Continue to develop and maintain a public open space and use areas program that: defines what constitutes such areas; that identify and prioritize such project areas throughout Town, and that provide for an integrated system of linkages and interconnections within Juno Beach, as well as to adjacent areas and potential annexation areas of the Town.

Policy 2.2: The Town shall maintain community appearance standards and criteria for development of its public open space and use areas.

Policy 2.3: The town shall emphasize and diligently pursue the landscape, beautification and improvement programs for Pelican Lake and surrounding areas.

Policy 2.4: Maintain, enhance and improve, where necessary, the bicycle path and bicycle lanes that connect the Town's Park and recreational system.

Policy 2.5: The Town as part of its long-term planning, shall continue to provide a complete sidewalk system throughout the Town that is integrated with other public open space and use areas in Town, and which promotes safe pedestrian movement in and around Juno Beach. Minimum standards for sidewalks should be maintained and incorporated into a community appearance and/or other appropriate land development code.

Policy 2.6: Investigate the potential use of existing local road rights-of-way that have not been developed or that have limited access use for linear parks or pedestrian walkways.

Policy 2.7: Investigate the possibility of dedicating private roads to the Town and using said rights-of-way for vehicular and pedestrian uses.

Objective 3: Provide access to the public beaches and shores within Juno Beach, and provide for the preservation and maintenance of the public beaches and shores.

Policy 3.1: The Town shall maintain, enhance and beautify, when necessary, the existing access areas to all public beach areas.

Policy 3.2: Promote dune walkovers to beach areas for better access and preservation of the dune system. Coordinate this with private enterprise, where possible.

Policy 3.3: As applicable, maintain the beach area and support beach restoration and renourishment projects, when needed.

Policy 3.4: Provide public education about the importance of dune vegetation, the protection of dune preservation and support beach cleanup events.

Objective 4: To ensure the adequate provision of parks, recreation and open space areas in Juno Beach through a strong public/private coordination interaction.

Policy 4.1: Work with landowners/developers in the early stages of planning and design of areas, to improve existing deficiencies in park and recreation facilities. Provide park and recreational areas and the necessary public access to these areas, as needed, for the general public.

Policy 4.2: The town shall coordinate and work closely with landowners/developers to encourage participation of private enterprises in the beautification and improvement of public recreation and open spaces and use areas within Juno Beach, and public accesses to them (e.g., sidewalks, bicycle paths, pedestrian walkways).

Policy 4.3: Establish methods for obtaining land(s) to increase the community and neighborhood recreational facilities within the limits of Juno Beach.

Policy 4.4: The Town shall consider land donations from property owners and financial contributions from the private sector for the development of recreational opportunities.

COASTAL MANAGEMENT

GOAL: A coastal area that preserves the integrity of natural coastal features and resources, while providing for the general health and welfare of Juno Beach citizens and protection from natural threats (e.g., storms and other natural disasters, and/or peril of floods).

Objective 1: The Town shall provide for the conservation, enhancement, and maintenance of existing coastal resources by incorporating restrictive measures into the land development review process.

Policy 1.1: Prohibit development and redevelopment in the coastal area that will adversely impact the beach and dune system, mangroves, the estuarine environment, surface water bodies under the Town's jurisdiction (e.g. Pelican Lake), and other natural resources such as marine and wildlife habitats.

Policy 1.2: Preserve unique, physical features in future development and redevelopment of the coastal area in Juno Beach.

Policy 1.3: The Town shall maintain a list of invasive plant species (e.g., exotic and/or other vegetative species that are detrimental to the coastal environment), and require that said species be removed from the Town's coastal area and coastal high hazard area at the cost of the property owner. Further, property owners shall be required to replace those species with appropriate native coastal dune vegetation, which is necessary to stabilize and preserve those areas.

Policy 1.4: The Town shall maintain specific provisions in its landscape regulations to require the restoration and enhancement of coastal resources, including but not limited to estuaries, wetlands, beaches and dunes. The regulations shall provide for the protection of coastal and adjacent upland areas with natural resource or habitat value and establish a program for mitigation.

Policy 1.5: The Town shall maintain land development regulations that provide for the coordination of estuarine protection with other applicable local governments and agencies including review of marina siting, drainage plans, alteration of the shoreline, provisions for public access and concerns related to water quality and habitat protection.

Objective 2: To prioritize future development in Juno Beach with emphasis along the shorelines given to mixed use, residential, recreational, water-dependent and public use purposes.

Policy 2.1: Preserve, develop and improve, when necessary, existing recreational and water-dependent uses in accordance with those identified in the RECREATION AND OPEN SPACE element.

Policy 2.2: The Town shall establish priorities for shoreline uses consistent with level of Service standards identified throughout all the elements of this Comprehensive Plan. These priorities shall be incorporated into the development review process.

Policy 2.3: Conserve existing coastal resources along the Atlantic Ocean by promoting the maintenance and improvement of the beach area, public beach accesses, and areas surrounding surface water bodies under the Town's jurisdiction (e.g., Pelican Lake).

Policy 2.4: Promote unique and low-density residential development in the defined coastal area of Juno Beach in new developments, as well as, limited water-related, non-residential development in selected areas.

Policy 2.5: The Town shall maintain criteria for marina siting consistent with the objectives and policies established in the Comprehensive Development Plan and incorporate these criteria into the development review process for future proposed marinas.

Policy 2.6: The Town shall amend its land development regulations to provide for the required infrastructure necessary to serve development of the coastal area.

Objective 3: The Town shall develop and maintain regulations to ensure that future development along its Atlantic beaches protects the fragile dune system, minimizes the impacts of manmade structures, and restores or alters beaches and dunes while, at the same time, providing for public access in accordance with the level of service standards established in this and other elements of the Plan.

Policy 3.1: Vigorously enforce the Town's 50-foot setback west of the CCCL as adopted by the Town when reviewing primary structures in both new development and redevelopment areas.

Policy 3.2: Prohibit alteration of the beach area and dune system in future development and redevelopment that are in violation of the Coastal Construction Control Lines (CCCL), established by the State, or local regulations, unless it provides necessary access to coastal resources, abates serious and significant beach erosion, and does not significantly impact dune stabilization or marine and wildlife habitats. Beaches and dune alteration/nourishment projects shall be identified in the annual update to the 5-Year Schedule of Improvements with projected costs and sources of revenue.

Policy 3.3: Require the rebuilding of the dune by property owners in areas where it has been damaged or destroyed, at such time as those areas are developed or redeveloped.

Policy 3.4: Require public and private access to the beaches over the dunes only on raised boardwalks (dune walkovers) which do not deteriorate the dune when more than fifteen (15) dwelling units are to be served by such beach access.

Policy 3.5: Erosion control programs to restore and preserve the beaches and dunes shall be supported, but erosion control measures shall be limited to those that do not adversely interfere with normal littoral processes, sea turtle nesting and hatching activities, or negatively impact coastal resources.

Policy 3.6: Prohibit the destruction of any native vegetation along the seaward face of the dunes or on the beaches.

Policy 3.7: Prohibit any motorized vehicles from operating on the dunes or beaches (except for maintenance, monitoring and policing purposes).

Policy 3.8: Regulate the storage, placement or parking of watercraft or other recreational vessels and vehicles on the beach above the mean high water line.

Policy 3.9: Maintain regulations that address the prevention of litter in the beach areas and strictly enforce said regulations.

Policy 3.10: The following level of service standard is adopted for public access to the beach excluding future annexation areas: one (1) public beach access easement for every ¾ mile (3,960 feet) length of beach in the Town shall be provided.

Policy 3.11: The Town shall require that any construction activities seaward of the Coastal Construction Control Lines established in s. 161.053 be consistent with Chapter 161, F.S.

Policy 3.12: New development and redevelopment shall be consistent with, or more stringent than, the flood-resistant construction requirements in the Florida Building Code and applicable flood plain management regulations set forth in 44 C.F.R.60.

Policy 3.13: The Town shall encourage participation in the National Flood Insurance Program Community Rating System administered by the Federal Emergency Management Agency to achieve flood insurance discounts for its residents.

Objective 4: The Town shall amend its land development regulations when necessary, to ensure that development along its estuarine shoreline will not degrade water quality or destroy valuable coastal habitats.

Policy 4.1: Ensure that the water quality is preserved in a high quality where the estuarine shoreline is developed or redeveloped.

Policy 4.2: In the development or redevelopment of the estuarine shoreline, ensure that natural conditions are restored or enhanced.

Policy 4.3: In an effort to maintain water quality standards and improve the estuarine environmental quality, the Town shall maintain landscaping regulations that promote the use of vegetation to help filter stormwater pollutants.

Objective 5: To provide for public access to the Atlantic Ocean Beach and Intracoastal Waterway shoreline consistent with the public need.

Policy 5.1: Consider acquisition by purchase or other means, when available, private accesses to the beach and shoreline areas for public use and access to these areas.

Policy 5.2: Work with developers/landowners in new developments or in redevelopments, of existing areas within the coastal area to provide public access to the beach and shoreline. The Town shall incorporate into the development review process provisions for the dedication or improvement of public access easement for future development of the shoreline. The required dedications shall first be deemed consistent with and necessary to maintain the adopted Level of Service standard for public access.

OBJECTIVE 6: To limit public expenditure of funds that subsidize development in the Coastal High Hazard Area (CHHA), except for restoration or enhancement of natural resources. Coastal High Hazard Area (CHHA) is an area particularly vulnerable to the effects of coastal flooding from tropical storm events and is the area below the elevation of the category 1 storm surge line as established by a Sea, Lake, and Overland Surges from Hurricanes (SLOSH) computerized storm surge model.

Policy 6.1: Prohibit the location of infrastructure in the Coastal High Hazard Area and prohibit the expenditure of public funds for infrastructure in said locations.

Policy 6.2: Solicit Palm Beach County to discourage expenditure of public funds in the expansion to that portion of road A-1-A located within the Coastal High Hazard Area.

Policy 6.3: Inventory and identify all reimbursable improvements in the Coastal High Hazard Area that are potentially eligible for funding under provisions of the Federal Disaster Assistance Plan. The Town should map such reimbursable improvements for identification purposes.

Policy 6.4 The Town shall restrict future development in the Coastal High Hazard Area (see Figure 9-1) through regulation of building practices, prohibiting encroachment on the dune system, providing for flood protection measures and

limiting public expenditure for infrastructure in the coastal area to those necessary to protect the general health, safety and welfare of the public.

Objective 7: The Town shall maintain a hurricane evacuation plan that ensures that hurricane evacuation times within the Town will not exceed eight hours, by providing for evacuation assistance for the elderly and needy, coordinating evacuation procedures with other local agencies and providing for the continued maintenance and protection of designated evacuation routes.

Policy 7.1: Identify residents in Juno Beach who require special assistance during emergency evacuation and provide the applicable civil and emergency management agencies with the same.

Policy 7.2: During natural disaster emergencies, provide input to the emergency management center with regard to road conditions, accidents, flooding and other concerns.

Policy 7.3: Coordinate with the County in the implementation of the Palm Beach County Comprehensive Emergency Management Plan (CEMP).

Policy 7.4: The Town shall maintain its landscape regulations to encourage the proper trimming/pruning of vegetation along designated hurricane evacuation routes and provide information related to hurricane preparedness to Town residents.

Objective 8: The Town shall provide for the protection, preservation and sensitive reuse of historic resources by identifying existing structures and areas deemed to have local historic significance.

Policy 8.1: Identify areas in Juno Beach worthy of preserving their unique historical perspective and relationship to the Town that lie within the coastal area.

Policy 8.2: Maintain regulations to preserve such historic areas, and that promote unique development and redevelopment of these areas consistent with environmental qualities of the coastal area.

Objective 9: The Town shall maintain Level of Service standards for development in the coastal area and entire Town, per requirements of the State Planning Law.

Policy 9.1: Level of Service standards shall be met in future development and redevelopment in the coastal area. Future development and redevelopment shall not be permitted in the Coastal High Hazard Area, unless where such redevelopment is necessary for the continued health, safety and welfare of the public.

Objective 10: The Town shall develop a post-disaster plan per the development and redevelopment regulations established within the Town's Code of Ordinances.

Policy 10.1: The Town shall distinguish between immediate repair and cleanup actions needed to protect the public health and safety, and long term repair and redevelopment by abiding by the following criteria and procedures: 1) coordinate with service providers to mobilize crews, contractors and appropriate entities to assess and re-activate essential services (e.g., power, water, sewer, roads, cable, telephone, etc.) as part of the immediate repair and clean-up activities; 2) coordinate with other entities to issue press releases regarding establishment of a hotline for impacted residents to assess post-disaster damages; 3) cooperate and coordinate with FEMA, DEO, and the PBC Department of Public Safety, and Division of Emergency Management to perform inspections of damages; 4) based on the previous activities, have final repair and redevelopment of damaged facilities performed; and 5) the Town shall seek redevelopment funds to offset local costs of post-disaster redevelopment activities.

Policy 10.2: The Town shall identify existing sources of Federal and State funding available for post-disaster redevelopment and provide public information that will assist in determining a facility's potential for redevelopment.

Policy 10.3: The Town shall evaluate the potential for post-disaster redevelopment by developing an inventory of compromised infrastructure, setting redevelopment priorities and distinguishing between cleanup actions and immediate repair.

Policy 10.4: The Town shall evaluate and, where appropriate, incorporate the recommendations of inter-agency hazard mitigation reports into the Comprehensive Development Plan.

Policy 10.5: The Town shall continue to evaluate the potential for redevelopment in areas where unsafe conditions or inappropriate land exist.

Objective 11: To institute and maintain policies which are specifically designed to retain and enhance the existing beach and dune areas within the Town.

Policy 11.1: The Town shall maintain liaisons between the County, State and Federal governments, and special taxing districts regarding programs available to preserve its beaches and coastal dune areas.

Policy 11.2: The Town shall actively seek out such programs on beach/dune preservation.

Policy 11.3: The Town shall actively seek assistance from the County, Special Taxing Districts, State and Federal agencies to obtain funds for beach and coastal dune restoration.

Policy 11.4: This beach and dune preservation and restoration efforts where possible, shall be coordinated with neighboring Towns having similar beach and coastal dune impacts.

Policy 11.5: All beach and dune preservation and restoration efforts shall be melded with existing plans to develop, improve, and provide for public access to Town beaches without harming or impeding the growth of flora on and about the dune areas.

Policy 11.6: The Town shall establish a repository of information at the Town Center on coastal dune related issues such as, but not limited to, regulations, programs, dune preservation and restoration.

Policy 11.7: From time-to-time the Town shall evaluate the status of the dune and beach system in Juno Beach.

Policy 11.8: The Town shall promote beach clean-up programs throughout the year.

Objective 12: The Town shall adopt and implement strategies which increase community resiliency and protect property, infrastructure, and cultural and natural resources from the impacts of climate change, including sea level rise, storm surge, high tide events, changes in rainfall patterns, and extreme weather events.

Policy 12.1: The Town shall participate in the Southeast Florida Regional Climate Change Compact.

Policy 12.2: The Town shall collaborate with Palm Beach County to increase regional resilience by sharing technical expertise, participating in annual summits, assessing local vulnerabilities, advancing agreed upon mitigation and adaptation strategies, and developing joint State and Federal legislation policies and programs.

Policy 12.3 The Town shall coordinate with Palm Beach County, other local governments, and other Federal, State and Regional agencies, and private property owners to develop initiatives and goals to address climate change.

Policy 12.4: To determine the coastal area at risk for flooding, the Town shall rely on the 1-foot, 2-foot and 3-foot sea level rise scenarios and maps identified in the Vulnerability Analysis provided by the Southeast Florida Regional Climate Change Compact. Maps identifying the 1-foot, 2-foot and 3-foot sea level rise scenarios can be found on Figures 9-2, 9-3 and 9-4. Based on these figures, the 1-foot level scenario is projected to occur between 2040-2070, the 2-foot level scenario between 2060-2115 and the 3-foot scenario between 2075-2150. The

1-foot, 2-foot and 3-foot level scenarios will be reviewed every seven (7) years as part of the EAR (Evaluation and Appraisal Report) update process.

Policy 12.5: The Town shall coordinate with the Federal Emergency Management Agency (FEMA) and other applicable Federal, State and Local agencies and review entities to determine appropriate and safe development strategies, and to identify current inappropriate and unsafe development subject to risk from high tide events (Figure 9-5), storm surge (Figures 9-6, 9-7, 9-8, 9-9, 9-10), flash-floods, stormwater runoff and the related impacts of sea level rise as it relates to the Town.

Policy 12.6: Although not currently impacted by the 1-foot, 2-foot and 3-foot sea level rise scenarios, high tide, and storm surge, any areas identified (areas of particular concern) by the Town (i.e., Police Department, Palm Beach County Fire Rescue, and The Waterford) affected by the 1-foot, 2-foot and 3-foot sea level rise scenarios also identified in the Vulnerability Analysis provided by the Southeast Florida Regional Climate Change Compact should be re-evaluated every seven years.

Objective 13: Development and redevelopment in the coastal areas will be based on principle strategies and engineering solutions intended to eliminate inappropriate and unsafe development in those areas.

Policy 13.1 The Town shall educate residents and potential developers of the strategies and engineering solutions, and direct development away from the coastal high hazard areas.

Policy 13.2: Amend the SUPPORT DOCUMENTATION to the Town of Juno Beach Comprehensive Development Plan at least once every five (5) years beginning in Fiscal Year 2019/2020 to include a listing or map of those areas and properties where repetitive loss, as defined by FEMA, has occurred as a consequence of flooding or storm surge.

Policy 13.3: The Town shall use the following provisions as a means to direct construction away from the Coastal High-Hazard Areas:

a. Retain undeveloped lands in the Coastal High-Hazard Areas as public recreational sites or for other nonresidential uses.
b. Provide adequate evacuation routes in the event of an emergency, to include those areas located within the Coastal High-Hazard Areas.
c. All new development and redevelopment seaward of the Coastal Construction Control Line (CCCL) established pursuant to Section 161.053, F.S., shall comply with the requirements of Chapter 161, F.S. and the Coastal Regulations Code of the Town.

Policy 13.4: To reduce risk of life and property from coastal flooding, the Town shall continue to enforce avoidance and accommodation strategies. These strategies

may include: the restoration of vulnerable areas to natural conditions; the acquisition or relocation of "at risk" structures, the elevation of existing structures, structural interior modification/retrofit measures, wet flood-proofing measures, and, dry floodproofing measures.

Policy 13.5: The Town's land development regulations and Building Code shall be consistent with, or more stringent than, the flood-resistant construction requirements established in the Florida Building Code and applicable flood plain management regulations set forth in 44 Code of Federal Regulations (CFR), part 60.

Policy 13.6: Buildings and structures in flood hazard areas not designated as Coastal A zones shall have their lowest floors elevated to or above the base flood elevation plus eighteen inches (18") or the design flood elevation, whichever is higher.

Policy 13.7: The Town shall review every two (2) years beginning in Fiscal Year 2019/2020, the National Flood Insurance Program Community Rating System (CRS) administered by FEMA, to determine whether or not its participation would be beneficial to the Town and its residents.

Policy 13.8: The Town's regulations regarding expansion and reconstruction of non-conforming structures within the Coastal High-Hazard Areas shall specify that non-conforming structures may not be enlarged or altered, except in conformity with the Florida Building Code and FEMA flood restrictions and requirements; and, that any structure destroyed or damaged to an extent of more than fifty (50%) percent of its replacement cost at time of damage, shall not be constructed except in conformity with the Florida Building Code and FEMA flood restrictions and requirements.

Policy 13.10: The Town shall maintain low-impact development design guidelines/standards, that were developed as part of its NPDES (National Pollution Discharge Elimination System) Stormwater Permitting Program, which reduce stormwater management loads and mitigate flooding impacts for new development or redevelopment within the coastal high hazard area determined to be vulnerable to high tide events, storm surge, flash floods, stormwater runoff and related impacts of sea level rise. Continue to implement low-design guidelines and standards identified the Code Review Attachment to the Town of Juno Beach Fiscal Year 17/18 Annual NPDES Report which are aimed at the following:

1) Reduction in impervious surfaces (Ref. Landscape/Open Space Requirements, Zoning Code where Total landscape area is defined as the minimum lot coverage plus impervious area divided by total lot area);

2) The use of swales (Ref. Subdivision and Platting Regulations, 15-10-10 - Swales and Swale Grades; and Zoning Code Sec 34-1084 - Landscape Requirements (d), Sec. 34-1088 - Design, installation, maintenance, irrigation and plant materials standards, and Sec. 34-1307 Landscaping of Streets; and,

3) Stormwater Control (Ref. Article VI. Nonconforming Status, Code of Ordinances.)

INTERGOVERNMENTAL COORDINATION

GOAL: A network of intergovernmental coordination mechanisms that effectively and efficiently addresses issues and needs necessary to implement the Goals, Objectives and Polices of this Comprehensive Development Plan; and, maintains the current character of the Town and the sustainable use of resources.

Objective 1: To maintain planning coordination with adjacent municipalities, Palm Beach County, the Palm Beach County School Board, State and Regional planning agencies, and current municipal service providers.

Policy 1.1: Coordinate, as appropriate, with North Palm Beach, Palm Beach Gardens, Jupiter, Palm Beach County, the Palm Beach County School Board, municipal service providers, the Transportation Planning Agency (TPA), Treasure Coast Regional Planning Council (TCRPC), South Florida Water Management District (SFWMD), and appropriate special districts regarding pending land use amendments and land development decisions within Juno Beach.

Policy 1.2: All relevant information, provisions, and services necessary for review and comment by affected governments shall, upon request, be supplied by the Town.

Policy 1.3: Notify applicable governments of pending planning or development activities on lands adjacent to the Town's limits which are being considered for annexation into the Town. Comments from adjacent jurisdictions shall be formally considered prior to making a land use planning or development decision in these areas.

Policy 1.4: Maintain an official annexation policy using methods and guidelines established by Florida Statutes and Palm Beach County.

Policy 1.5: Keep current with State regulations and requirements for group homes and assisted-living facilities.

Policy 1.6: Support programs that attempt to alleviate countywide housing problems, including the Community Development Block Grant Program and associated activities.

Policy 1.7: Support the Solid Waste Authority of Palm Beach County recycling program within the Town.

Policy 1.8: Work cooperatively with surrounding jurisdictions to provide a compatible traffic control system within the Town and surrounding areas.

Policy 1.9: Formally consider and implement, when appropriate, Goals, Objectives and Policies of the Treasure Coast Regional Planning Council (TCRPC) during the land development decision-making process. The Town should utilize the TCRPC Regional Dispute Resolution Process (RDRP) to resolve conflicts with other local governments.

Policy 1.10: As part of the site plan review procedures in the Juno Beach Comprehensive Zoning Ordinances, and land development process, the Town shall review proposed development for impacts and relationships to adjacent local governments. Comments from adjacent governments regarding proposed development in Juno Beach shall be formally considered prior to making a land use or development decision.

Policy 1.11: Continue the current level of participation in the implementation of the Palm Beach County Housing Department of Housing & Economic Sustainability Action Plan Assistance Plan by updating and executing the current Interlocal Agreement upon request by the Palm Beach County Department of Housing & Economic Sustainability. Continue to participate with other local governments, under the direction of Palm Beach County, to maintain a “fair-share” program to address countywide low and moderate income housing needs.

Policy 1.12: Require all applicants for development approval to procure written confirmation from the applicable water and wastewater service suppliers of availability of water and wastewater service prior to the issuance of a building permit. The developer shall also be required to provide written assurances, prior to issuance of a building permit, that water and wastewater service will be able to be provided to the proposed development.

Policy 1.13: At the time of each required Evaluation and Appraisal Report (EAR), confirm the availability of water service consistent with the SFWMD Water Supply Plan and the Town of Jupiter Water Utilities and Seacoast Utility Authority Water Supply Facilities Plans.

Policy 1.14: The Town shall request that the Town of Jupiter Water Utilities and Seacoast Utility Authority to provide assurances that there will be adequate potable water supply allocations available to meet future projected growth and development in Juno Beach, either through interlocal agreement, Ordinance or other effective means.

Policy 1.15: Require coordination of the Town of Juno Beach "10-Year Water Supply Facilities Work Plan” with the Town of Jupiter Water Supply Facilities Plan, Seacoast Utility Authority's plans and the South Florida Water Management District's Lower East Coast Regional Water Supply Plan, and all future updates to these Plans.

Policy 1.16: Continue participation in the Intergovernmental Plan Amendment Review Committee (IPARC) to review proposed changes to comprehensive plans of adjacent local governments and the plans of other units of local governments providing services, but not having regulatory authority over the use of land.

Objective 2: To coordinate with applicable jurisdictions regarding the prevention of the formation of enclaves, pockets or other undesirable land configurations adjacent to or in proximity to the Juno Beach corporate limits.

Policy 2.1: Actively participate in the comprehensive planning processes of North Palm Beach, Palm Beach Gardens, Jupiter, and Palm Beach County to identify areas in need of annexation.

Policy 2.2: Actively participate in the comprehensive planning processes of Palm Beach County, North Palm Beach, Jupiter, and Palm Beach Gardens regarding the protection of existing land uses in Juno Beach from potential adverse impacts of development on properties in adjacent municipal jurisdictions.

Objective 3: To establish Level of Service standards consistent with those of adjacent local governments and current service providers, while recognizing potential differences in local circumstances.

Objective 4: To coordinate and cooperate with agencies and governments charged with planning responsibilities for infrastructure and services at all levels of government.

Policy 4.1: Periodically evaluate and strengthen existing agreements, as necessary, in mutual aid for fire and police protection, emergency medical services and civil defense planning and preparedness communications.

Policy 4.2: Maintain high standards and responsible performance in the development and execution of interlocal agreements with other jurisdictions.

CAPITAL IMPROVEMENTS

GOAL: The efficient provision of public facilities to residents of Juno Beach which protects investments in, and maximizes the use of, existing facilities, while promoting sustainable development and redevelopment.

Objective 1: To provide capital improvements that correct existing deficiencies, accommodate desired future growth, and/or replace worn-out or obsolete facilities, as indicated in the 5-Year Capital Improvement Plan (CIP) of this element.

Policy 1.1: The Town shall include all projects identified in the elements of this Comprehensive Development Plan that are determined to be of relatively large scale and high cost ($10,000 or greater), as capital improvement projects for inclusion within the 5-Year Capital Improvement Plan. Capital costs shall be defined to include land and improvement costs, including necessary planning, feasibility and/or engineering studies related thereto.

Policy 1.2: The Town shall, as a matter of priority, schedule for funding any capital improvement project in the 5-Year Capital Improvement Plan which is designed to correct existing public facility deficiencies, including renewal and/or replacement.

Policy 1.3: A Capital Improvements Coordinating Committee shall be created, composed of the Town Manager, Finance Director, and operating department heads for the purpose of evaluating and ranking, in order of priority, projects proposed for inclusion in the 5-Year Capital Improvement Plan.

Policy 1.4: Proposed capital improvement projects shall be evaluated and ranked in order of priority, according to the following guidelines:

(a) Whether the project is needed to protect public health and safety, to fulfill the Town's legal commitment to provide facilities and services, to preserve or achieve full use of existing facilities, including replacement or renewal, or eliminate capacity deficits;

(b) Whether the project increases efficiency of use of existing facilities, prevents or reduces future improvement costs, provides service to developed areas lacking full service, or promotes in-fill development,

(c) Whether the project represents a logical extension of facilities and services,

(d) Whether the project can be financed within the current or projected budgetary framework of the town,

(e) Whether the project recognizes and/or implements policies of the various Comprehensive Development Plan elements.

Policy 1.5: The CAPITAL IMPROVEMENTS element, including the 5-Year Capital Improvement Plan shall be reviewed by the Capital Improvements Coordinating Committee on an annual basis, as part of the Town's annual budget procedure. Any revisions and/or amendments to the 5-Year Capital Improvement Plan shall be made at that time.

Objective 2: To limit the expenditure of Town funds for public facilities within high hazard coastal areas, as identified in the COASTAL MANAGEMENT element, to those facilities over which Juno Beach has operational control.

Policy 2.1: The Town shall continue to expend funds in high hazard coastal areas for replacement and renewal of existing public facilities.

Policy 2.2: The Town shall continue to provide and require provision of recreational facilities within high hazard coastal areas by implementing a program providing for pedestrian walkways and dune walkovers.

Policy 2.3: The Town shall continue to expend funds to maintain facilities and services at their existing levels of service, as defined in other elements of this Comprehensive Development Plan.

Objective 3: To require the parties responsible for development and redevelopment to bear a proportionate cost of facility improvements in order to maintain adopted Level of Service (LOS) standards.

Policy 3.1: The Town shall require provision of local street, drainage, water and sewer improvements in any new development.

Policy 3.2: The Town shall require the dedication of public facilities lands, or fees in lieu thereof, as a means of meeting the need for additional General Administrative (including Recreation) and Police capital facilities generated by new residential projects.

Policy 3.3: The Town shall require from new development and redevelopment the payment of General Administrative (including Recreation) and Police Impact Fees as a method of ensuring that such new development and redevelopment bears its pro rata share of the cost of maintaining the adopted Level of Service Standards for General Administrative (including Recreation) and Police facilities.

Objective 4: To manage the Town's fiscal resources to ensure the provision of necessary capital improvements, as per the 5-Year Capital Improvement Plan of this element.

Policy 4.1: Prior to the issuance of certificates of occupancy, the Town shall ensure that all public facilities have been provided to serve development and redevelopment for which development orders were issued.

Policy 4.2: In providing capital improvements, the Town shall limit general obligation debt to an amount equal to or less than 5% of the property tax base.

Policy 4.3: The Town shall annually update the 5-Year Capital Improvement Plan as a part of its budgeting process.

Policy 4.4: Efforts shall be made to secure grants or private funds, whenever available, to finance the provision of capital improvements.

Objective 5: To base decisions regarding the issuance of development orders and permits on the coordination of the development requirements included in this Comprehensive Development Plan, the Town land development regulations, and the availability of necessary public facilities needed to support such development.

Policy 5.1: The Town shall use Level of Service (LOS) standards adopted in the various elements of this Comprehensive Development Plan in reviewing the impacts of new development and redevelopment upon public facility provision.

Policy 5.2: The town shall maintain an Adequate Facilities Ordinance to ensure that, at the time a development permit is issued, adequate facility capacity, meeting or exceeding the Town adopted Level of Service standards, is available, or will be available, concurrent with the impacts of development.

Policy 5.3: The Town's Level of Service (LOS) standard for Police Facilities shall be:

Police Administrative Facilities	868 square feet/1,000 population
Number of Uniformed Officers	One (1) uniformed officer/250 annual calls for service

Policy 5.4: New development and redevelopment orders and permits shall not be denied based upon the Town's Level of Service (LOS) standard for Police facilities. The Police facilities LOS standard shall not be added to the Adequate Facilities Ordinance.

Policy 5.5: Proposed Comprehensive Development Plan amendments and requests for new development or redevelopment shall be evaluated for applicability to the following guidelines, as to whether the proposed action would:

(a) Result in a reduction of LOS standards or contribute to a problem condition, as described in the INFRASTRUCTURE element, and COASTAL MANAGEMENT element,

(b) Exacerbate any existing condition of public facility capacity deficits, as described in the INFRASTRUCTURE element; and RECREATION AND OPEN SPACE element,

(c) Generate public facility demands that may be accommodated by capacity increases planned in the 5-Year Capital Improvement Plan,

(d) Conform to future land uses as shown on the Future Land Use Map of the FUTURE LAND USE element, and public facility availability as described in the INFRSTRUCTURE (SANITARY SEWER, SOLID WASTE, DRAINAGE, POTABLE WATER, AND NATURAL GROUNDWATER AQUIFER RECHARGE) element,

(e) Adversely affect service levels anticipated in State agency facilities plans.

Policy 5.6: Future development and redevelopment shall bear a proportionate cost of facility improvements in order to maintain adopted Juno Beach Level of Service Standards when approval of future development and redevelopment would create a violation of those LOS standards. Proportionate costs are defined to mean 100% of that amount necessary to ensure that Town Level of Service standards are maintained as a result of development approval for those facilities over which Juno Beach has operational control.

Policy 5.7: If public facilities are provided, in part or whole, by the Town, financial feasibility must be demonstrated subject to this element.

Policy 5.8: The Town shall impose Impact Fees on new development for new or expanded General Administrative (including Recreation) and Police facilities. Such Impact Fees shall not exceed a pro rata share of the reasonably anticipated cost of such facilities.

TOWN OF JUNO BEACH
FY 2022 CAPITAL IMPROVEMENT PLAN
October 2021

	Approved FY 2022	Projected FY 2023	Projected FY 2024	Projected FY 2025	Projected FY 2026	5-YEAR TOTAL
FUNDED BY: ONE-CENT SURTAX REVENUE						
Pelican Lake/Community Events Area Improvements	191,750					191,750
Police Vehicle				55,000	55,000	110,000
Town Center Fire Alarm System	25,000					25,000
ONE-CENT SURTAX PROJECTS & EQUIPMENT TOTAL	216,750	0	0	55,000	55,000	326,750
FUNDED BY: AMERICAN RESCUE PLAN ACT						
Backhoe and Aerial Lift (Flexible)	170,000					170,000
Police Vehicle (Flexible)	65,000	65,000	65,000			195,000
Dune Walkover Renovation-Mercury Road-$50k (Flexible)	50,000					50,000
Police - Ruggedized Laptops (Flexible)	35,000					35,000
Celestial/Mercury Rd Stormwater Improvement (Restricted)	75,000					75,000
Universe Boulevard Stormwater Improvements (Restricted)	25,000					25,000
AMERICAN RESCUE PLAN ACT EXPENSE TOTAL	420,000	65,000	65,000	0	0	550,000
FUNDED BY: GENERAL FUND, IMPACT FEES, GRANTS AND OTHER SOURCES						
Buildings and Improvements						
Town Center-Restoration & Maintenance	10,000	30,000	10,000	30,000	10,000	90,000
Generator Replacement (BRIC Grant 100%)	200,000					200,000
Total Buildings and Improvements	210,000	30,000	10,000	30,000	10,000	290,000
Streets and Lighting						
Road Improvements-Overlay, Resurfacing		10,000	0	10,000		20,000
Total Streets and Lighting	0	10,000	0	10,000	0	20,000
Stormwater System						
Stormwater/Drainage (Universe Blvd.-Grant 75/25%)	1,975,000					1,975,000
Stormwater/Drainage		10,000		10,000		20,000
Pelican Lake Amenities-Fountains, Aerators		5,000		5,000		10,000
Total Stormwater System	1,975,000	15,000	0	15,000	0	2,005,000
Parks & Amenities						
Pelican Lake/Community Events Area Improve(LWCF Grant 50%)	191,750					191,750
Dune Walkover Renovation-(Mercury Rd-FRDAP Grant 100%)	50,000		50,000		50,000	150,000
Kagan Park-Playground, Exercise Equipment, (FRDAP Grant)	50,000	5,000		5,000		60,000
Hardscape, Landscape, Irrigation, Sidewalks. Etc.	10,000	10,000	10,000	10,000	10,000	50,000
Total Parks & Landscaping	301,750	15,000	60,000	15,000	60,000	451,750
Vehicles, Heavy Equipment, Off-Road						
P&Z Vehicles			25,000			25,000
Police Vehicles, including emergency light setup		55,000	55,000	55,000	55,000	220,000
Police ATV, Bikes, Off-Road			15,000			15,000
Public Works Vehicles			25,000			25,000
Heavy Equipment, Mowers, Tractors, Repairs, 50H-Pump	28,200	30,000	15,000	10,000	15,000	98,200
Total Vehicles, Heavy Equipment, Off-Road	28,200	85,000	135,000	65,000	70,000	383,200
Computers and Electronics						
Electronics-Desktops, Laptops, Printers, Audio, Video, etc.	35,000	20,000	20,000	20,000	20,000	115,000
Network-Servers, Storage, Switches, etc.	10,000	10,000	10,000	10,000	10,000	50,000
Police - Ruggedized Laptops					25,000	25,000
Police - Radios, Radars, Cameras, etc.	10,000	20,000	20,000	20,000	20,000	90,000
Total Equipment	55,000	50,000	50,000	50,000	75,000	280,000
GENERAL FUND, IMPACT FEES, GRANTS, OTHER	2,569,950	205,000	255,000	185,000	215,000	3,429,950
Total Proposed/Projected Annual Expenditures for One-Cent Surtax, ARPA & GF Impact Fees, Grants, Etc.	3,206,700	270,000	320,000	240,000	270,000	4,306,700

PROPERTY RIGHTS

GOAL: The Town of Juno Beach shall respect judicially acknowledged and constitutionally protected private property rights.

Objective 1: The Town shall ensure that private property rights are considered in local decision making.

Policy 1: The following rights shall be considered in local decision making:

1. The right of a property owner to physically possess and control his or her interest in the property, including easements, leases, or mineral rights.

2. The right of a property owner to use, maintain, develop, and improve his or her property for personal use or for the use of any other person, subject to state law and local ordinances.

3. The right of the property owner to privacy and to exclude others from the property to protect the owner's possessions and property.

4. The right of a property owner to dispose of his or her property through sale or gift.

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: January 28, 2026

Prepared By: Mayor Peggy Wheeler

Item Title: Discussion on Future Development Scenarios

Purpose

- **Ensure informed decision-making:**
  It is important for Council to have current, factual, and professional analyses, particularly regarding traffic impacts connected to future commercial and residential development. Objective professional evaluation is essential for Council to proactively understand development implications before approvals are considered.

- **Background on prior request:**
  A formal traffic-impact review process was first requested around May 2024, but its initiation was postponed pending the completion of the Master Plan, based on the belief that the Master Plan would provide the necessary data.

- **Master Plan limitations and timing:**
  It was noted at that time that the Master Plan would likely not provide the full scope of information required to evaluate traffic issues tied to the Town's residential and commercial buildout. Additionally, with the Master Plan projected finalization still not known, the Town should have a way to address traffic-related concerns with new development applications.

- **Urgency created by the Moratorium expiration:**
  With the Commercial and Mixed-Use Development Moratorium set to expire in approximately two months, Council must be prepared to receive and evaluate new development applications. The Moratorium was enacted specifically to ensure Council had information before it expired, underscoring the need for timely, objective analysis.

Historical Context

Mixed-Use Background

- The Comprehensive Development Plan and Zoning Code permit mixed-use projects with residential components within the Commercial General, Commercial Office, and Medical Commercial Zoning Districts.

- By code, the residential component of a mixed-use project is generally limited to 75% of the gross floor area.

Prior Council Considerations

- 2020 Workshop: Council and the Planning & Zoning Board reviewed the "Juno Point" proposal (Cathy's Beach Connection, Captain Charlie's, and adjacent parcels). The developer presented small residential units (900–1,100 sq. ft.) under the 25% commercial / 75% residential structure allowing 18 units per acre.
- Concerns were raised that smaller units might encourage transient occupancy rather than long-term residency, impacting community character.

2021–2022 Council Action

- In 2021, Council discussed options for regulating mixed-use density and impacts.
    - In 2022, Council adopted Ordinance 747, establishing a 5–25% commercial sliding scale to: Evaluate each site individually for an optimal commercial/residential balance that prevents overburdening the road network.
    - Allow the developer to propose commercial percentages under 25% only if Council retained full control over site plan, architectural review, on-site and off-site improvements, and traffic mitigation.
        - Enable negotiation of public-benefit enhancements such as: Underground parking
        - Enhanced landscaping and architecture
        - Public amenities and site improvements
        - Financial contributions
    - Caretta Project Example: Council secured $500,000 toward Police Department expansion, eliminated US-1 parking, required architectural modifications, mandated public courtyard seating, and required a full-service restaurant, benefits made possible through the sliding-scale authority.

2023 Legislative Change

- Ordinance 765 (2023) permitted an 80% residential component in the Commercial General Zoning District via a site area modification special exception.
- Council cannot dictate the type of commercial uses within a development proposal.

<u>Current Conditions</u>

Retail Inventory

Treasure Coast Planning completed a Retail Inventory Assessment evaluating Juno Beach's existing retail supply, market saturation, and the community's need for additional commercial square footage.

Need for Professional Analysis

To responsibly prepare for renewed development activity, the Town may consider engaging a qualified to evaluate:

1. Development Scenarios

- Analyze potential redevelopment across the Town using various commercial/residential ratios (e.g., 25/75; 20/80; 15/85; 10/90; 5/95; 0/100; 100/0).
- Prepare build-out projections based on staff-identified redevelopment sites.

2. Walkability and Land Use Mix

- Identify characteristics necessary to support walkable communities, including typical retail square-footage. *(Anticipated to be provided by the Master Plan and Safe Streets Study.)*
- Highlight parcels suitable for walkable mixed-use development.

Recommendation

Direct staff on how to proceed.