



## TOWN COUNCIL REGULAR MEETING AGENDA

June 25, 2025 at 5:00 PM

Council Chambers – 340 Ocean Drive and YouTube

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

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

**HOW CITIZENS MAY BE HEARD:** Members of the public wishing to comment publicly on any matter, including items on the agenda may do so by: Submitting their comments through the Public Comments Webform at: [https://www.juno-beach.fl.us/towncouncil/webform/public-comments#\\_blank](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 a comment in-person; or participate from a remote location using Zoom – please contact the Town Clerk at [ccopeland@juno-beach.fl.us](mailto: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.](#) Palm Beach North Chamber of Commerce - Small Business Resources Presentation
- [2.](#) FY 2026 Budget Kickoff Presentation

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

**COMMENTS FROM THE PUBLIC**

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

**CONSENT AGENDA**

- [3.](#) Town Council Meeting Minutes - May 28, 2025
- [4.](#) Town Council Code of Conduct & Quasi-Judicial Procedures Workshop Minutes - June 2, 2025
- [5.](#) Town Council Code of Conduct Minutes - June 4, 2025
- [6.](#) 120 Ocean Drive Silver Buttonwood Donation
- [7.](#) Year to Date (YTD) Financial Statements
- [8.](#) Frenchman's Creek Charities Foundation Grant

**COUNCIL ACTION/DISCUSSION ITEMS**

- [9.](#) Engineering Analysis Report for the Pelican Lake Gazebo
- [10.](#) Resolution No. 2025-10 – Rules of Procedure and Town Council Protocols

**COMMENTS FROM THE COUNCIL**

**ADJOURNMENT**





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**Meeting Name:** Town Council Meeting

**Meeting Date:** June 25, 2025

**Prepared By:** C. Copeland-Rodriguez, MMC, Town Clerk

**Item Title:** Palm Beach North Chamber of Commerce - Small Business Resources Presentation

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**DISCUSSION:**

Caitlyn Bergman, MSW, Director of Strategic Initiatives at the Palm Beach North Chamber of Commerce, would like to share an exciting new partnership with the Small Business Development Center at Florida Atlantic University (FAU). Through this collaboration, valuable resources are now available to support the Town's small and local businesses.

Through a strong partnership with the Small Business Development Center at FAU, they've expanded support for entrepreneurs looking to start and grow their businesses. They've also launched a Local Business Resource Center to meet the evolving needs of our Palm Beach North local business owners.

# Small Business Resources

Palm Beach North Chamber of Commerce  
and  
Small Business Development Center at Florida Atlantic University



**LOCAL BUSINESS  
RESOURCE CENTER**

*Powered by the **Palm Beach North  
Chamber of Commerce***

Chamber



at



**FLORIDA ATLANTIC UNIVERSITY**

**Division of Research**





**Noel Martinez**  
President & CEO  
Palm Beach North Chamber  
of Commerce



PALM BEACH NORTH  
CHAMBER OF COMMERCE

# Chamber Mission & Values

“Foster a partnership of private, public, education, and civic organizations working together to ensure Palm Beach North is Florida’s Prosperity Coast®”



Prosperous  
Economy



High Quality  
of Life



Regional  
Leadership



Resilient &  
Connected Region



**LOCAL BUSINESS  
RESOURCE CENTER**  
*Powered by the Palm Beach North  
Chamber of Commerce*



at



FLORIDA ATLANTIC UNIVERSITY  
Division of Research





# Caitlyn Bergman

Director of Strategic Initiatives  
Palm Beach North Chamber  
of Commerce



# Local Business Resource Center

[www.PBNBiz.com](http://www.PBNBiz.com)

Serves as a centralized hub, providing invaluable support and guidance to entrepreneurs and local businesses.

## One-Stop Hub for:

Step-by-Step Business Startup Guide

Licensing & Zoning Guides

Registration Support

Networking, Mentorship, and Local Programming



**LOCAL BUSINESS  
RESOURCE CENTER**

*Powered by the* **Palm Beach North  
Chamber of Commerce**

# Local Business Resource Center

[www.PBNBiz.com](http://www.PBNBiz.com)

## Resources & Information

Business Plan Guidance

Legal Entity Setup

Municipal Business Support Programs

Tax & Licensing Assistance

Funding Navigation (Loans, Grants, etc.)

Insurance & Risk Management

Cybersecurity & Infrastructure Security

Scan here for more:



**LOCAL BUSINESS  
RESOURCE CENTER**

*Powered by the* **Palm Beach North  
Chamber of Commerce**





**Sandra D. Marin Ruiz, Ed.D.**  
Regional Director  
Small Business Development Center at  
Florida Atlantic University





# Palm Beach North Small Business Development Satellite Center

## Empowering Entrepreneurs and Strengthening the Business Community in Palm Beach North

Palm Beach North businesses can request the following consulting services:

- ✓ Expert & Tailored Business Guidance
- ✓ Targeted Support for Small and Minority-Owned Businesses
- ✓ Mentorship from Seasoned Business Professionals
- ✓ Access to Capital & Financial Resources
- ✓ Networking & Community Connections
- ✓ Resources from Startup to Expansion



at



FLORIDA SBDC HOSTED BY FAU  
DIVISION OF RESEARCH



# SBDC at FAU

The Florida SBDC at FAU is a program of the Small Business Administration and hosted by Florida Atlantic University

Our consultants offer no-cost, one-on-one consultations.

All businesses are welcome: whether you have more than three years with more than five employees or are a pre-venture individual exploring business feasibility, SBDC can help.





FLORIDA SBDC HOSTED BY FAU  
DIVISION OF RESEARCH



## Specialized Services

- Government Contracting
- Capital Access
- International Trade
- Export Marketing
- Disaster Recovery Plans
- Small Business Innovation Center (SBIC) & Small Business Technology Transfer Commercialization (STTR)
- Organization Development (DiSC) Assessment
- Business Tools for Research and Industry Reports

## Network of Partners

- U.S. Small Business Administration
- U.S. Department of Defense
- Florida Department of Commerce
- Florida Division of Corporations

### Register Today!

To access our special, no-cost, one-on-one confidential consulting services, sign up with the Florida SBDC hosted by FAU



[sbdc.fau.edu](http://sbdc.fau.edu)

# Thank You & Questions

## Contacts & Information

PBN Chamber & Local  
Business Resource Center

Caitlyn Bergman

✉ Caitlyn@pbnchamber.com

☎ 561-748-3954

Small Business  
Development Center at FAU

Sandra D. Marin Ruiz

✉ smarinruiz@fau.edu

✉ sbdc@fau.edu

☎ 954-762-5235



at





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**Meeting Name:** Town Council Meeting  
**Meeting Date:** June 25<sup>th</sup>, 2025  
**Prepared By:** E. Alves, CPA, CGFO Finance/HR Director  
**Item Title:** FY 2026 Budget Kickoff Presentation

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**DISCUSSION:**

Please find attached the FY 2026 Budget Kickoff Presentation.

**RECOMMENDATION:**

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

# FY 2025-2026 Budget Kickoff



# New Team, New Budget Process

- With a new Town Manager and new Finance/HR Director, the budget process will be a bit different this year.
- **Increased Town Council Involvement** – We are scheduling individual meetings after this meeting with the Town Manager, Finance/HR Director and each Town Council member to make sure each elected official's views are included in the first budget draft which will be presented in July.
- **Increased Department Involvement** – We are having additional meetings with each Department Director, to make sure the budget includes what each team needs to accomplish their goals.
- **Presentation Changes** – Some of the budget documents may look a bit different then prior years. We are adding in more charts and more color to make it easier to read.
- **Future Goal** – In a few years, we would like to apply for an obtain the GFOA Budget Award.

# Ad Valorem Budget Calendar – What Has Happened So Far

- May 1<sup>st</sup>, 2025 - Official Start of “Budget Season”
- May 2025 - Department Directors compile department budgets with assistance from Finance/HR Team
- May 30<sup>th</sup>, 2025 - Property Appraiser provides preliminary Tax Roll (estimate of total assessed values)
- June 2<sup>nd</sup> - 6<sup>th</sup>, 2025 - Individual Department draft Budget meetings with Finance/Town Manager – Operating, Capital and any Position Changes
- June 23<sup>rd</sup> – 27<sup>th</sup>, 2025 - Individual Department Tentative Budget meetings with Finance/Town Manager – Operating and Capital
- **June 25<sup>th</sup>, 2025 - Town Council Budget Kickoff Presentation**



# Ad Valorem Budget Calendar – Next Steps

Item #2.

- **June 26<sup>th</sup> – July 3<sup>rd</sup> - Town Council individual meetings with Town Manager and Finance/HR Director to go over their vision for the FY 2026 Budget**
- **July 1, 2025 - Property Appraiser provides certification of taxable values**
- **July 8, 2025 - Senior Staff Meeting review of Capital Improvement Plan**
- **July 16, 2025 - Tentative Budget - First draft is available**
- **July 16<sup>th</sup> – July 22<sup>nd</sup>, 2025 - Town Manager & Finance/HR Director individually meet with Town Council members to go over the Tentative Budget**
- **July 23, 2025 - Town Council Meeting, setting of proposed millage rate and confirm public hearing dates**

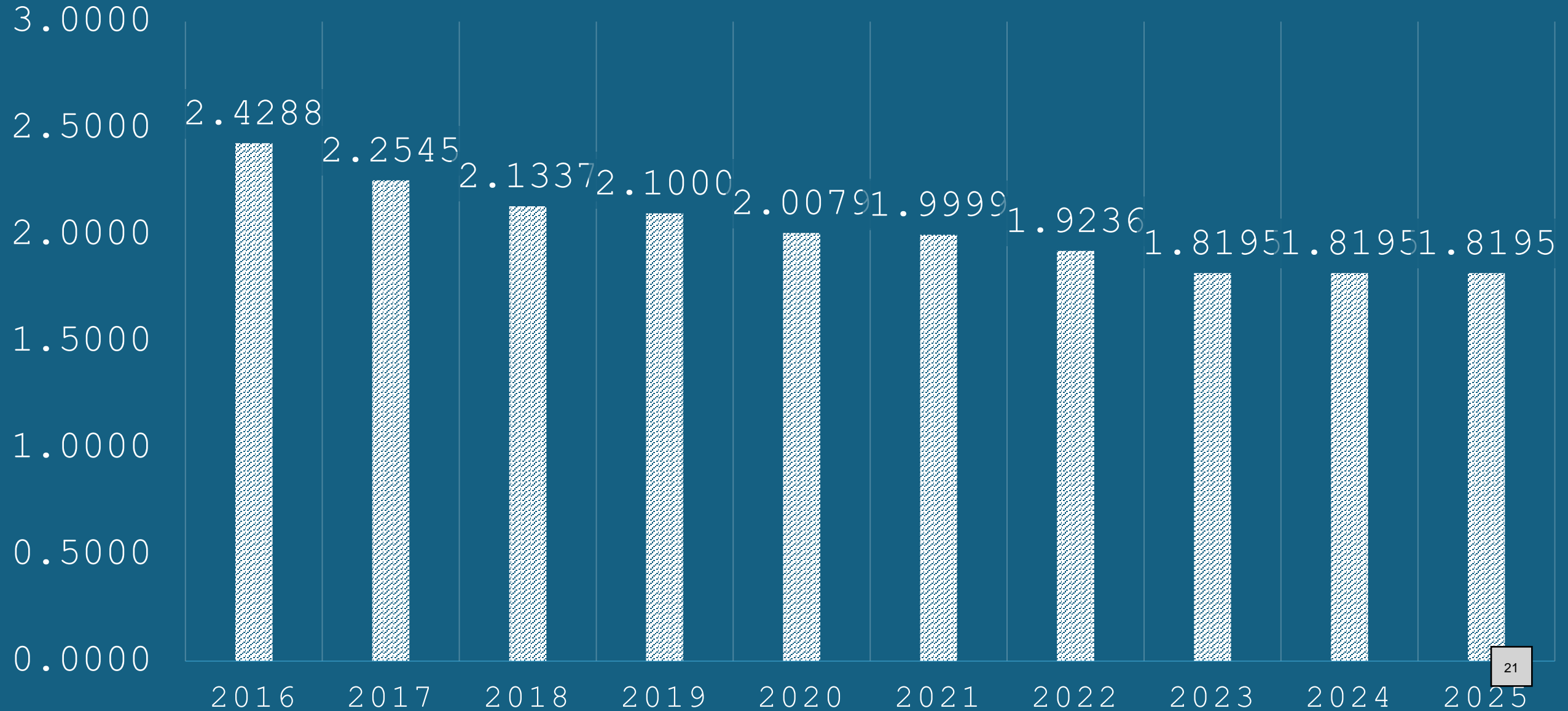
# Ad Valorem Budget Calendar – Future Steps

Item #2.

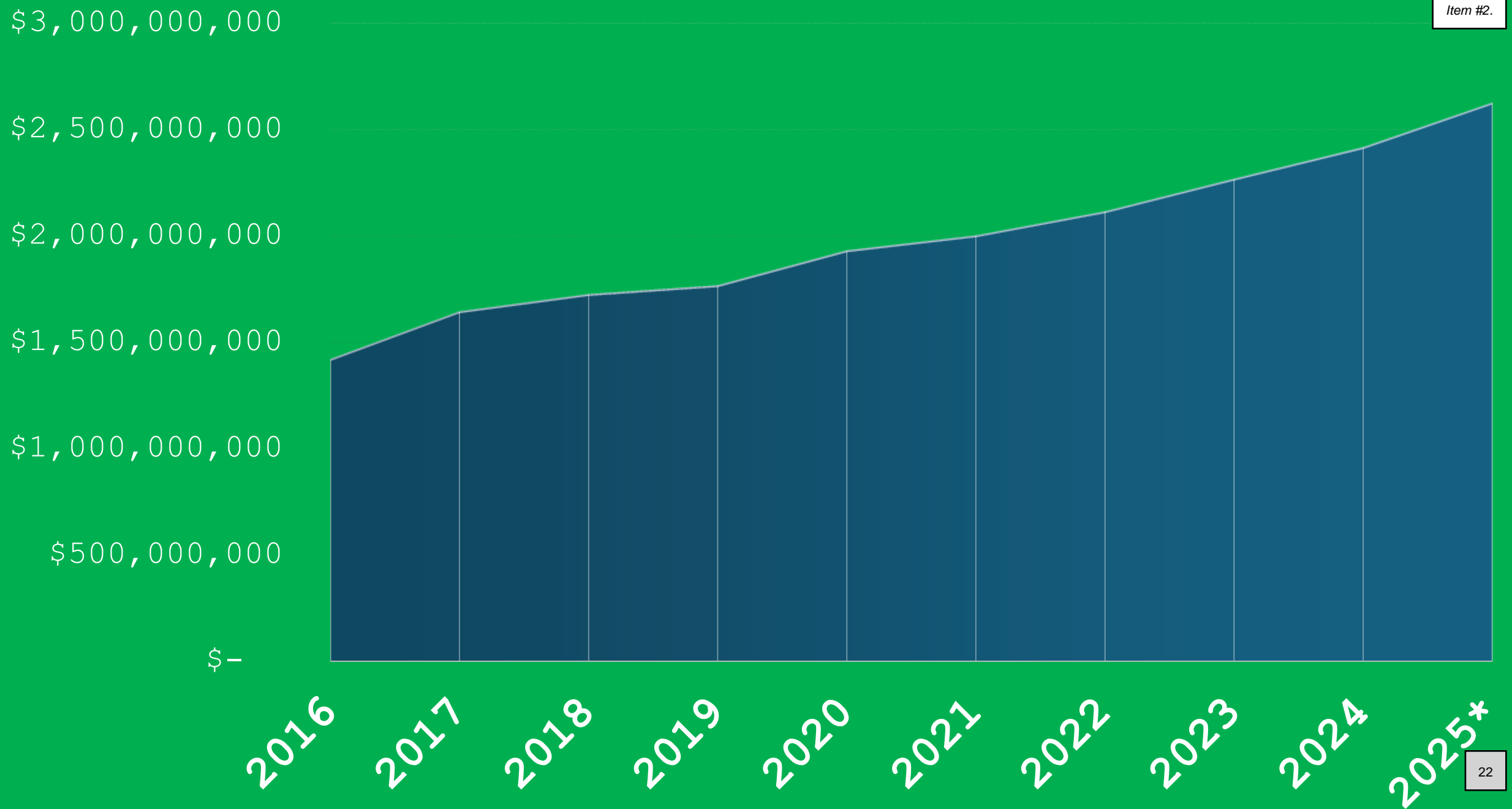
- July 24, 2025 - Finance provides proposed ad valorem rates to Property Appraiser
  - August 27, 2025 - Town Council Meeting , review and modify Proposed Budget
  - September 10, 2025\* - Town Council Meeting, First reading of adopting Tentative Budget, FY 24 Budget amendment, if required, Re-compute 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 submitted to Property Appraiser
  - October 1, 2025 - Start new budget year, Adopted budget posted on website and distributed to departments
- \* Dates are tentative due to County and School Board public hearings

# JUNO BEACH 10 YEAR MILLAGE RATE HISTORY

Item #2.

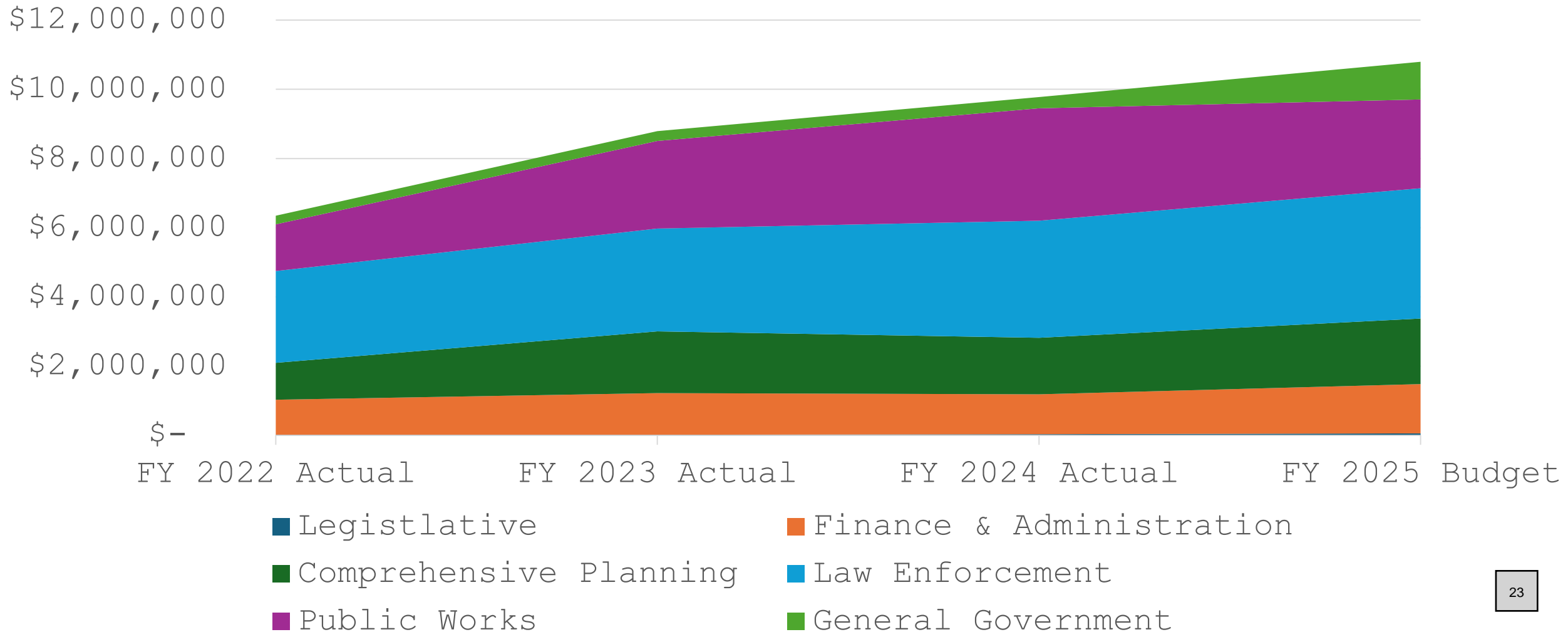


## Total Assessed Value



# Expenditure History by Department (including capital outlay)

Item #2.



# Revenue Trends

- Juno Beach Taxable Property Values are estimated to be up approximately 8.67%. Final estimate will be received from the Palm Beach County Property Appraiser by August 1<sup>st</sup>.
- Palm Beach County One Cent Surtax ending December 2025. The Town received approximately \$305,000 in FY 2025, will only receive about \$75,000 in FY 2026.
- Newly annexed Captain's Key is included in our FY 2026 tax roll, approximately \$100,000 in additional revenue.

# Public Hearing Times – 5:15 instead of 5:00

- Per the Florida Department of Revenue, the two Budget Hearings later this fall can not start before 5:01pm. To comply with this rule, we will be starting the budget hearings at 5:15pm, NOT 5:00pm like the other Town Council meetings.

# In Conclusion

- The first draft of the FY 2026 budget will be presented at the July Town Council meeting.
- I will be reaching out after this meeting to schedule the individual meetings with each council member.
- Any questions?





# TOWN COUNCIL REGULAR MEETING MINUTES

May 28, 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  
FRANK DAVILA, INTERIM TOWN MANAGER  
STEPHEN MAYER, PRINCIPAL PLANNER  
ANDREA DOBBINS, PROJECT COORDINATOR/RISK MANAGER  
LEONARD RUBIN, TOWN ATTORNEY  
CAITLIN E. COPELAND-RODRIGUEZ, TOWN CLERK

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 move consent agenda items #11 and #12 to the end of the agenda.*

## PRESENTATIONS

1. Ceremonial Swearing In – Officer Ethan Curreri
2. Palm Beach County Fire Rescue Annual Report Presentation
3. Employee of the Year – 2024

**MOTION:** *Halpern/Hosta made a motion to recognize Frank Davila and Tim Hannon as Employees of the year for 2024; and approve \$2,650 from contingency to support the 2024 Employee of the Year recognitions.*

**ACTION:** *The motion passed unanimously.*

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

*Mayor Wheeler, Vice Mayor Callaghan, Vice Mayor Pro Tem Davis, and Councilmember Halpern gave consensus to have an Executive Session on June 25, 2025 at 3:30pm.*

## 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 5:19pm.*

*Public Comments Closed at 5:27pm.*

## CONSENT AGENDA

4. Town Council Meeting Minutes for April 23, 2025
5. Minutes for Appearance Review Criteria for Single-Family Homes Workshop - May 2, 2025
6. Police Foundation Donation Request – Blue Voice
7. Asset Disposals
8. Year to Date (YTD) Financial Statements
9. Special Event Request – 2025 Loggerhead Triathlon
10. Special Event Request - Aloha Surf Camp
- ~~11. Pelican Lake Aquatic Weed and Algae Control~~
- ~~12. Juno Beach Ecology Group Native Plant Donation~~

***MOTION:*** *Davis/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.)

13. Discussion - Appearance Review Criteria for Single-Family Homes *(See attached staff presentation.)*

*Council gave unanimous consensus to include the emails recently received by the Town Council in reference to “Harmony” and “Codes” as part of the record.*

Vice Mayor Pro Tem Davis provided handouts to the Council (see attached).

***MOTION:*** *Davis/Halpern made a motion to keep architectural review for single family homes as described in chapter 34-116(b3-1).*

*Davis/Halpern withdrew the motion.*

**Mayor Wheeler recessed the meeting at 7:38pm.**

**Mayor Wheeler reconvened the meeting at 7:47pm.**

**MOTION:** Hosta made a motion to repeal Ordinance No. 780.

Mayor Wheeler passed the gavel and seconded the motion.

**ACTION:** The motion failed 2-3 with Vice Mayor Callaghan, Vice Mayor Pro Tem Davis, and Councilmember Halpern opposed.

**Mayor Wheeler recessed the meeting at 9:02pm.**

**Mayor Wheeler reconvened the meeting at 9:08pm.**

**MOTION:** Callaghan/Halpern made a motion to adopt the proposed Council direction as outlined in staff's memorandum and including a, b, c, and d:

- Amend the code to remove the architectural review of single-family and two-family homes from the Appearance Review criteria as directed at the May 2nd, 2025, workshop.
- Create a Zoning in Progress (ZIP) to provide staff with ample time to update the code as necessary, this will prevent applications for substantially improved and new single-family homes from going through the current Appearance Review and Building Permit process.
- Amend the code to remove Appearance Review from single-family homes. Please note that the Appearance Review will still apply to other projects (two-family and above). For single-family homes, with the addition of the proposed tools (a-d), harmony would be further emphasized within base zoning.
- Amend the code to revert the review and the approval/denial of single-family dwellings from the Planning and Zoning Board to staff. Please note that only staff review and approval would be required.
- Amend the code to remove the comparison of harmony language that reads “consider the preponderance of buildings or structures within 300 feet from the proposed site of the same zoning district” and replace it with “comparison of the buildings or structures within the same contiguous zoning district”.
- Amend the code to implement additional regulations (see options a through d below) to the Building Site Area Regulations (base zoning) for each zoning district with the “Single-family detached dwellings” use to promote harmony through base zoning;
  - a. Step-Back / Setbacks for 2nd stories – a similar regulation is currently referred to in the Saturn Lane Historic Zoning District which requires “All floors above the first floor level shall be set back an additional five feet from the first floor front yard setback”, another example is the Commercial General Zoning District which requires “For all buildings higher than two stories, all stories above the first two stories shall be set back a minimum of five feet from the first story building facade and shall include an architecturally compatible roof treatment or element along such building line break”. The proposed language would require a second story and above to provide an additional 5-foot minimum setback for all yards.
  - b. 2nd Story Floor Area Limit (FAL) – The Village of North Palm Beach adopted a second story floor area regulation for their residential zoning district which reads: “Second-Story Floor Area. The floor area of the second story of a single-family dwelling shall not exceed seventy-five percent (75%) of the floor area of the first story. For the purposes of this subsection, floor area shall include all areas lying within the building perimeter established by the interior side of the exterior walls of the building, including garages, covered patios, and other open-air exterior areas that are under roof. The floor area for the second story shall include areas open to below.” Staff would propose adopting the same language.

- c. *Increase Minimum Landscape Open Space Percentage – the Town’s minimum Landscape Open Space Percentage for single-family dwelling uses range between 20-25%. The increase in the percentage would require for the balance of the lot coverage to not be used for non-permeable surfaces, such as driveways, concrete pads, pool decks, artificial turf, etc... The Town’s consultant Chen Moore & Associates (CMA) is currently reviewing the Town’s Landscape Requirements in its entirety, where regulations for single family homes such as minimum landscape open space, and the addition of trees, hedges and/or other landscape materials may be recommended.*
- d. *Design Review – At the workshop, the implementation of a design/pattern book was discussed. The Town cannot enforce the architecture of single-family homes not located in a PUD but may provide a pattern/design book which highlights the Town’s desired architectural styles reflecting the vernacular of Old Florida as identified in Code Section 34-116 (3)(b)(1) that would serve as a recommendation guide for single-family projects. The pattern book would be helpful as the Town can still enforce Architectural Styles for projects other than single-family and two-family dwellings.*

***ACTION:*** *The motion passed 3-2 with Mayor Wheeler and Vice Mayor Pro Tem Davis opposed.*

#### 14. Engineering Analysis Report for the Pelican Lake Gazebo

*Mayor Wheeler, Vice Mayor Callaghan, and Councilmember Halpern gave consensus to move this item to the next meeting.*

#### 15. (Originally Item #11) Pelican Lake Aquatic Weed and Algae Control

***MOTION:*** *Davis/Callaghan made a motion to authorize staff to implement any combination of management techniques recommended by the Town’s environmental consultant, as needed, to maintain the health and appearance of Pelican Lake without requiring prior approval from the Town Council for each treatment; have spray logs available for Town Council; and notify Council when the chemical changes.*

***ACTION:*** *The motion passed unanimously.*

#### 16. (Originally Item #12) Juno Beach Ecology Group Native Plant Donation

***MOTION:*** *Halpern/Callaghan made a motion to approve the donation.*

***ACTION:*** *The motion passed 4-1 with Mayor Wheeler opposed.*

### COMMENTS FROM THE COUNCIL

*Mayor Wheeler, Vice Mayor Callaghan, and Councilmember Halpern gave consensus to have the Town Manager facilitate the June 2nd Workshop.*

*Council gave unanimous consensus to proceed with a roundtable format for the June 2nd workshop, contingent upon microphone compatibility with the proposed layout.*

### ADJOURNMENT

Mayor Wheeler adjourned the meeting at 9:59pm.

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Peggy Wheeler, Mayor

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Caitlin E. Copeland-Rodriguez, Town Clerk



# DISCUSSION – APPEARANCE REVIEW

## CRITERIA FOR SINGLE-FAMILY HOMES

Item #3.



Juno Beach Town Council Meeting

May 28<sup>th</sup>, 2025.



# CONSENSUS FROM MAY 2<sup>ND</sup> WORKSHOP

Item #3.

1. **Discontinue performing architectural review for single-family homes** and amend the Code accordingly.
2. **Continue the status quo** in the methods used by staff in the application of harmony for single-family homes, pending staff review of best practices and associated recommendations.
3. For staff to conduct an **analysis of the proposed language** submitted by Vice Mayor Callaghan providing criteria for the assessment of Harmony (see attachment #1) and for **staff to return with additional options** that incorporate tools such as FAR, increased setbacks, and other mechanisms that could help clarify the code.

# STAFF'S RESPONSE TO CONSENSUS

Item #3.

1. At the June P&Z Board Meeting, the Board will be reviewing a proposed code text amendment to remove the Architectural Review for Single-Family homes and Two-Family homes.
2. Staff continues to take in applications for Appearance Review as directed.
3. Staff reviewed the proposed language as submitted at the Workshop, benchmarked other controls used by other municipalities to regulate “super-sized” homes, and consulted with the Town Attorney on proposed controls (see next slides).

# STAFF'S RESPONSE TO CONSENSUS

Item #3.

## 3. Town Attorney Comments:

**The Town Attorney has indicated that adding metrics that result in restricting the size of new homes so that a property owner is limited to less square footage than existing homes in the immediate vicinity could potentially result in Bert Harris Act claims as this regulation could unfairly or unreasonably limit the existing use of property to an extent that the property owner is unable to attain his/her reasonable, investment-backed expectation.**



# STAFF'S RESPONSE TO CONSENSUS

Item #3.

3. Based on the Town Attorney's Comments, for the proposed language submitted by Vice Mayor Callaghan, +/- a percentage of the average size home within the study area. Staff's conclusion is:

- Most of the criteria for harmony is not quantifiable as terms such as landscape, site planning, materials, etc... are often used as visual and aesthetic elements.
- For mass and bulk, staff reviewed the proposed methodology and even at 50% above the average, certain properties could not build to the size of the largest house within the study area.
- This approach would contradict the guidance provided by the Town Attorney and is not recommended by staff.

# STAFF'S RESPONSE TO CONSENSUS

Item #3.

3. Staff benchmarked other municipalities to find out what controls have been implemented to regulate “super-sized” houses, these include:

- Limit Building Height\*
- Design Review
- Floor Area Ratio (FAR)\*
- Make bulk and mass fit neighbors\*
- Increased front, rear and/or side yard setbacks\*
- Floor Area Limit (FAL)
- Privacy Protections
- Gross Floor Area (GFA)
- Daylight Plane Requirements
- Lot Coverage\*
- Increased Parking\*
- Open Space / Landscape\*
- Overlay/Conservation District
- Zero Lot Lines

\* Currently regulated by the Town.

# STAFF'S RESPONSE TO CONSENSUS

Item #3.

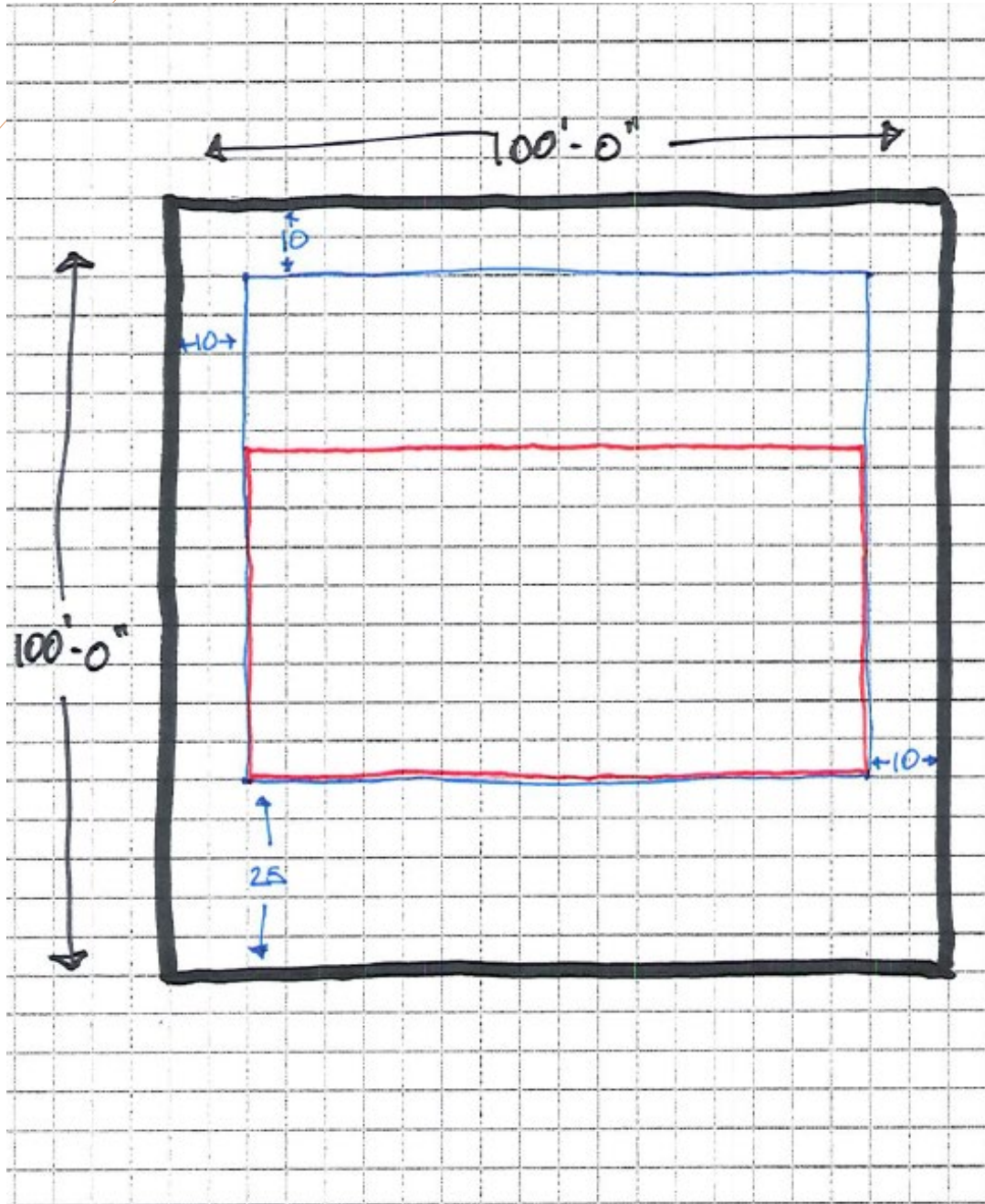
3. Based on the Town Attorney's Comments, staff recommends the following tools for Council to review and consider.

- a) Step-back / Setbacks for 2<sup>nd</sup> stories – the proposed language would require a **second story and above to provide an additional 5-foot to the minimum setback for all yards.**
- b) 2<sup>nd</sup> Story Floor Area Limit (FAL) – **The floor area of the second story Single-Family home shall not exceed 75% of the floor area of the first story.**
- c) Increase the minimum Landscape Open Space Percentage – for Single Family homes, the minimum requirement ranges between 20-25%. CMA is currently reviewing our landscape code and will provide recommendations to Council after their due diligence.
- d) Design review – Create a design / pattern book to highlight the Town's desired architectural styles as a recommendation for single family projects.

# RS- 1 EXAMPLE LOT (BASE ZONING).

Item #3.

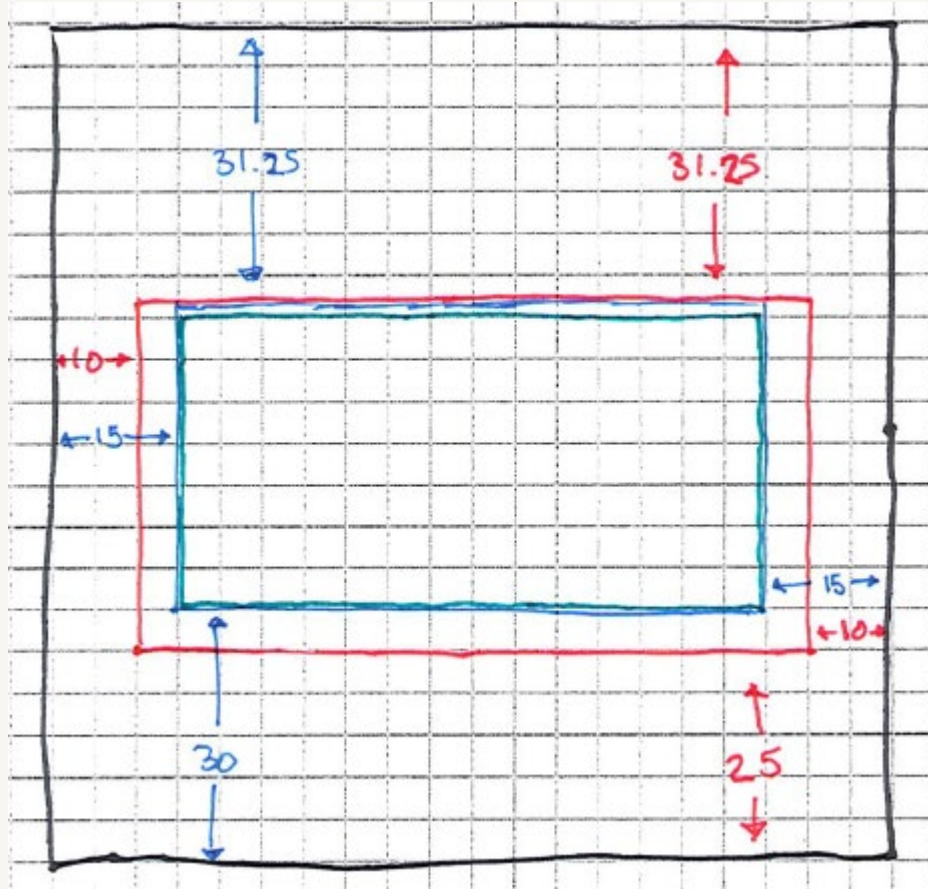
10,000 sq. ft. lot area



- Setbacks 1<sup>st</sup> floor
  - Front – 25 ft.
  - Side – 10 ft. (each)
  - Rear – 10 ft.
  - Buildable area is 5,200 sq. ft. (80x65)
- Lot Coverage 35% = 3,500 sq. ft.
- Building Height
  - 2-stories 30 ft.
- Parking
  - Minimum 2 spaces
- Open Space / Landscape
  - Minimum 25%
- Floor Area Ratio (FAR)(not codified as FAR)
  - 35% lot coverage x 2 stories = 7,000 sq. ft.
  - $7,000/10,000 = 0.7$  FAR

## 2<sup>ND</sup> STORY STEP-BACK AND FAL

Item #3.



- 1<sup>st</sup> floor footprint w/ 35% lot coverage maxed out is 3,500 sq. ft.
- Setbacks 1<sup>st</sup> floor
  - Front – 25 ft.
  - Side – 10 ft. (each)
  - Rear – 31.25 ft.

- Setbacks 2<sup>nd</sup> floor

Front –  $25 + 5 = 30$  ft.

Side –  $10 + 5 = 15$  ft. (each)

Rear –  $10 + 5 = \text{min. } 15$  ft.

- 2<sup>nd</sup> Floor area with additional setbacks

$$70 \times 38.75 = 2,712.50$$

- 2<sup>nd</sup> floor area limit (FAL @ 75%)

$$3,500 \text{ sq. ft.} \times 75\% = 2,625 \text{ sq. ft.}$$

- Under base zoning, maximum area is **7,000 sq. ft.**
- With proposed setbacks, maximum area is **6,212.50 sq. ft.** ( $3,500 + 2712.50$ )
- With proposed FAL, maximum area is **6,125 sq. ft.** ( $3,500 + 2625$ )



# PROPOSED COUNCIL DIRECTION

Item #3.

- Amend the code to **remove the architectural review (building design elements) of single-family and two-family homes** from the Appearance Review criteria as directed at the April 2nd, 2025, workshop.
- **Create a Zoning in Progress (ZIP)** to provide staff with ample time to update the code as necessary, this will prevent applications for substantially improved and new single-family homes from going through the current Appearance Review and Building Permit process.
- Amend the code to **remove Appearance Review from single-family homes**. Please note that the Appearance Review will still apply to other projects (two-family and above). With the addition of the proposed tools, harmony would continue to be enforced but through base zoning.
- Amend the code to **revert the review and the approval/denial of single-family dwellings from the Planning and Zoning Board to staff**. Please note that only staff review and approval would be required.
- Amend the code to **remove the comparison of harmony language** that reads “consider the preponderance of buildings or structures within 300 feet from the proposed site of the same zoning district” and replace it with “comparison of the buildings or structures within the same contiguous zoning district”.
- Amend the code to **implement additional regulations** (see options a through d above) to the Building Site Area Regulations (base zoning) for each zoning district with the “Single-family detached dwellings” use to promote harmony through base zoning.

# QUESTIONS?

Item #3.



**Resident Survey – Preserve Value w/ Architectural Review and Harmony (size of structures) review for single family new structures**

- Q4 – (244) 97% - The best way to protect property values and preserve the character of Juno Beach is to adopt and maintain carefully crafted land development codes that give the P&Z staff & board the tools to evaluate the size of structures in context. This helps preserve a sense of place, maintain a park-like setting, and protect the Town's character and quality of life for current residents. [252 responses for this Q.]
- Q5 – (237) 93% - New development should be subject to architectural standards that ensure consistent quality and aesthetic appeal, contributing positively to the overall value of the community. [252]
- Q3 – (230) 90% - Maintain our existing “harmony” code provisions, which evaluate bulk, mass, scale and proportion of the new proposed structure compared to buildings within 300 feet of the same zoning district. [255]



Vice Mayor Pro Tem Diana Davis, Survey sent to residents on her Newsletter email list. Responses received April- May 2025. **Keep our Land Development Codes for Architectural Review and Size of New Structures? or allow new construction project developers to determine design and size of new structures?**

- 1. To what extent do you believe limitations on the size of newly constructed buildings are important for preserving Juno Beach's unique character, coastal charm, and the quality of life for current residents? [please check all that apply] 256 responses total for this question.**

243 -Size limitations are important for new buildings in Commercial Zoned Areas (95%)

245 -Size limitations are important for new buildings in Multifamily Zoned Areas (96%)

238 -Size limitations are important for new buildings in Residential Zoned Areas (93%)

3 -No size limitations are necessary in any of the above areas; developers should determine what to build based on their vision for the community (1%)

- 2.What is your position regarding the current "harmony" code provision that regulates the size of new structures in relation to surrounding buildings? This provision compares bulk, mass, scale and proportion within a 300-foot context. [please check all that apply] 256 responses total for this question**

209 - Do not repeal the "harmony" size code. I support maintaining regulations that guide incremental growth rather than allowing developers full discretion over structure size. (82%)

194 - Do not repeal the "harmony" size code, and require the Planning and Zoning Staff to provide clear guidance on its application. This ensures consistent implementation and review. (76%)

194 - Do not repeal the "harmony" size code. The Town has already invested in professional land use planning. Let's allow the three contracted consultants - working on the Community Vision/Master Plan, Strategic Work Plan (including growth management), and potential code improvements - to

provide their expert recommendations before making permanent changes.  
(76%)

9 - Repeal the "harmony" size code immediately. Developers should not be required to adjust their building plans to conform to the character of the surrounding area. (4%)

**3. What tools should the Planning and Zoning Staff and Board use during the "appearance and site plan" review process to evaluate the size of proposed structures in relation to surrounding buildings?  
[please check all that apply] total responses 255**

230 - Maintain the existing "harmony" code provisions, which evaluate bulk, mass, scale and proportion of the proposed structure compared to buildings within 300 feet in the same zoning district. 90%

175 - Use Floor Area Ratio (FAR) to regulated building volume based on lot size, including vertical dimensions. 69%

182 - Implement 3-D GIS Scene View technology to visually compare proposed structures to neighboring buildings in a contextual, spatial model. 71%

7 - None of the above. I do not support any size restrictions for new buildings and believe developers should determine the scale of their projects. 3%

**4. In single-family residential areas, what approach do you believe best protects property values and preserves the character of Juno Beach? 252 responses**

244 - Adopt and maintain carefully crafted land development codes that give the Planning and Zoning Staff and Board the tools to evaluate the size of structures in context. This helps preserve a sense of place, maintain a park-like setting, and protect the Town's character and quality of life for current residents. (97%)

8 Eliminate land development codes related to structure size. Developers should have full discretion to determine what is appropriate to build in the community without comparison to existing structures. (3%)

**5. During the site plan review process for new residential buildings, do you believe it is important to include code provisions that protect the property rights of existing residents? [please check all that apply]**  
**256 total responses**

237 - Yes, new development should be subject to architectural standards that ensure consistent quality and aesthetic appeal, contributing positively to the overall value of the community. (93%)

239 - Yes, adequate setbacks should be required for excavations near property lines, and soil stabilization should be mandated prior to excavations to protect neighboring properties. (93%)

226 - Yes, visual screening such as berms, walls, fences, or vegetation should be required to minimize the impact of larger neighboring structures on existing homes. (88%)

232 - Yes, limitations should be placed on the amount of fill permitted on new construction sites to prevent significant elevation differences that may negatively affect adjacent properties. (91%)

3 - No, protecting the property rights on existing residents imposes an unreasonable burden; developers should have full discretion over their building projects. (1%)

Resident Keep our Architectural codes  
and Harmony codes 5/28/2025 10am

Laura Niedernhofer  
Scott & Debbie Shaw  
Mary Ann Atkinson  
Judy Mathot  
Susant E. Gaughan  
Aldo Rovere  
Pasha W.  
Mary Skoning  
Cyndie Wolf  
Robert Fides  
Bill Enross  
Karen & Len Kolstad  
Meg Deering  
John Shogren  
Cathie Murphy  
Tedda King  
Collen Mosier - Harmony codes only  
Diane Papadokos  
Don Shapiro  
John Motzer  
Jennifer Pierce  
Bruce Smith  
Kay McCarthy  
Andrw Wilson  
Carol Julich  
Paul Harrington  
Robert Reimers  
Karen White  
Charles Hapcock  
Jack Bolnick  
Linda Eicher  
Terry Phillips  
Camille Waser  
Alan Loewenstern  
Mary Skoning  
Randy Gold  
Ruth Green  
Donna Fletcher  
Edward Simpson  
Beverly Gibel  
Lori Sullivan

## EXISTING CODES FOR ARCHITECTURAL REVIEW AND HARMONY

### Appearance review criteria.

#### **34-116(3) b. 1. Architectural Review – workshop voted for removal for Single Family Homes (note that a Town Council meeting vote is required)**

Is of an architectural style representative of or reflecting the vernacular of Old Florida style which is indigenous to the town, and which is commonly known and identified by its late Victorian (Key West Cracker), Spanish revival (Mediterranean), Modern (early to mid-20th century), or combination thereof style of architecture. Summarized briefly, common features of the vernacular of Old Florida style that identify the Victorian (Key West Cracker), and Spanish revival (Mediterranean) architectural style include wood or concrete block with stucco siding; simple pitched roofs; tile, metal, or asphalt roofs; ornate details such as but not limited to exposed soffits, individualized vent and louver shapes, reliefs, and detailed window and door treatments; lush landscaping with private yards; and use of porches, balconies and patios. Common features of the vernacular of Old Florida Style that identify the Modern (early to mid-20th century) architectural style include clean geometric lines, often at right angles; an emphasis on function; materials such as glass, steel, iron, and concrete; and the use of natural light through large and expansive windows;

#### **34-116(3) b. 2. Harmony Criteria – workshop voted to keep the language and make it more quantitative for ease of understanding.**

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; 3. Elevator and stairwell shaft



# Memorandum

## *From the Town of Juno Beach Planning & Zoning Department*

**To:** Town Council; Planning and Zoning Board and Joseph Lo Bello, Town Manager

**From:** Frank Davila, Director of Planning & Zoning

**Date:** December 18, 2020

**Subject:** Juno Beach Architectural Style of Old Florida

### **Background**

At the November Planning and Zoning Board meeting, the Board discussed the Town's architectural styles and its "Old Florida" theme. The Board discussed how the Town currently defines the term "Old Florida" (see below). At the November Town Council meeting, Council directed staff to provide Council and the Board with a description of what the term "Old Florida" may refer to.

Section 34-116(3)(b)(1) of the Town's Code of Ordinance provides the Town's Appearance Review Criteria, please see below:

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.

### **Discussion**

To better understand the Old Florida architectural style that the Town identifies, staff is providing a description for each of the three styles of Architecture mentioned above. In addition, Staff would like to emphasize that a combination of the architectural styles and features are permitted.

Late Victorian (Key West Cracker)

*"Florida cracker"* Architecture is a style of vernacular Architecture characterized by a wood-frame house. The term "Florida cracker" refers to colonial-era English pioneer settlers and their descendants. During the 19<sup>th</sup> century, there was no air conditioning, and the new immigrants to the Sunshine State had to depend on nature to get some relief from the heat. Houses of this style are characterized by **metal roofs, raised floors, and straight central hallways** from the front to the back of the home (sometimes called "dog trot" or "shotgun"). They built their homes **surrounded by wide verandas or porches**, often **wrapping around the entire home**, to provide shade for their windows and walls. Some houses had a clerestory that would improve the ventilation in the interior.



Color Palette



### Spanish Revival (Mediterranean)

*Mediterranean Revival* is a design style introduced in the United States in the waning 19<sup>th</sup> century variously incorporating references from Spanish Renaissance, Spanish Colonial, Beaux-Arts, Italian Renaissance, Arabic Andalusian architecture, and Venetian Gothic



architecture. Peaking in popularity during the 1920s and 1930s, the movement drew heavily on the style of palaces and *seaside villas* and applied them to the rapidly expanding coastal resorts of California and *Florida*.

Structures are typically based on a *rectangular floor plan*, and feature *massive, symmetrical primary façades, stuccoed walls, red tiled roofs, windows in the shape of arches or circles, one or two stories, and wood or wrought iron balconies with window grilles*. Keystones were occasionally incorporated, ornamentation may be simple or dramatic; and lush gardens often appeared.



Color Palette



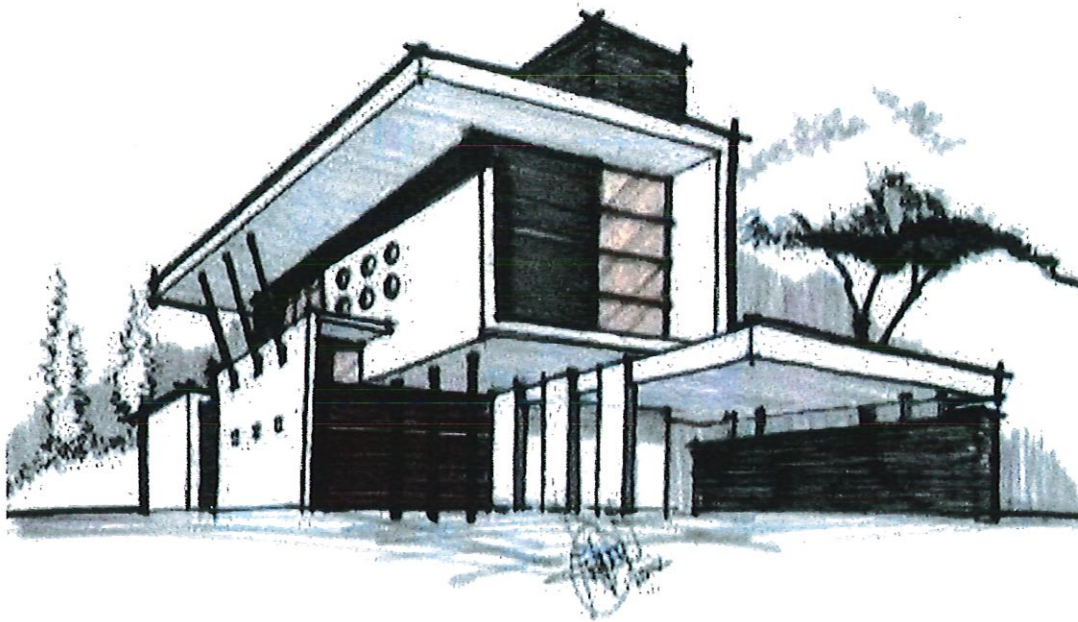
#### Modern (Early to mid-20th century)

*Mid-Century Modern* refers to a prolific period in the mid-20th century, from the late 1940s to the early 1970s that spawned everything from major works of Architecture to dinnerware.

Modernism in Southeast Florida came into its own in the 1940s. Similar to California, Florida's climate made a connection between inside and outside spaces not only possible but desirable, even more so since smaller houses could be made to feel much more spacious than they actually were by expanding their living areas outdoors.

Modernism sought liberation from historic, rigorously imposed styles, it becomes easy to see why all forms of Modern residential design have *clean lines, flat planes, large glass windows, clutter-free open and flexible spaces, the reduction of building elements to a specific function without ornamentation, the quest for elegant simplicity, and a connection between inside and outside spaces.*

During the mid-1940's, South Florida Architects took cues from International Style Modernism, but then injected it with a tropical style. The preeminent choice of architectural style during this period was Art Deco. Art Deco ornamentation was concentrated at the *parapet, and the shapes of windows, scored lines and curving wing walls* emphasized in the building's geometry.



Color Palette

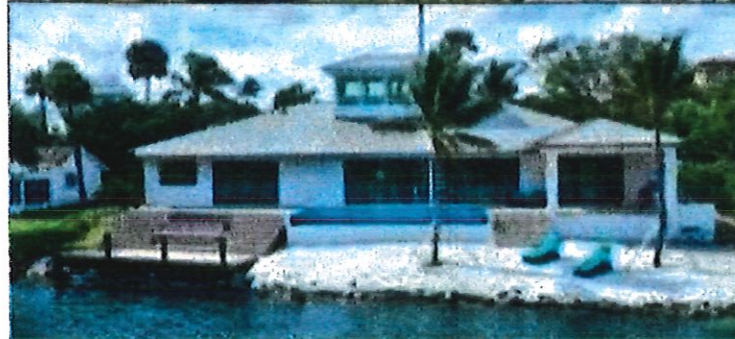


As previously mentioned, the Town's Architectural Style is Old Florida which is commonly known and identified by its late Victorian (Key West Cracker), Spanish revival (Mediterranean), Modern (early to mid-20th century), or *combination* thereof style of Architecture.

Therefore, staff has explained and provided samples of each architectural style within the Town throughout this memorandum. Recent projects have used innovative Architecture



and incorporated combinations of the three styles as follows:



140 Ocean Drive - Modern with a touch of Key West Cracker



1617 East Hemingway Way - Modern and Mediterranean

**Recommendation**

Staff recommends for the Board and Council to use the above information as an educational tool for future use.

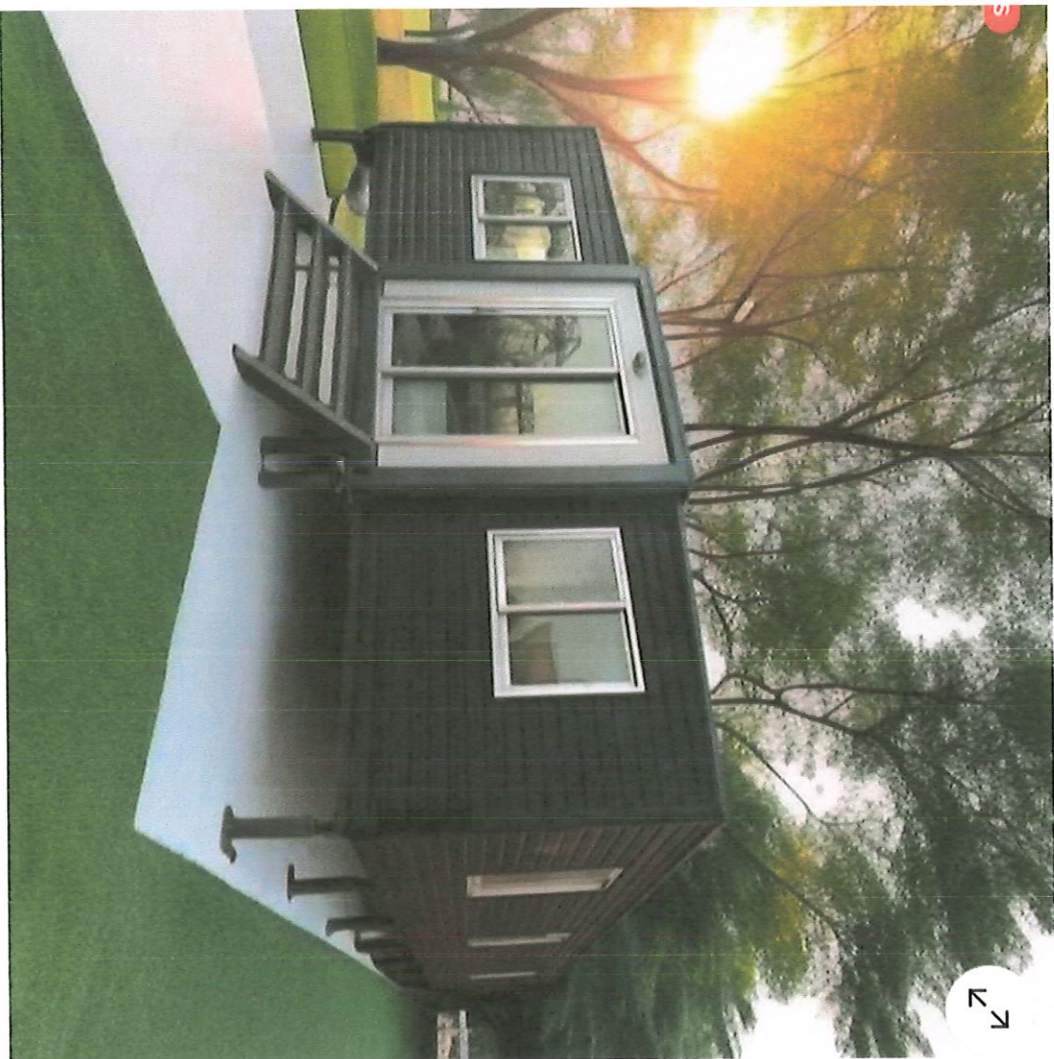


# No Architectural Review In Juno Beach & No Harmony

- No way to deny lot line to lot line vertical rectangles that maximize square footage.
- No way to deny more affordable do-it-yourself kit homes.
- No way to pass code requirements to implement the findings from our Master Plan TCRPC
- No review over materials, roof lines, balconies, window placement, or porches.
- What are the consequences to the character of our charming seaside community?
- The oversized homes could be inferior materials & designs – spec home vacation rentals more intensive use of our residential locations.

## Modern more horizontal – container storage homes

- Stack three of these and add a tower for a roof top view to reach your 45' height max
- Perhaps you join together several to reach setback to setback lot coverage





## Quonset Hut Home Designs – DYI kit homes

- More organic shaped style
- Do not lend themselves to stacking, perhaps a top layer of modular kit homes



# Black Vertical Rectangle Stacked – Aluminum metal exterior

The maximum lot square footage is achieved by a rectangle box that is built set back to set back.

This residence if it were maximizing its square footage in Juno Beach would be flat walls and not the relief or articulation shown here.

Its roof would be flat and a rectangle tower to 45 feet in height would be on top to maximize square footage





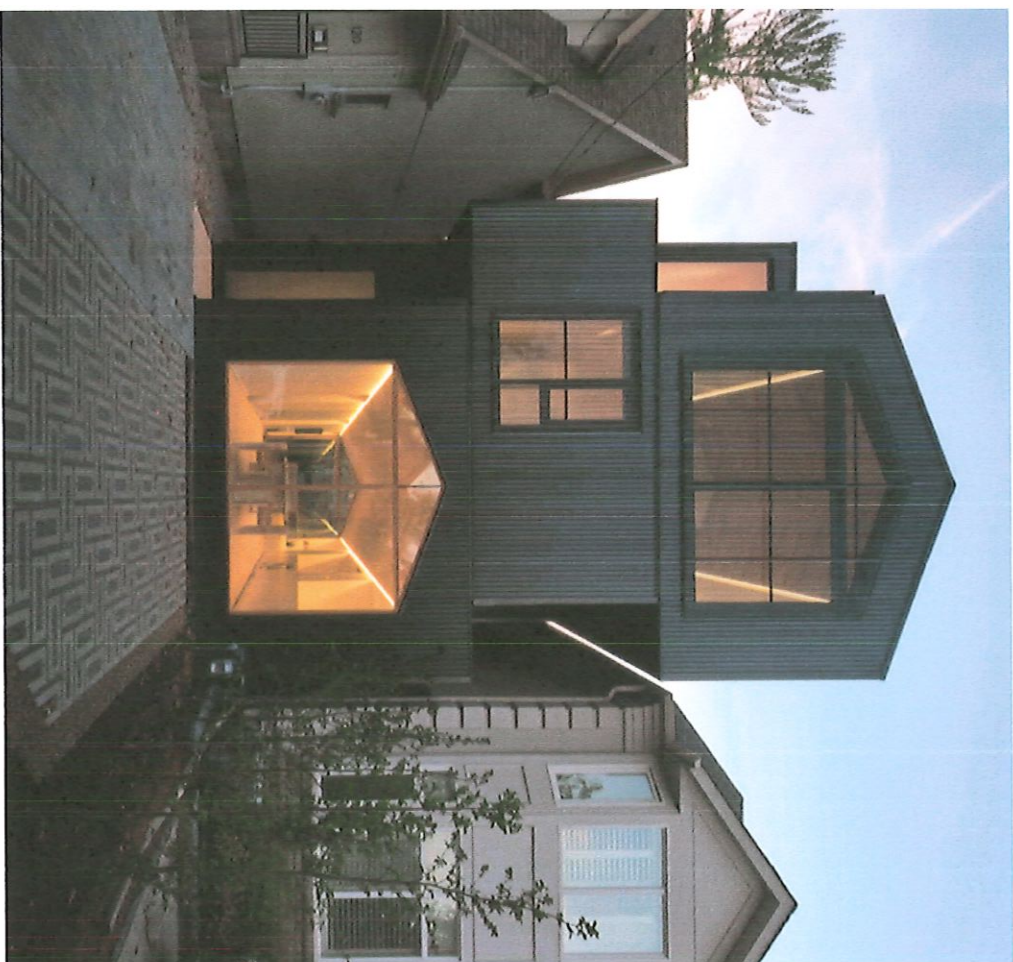
**Black metal  
rectangle**

**Max Sq Ft.**

**No cut outs**

**No roof peak**

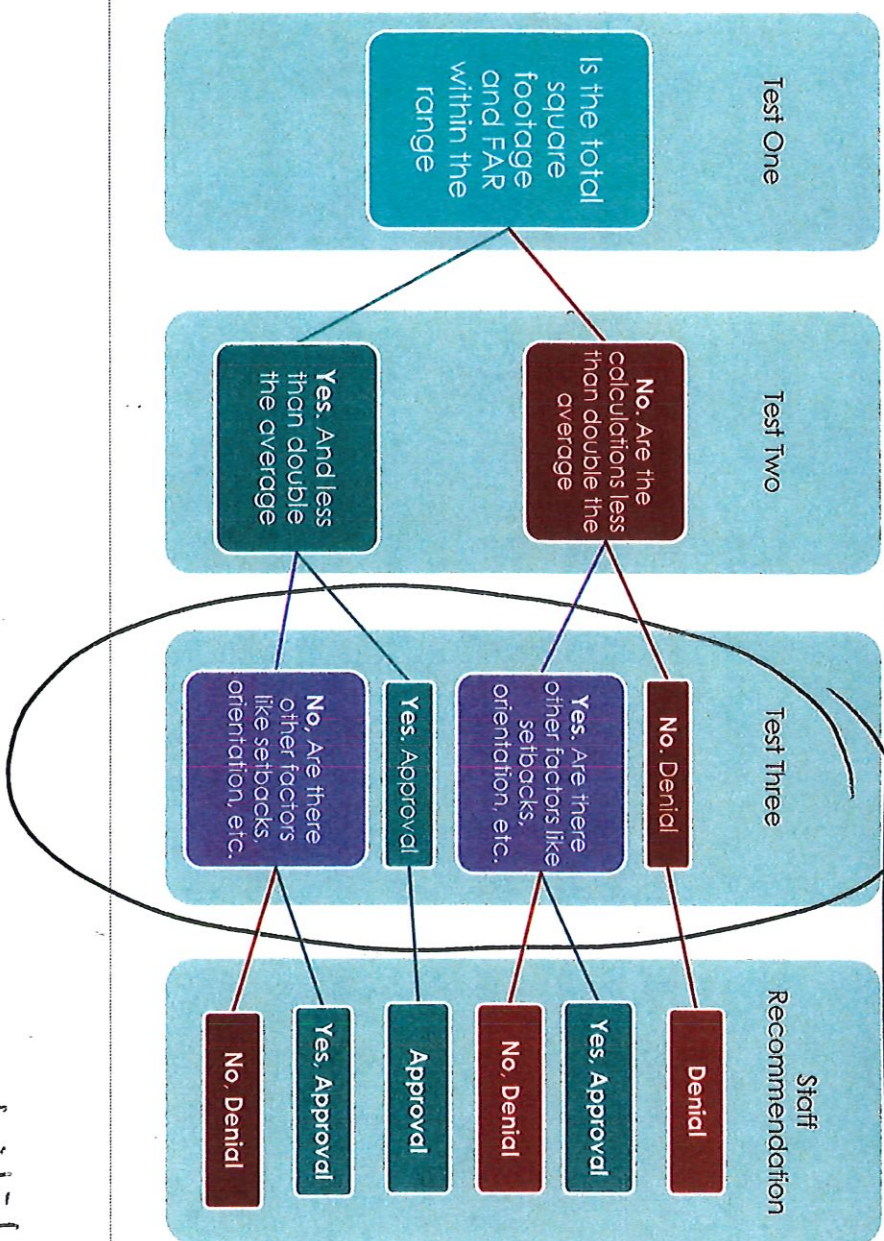
**Flat walls**





# Harmony – Staff Tests for Bulk and Mass

7



- Staff conducts test(s) for Bulk and Mass since the 300-foot study area was adopted

Building Design

... slope of roof, porches, balconies, orientation of

walls, losing your ability to mitigate larger projects

**Town Attorney Len G. Rubin memorandum dated April 21, 2025, allowing permissive authority for the Town to retain its architectural review codes.**

**Summary of memo:** The litigation financial exposure risk is very small for the reversal of a board's appearance review decision by the court. The appeal of a board decision on architectural review presents the financial risk of having to defend the board decision in court and that's it. Even if the statutory provision on "design materials" is referenced in the law suit, there are no penalties or damages for reversal of a board decision by the court; no payment of the prevailing party attorney fees or costs; and no cause of action under Bert Harris for the architectural review portion of an appearance review decision.

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**EXCERPTS FROM LEN G. RUBIN TOWN ATTORNEY MEMORANDUM DATED APRIL 21, 2025** memorandum provided in workshop package where paragraphs referenced below are on page 20.

**Option B – Reactivate regulation of architectural styles for detached single-family dwellings.**

"... Reactivating the Town's regulation of building design elements or architectural styles for detached single family homes in the same manner that the Town conducted such review prior to July 1, 2023." [effective date of Section 162.3205(5)(a), Florida Statutes regarding regulation of "building design materials] (cite to paragraph 1, page 6 of 7)

"The potential risk associated with this approach is that applicants who are denied appearance review based on architectural style could raise the provisions of Section 162.3205(5)(a), Florida Statutes, as a basis for the reversal of the Boards decision and the Town would be required to defend such as action." (citation to paragraph 2, page 6 of 7)

... "while there are various statutes for recovery of attorney fees [prevalent party attorney fees],... would not apply to an appeal of the denial of a development order for application for appearance review. ... no cause of action would generally exist under the Bert J. Harris Private Property Rights Protection Act for enforcing mandated architectural styles. Section 70.001(12), Fla.Stat. (2024) (citation to paragraph 2, page 6 of 7)



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## MEMORANDUM

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**TO:** Mayor Peggy Wheeler  
Vice Mayor John Callaghan  
Members of the Town Council

**FROM:** Leonard G. Rubin, Town Attorney *(LR)*

**RE:** Regulation of Architectural Styles for Single-Family Detached Dwellings

**DATE:** April 21, 2025

**CC:** Robert Cole, Town Manager  
Frank Davila, Planning and Zoning Director  
Caitlin Copeland-Rodriguez, Town Clerk

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### BACKGROUND:

For well over thirty years, the Town has regulated the architectural style of all buildings and structures erected within the Town as part of its site plan and appearance review procedures. Buildings were required to be of an architectural style representative of or reflecting the "Old Florida" style of architecture indigenous to the Town and commonly known and identified as late Victorian (Key West Cracker), Spanish revival (Mediterranean), or a combination thereof. In 2014, the list of architectural styles was expanded to include Modern (early to mid-20<sup>th</sup> century). All new commercial developments, mixed-use developments, and residential dwellings of two or more units were required to undergo site plan and appearance review, including architectural review. These applications were first considered by the Planning and Zoning Board and presented to the Town Council for final action with the Board's recommendation. However, single-family detached dwellings were subject to site plan and appearance review, including architectural review, only by the Town's Planning and Zoning Department.

During its 2021 session, the Florida Legislature amended Section 163.3202, Florida Statutes, to limit the ability of local governments to regulate "building design elements" for single-family and two-family dwelling units. The term building design elements refers only to the exterior appearance and layout of the structures, not the size or massing, and is defined by statute as follows:

[T]he external building color; the type or style of exterior cladding material; the style of material of roof structures or porches; the exterior nonstructural architectural ornamentation; the location or architectural styling of windows or doors; the location or orientation of the garage; the number and type of rooms; and the interior layout of rooms. **The term does not include the height, bulk, orientation, or location of a dwelling on a zoning lot; or**

**the use of buffering or screening to minimize potential adverse physical or visual impacts or to protect the privacy of neighbors.**

§163.3202(5)(b)1, Fla. Stat. (2024) (emphasis added). Section 163.3202(5)(a), Florida Statutes, did provide certain exceptions to this limitation on municipal regulation of single-family and two-family dwellings, including, but not limited to, dwellings located in planned unit developments or master planned communities or dwellings located within a jurisdiction of a local government that has a design review board or architectural review board.

As set forth above, prior to 2021, single-family detached dwellings were not considered by either the Planning and Zoning Board or the Town Council and were subject solely to site plan and appearance review and approval by the Planning and Zoning Department. To comply with the statutory amendment and to facilitate the Town's continued regulation of architectural styles for single-family detached dwellings, on October 27, 2021, the Town Council adopted Ordinance No. 745, amending the Town's Zoning Code to designate the Planning and Zoning Board as the Town's appearance review board for single-family detached dwellings. The Board was granted final decision-making authority on site plan and appearance review<sup>1</sup>, specifically including architectural review, of detached single-family dwellings not located within an approved planned unit development, thereby invoking the statutory exception outlined above.

However, during its 2023 session, the Florida Legislature amended Section 163.3202 to only allow local governments to continue to regulate building design elements for single-family detached dwellings if the local government had a design review board or architectural review board created before January 1, 2020. As set forth above, the Town did not delegate appearance and architectural review of single-family dwellings to the Planning and Zoning Board until October 27, 2021. Consequently, effective July 1, 2023 (the effective date of the statutory change), the Town ceased regulating building design elements for single-family detached dwellings.

Recently, Councilmember Davis questioned whether the Town could continue to regulate building design elements because the Planning and Zoning Board has historically conducted appearance review, albeit on an advisory basis, of commercial developments, mixed use developments, and residential structures of two or more units. Councilmember Davis presented a letter from Nancy Stroud, a local land use attorney, opining that because the Planning and Zoning Board's duties included appearance review as of January 1, 2020 and because the terms "design review board" and "architectural review board" are not specifically defined by statute, the Town could continue apply its land development regulations relating to building design elements (or architectural styles) to single-family and two-family dwellings.

<sup>1</sup> Through the adoption of Ordinance No. 753 on September 28, 2022, the Town Council removed the site plan review component for single-family detached homes from the Planning and Zoning Board's purview and returned that function to the Planning and Zoning Department, thereby limiting the Board's authority solely to appearance review (including architectural review) only.

**QUESTION PRESENTED:**

Given the Planning and Zoning Board's historical appearance review duties as a recommending body for commercial developments, multi-family developments, and residential dwellings of two or more units, did the Town have an architectural review board or design review board in place prior to January 1, 2020 to enable the Town to continue to regulate building design elements (or architectural styles) for detached single-family dwellings and two-family dwellings not included within a planned unit development pursuant to Section 163.3203(5)(a), Florida Statutes?

**SHORT ANSWER:**

Neither the plain language of Section 163.3203(5)(a)7, Florida Statutes, nor the legislative history for the 2023 amendment gives any definitive indication of the Town's ability to continue to regulate architectural styles for detached single-family dwellings and two-family dwellings. Consequently, the Town Council may wish to seek an advisory opinion from the Attorney General. However, because Attorney General opinions are advisory and not legally binding, the Town must proceed to evaluate its options and determine the appropriate course of action based on the potential risks and benefits of each approach, taking into account the best interests of the Town and its residents.

**ANALYSIS:**

As set forth above, the Planning and Zoning Board has historically, and most certainly prior to January 1, 2020, acted as a recommending body for site plan and appearance review for commercial developments, mixed-use developments, and residential dwellings of two or more units. As set forth in Section 34-116(3)(b) of the Town Code, architectural style is a component of appearance review. The central question is whether given this appearance review function, the Town's Planning and Zoning Board satisfies the statutory requirement of an "architectural review board" or "design review board."

As pointed out in Ms. Stroud's letter, Section 163.3202(5)(a), Florida Statutes, does not define the terms "architectural review board" or "design review board." When attempting to discern the application of a statute, the first rule of statutory construction or interpretation is to give the statute its plain and ordinary meaning. *Weber v. Dobbins*, 616 So. 2d 956 (Fla. 1993). However, when a word or term is not defined and the statutory language is unclear or ambiguous, courts apply rules of statutory construction and explore legislative history to determine legislative intent. *Nicarry v. Eslinger*, 990 So. 2d 661 (Fla. 5<sup>th</sup> DCA 2008). See also *Longval v. State*, 914 So. 2d 1098 (Fla. 4<sup>th</sup> DCA 2005) (to discern legislative intent, courts must apply a "common-sense approach" which requires consideration of, among other things, legislative history). A statute is ambiguous when its language is subject to more than one reasonable interpretation and may permit more than one outcome. *Hess v. Walton*, 898 So. 2d 1046 (Fla. 2d DCA 2005).

Initially, it appeared that the Legislature's 2023 amendment to Section 163.3202(5)(a), Florida Statutes, preempted the Town's ability to review building design elements for detached single-family dwellings because prior to October 27, 2021, architectural review



was conducted solely by the Planning and Zoning Department and not by a board with design review or architectural review functions. However, upon closer examination, the statute does explicitly state that the Town was required to have a design review board or architectural review board actively reviewing such applications prior to January 1, 2020. The statute only requires that the "dwelling be located within a jurisdiction of a local government that has a design review board or an architectural review board created before January 1, 2020." §163.3202(5)(a)7, Fla. Stat. (2024). As fully set forth above, the Planning and Zoning Board has historically conducted appearance review and architectural review of development applications as a recommending body and was in place long before January 1, 2020. Because the statutory language is subject to more than one interpretation, the next step in the analysis would be to explore the legislative history of the 2023 revision to Section 163.3202(5)(a), Florida Statutes.

While the legislative history, like the statute itself, does not provide any specific definitions, the Florida Legislature's April 27, 2023 Bill Analysis and Fiscal Impact Statement for the 2023 revision to Section 163.3202(5)(a), Florida Statutes, does, in a footnote, give two examples of the types of local government architectural review boards or design review boards to which it was referring, namely, the Village of Wellington Architectural Review Board and the City of St. Petersburg Development Review Committee, which also functions as the City's Design Review Board. However, a deeper analysis of the roles of these two example boards or committees yields no additional clarity.

The stated duties of the Village of Wellington Architectural Review Board ("ARB") are to: (1) adopt by resolution various schedules of approved materials, designs, and charts of approved colors; (2) hear and decide appeals of administrative decisions of the planning, zoning and building department pertaining to approved materials, designs, and charts of approved colors; (3) hear and approve alternatives to the development and design criteria established by ordinance or resolution; and (4) review and approve plans for multifamily and non-residential development. Appointments to the Architectural Review Board are "based on experience or interest in the businesses and professions involved in building and development." The powers and duties of the Wellington ARB include adopting schedules of approved materials, designs, and colors and go far beyond mere recommendations regarding appearance review. The Wellington ARB conducts traditional architectural or design review in the same manner as many other local government boards that review the architectural elements of single-family homes, such as the Town of Bay Harbor Islands Design Review Board, the City of Miami Beach Design Review Board, and the City of Naples Design Review Board. Each of these municipalities has extensive design and/or architectural guidelines in place that are administered by a board whose members have specific expertise relating to architecture, engineering, and/or land use.

The City of St. Petersburg, on the other hand, has a Development Review Commission ("DRC") with duties very similar to a traditional planning board like the Town's Planning and Zoning Board. In appointing members to the DRC, Section 18.80.020.2(B) of the City Code requires that, where possible, the City Council should include members "qualified and experienced in the fields of architecture, planning, landscape architecture,

engineering, construction, and land use law and real estate." While the City has developed very detailed architectural guidelines for its traditional neighborhoods, the architectural review of single-family homes is conducted by members of City Staff, with the St. Petersburg DRC's role generally limited to reviewing architectural details and materials when a property owner is seeking a variance. In fact, a representative of the City Attorney's Office confirmed that the City of St. Petersburg specifically added design review to the Commission's duties after the 2021 amendment to Section 162.3202(5)(a), Florida Statutes, to ensure continued regulation of building design elements or architectural styles for detached single-family homes. The City's approach to the 2021 legislation was very similar to Town's approach; however, the City continued to regulate architecture after 2023 amendment, relying on the fact that the Development Review Commission was in existence prior to January 1, 2020.

Because the legislative history provides two divergent examples of the types of boards that would fall within the exception allowing local governments to continue to regulate building design elements, it provides no additional clarification of the Legislature's intent.

Neither the plain language of the statute nor the legislative history provides clear direction as to whether the Town can continue to conduct architectural review of detached single-family homes. While the Town will not have a definitive answer until a court of competent jurisdiction rules on this issue or the Florida Legislature further clarifies the statutory language, the Town could, as interim step, request an advisory opinion from the Florida Attorney General. Attorney General Opinions serve to provide legal advice on questions of statutory interpretation. Attorney General opinions are advisory only and not law; however, they are persuasive and could provide additional guidance to the Town.

Irrespective of whether the Town Council seeks an Attorney General Opinion, the Town Council's decision as to whether to continue to regulate architecture for single-family detached homes<sup>2</sup> ultimately hinges upon the Town Council's risk tolerance and an evaluation of the potential benefits and consequences of each approach.

*Option A – No regulation of architectural styles for detached single-family dwellings.*

The first approach is to take a more conservative, restrictive interpretation of the statute and continue along the current path of not regulating building design elements or architectural styles of single-family detached dwellings. While this approach prevents the Town from requiring specific architectural styles for single-family detached dwellings, the Town can continue to address neighborhood compatibility issues through the application of other components of the appearance review process, such as harmony, or through the adoption of additional regulatory criteria, such as maximum floor area ratios. As explained above, Section 163.3202(5)(b)1, Florida Statutes, does not address size or massing and specifically excludes "bulk" from the definition of building design elements.

Additionally, the Town Council delegated final authority for appearance review of single-family detached homes to the Planning and Zoning Board for the sole purpose of allowing

<sup>2</sup> Whatever course of action the Town Council takes for single-family detached dwellings would also apply to two-family dwellings.

continued architectural review for these types of dwellings in response to the statutory amendment. However, the Board is not comprised of persons with specific qualifications or experience in the fields of architecture, design, engineering, or land planning, and some of the Boardmembers have expressed reluctance in applying appearance review criteria, some of which are inherently subjective in nature, to pending appearance review applications. If the Town is no longer regulating architectural review for single-family detached dwellings, the Town Council could delegate the appearance review function back to the members of the Planning and Zoning Staff, who do have the requisite expertise in the fields of architecture and land planning. Under this approach, if an applicant disagreed with Town Staff's application of the architectural styles or appearance review criteria, including harmony, that decision could be appealed to the Town Council sitting as the Zoning Board of Adjustment and Appeals, thereby vesting the Town Council with final decision-making authority over certain applications.

*Option B – Reactivate regulation of architectural styles for detached single-family dwellings.*

The second approach is to follow the lead of the City of St. Petersburg and take a more liberal interpretation of the statute, thereby reactivating the Town's regulation of building design elements or architectural styles for detached single-family homes in the same manner as the Town conducted such review prior to July 1, 2023. This option would expand the Planning and Zoning Board's review to include all aspects of appearance review, including harmony and architectural styles. The Board would continue to have final decision-making authority, and any person seeking to challenge the Board's determination would be required to file a Petition for Writ of Certiorari in the circuit court, without any potential for Town Council involvement in the process.

The potential risk associated with this approach is that applicants who are denied appearance review based on architectural style could raise the provisions of Section 162.3202(5)(a), Florida Statutes, as a basis for reversal of the Board's decision and the Town would be required to defend such an action. While there are various statutory provisions that allow for the recovery of attorney's fees for violations of a statutory preemption, these provisions are only generally applicable to challenges to ordinances and would not apply to an appeal of the denial of a development order application for appearance review. Furthermore, because the Town adopted the architectural review requirement prior to May 11, 1995, no cause of action would generally exist under the Bert J. Harris Private Property Rights Protection Act for enforcing mandated architectural styles. §70.001(12), Fla. Stat. (2024).

The Town Council could also consider returning both appearance review and architectural review of detached single-family dwellings to Planning and Zoning Staff. However, because a review board or architectural committee would not be performing this function, this approach would be more difficult to defend in the event of a challenge to the Town's authority to regulate building design elements (or architectural styles) based on Section 163.3202(5)(a), Florida Statutes.

**CONCLUSION:**

As fully discussed above, applying the rules of statutory construction does not lead to any definitive conclusion regarding the Town's ability to regulate architectural styles for detached single-family (and two-family) dwellings. Neither the plain language of the statute nor the legislative history gives any clear indication as to whether the Planning and Zoning Board's historical duties as an appearance review board satisfies the statutory criteria for the continued regulation of building design elements or architectural styles for detached single-family dwellings as set forth in Section 163.5202(5)(a), Florida Statutes. The Town Council could request an advisory opinion from the Attorney General seeking additional guidance regarding the statutory interpretation. However, even if the Attorney General issues such an opinion, it is advisory only. Consequently, it is ultimately up to the Town Council to assess the importance of architectural review of single-family (and two-family) dwellings and determine the appropriate course of action based on the potential risks and benefits of each approach.

# Appearance Review for Single Family Homes

Excerpts from Thomas presentation January 2025 Town Council Meeting  
who was the Advocate for the 700 Ocean nearly 15,000 square foot  
mansion

Presentation created by Diana Davis for the workshop on appearance  
review 5/2/2025 with updated survey results through 5/21/2025

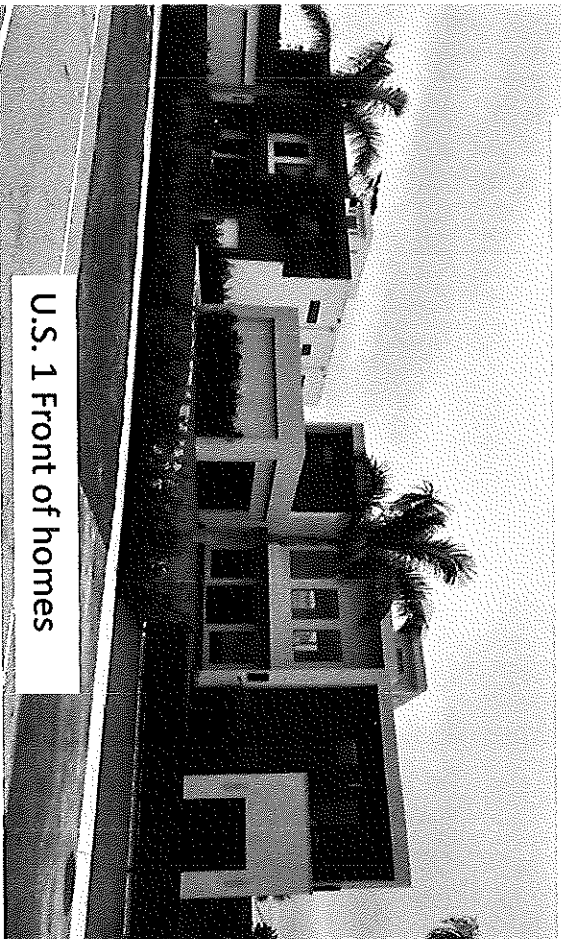


## **Resident Survey – Preserve Value w/ Architectural Review and Harmony (size of structures) review for single family new structures**

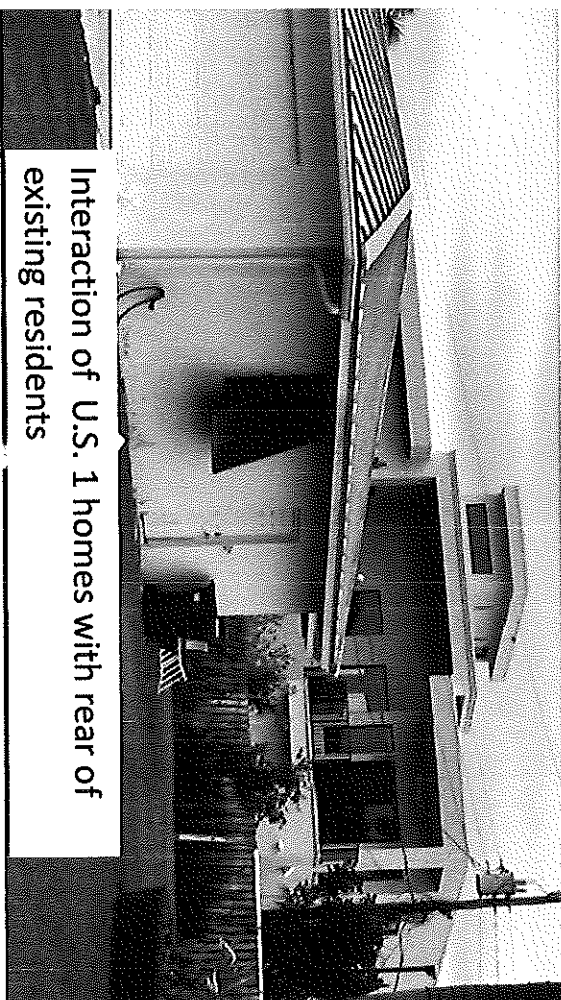
- Q4 – (244) 97% - The best way to protect property values and preserve the character of Juno Beach is to adopt and maintain carefully crafted land development codes that give the P&Z staff & board the tools to evaluate the size of structures in context. This helps preserve a sense of place, maintain a park-like setting, and protect the Town's character and quality of life for current residents. [252 responses for this Q.]
- Q5 – (237) 93% - New development should be subject to architectural standards that ensure consistent quality and aesthetic appeal, contributing positively to the overall value of the community. [252]
- Q3 – (230) 90% - Maintain our existing “harmony” code provisions, which evaluate bulk, mass, scale and proportion of the new proposed structure compared to buildings within 300 feet of the same zoning district. [255]

Next six slides review some potential issues based on our current codes building site area regulations without the review of “size in context code provisions” (a/k/a harmony review)

## Three Large Residential Structures on U.S. 1 \*approved before “size in context” codes in place



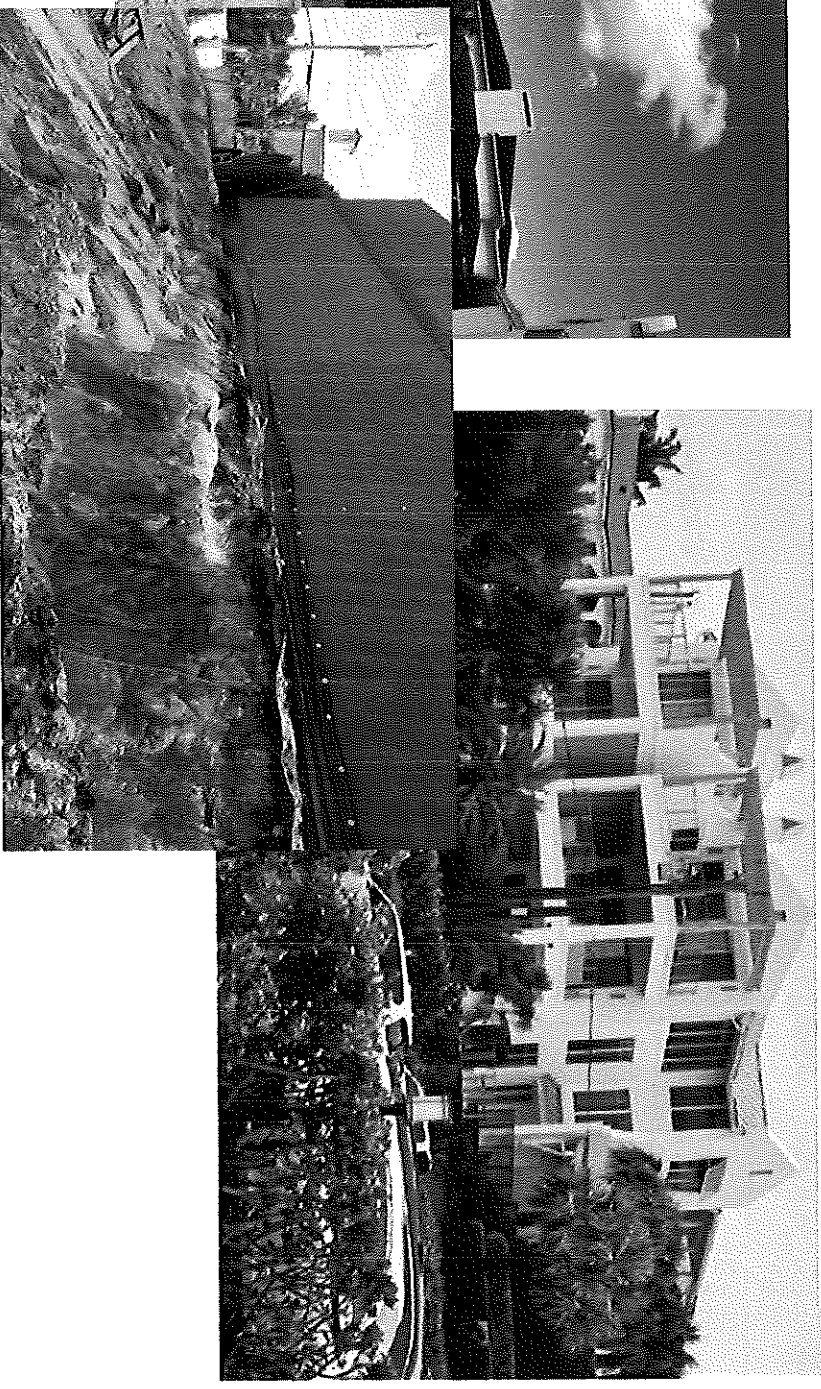
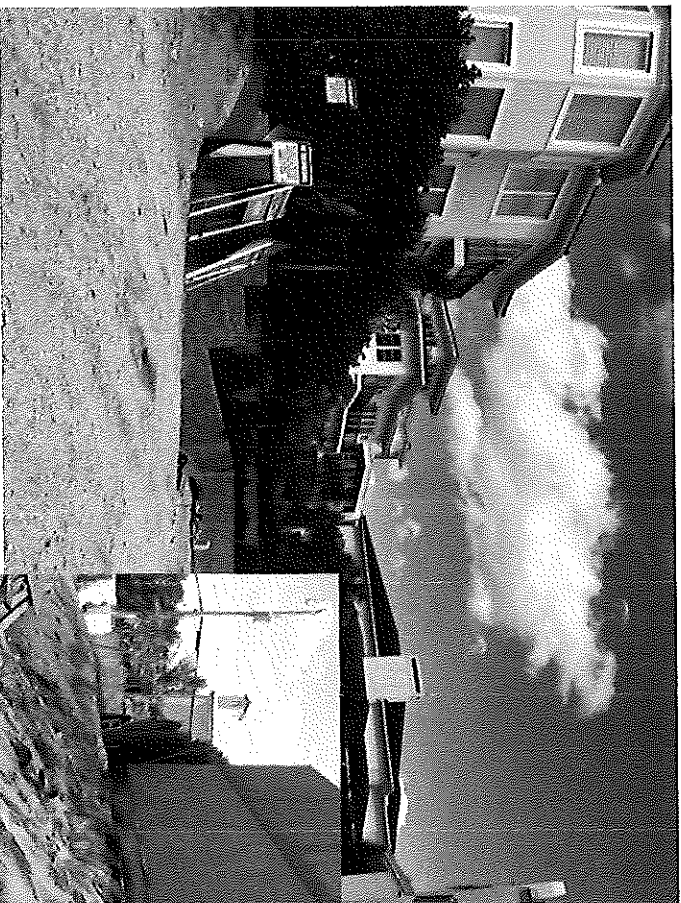
U.S. 1 Front of homes



Interaction of U.S. 1 homes with rear of existing residents

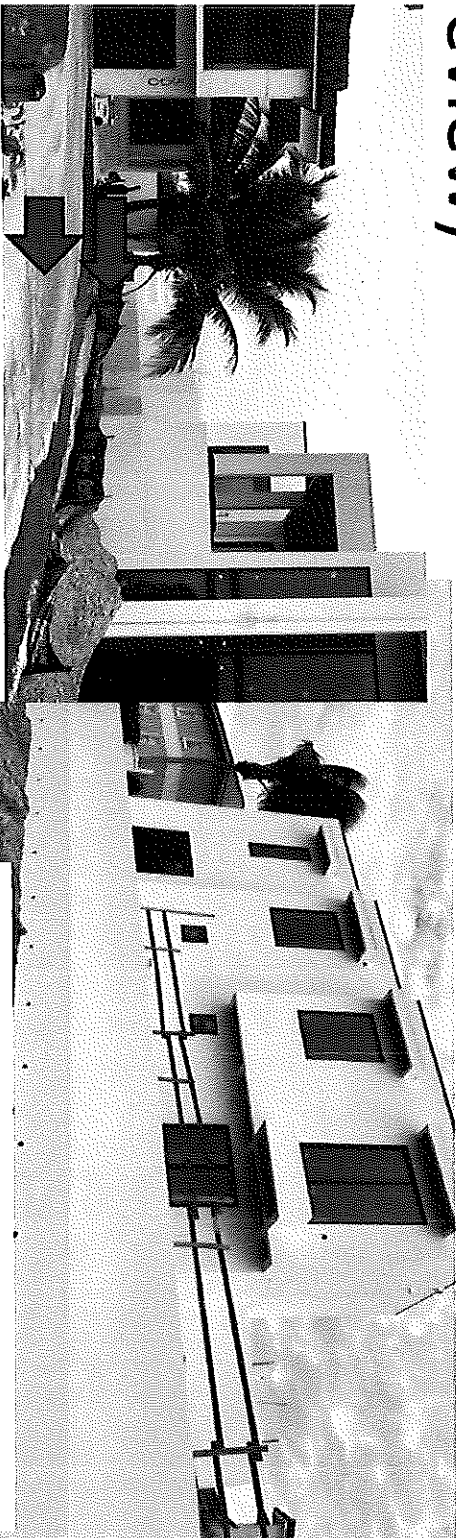
What tools are needed by Staff to better review project impacts on existing residents? Consider 3-D GIS Scene View to calculate scale in relation to surrounding structures & Floor Area Ratio. How can existing residents' property rights be protected? consider setback with scale in relation to other structures, consider retaining walls & screening requirements.

## Venus Drive duplex – approved before size in context codes in place



Topographical Features – benchmarking for requirements to stabilize soils of neighboring properties prior to excavation & any limits on excavations?

# Lyra white rectangle structure \* approved before size in context codes in place (w/out architectural review)



Series of Walls: total of 15 feet in height in the side yard (11 ft wall with 4' railing) without meeting setback requirements for the structure

Topographical Features: Unlimited amounts of fill to raise a side yard deck and pool for access by a second floor

Unlimited Series of Walls not required to meet setback for structure. How much fill can be brought on site? How was its height calculated?



571 Ocean Drive 6,000 Sq.Ft. compared to 401 Mars  
Way 1,000 Sq.Ft. neighboring property \*approved  
before size in context codes in place



Building Site Area requirements of 35% lot coverage (structure only, not impervious surfaces) for our neighborhoods and 25% landscaping (not required to be vegetation, includes rocks & walls) **are not resulting** in a park-like setting that preserves the character of the community

451 Juno Lane 6,000sq ft., neighbor is 2,000sq ft  
\*approved before “size in context” codes in place

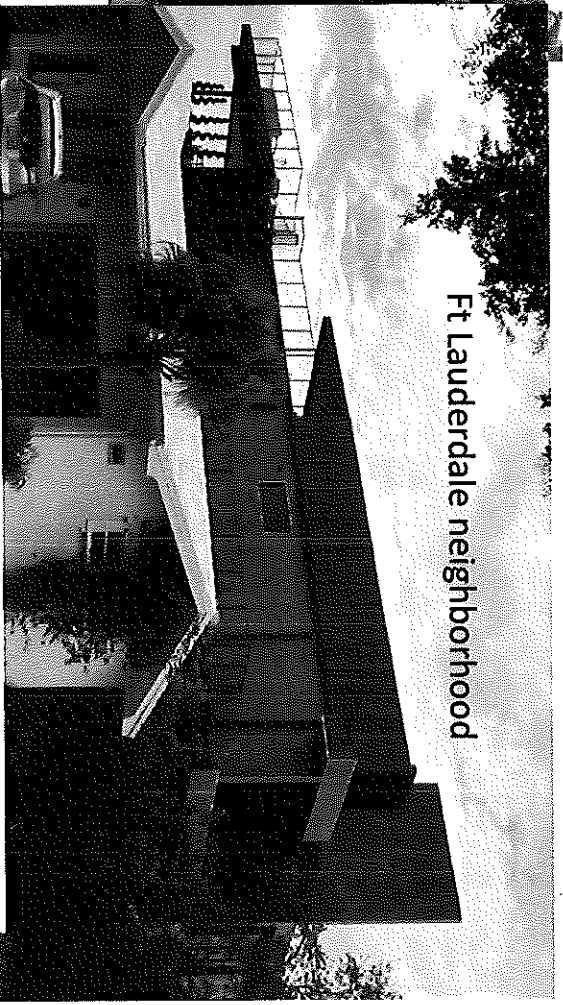
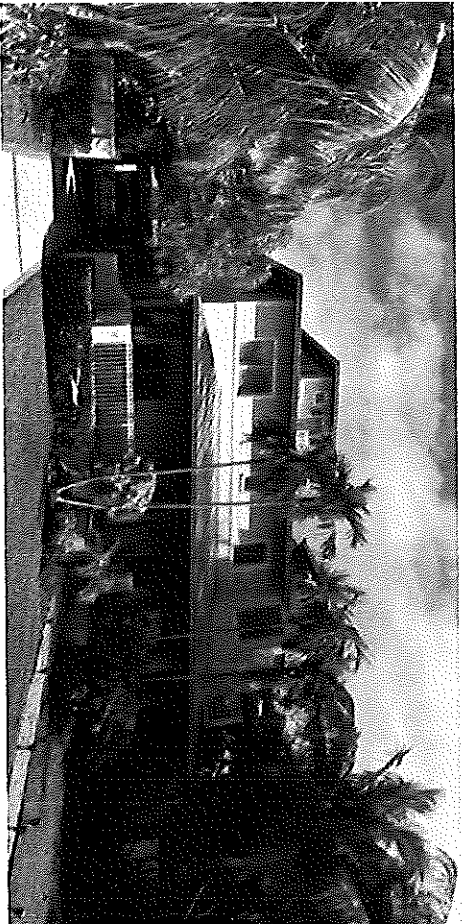


Calculation of height for the structure? The neighbor to the west is a two-story resident. Approx. .84 Floor Area Ratio (FAR) if gross sq.ft. used

401 Olympus – Leslie Thomas presentation suggested that lot will support 19,000 square foot residence if “size in context” comparison are removed



## Good example: 461 Olympus Drive, .5 FAR



What code improvements are needed to encourage architectural features that preserve the character of the community and that allow for incremental growth for new buildings without reducing the quality of life for existing residents or impacting existing resident's property values?



# Harmony comparison of bulk, mass, scale, and proportion in context

- Regulations in effect for “Harmony” over the past two years.
- Property values continue to increase in all residential zoning codes.
- Five examples of residential properties approved over the past two years with the “size in context” type of reviews



479 Ocean Ridge Way (January 17, 2024) 4,706 Sq. Ft., 3 stories with tower; it has two other homes within its same zoning district



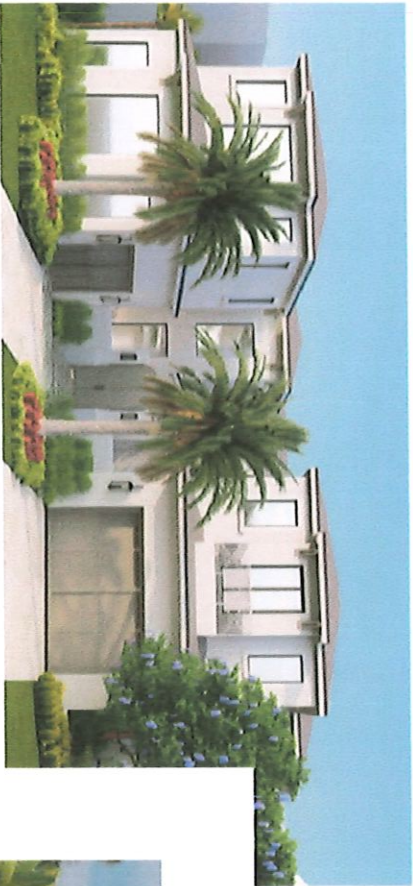
491 North Lyra Circle (10-7-2024) 1,235 sq ft addition for 2-  
stories and a tower, total home square footage 3,268 sq ft. FAR  
.45





220 Ocean Drive (11-18-2024) Existing home addition over garage and expanded into back and side yard, addition 974 sq ft total home 4,764 sq. ft.





January 22, 2025; 2-stories, 14,977 square feet, approved in split vote, Staff denied, P&Z unanimous approval (7-15-2024, public opposition August 2024) PUD and double lot



April 7, 2025 – 410 Diana Lane 2 stories 30' with tower 35'; 5,421 Square Feet FAR .54, staff did not approve and Planning and Zoning Board approved

# Conclusion

- Harmony codes to compare Bulk, Mass, Scale and Proportion resulted in quality projects being approved
- Last two projects divergence between Staff and Board
- Board requested guidance in application of bulk, mass, scale and proportion with more quantitative focus
- Workshop proposals for quantitative review that results in incremental growth over time for residential neighborhoods

**Takings under 5<sup>th</sup> Amendment** – nor shall private property be taken for public use without just compensation,

Generally, while property may be regulated to a certain extent, if regulation goes too far, it will be recognized as a “taking.”

For example, if government requires a landowner to permit a portion of their property for a public road, then the regulatory requirement is similar to eminent domain and it is a “taking” requiring compensation for the private property.

**APA article on Takings- supreme court identified four clear rules**

1. Landowner has been denied “all economically viable use” of the land
2. Where the regulation forced the landowner to allow someone else to enter onto the property
3. Where the regulation imposes burdens or costs on the landowner that do not bear a “reasonable relationship” to the impacts of the project on the community; and
4. Where government can equally accomplish a valid public purpose through regulation or through a requirement of dedicating property, government should use the less intrusive regulation, for example, prohibiting development in a floodplain property.

The Supreme Court has also said that where a regulation is intended merely to prevent a nuisance, it should not be considered a taking.

**Inverse Condemnation** is a claim made by a property owner that the effect of a government action on its property is so devastating that it is the equivalent of the exercise of eminent domain and requires just compensation as per 5<sup>th</sup> amendment.

**Florida Bert “Harris Claims” Section 70.001 et seq Florida Statutes** -

Bert Harris sought to limit governmental exercise of its police powers to trigger compensation for environmental regulations and land use regulations that create an “inordinate burden.” Requires 90-day notice of claim.

Requires appraisals to show inordinate burden on property. Local government can settle these claims with a development order that does not follow the requirements of its comprehensive plan. Conclusion: do not compromise generally applicable standards for “fear” of Harris Act liability, the option remains to grant a waiver in the rare instances where the application of those standards to a specific landowner causes an inordinate burden. (See, Richard Grosso, Esquire presentation 1000 Friends of Florida webinar)



## THE BERT J. HARRIS ACT: THE LAW AND THE LORE

Richard Grosso, Esq.  
Richard Grosso PA

### Harris Act Settlements

- For example, in order to settle a valid *Harris Act claim*, a local government may issue a development order that is inconsistent with its Comprehensive Plan, which would otherwise be strictly prohibited. See §§163.3161(5), 163.3194(1) & (3), and 163.3215, Fla. Stat.
- Key takeaway is that local governments and other agencies should not compromise their generally – applicable standards for fear of *Harris Act* liability... the option always remains to grant a waiver from those standards in the relatively rare instances where the application of those standards to a specific landowner would cause an inordinate burden.



# TOWN OF JUNO BEACH

Item #3.

## PUBLIC COMMENT CARD

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

AGENDA ITEM #: MISC

DATE:

5/28/25

NAME:

Cynthia Frasher

PHONE NO.:

431 603 8701

REPRESENTING (IF APPLICABLE):

ADDRESS:

1705 Floal Dr. Juno Beach

CHECK WHAT MAY APPLY:

☐

SUPPORT

☐

OPPOSE

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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:

NAME:

Chelsey Lucas

PHONE NO.:

REPRESENTING (IF APPLICABLE):

ADDRESS:

400 Appollo Drive

CHECK WHAT MAY APPLY:

☐

SUPPORT

☐

OPPOSE

☒

I WISH TO SPEAK





Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

**Please Add These Comments to the Record for Today's Council Meeting 5-28-25**

1 message

Siobhan O'Donnell &lt;cjreinc@gmail.com&gt;

Wed, May 28, 2025 at 11:59 AM

To: "Town Of Juno Beach Caitlin Copeland Rodriguez, MMC, Clerk" &lt;CCopeland@juno-beach.fl.us&gt;

Caitlin,

Please add the comments below to the record for today's meeting.

Florida Statute 112.501(3) authorizes removal of a municipal board or council member upon being found guilty of a crime, regardless of whether adjudication was withheld. I ask the Council, again, to take action to remove Marianne Hosta from the Council - or explain the reasons why you refuse to act.

At a Sept. 2024 Council Meeting, Peggy Wheeler shamefully trivialized Marianne Hosta's battery on a Juno resident calling it just 'something that happened between two private citizens' instead of referring to it for what it actually was. Ms. Hosta was accused twice of battery by two separate Juno Beach residents and one of them pressed charges and Hosta was found guilty of battery by a jury - and she was put on Probation and sentenced to Community Service, Anger Management Training and she was ordered to pay fines and several thousands of dollars for emergency room bills for the victim's injuries. The victim was the wife of Peggy Wheeler's then political opponent, Mayor Cooke.

It is deplorable that the Mayor censored citizens at the critically important September 2024 hearing on the Bills Family's Christmas Tree Lot and Pulte Application - and that the Police Chief threatened retribution against citizens who were critical of him or the government.

Juno Beach Government under Peggy Wheeler's influence has stained the reputation of the Town. Further, Town Attorney Leonard Rubin has never asked Ms. Wheeler to recuse herself from voting on the so-called "Juno beach police foundation" even though Ms. Wheeler publicly takes credit for initiating this foundation. Ms. Wheeler has an obvious conflict of interest with the police foundation. Look at the favors she received from the police foundation to get her elected as Mayor. The police foundation president, Tom Murphy, **who IS NOT a Juno Beach resident** (he lives in Palm Beach Gardens) orchestrated the Juno Beach ballot initiative to allow Juno Beach citizens to vote for the Juno Mayor -- instead of the Mayor being appointed by Council Members as was the practice at the time. As soon as the police foundation president's hard work on the ballot initiative succeeded, the Vice President and Treasurer of the police foundation, Jack Luther, sent letters to Town residents smearing and attacking Wheeler's political opponent, the former Juno Beach Mayor. Mr. Luther was helped with this smear attack by his buddy Larry Sorsby, who is a retired Hovnanian Homes developer. Next, town residents' mailboxes and phones were besieged with an avalanche of more smears and lies against our former mayor. Tens of thousands of dollars were spent on political PAC mailings, which Wheeler never reported as gifts. Without the political meddling of the tax-exempt, 501c3 police foundation Board Members Wheeler would never have been elected and Juno Beach's zoning, ordinances and codes would have continued to be protected, including the Harmony codes.



Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

**Form submission from: PUBLIC COMMENTS**

1 message

**Town of Juno Beach Florida** <juno-beach-fl@municodeweb.com>  
Reply-To: Town of Juno Beach Florida <ccopeland@juno-beach.fl.us>  
To: ccopeland@juno-beach.fl.us

Sat, May 24, 2025 at 8:51 AM

Submitted on Saturday, May 24, 2025 - 8:51am

Submitted by anonymous user: 73.124.46.252

Submitted values are:

First Name Jim

Last Name Ehret

Address 450 Ocean Dr Unit 802

Email Address jim@ehret-consulting.com

Agenda Item Number (Ex: 1, 2, 3) May 28th Council Meeting

Public Comment / Question Want to make an opening comment

Under 3 minutes

Thanks you

The results of this submission may be viewed at:

<https://www.juno-beach.fl.us/node/2951/submission/19923>





Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

## Form submission from: PUBLIC COMMENTS

1 message

'Town of Juno Beach Florida' via Council &lt;town\_council@juno-beach.fl.us&gt;

Wed, May 28, 2025 at 11:47 AM

Reply-To: Town of Juno Beach Florida &lt;ccopeland@juno-beach.fl.us&gt;

To: town\_council@juno-beach.fl.us

Submitted on Wednesday, May 28, 2025 - 11:46am

Submitted by anonymous user: 69.142.102.158

Submitted values are:

First Name Lori

Last Name Sullivan

Address 450 Ocean Drive

Email Address Lori@BDblueprint.com

Agenda Item Number (Ex: 1, 2, 3) 1

Public Comment / Question

Mayor, Council Members, Neighbors—thank you.

I want to urge our community leaders to protect Harmony as legitimate, effective and legally defensible way to protect property values

I've lived in historic, as well as seaside communities where a cycle triggered by unchecked bulk and scale that, once it started, became impossible to stop.

- It begins with a single oversized home replacing a modest one.
- That new structure sets a market precedent.
- Now, the land—not the home—is what holds the value.
- And suddenly, modest homes no longer “pencil out.”
- They become tear-down targets—not because they're unlivable, but because the math favors redevelopment.

What follows is a predictable chain reaction:

- Developers step in—not to build homes for families, but to maximize return.
- They build even bulkier homes—6+ bedrooms, minimal yards, large driveways.
- Big garages and multiple garage doors to hide all the cars become our street views.
- Over time these homes aren't built for neighbors—they're built for Air B&B, renters, investors, and seasonal income.

This drives up land values even further.

Families can't compete. And to make the numbers work, the next builder goes even bigger. It becomes a self-fueling machine:

Bulk → Higher Land Value → Teardowns → Bigger Bulk → Rentals → Repeat.

And then the lawyers show up.

- They argue that “harmony” and aesthetic standards infringe on property rights.
- They argue against short-term rental limits.
- They challenge height caps and density rules.
- One by one, towns lose the legal tools that help them shape their future.

What began as a principled defense of personal property rights ...were quickly repurposed as legal arguments to erode community standards in favor of developer rights.

I've seen it. It is happening today in the seaside community of Avalon, New Jersey.

I've lived it - Once bulk creep sets in, once the legal challenges begin, reversing course becomes nearly impossible.

And it doesn't stop at the residential property line...

As speculation spreads, commercial rents follow.

Small, locally-owned shops—the cafés, the outfitters, the family-run salons—get priced out. They're replaced by national chains. Not because residents asked for them—but because they're the only ones who can survive.

We lose more than charm. We lose economic diversity. We lose year-round residents. Infrastructure is strained during the season and underused the rest of the year.

And don't think we'll just attract more wealthy homeowners and families, as we lose our charm and neighborhood integrity and suffer Air B&amp;B rentals – the wealthy families will go to the towns who have protected Harmony.

That's the unintended cost of ignoring scale, bulk, and harmony.

This isn't about stopping growth or limiting personal property rights and value —it's about stopping the cycle before it takes root and undermines the right to plan our growth and future thoughtfully.

I'm urging you to:

- Enforce meaningful bulk, massing, and compatibility standards.
- Uphold harmony as a legitimate, defensible zoning principle.
- Prioritize the rights of existing owner-occupied homes
- Preserve what makes Juno Beach a community—not a commodity.

I urge you preserve our town and engage the types of professionals (Architects, planners), who can help us create, implement, and defend thoughtful development and design standards and codes —especially those related to aesthetics, harmony, and community character.

We still have a choice. But that window is closing.

Let's protect this town—for those who live here now, and for those who hope to call it home in the future.

The results of this submission may be viewed at:

<https://www.juno-beach.fl.us/node/2951/submission/19929>





Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

B

## Please Share - Follow-up on our conversation- A space to reconnect

1 message

DD Halpern, Juno Beach Town Council &lt;dhalpern@juno-beach.fl.us&gt;

Tue, May 27, 2025 at 9:15 PM

To: Robert Cole &lt;rcole@juno-beach.fl.us&gt;, Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

Rob -

Please share the email below with all Town Council.

Please also provide us with guidance on how acceptance of this invitation would work with regard to the Sunshine Laws.

Thank you,  
DD

----- Forwarded Message -----

From: mark dubinrealty.com &lt;mark@dubinrealty.com&gt;

To: Halpern DD &lt;ddhalpern2021@yahoo.com&gt;

Sent: Tuesday, May 27, 2025 at 08:39:16 AM EDT

Subject: Follow-up on our conversation- A space to reconnect

Dear Dee Dee:

Thank you again for taking the time to speak with me recently. I appreciated the openness of our conversation and the chance to reflect more deeply on the current state of the council.

As a longtime resident and current business owner in Juno Beach, I share these thoughts with genuine respect for each council member's individual perspective and the right everyone has to their own view. That said, I couldn't help but notice the irony that one of the biggest sources of tension within the council—and confusion within the community—stems from the recent decision to define the word harmony within the town's building code. A word meant to evoke unity and alignment has, in practice, seemingly contributed to the opposite: a breakdown in cohesion, an increase in confusion, and a growing distance between those tasked with leading together.

At the May 3rd workshop, this dissonance became particularly clear. From my perspective, many members came into the meeting with predetermined positions, which made it difficult for true listening to occur. As a result, there was little progress toward a unified path forward. And while the issue at hand was the building code, it seemed that the deeper challenge was one of relationship and communication within the council itself.

As we discussed, real progress depends on the ability to hear and understand one another—not just as officials, but as people. Without that human connection, even the

most well-intended decisions can fall flat or lead to division.

To that end, I'd like to formally extend an invitation to host a private, non-business gathering at Dimension 56 / Dubin Realty, a space my wife and I have created here in Juno Beach rooted in reflection, connection, and unity. I would be honored to facilitate a meeting—not to discuss policy, but to simply offer a space where each council member can be heard and understood on a deeper level. A neutral setting where trust can be rebuilt, ego set aside, and the seeds of true collaboration planted.

Please feel free to share this message with the rest of the council. If there's interest, I would be happy to coordinate the gathering. I believe that when the leaders of Juno Beach are connected to one another, the entire town benefits—and the true meaning of harmony can be realized in both principle and practice.

Warm regards,

Mark and Diana Dubin

Dubin Realty | INI Unify | Dimension 56

561-310-5207  
13884 uS Highway One  
Juno Beach, FL 33408





# TOWN OF JUNO BEACH

Item #3.

## PUBLIC COMMENT CARD

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

AGENDA ITEM #: 13 DATE: 5-28-25

NAME: MAX Fajsel PHONE NO.: 561-351-7416

REPRESENTING (IF APPLICABLE): \_\_\_\_\_

ADDRESS: 506 S Lyra Circle, Juno Beach, FL 33408

CHECK WHAT MAY APPLY:

☐

SUPPORT

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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: 5/28/25

NAME: NINA HIRSCH PHONE NO.: 561-371-7617

REPRESENTING (IF APPLICABLE): \_\_\_\_\_

ADDRESS: 471 SUNSET WAY

CHECK WHAT MAY APPLY:

☐

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# 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:

28 May

NAME:

LAWRENCE COLLINS

PHONE NO.:

561 308 9201

REPRESENTING (IF APPLICABLE):

ADDRESS:

421 N. JUNO LANE

CHECK WHAT MAY APPLY:

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# 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 #:

Hermans 13?

DATE:

5/28/25

NAME:

Meg Deering

PHONE NO.:

561-222-9682

REPRESENTING (IF APPLICABLE):

ADDRESS:

401 Apollo Drive JB

CHECK WHAT MAY APPLY:

☐

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# 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: \_\_\_\_\_  
NAME: Anne Bosso PHONE NO.: 561-252-8631

REPRESENTING (IF APPLICABLE): Ordinance  
ADDRESS: 765 Hibiscus Ave

CHECK WHAT MAY APPLY:

☐

SUPPORT

☒

OPPOSE

☐

I WISH TO SPEAK



Anne Bosso <annebosso@bossorealty.com>

### Illustration of Ordinance 780 & it's affect on property values

Anne Bosso <annebosso@bossorealty.com>

Wed, May 28, 2025 at 2:18 PM

To: juno\_council@juno-beach.fl.us

Bcc: Larry Sorsby <lsorsby@khov.com>, Michael Carp <mtcarp@kenedycorporations.com>, Tom Kelley <tk@kelleyauto.com>, Marcia Wolf <walkerskey@aol.com>, Paul Kneeland <pjk4653gm@gmail.com>, Nina Carp <nmhirsch@gmail.com>, Andrew Russo <arusso@ipre.com>, Anne Bosso <annebosso@bossorealty.com>

I would like this presented tonight

I met with Frank Davila regarding an actual home in Juno Beach and how Ordinance 780 will affect the value of the property. The Subject home is located at 401 Sunset Drive. Below are the numbers. I believe they speak for themselves:

New homes in Juno Beach, those updated or brand new, built to today's market demands are selling for approximately \$1,000/SF of AC space therefore:

Underlying Zoning	= 5,600 SF x \$1,000/SF	=	\$5,600,000	
Staff's Interpretation	= 4,900 SF x \$1,000/SF	=	\$4,900,000	(a loss of \$700,000)
Using an Average	= 2,900SF x \$1,000/SF	=	\$2,9000	(a loss of \$2,700,000)

Anne Bosso  
765 Hibiscus Avenue



# TOWN OF JUNO BEACH

Item #3.

## PUBLIC COMMENT CARD

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AGENDA ITEM #: 13

DATE: 5-28-25

NAME: John Stelly

PHONE NO.: 661 891-7378

REPRESENTING (IF APPLICABLE):

ADDRESS: 481 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 #: Ord. 780

DATE: 5-28-25

NAME: Larry Sornby

PHONE NO.: 732-996-9864

REPRESENTING (IF APPLICABLE):

ADDRESS: 495 Zephyr Way

CHECK WHAT MAY APPLY:

☐

SUPPORT

☐

OPPOSE



I WISH TO SPEAK





# TOWN OF JUNO BEACH

Item #3.

## PUBLIC COMMENT CARD

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

AGENDA ITEM #: 13 DATE: 5/28/25

NAME: MICHAEL CARP PHONE NO.: 561-307-1463

REPRESENTING (IF APPLICABLE): \_\_\_\_\_

ADDRESS: 471 SUNSET WAY

CHECK WHAT MAY APPLY:

☐ SUPPORT

☐ OPPOSE

☒ I WISH TO SPEAK

Voter_Name	Last_Name	First_Name	Voter File Match?	Middle_Name	Name_Style	Formatted_City_State
Alvarez, Jose M	Alvarez	Jose	YES	M		605 Univer Juno Beach
Anthon, Dean G	Anthon	Dean	YES	George		481 Surfsid Juno Beach
Anthon, Maria E	Anthon	Maria	YES	Eugenia		481 Surfsid Juno Beach
Barron, Larry B	Barron	Larry	YES	B		780 Hibisc Juno Beach
Brisben, William O	Brisben	William	YES	Omer		706 Ocean Juno Beach
Brown, Gerald K	Brown	Gerald	YES	Keith		911 Ocean Juno Beach
Del Forn, Ines R	Del Forn	Ines	YES	Rivero		450 N Lyra Juno Beach
Di Ramio, Victor A	Di Ramio	Victor	YES	Anthony		13854 Coc Juno Beach
Dodds, Bianca	Dodds	Bianca	YES			811 Hibisc Juno Beach
Dray, Allison T	Dray	Allison	YES	T		270 Mercur Juno Beach
Dunn, Mark J	Dunn	Mark	YES	James		480 Old To Juno Beach
Dunn, Richard W	Dunn	Richard	YES	Wolfe		470 Seasid Juno Beach
Durand, Guy	Durand	Guy	YES			401 Ocean Juno Beach
Earl, William T	Earl	William	YES	Todd		440 Sunris Juno Beach
Eltinge, Patricia	Eltinge	Patricia	YES			840 Ocean Juno Beach
Faria, Olivia DP	Faria	Olivia	YES	De Paula		460 Sunset Juno Beach
Faria, Wendy D	Faria	Wendy	YES	Dixon		460 Sunset Juno Beach
Fortier, Linda M	Fortier	Linda	YES	Marie		444 Zephyr Juno Beach
Frankel, Thomas	Frankel	Thomas	YES			3535 Milita Jupiter FL
Gantz, Caroline H	Gantz	Caroline	YES	Hooker		750 Ocean Juno Beach
Garofolo, Peter M	Garofolo	Peter	YES	Mario		220 Celesti Juno Beach
Garrity, Judith M	Garrity	Judith	YES	Marie		840 Ocean Juno Beach
Gelman, Gary F	Gelman	Gary	YES	Farber		530 Ocean Juno Beach
Giles III, Marvin M	Giles	Marvin	YES	M	III	104 Temps Richmond
Githens, Anna M	Githens	Anna	YES	M		421 Sunris Juno Beach
Gonzalez, Gonzalo	Gonzalez	Gonzalo	YES			504 Sea Oe Juno Beach
Gorry, Edward S	Gorry	Edward	YES	Steh		911 Ocean Juno Beach
Gorry, Sandra C	Gorry	Sandra	YES	C		911 Ocean Juno Beach
Greene, Donna M	Greene	Donna	YES	Michele		PO BOX 30 West Palm
Greene, William J	Greene	William	YES	James		PO BOX 30 Palm Beac
Guerra, James M	Guerra	James	YES	Martin		451 N Lyra Juno Beach

Guerra, Virginia	Guerra	Virginia	YES		451 N Lyra Juno Beach
Hamzi, Naglaa	Hamzi	Naglaa	YES		220 Ocean Juno Beach
Hannah, John T	Hannah	John	YES	Thomas	341 Ocean Juno Beach
Hannah, Maria C	Hannah	Maria	YES	Clara	341 Ocean Juno Beach
Haselkorn, Catherine A	Haselkorn	Catherine	YES	Ann	11 Grand B Juno Beach
Howell, James H	Howell	James	YES	Harold	104 Sea Oe Juno Beach
Huffman, Christopher O	Huffman	Christopher	YES	O	840 Ocean Juno Beach
Huffman, Debra L	Huffman	Debra	YES	Lea	840 Ocean Juno Beach
Jurison, William J	Jurison	William	YES	Joseph	14661 U S I Juno Beach
Kelley, Patricia A	Kelley	Patricia	YES	Ann	430 N Lyra Juno Beach
Kelly, Robert E	Kelly	Robert	YES	Emmett	936 S. Lake Fontana Wl
Kramer, Jacquelyn E	Kramer	Jacquelyn	YES	Ellen	240 Celesti Juno Beach
Kukie III, Michael E	Kukie	Michael	YES	E III	405 S Juno Juno Beach
Luther, Jon L	Luther	Jon	YES	Lyle	704 Ocean Juno Beach
Luther, Sharon L	Luther	Sharon	YES	Louise	704 Ocean Juno Beach
Lyons, James R	Lyons	James	YES	R	451 Apollo Juno Beach
Lyons, Lynn A	Lyons	Lynn	YES	Ann	451 Apollo Juno Beach
Marckisotto, Darlene B	Marckisotto	Darlene	YES	Bandik	700 Ocean Juno Beach
Miller, John D	Miller	John	YES	Daniel	480 Surfside Juno Beach
Miller, John W	Miller	John	YES	William	718 Ocean Juno Beach
Milton, Andrew A	Milton	Andrew	YES	Allen	1498 Villas Juno Beach
Molina, Jacqueline H	Molina	Jacqueline	YES	Hedges	64 Uno Lag Juno Beach
Mosolf, Diana L	Mosolf	Diana	YES	Lynn	241 Mercu Juno Beach
Murdock, Barbara	Murdock	Barbara	YES		500 Uno La Juno Beach
Naghshpour, Mojdeh	Naghshpour	Mojdeh	YES		500 Ocean Juno Beach
Nickel, Craig B	Nickel	Craig	YES	Bruce	27 Uno Lag Juno Beach
Noga, Michelle L	Noga	Michelle	YES	Lee	291 Mercu Juno Beach
O'Connor, Chiara M	O'Connor	Chiara	YES	M	120 Celesti Juno Beach
O'Connor, Frank S	O'Connor	Frank	YES	Stephen	420 Seaside Juno Beach
Oconnor, Toni	Oconnor	Toni	YES		420 Seaside Juno Beach
Parker, Charlotte A	Parker	Charlotte	YES	Ann	441 N Juno Juno Beach
Pollard, Nicholas C	Pollard	Nicholas	YES	Charles	451 Juno D Juno Beach

Randell, Robert E	Randell	Robert	YES	E	4480 B Old Charleston
Rodgers, Timothy D	Rodgers	Timothy	YES	David	321 Zenith Juno Beach
Ronning, John D	Ronning	John	YES	David	155 Chicag Clarendon
Rothstein, Paul E	Rothstein	Paul	YES	Elliot	18 Bay Woc Hampton B
Rotondo, Pamela C	Rotondo	Pamela	YES	C	800 Ocean Juno Beach
Russo, Lawrence M	Russo	Lawrence	YES	Mark	333 Ocean Juno Beach
Schumacher, Gerald P	Schumacher	Gerald	YES	Paul	270 Mercui Juno Beach
Schwartz, Jane P	Schwartz	Jane	YES	P	29 Grand B Juno Beach
Schwartz, Jeffrey R	Schwartz	Jeffrey	YES	Roger	1733 W He Juno Beach
Seinfeld, Jason	Seinfeld	Jason	YES		5500 Milita Jupiter FL
Senderey, Efrain R	Senderey	Efrain	YES	Ruben	450 Ocean Juno Beach
Seruya, Marc	Seruya	Marc	YES		700 Ocean Juno Beach
Shields, Mary A	Shields	Mary	YES	Anne	500 Ocean Juno Beach
Shinn, Cynthia C	Shinn	Cynthia	YES	Christman	461 Seasid Juno Beach
Sorsby, James L	Sorsby	James	YES	Larry	495 Zephyr Juno Beach
Sossa Schwartz, Gladys C	Sossa Schwartz	Gladys	YES	Clemencia	1733 W He Juno Beach
Vestal, Fred A	Vestal	Fred	YES	Arnold	911 Ocean Juno Beach
Wagner, Debra G	Wagner	Debra	YES	G	491 Saturn Juno Beach
Walker, Justine A	Walker	Justine	YES	Ann	405 Sea Oe Juno Beach
Wiatr, Christopher M	Wiatr	Christopher	YES	Michael	64 Uno Lag Juno Beach
Witte, Kassie R	Witte	Kassie	YES	Randell	4480 B Old Charleston
Yuskas, Stacey A	Yuskas	Stacey	YES	Ann	530 Ocean Juno Beach
Zotovs, Andrea A	Zotovs	Andrea	YES	Audra	400 Starligl Juno Beach



Last_Name	First_Name
Carey	Christa
Chaprnka	Karen
Clevenger	Christopher
DeAngelis	Jefferson
Kehoe Palumbo	Elizabeth
Kramer	Jay
Leininger	Kathryn
Lorch	Lisa
Mann	Dean
Miller	John
Nepola	John
Stott	Patricia
Stott	Jonathan

## JUNO BEACH PROPERTY RIGHTS ASSOCIATION

## Petition to Repeal Town Ordinance 780

We, the undersigned residents of Juno Beach, believe in fostering harmony within our community and ensuring fairness in our zoning ordinances. Regulations should be **fair, simple, and certain**, providing equal treatment for all homeowners under town codes.

Unfortunately, **Town Ordinance 780**, enacted in 2024, disrupts this fairness. It **lowers property values, restricts homeowners' rights, and exposes the town to unnecessary legal challenges**. Under this ordinance, homeowners no longer have control over their property within reasonable building size and appearance guidelines, instead subjecting their choices to the arbitrary rulings of town planners and members of the Planning and Zoning Board.

Furthermore, two sitting Town Council members who initially supported Ordinance 780 (Hosta and Wheeler) have since rescinded their approval and now advocate for its repeal.

We, the residents of Juno Beach, **petition** the Town Council repeal Ordinance 780 to restore regulations that are **fair, simple, and certain** for our community. This repeal will reinstate the **Harmony Codes**, first adopted in 1992, which have successfully served our town for decades.

NAME	ADDRESS	EMAIL	SIGNATURE
------	---------	-------	-----------

CYNTHIA FRASHER	1705 FICOL Dr.	CynthiaFraser@gmail	C. Fraser
WILLIAM WEBER	13896 OLEANDER AVE	willweber@comcast.net	Will Weber
Cathleen Weber	13896 Oleander Ave	Kate96@comcast.net	Cathleen Weber
Cathy Shen	13874 Oleander Ave	mermaidcathy@gmail	Cathy Shen
VICTOR DiRAMO	13854 COCONUT AVE		Victor DiRamo
Maria J. DiRamo	13854 Coconut Ave		Maria J. DiRamo
John McGuire	1675 PARK ST		John McGuire
MARK JOHNSON	13893 Oleander Ave		Mark Johnson
JOHNNIE BUTLER	13839 COCONUT AVE, JUNO BEACH, FL 33408		Johnnie Butler
Khadija Zacharia	13883 Oleander Ave		Khadija Zacharia
Jesus Tejada	1679 Park street		Jesus Tejada
Vivian Tejada	1679 Park St		Vivian Tejada
Cynthia A Black	13896 Coconut Ave		Cynthia A Black

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NAME

ADDRESS

EMAIL

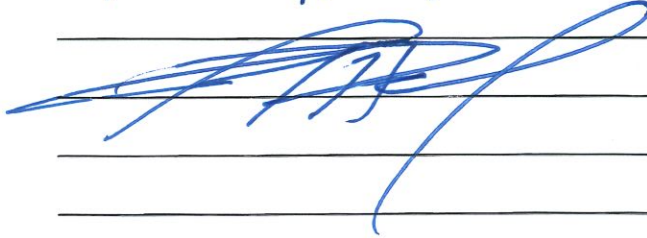
SIGNATURE

JOSEPH &amp; KATHLEEN PAUL

844 OCEANVIEW DR.

JUNO BEACH, FL 33408

jpaule@Cypresspartners.com







## Protect My Property Rights – Repeal the Harmony Definition

Dear Council Members,

I am a Juno Beach homeowner, and I strongly oppose the new zoning code restrictions, particularly the "harmony" definition that limits my property rights. These changes threaten my home's value and set a dangerous precedent for government overreach. Juno Beach's existing codes already ensure responsible development—additional restrictions are unnecessary. I urge you to repeal the "harmony" definition and protect homeowners' rights. Represent MY interests, not bureaucratic agendas!

Signature Mary V. Mason Name MARY V. MASON  
 Address 100 Udo Lago DR Coach 204 JUNO BEACH  
33408



*E. Systems Have Consequences*

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Signature DAVID TABORY Name DAVID TABORY  
 Address 445 Sun Dawn Way



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Signature Rose G. Carille Name Rose G. Carille  
 Address 500 Ocean Dr apt E-10D Juno Beach  
FLA 33408



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Signature

704 OCEAN DRIVE

Address

Name

JON (JACK) LUTHER  
JUNO BEACH, FL 33408



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Signature

500 OCEAN DR / APT E11B

Address

Name

RONALD F. HOSTA  
JUNO BEACH, FL 33408



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Signature

460 Sunset Way Juno Beach, FL 33408

Address

Name

Wendy Dixon Faria



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Signature

Address



Mr. John Pierce  
402 Sea Oats Dr Apt D  
Juno Beach, FL 33408

John Pierce

**PROPERTY  
RIGHTS  
MATTER** 

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Signature

Address

Name

777 HIBISCUS AVE

PAUL KNEELAND

**PROPERTY  
RIGHTS  
MATTER** 

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Signature

Address

Name

410 S. Sun Lane, Juno Beach, FL 33408

Jeri L. Glynn

**PROPERTY  
RIGHTS  
MATTER** 

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Chris Hageman  
Signature

CHRIS HAGEMAN & DEBBIE HAGEMAN  
Name

840 OCEANSIDE DRIVE JUNO BEACH  
Address



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[Signature]  
Signature

Jim & Lynn Lyons  
Name

451 Apollo Dr Juno Beach  
Address



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[Signature]  
Signature

JOHN GIOTALI  
Name

371 APOLO DR JUNO BCH 33408  
Address



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Signature Francine Hotelling (2011) Name Francine Hotelling  
Address 300 Uno Lago Drive Juno Beach 33408



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Signature Ernie J. Baugh Name Ernie J. Baugh  
Address 13 Coronado Bay Cir Juno Beach FL 33408



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Signature

Name

Address

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RIGHTS  
MATTER** 



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Signature

Name

Address

ANNETTE LAM

420 CELESTIAL WAY #102, JUNO BEACH FL 33408



**Michael Carp**

---

**From:** Anne Bosso <annebosso@bossorealty.com>  
**Sent:** Thursday, May 22, 2025 4:33 AM  
**To:** Larry Pacheco; Michael Carp  
**Subject:** Fwd: Against Harmony code

Sent from my iPhone

Begin forwarded message:

**From:** Mark Russo <markyrusso@gmail.com>  
**Date:** May 21, 2025 at 8:15:44 PM AKDT  
**To:** Office Bosso <annebosso@bossorealty.com>  
**Subject:** **Against Harmony code**

Dear Ann,

Please add my name to any petition that may be organized that is against the harmony code. Unfortunately, I cannot be there in person because I am away for the summer in Italy. Please use this as a proxy for my vote against the harmony code.

Thank you for your help and I hope to speak to you soon,  
Mark Russo.

Address: 333 Ocean Dr

markyrusso@gmail.com



## JUNO BEACH PROPERTY RIGHTS ASSOCIATION

## Petition to Repeal Town Ordinance 780

We, the undersigned residents of Juno Beach, believe in fostering harmony within our community and ensuring fairness in our zoning ordinances. Regulations should be **fair, simple, and certain**, providing equal treatment for all homeowners under town codes.

Unfortunately, **Town Ordinance 780**, enacted in 2024, disrupts this fairness. It **lowers property values, restricts homeowners' rights, and exposes the town to unnecessary legal challenges**. Under this ordinance, homeowners no longer have control over their property within reasonable building size and appearance guidelines, instead subjecting their choices to the arbitrary rulings of town planners and members of the Planning and Zoning Board.

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NAME	ADDRESS	EMAIL	SIGNATURE
------	---------	-------	-----------

Deborah Levulis	401 Sunset Way Juno Beach		Deborah Levulis
-----------------	---------------------------	--	-----------------

ROLAND GINCAVSKAS	400 SUNSET WAY		R. Gincavskas
-------------------	----------------	--	---------------

Sylvia B. Ders	411 Sunset Way		Sylvia B. Ders
----------------	----------------	--	----------------

Candace Spivey	140 Ocean Dr Juno Beach		Candace Spivey
----------------	-------------------------	--	----------------

LUIS CASTRO	480 SUNRISE WAY	luiscastrodm@gmail.com	Luis Castro
-------------	-----------------	------------------------	-------------

HANZI	220 OCEAN DRIVE	ramihanzi78@gmail.com	Hanzi
-------	-----------------	-----------------------	-------

Manonita	510 Sunrise Way	amr380@comcast.net	Manonita
----------	-----------------	--------------------	----------

William E. W.	440 SARTIS WAY	tw@w17@aol.com	William E. W.
---------------	----------------	----------------	---------------

Brenda Rogers	461 SUNSET WAY	PETER @ AOL.COM	Brenda Rogers
---------------	----------------	-----------------	---------------

Peter M. Garofolo	220 (Celia) Way 33408	PGAROF@PTColumbiana.com	Peter M. Garofolo
-------------------	-----------------------	-------------------------	-------------------



UNDECIDED RED

Green-sign Pelican Lake

2  
lots  
can-  
-Bred  
empty

5000.5E

STAR 21645

COVE

2415

SUNSET WALK

CA9.

~~SECRET~~

116

**Michael Carp**

---

**From:** Sorsby, Larry <LSorsby@KHOV.COM>  
**Sent:** Wednesday, May 21, 2025 6:03 PM  
**To:** Michael Carp  
**Subject:** Fw: Repeal Harmony

Larry Sorsby:

**From:** Thom Foster <fosterthom41@gmail.com>  
**Date:** April 30, 2025 at 2:58:41 PM CDT  
**To:** town\_council@juno-beach.fl.us  
**Subject:** Repeal Harmony

Juno Beach Council: This is Thomas R Foster a citizen of Juno Beach. I do not want my property rights reduced by this "harmony" provision recently introduced to the code.



**Michael Carp**

---

**From:** Sorsby, Larry <LSorsby@KHOV.COM>  
**Sent:** Wednesday, May 21, 2025 6:07 PM  
**To:** Michael Carp  
**Subject:** Fw: No on Harmony

Larry Sorsby

---

**From:** Peggy Wheeler <pwheeler@juno-beach.fl.us>  
**Sent:** Tuesday, May 20, 2025 11:58:05 AM  
**To:** Sorsby, Larry <LSorsby@KHOV.COM>; Anne Bosso <annebosso@bossorealty.com>  
**Subject:** Fwd: No on Harmony

Sent from my iPhone

Begin forwarded message:

**From:** Caitlin Copeland <ccopeland@juno-beach.fl.us>  
**Date:** May 2, 2025 at 7:35:30 AM CDT  
**To:** Town Council <town\_council@juno-beach.fl.us>, Jim Ehret <jim@ehret-consulting.com>, Fabinne Azemar <fazemar@juno-beach.fl.us>, Brian Cole <bcoolski@yahoo.com>, Michael Stern <mstern100@gmail.com>, Jonathan Butler <jonathan@jbutlerlawgroup.com>, Jim Ferguson <jimferguson001@gmail.com>, Stephen Mayer <smayer@juno-beach.fl.us>, Carol Rudolph <pbgsoccer@aol.com>, Frank Davila <fdavila@juno-beach.fl.us>  
**Subject:** Fwd: No on Harmony

Good Morning:

Please see the comment below from Chad Van Boven.

**Do Not Reply to All.**

***Caitlin E. Copeland-Rodriguez, MMC***  
**Town Clerk**  
**Town of Juno Beach**  
340 Ocean Drive  
Juno Beach, FL 33408  
[ccopeland@juno-beach.fl.us](mailto: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.

----- Forwarded message -----

From: **Chad Van Boven** <[cdvb@comcast.net](mailto:cdvb@comcast.net)>

Date: Fri, May 2, 2025 at 8:28 AM

Subject: No on Harmony

To: <[ccopeland@juno-beach.fl.us](mailto:ccopeland@juno-beach.fl.us)>

Good morning Caitlin,

My wife and I oppose Harmony. We live at 420 Sunrise Way.

Best,

Chad Van Boven

Sent from my iPhone



**Michael Carp**

---

**From:** Sorsby, Larry <LSorsby@KHOV.COM>  
**Sent:** Wednesday, May 21, 2025 6:06 PM  
**To:** Michael Carp  
**Subject:** Fw: Repeal Harmony

Larry Sorsby

**From:** Peggy Wheeler <pwheeler@juno-beach.fl.us>  
**Sent:** Tuesday, May 20, 2025 1:53:53 PM  
**To:** Sorsby, Larry <LSorsby@KHOV.COM>; Anne Bosso <annebosso@bossorealty.com>  
**Subject:** Fwd: Repeal Harmony

Sent from my iPhone

Begin forwarded message:

**From:** Peggy Wheeler <pwheeler@juno-beach.fl.us>  
**Date:** May 2, 2025 at 9:32:56 AM CDT  
**To:** Carrie Williams <cachadwick@msn.com>  
**Subject:** Fwd: Repeal Harmony

Sent from my iPhone

Begin forwarded message:

**From:** Catherine <catherine9068373@gmail.com>  
**Date:** May 1, 2025 at 7:45:39 PM EDT  
**To:** town\_council@juno-beach.fl.us  
**Subject:** Repeal Harmony

Dear Council Members,  
 We are longtime Juno Beach residents.  
 We disagree with the proposed "Harmony" zoning restriction that has been proposed to council as a code change.  
 We believe that the town already has a very good, clear set of codes and we do not feel the need to further restrict homeowners or property owners from

the council over stepping on private citizen's right to use their property as they see fit and within our already strict home building codes.

The correct policy decision is to stop with the "Harmony" addition to our codes and protect our rights as property owners.

Sincerely,

Jason and Catherine Haselkorn

11 Grand Bay Circle

Juno Beach, FL 33408

**Michael Carp**

---

**From:** Sorsby, Larry <LSorsby@KHOV.COM>  
**Sent:** Wednesday, May 21, 2025 6:04 PM  
**To:** Michael Carp  
**Subject:** Fw: Repeal Harmony

Larry Sorsby

---

**From:** Peggy Wheeler <pwheeler@juno-beach.fl.us>  
**Sent:** Tuesday, May 20, 2025 1:55:22 PM  
**To:** Sorsby, Larry <LSorsby@KHOV.COM>; Anne Bosso <annebosso@bossorealty.com>  
**Subject:** Fwd: Repeal Harmony

Sent from my iPhone

Begin forwarded message:

**From:** N Hirsch <nmhirsch@gmail.com>  
**Date:** April 30, 2025 at 4:32:57 PM CDT  
**To:** town\_council@juno-beach.fl.us  
**Subject:** Repeal Harmony

This has gotten out of hand. If a homeowner/property owner wished to have their property governed by an elected or appointed party, they could have purchased in a community governed by an HOA. We did not choose this option.

My opinion on what someone else does or would like to do with/to their property is absolutely irrelevant as long as it follows setbacks and height restrictions already in place to protect the community. That is enough. I don't have a say in what mailbox someone chooses, what color a house is painted, etc nor should anyone else.

Juno Beach has had no issue 'selling' the town. Why is Harmony necessary other than to give some residents a sense of empowerment?

Repeal it...now.

Nina Hirsch  
561.371.7617



## JUNO BEACH PROPERTY RIGHTS ASSOCIATION

## Petition to Repeal Town Ordinance 780

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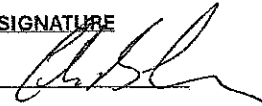
Unfortunately, **Town Ordinance 780**, enacted in 2024, disrupts this fairness. It **lowers property values, restricts homeowners' rights, and exposes the town to unnecessary legal challenges**. Under this ordinance, homeowners no longer have control over their property within reasonable building size and appearance guidelines, instead subjecting their choices to the arbitrary rulings of town planners and members of the Planning and Zoning Board.

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NAME	ADDRESS	EMAIL	SIGNATURE
------	---------	-------	-----------

(1)

CHARLES COLLINS	411 JUNO LANE	charlie.collins.us@gmail.com	
-----------------	---------------	------------------------------	---

(2)

CHARLES COLLINS	421 N. JUNO LANE	SHANE AS ABOVE	
-----------------	------------------	----------------	--

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NAME	ADDRESS	EMAIL	SIGNATURE
------	---------	-------	-----------

Roland Gincauskas	400 Sunset	deerpt1@mchsi.com	Roland Gincauskas
-------------------	------------	-------------------	-------------------

	351 Zenith Ln		
--	---------------	--	--

	441 N Juno Ln		
--	---------------	--	--

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[illegible]

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NAME	ADDRESS	EMAIL	SIGNATURE
Walter Ruczynski	530 Lyra	ruczynski@gmail.com	Walter Ruczynski

David Kazel      431 Sunset      david.kazel@centricconsulting.com      *David Kazel*

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

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NAME	ADDRESS	EMAIL	SIGNATURE
John Kern	770 Hibisucs Ave.	jbkern51@gmail.com	John Kern
Patricia Kern	770 Hibiscus Ave	tishkern@bellsouth.net	Patricia Kern

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<u>NAME</u>	<u>ADDRESS</u>	<u>EMAIL</u>	<u>SIGNATURE</u>
Mona Bischak	470 Sunrise Way	accounting@hohokusinc.com	<i>Mona Bischak, Trustee</i>

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

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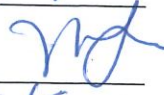
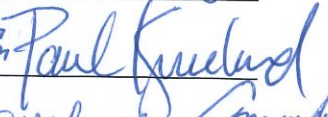




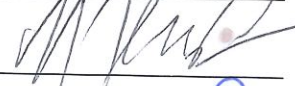





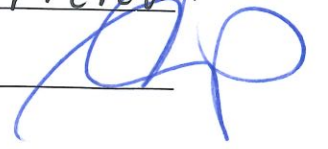
NAME	ADDRESS	EMAIL	SIGNATURE
Michael Kaufman	490 N. Mars	kaufman.m1071@gmail.com	[Signature]
Michelle Noga	391 Mercury Cir #1	michelle.noga@comcast.net	[Signature]
Paul Kneeland	777 Hibiscus Ave	pkneeland@channelbuilding.com	[Signature]
Amanda Kneeland	777 Hibiscus Ave	akneeland22@yahoo.com	[Signature]
Maria Solano	420 N. Juno Ln	maria.solano@yahoo.com	[Signature]
Gino Solano	420 N. Juno Ln	maria.solano@yahoo.com	[Signature]
Anne Bossi	13955 US 1, 7514th Ave 765 Hibiscus	annebossi@bossirealty.com	[Signature]
Robert Bossi	13955 US 1, 7514th Ave 765 Hibiscus	annebossi@bossirealty.com	[Signature]
SUY DURANT	401 OCEAN DRIVE	gd272@msn.com	[Signature]
John Stellyto	401 SUNSET WAY	johndeb42@icloud.com	[Signature]



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Item #3.

NAME	ADDRESS	EMAIL	SIGNATURE
Michael Kaufman	490 Mars	Kaufman.m1071@gmail.com	
Michelle Noga	391 Mercury Cir #1	michelle.nogacarree@gmail.com	
Paul Kneeland	777 Hibiscus Ave	CHANNEL BUILDING PKNEELAND@comcast.net	
Amanda Kneeland	777 Hibiscus Ave	AKneeland22@yahoo.com	
Maria Sodano	420 N. Juno Ln	maria.sodano@yahoo.com	
Gino Sodano	420 N Juno Ln	mariasodano@yahoo.com	
Anne Bossi	13955 US 1, 751 Hibiscus 765 Hibiscus	annebossi@brossorealty.com	
Robert Bossi	13955 US 1, 751 Hibiscus 765 Hibiscus	annebossi@brossorealty.com	
GUY DURANT	401 OCEAN DRIVE	gd272@msn.com	
John Stellyto	401 SUNSET WAY	johnstellyto42@icloud.com	
Pete Williams	450 SEASIDE LN.	JUNOPETE@GMAIL.COM	
CARRIE WILLIAMS	450 Seaside Ln.	JUNO1CACHADWICK@msn.com	
Cynthia Frasher	1705 Floral Dr. Juno	Cynthiafrasher@gmail.com	
Ellen Andel	471 N. Juno Ln.	ellen.andelegmail.com	
Andrew Russo	391 Neptune / 390 Juniper	ARUSSO@ipre.com	
Michael Camp	471 SUNSET	MCAMP@MILSON-HOANGS.COM	



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NAME	ADDRESS	EMAIL	SIGNATURE
MICHAEL GRAY	471 SUNSET	MTGRAY@MMSUN-BOUNG.COM	
Anne BOSSO	765 Hibiscus	annebosso@bossorealty.com	
GUY DURAND	907 OCEAN DRIVE JUNO		
John Stelluto	401 SUNSET Way		
PAUL KNEKLAND	777 HIBISCUS AVE		
PETE WILLIAMS	450 SEASIDE LN.	JUNOPETE@GMAIL.COM	P.D.Williams
CARRIE WILLIAMS	450 Seaside Ln	cachadwick@msn.com	Carrie Williams
CYNTHIA FRASHER	1705 FLORAL Dr.	Cynthiafrasher@gmail.com	
Ellen Andel	471 W. Juno Ln		
MARCIA WOLF	410 Sunrise Way	walkerskey@aol.com	
Andrew Bossso			



# TOWN OF JUNO BEACH

Item #3.

## PUBLIC COMMENT CARD

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

AGENDA ITEM #: 13

DATE: 5.28.25

NAME: Marcio Wolf PHONE NO.:

REPRESENTING (IF APPLICABLE): Self

ADDRESS: 410 Sunrise Way

CHECK WHAT MAY APPLY:  
☐ SUPPORT ☒ OPPOSE ☐ I WISH TO SPEAK



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AGENDA ITEM #: 13

DATE: 5/28/25

NAME: Cynthia Frasher PHONE NO.: 631 603 8701

REPRESENTING (IF APPLICABLE):

ADDRESS: 1705 Floral Dr. Juno Beach

CHECK WHAT MAY APPLY:  
☐ SUPPORT ☐ OPPOSE ☒ I WISH TO SPEAK





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AGENDA ITEM #: 13 DATE: \_\_\_\_\_

NAME: Bob Bossio PHONE NO.: 561-844-5500

REPRESENTING (IF APPLICABLE): \_\_\_\_\_

ADDRESS: 765 Hibiscus Ave

CHECK WHAT MAY APPLY:

☐

SUPPORT

☒

780  
OPPOSE

☐

I WISH TO SPEAK



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AGENDA ITEM #: 13 DATE: 5/28/2025

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

REPRESENTING (IF APPLICABLE): \_\_\_\_\_

ADDRESS: 400 UNO LAGO DRIVE

CHECK WHAT MAY APPLY:

☐

SUPPORT

☐

OPPOSE

☒

I WISH TO SPEAK





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AGENDA ITEM #: 13 DATE: 5/28

NAME: Reel Dunn PHONE NO.: \_\_\_\_\_

REPRESENTING (IF APPLICABLE): \_\_\_\_\_

ADDRESS: 440 Sunset way

CHECK WHAT MAY APPLY:

☐

SUPPORT

☐

OPPOSE

☒

I WISH TO SPEAK

Do not  
SPEAK



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AGENDA ITEM #: 13 DATE: 5/28/25

NAME: Charlotte Parker PHONE NO.: 561-452-7758

REPRESENTING (IF APPLICABLE): Boss Lady Holdings

ADDRESS: 351 Zenith

CHECK WHAT MAY APPLY:

☐

SUPPORT

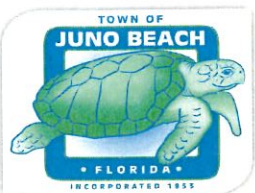
☒

OPPOSE

to 780

☐

I WISH TO SPEAK



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AGENDA ITEM #: 13 DATE: 5/28/25

NAME: Charlotte Parker PHONE NO.: 561-452-7758

REPRESENTING (IF APPLICABLE): RSG Ventures

ADDRESS: 400 Sunset Way

CHECK WHAT MAY APPLY:

☐ SUPPORT

☒ OPPOSE  
to 780

☐ I WISH TO SPEAK



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NAME: Charlotte Parker PHONE NO.: 561-452-7758

REPRESENTING (IF APPLICABLE): Boss Lady Holdings

ADDRESS: 441 N Juno Ln

CHECK WHAT MAY APPLY:

☐ SUPPORT

☒ OPPOSE  
to 780

☐ I WISH TO SPEAK





Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

5

**Form submission from: PUBLIC COMMENTS**

1 message

**Town of Juno Beach Florida** <juno-beach-fl@municodeweb.com>  
Reply-To: Town of Juno Beach Florida <ccopeland@juno-beach.fl.us>  
To: ccopeland@juno-beach.fl.us

Tue, May 27, 2025 at 4:55 PM

Submitted on Tuesday, May 27, 2025 - 4:55pm

Submitted by anonymous user: 174.61.89.196

Submitted values are:

First Name Cyndie  
Last Name Wolf  
Address 440 STARLIGHT LN  
Email Address [clwolf@rocketmail.com](mailto:clwolf@rocketmail.com)  
Agenda Item Number (Ex: 1, 2, 3) Public Comment  
Public Comment / Question  
Council Meeting 05/28/25  
Cyndie Wolf, 440 Starlight Lane

At its core, this discussion is about whether we, as a town, choose to maintain control over development in Juno Beach—or relinquish that control to developers whose primary goal is maximizing profit, often at the expense of our community's character.

Eliminating the Harmony Code and the architectural review process for single-family homes opens the door to oversized, out-of-scale development with little regard for the long-term impacts on our town's charm, cohesion, and livability. Those advocating for the removal of these safeguards are, intentionally or not, paving the way for development that prioritizes profit over preservation.

Concerns have been raised about the potential for litigation. While it's true that legal action can be costly, it is also something the town has faced in the past. We can and should examine past legal expenditures derived from residents who sought a larger home or sought a smaller home for a neighbor. This will help you to better understand the financial risk. Informed decisions require real data, not speculation.

Rather than eliminating protections, we should focus on reducing legal risk by refining our existing regulations. A key part of that is the effort to clearly define the four core concepts of Harmony in a way that is practical, measurable, and legally defensible. This will strengthen—not weaken—our town's position while maintaining local oversight.

So, why rush now? Over \$200,000 has been allocated for professional consulting to guide these decisions. It is premature and fiscally irresponsible to act before those findings are presented. The Council has acknowledged the need for clearer definitions of Harmony yet appears ready to dismantle the very review process meant to support it—before completing that work.

There is no turning back if architectural review is removed. The community is clearly divided, and such a significant, permanent change should not be made without broad consensus and all relevant information in hand.

Let's slow down, follow through on the Council's own commitments, and allow the consulting process to conclude before making irreversible decisions. Preserving Harmony and architectural review is not about stopping progress—it's about guiding it in a way that respects the unique character of Juno Beach.

Additionally, I regret that I am unable to attend this week's meeting. I want to respectfully express my concern that my input, along with that of others who are unable to attend in person, does not appear to be acknowledged or meaningfully considered. When written comments are not read into the record or referenced during discussion, it creates the impression that our voices are being overlooked.

This lack of engagement is discouraging and, I believe, not in the best interest of an inclusive and transparent community

process. Every resident should feel heard, whether present or not. I urge the Council to ensure that all submitted input is given appropriate attention and consideration as part of the public dialogue.

The results of this submission may be viewed at:

<https://www.juno-beach.fl.us/node/2951/submission/19925>





Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

S

**Form submission from: PUBLIC COMMENTS**

1 message

**Town of Juno Beach Florida** <juno-beach-fl@municodeweb.com>  
Reply-To: Town of Juno Beach Florida <ccopeland@juno-beach.fl.us>  
To: ccopeland@juno-beach.fl.us

Wed, May 28, 2025 at 10:02 AM

Submitted on Wednesday, May 28, 2025 - 10:02am

Submitted by anonymous user: 134.84.0.1

Submitted values are:

First Name Laura

Last Name Niedernhofer

Address [471 Apollo Drive Juno Beach FL 33408](#)Email Address [lniedern@umn.edu](mailto:lniedern@umn.edu)

Agenda Item Number (Ex: 1, 2, 3) #13 Harmony of single-family homes

Public Comment / Question

As a longstanding citizen of Juno Beach, who owns a 12 yo 3200+ sq ft home on Juno Ridge, I strongly support the notion of harmony of architectural design of new homes in our town. We recently experienced development of 3 new homes on US 1 behind our house that were identified as incongruous with neighboring structures by town council and staff (see slide 81). I initiated countless engagements with town staff, town council, and the P&Z throughout the site plan approval process and construction period, spanning over ~2 years. My experience is that the town is under staffed and under powered to cope with and enforce code violations of large developers. The pat response to my concerns regarding the development were that "that is a civil matter" and that town inspection occurs only when construction is completed, neither of which are supportive of harmony between existing citizens, developers, and future home owners. Often my queries were not resolved or even responded to. I strongly encourage you to consider expanding the town staff and their expertise to properly manage the acceleration of development currently occurring in Juno Beach. Thank you for your consideration.

The results of this submission may be viewed at:

<https://www.juno-beach.fl.us/node/2951/submission/19928>



# TOWN OF JUNO BEACH

Item #3.

Item postponed

## 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 #: 14

DATE: 5/28/2025

NAME: ALDO ROVERE

PHONE NO.: 631-335-4147

REPRESENTING (IF APPLICABLE):

ADDRESS: 400 VNO LAGO Dr.

CHECK WHAT MAY APPLY:

☐ SUPPORT

☐ OPPOSE

☒ I WISH TO SPEAK



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

---

## KEEP OUR HARMONY CODES IN PLACE!

1 message

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**Ruth Green** <ragreen2003@gmail.com>

Fri, May 23, 2025 at 11:11 AM

To: town\_council@juno-beach.fl.us

For the sake of our beautiful Juno Beach, KEEP THE HARMONY CODES!  
Ruth OBrien  
JUNO BEACH RESIDENT



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

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## Against code changes.

1 message

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'BEVERLY GIBEL' via Council <town\_council@juno-beach.fl.us>

Wed, May 28, 2025 at 1:50 PM

Reply-To: BEVERLY GIBEL <bevgib@aol.com>

To: town\_council@juno-beach.fl.us

Unnecessary. Don't open the door to unbridled destruction.

Bad enough you passed Mega Mansion, Ocean One, Caretta. Do the right thing for once!

Sent from my iPhone

Board Certified Psychotherapist

Trained Psychoanalyst

Wellness Coach

Holistic Approach





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

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## Keep our codes

1 message

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randy.gold1@gmail.com <randy.gold1@gmail.com>

Fri, May 23, 2025 at 11:16 AM

To: town\_council@juno-beach.fl.us

And thank you for your service.

**Randy Gold**



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

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## Current Building Codes

1 message

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**Camille Waser** <cmwas43@gmail.com>

Fri, May 23, 2025 at 11:29 AM

To: town\_council@juno-beach.fl.us

Hello Council,

Please keep our current building codes in Juno Beach.

Camille & Eric Waser  
911 Ocean Drive #803  
The Manor



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

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## Harmony Codes

1 message

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**'JOHN D SHOGREN' via Council** <town\_council@juno-beach.fl.us>

Fri, May 23, 2025 at 11:56 AM

Reply-To: JOHN D SHOGREN <bear688@aol.com>

To: town\_council@juno-beach.fl.us

Dear Town Council keep the same Harmony Codes. Don't destroy a beautiful and quality community.

John Shogren

Sent from my iPhone



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

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## building codes in Juno Beach

1 message

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**Terry Phillips** <nowhopetravels@gmail.com>

Fri, May 23, 2025 at 11:58 AM

To: town\_council@juno-beach.fl.us

I support keeping the current codes in place and strengthening requirements to maintain the ability of the town to control what is built in our jurisdiction.

Terry Phillips  
561.346.5704

-- 'Nevertheless, She Persisted'





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

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**(no subject)**

1 message

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**'Linda Young' via Council** <town\_council@juno-beach.fl.us>

Fri, May 23, 2025 at 12:13 PM

Reply-To: Linda Young <lindayoung@aol.com>

To: town\_council@juno-beach.fl.us

Keep our codes!

Linda Young Eicher  
The Waterford, Apt T1013



Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

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**Code**

1 message

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**jack bolnick** <jackisdiego@gmail.com>  
To: Town\_Council@juno-beach.fl.us  
Cc: Susan Bolnick <dancinpep@aol.com>

Fri, May 23, 2025 at 12:27 PM

Please keep the code for archeological review to maintain appropriate building guidelines. Our beautiful Juno Beach is turning into Boca & Delray which we don't want.

Jack & Susan Bolnick  
450 Ocean Drive Apt 1006  
Juno Beach  
Sent from my iPhone



Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

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## Harmony codes

1 message

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'chapcooklaptop@aol.com' via Council <town\_council@juno-beach.fl.us>

Fri, May 23, 2025 at 12:33 PM

Reply-To: "chapcooklaptop@aol.com" <chapcooklaptop@aol.com>

To: "town\_council@juno-beach.fl.us" <town\_council@juno-beach.fl.us>

Please keep the existing codes in place to protect the nature of Juno Beach and its residents. We do not need to be less restrictive or to have more development. Anyone who votes that way should be voted out. Charles Hapcook, [900 Ocean Dr.](#)

[Sent from the all new AOL app for iOS](#)



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

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## architectural review

1 message

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'Carol' via Council <town\_council@juno-beach.fl.us>

Fri, May 23, 2025 at 12:41 PM

Reply-To: Carol <carolju@aol.com>

To: Town\_Council@juno-beach.fl.us

Hello,

Please keep the architectural review and codes

Thanks,  
Carol Julich  
[Carolju@aol.com](mailto:Carolju@aol.com)  
973 985 7568

Sent from my Verizon, Samsung Galaxy smartphone





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

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## Housing Review Opinion

1 message

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**Colleen Mosier** <ccmcourt@gmail.com>

Fri, May 23, 2025 at 12:59 PM

To: Town\_Council@juno-beach.fl.us

I fully support the Town maintaining size review restrictions in the neighborhood context

I fully support codes guiding new construction

I do not support architectural review

Colleen Mosier



Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

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## Support for Preserving the Harmony Code and Juno Beach's Character

1 message

**Jennifer Pierce** <jenniferpierce1020@gmail.com>

Fri, May 23, 2025 at 3:19 PM

To: Town\_Council@juno-beach.fl.us

Cc: Jennifer Pierce &lt;jenniferpierce1020@gmail.com&gt;

Dear Town Council Members,

While I live in a condo and am not directly affected by the Harmony Code, I feel strongly that the ordinance passed unanimously just last year reflects the kind of thoughtful discretion we need to 'keep Juno Beach, Juno Beach'.

I support maintaining the Harmony Code as-is. I don't want to see a wave of oversized homes and mega-mansions replacing our town's charm and balance. Beyond aesthetics, I'm concerned that large-scale tear-downs and massive new builds could drive up property values and taxes, pushing out retirees, pension-reliant residents, and longtime locals who give this town its character.

I understand there's nothing wrong with wealth (after all, diversity includes income diversity too!). But I, for one, prefer a neighborhood where not everyone belongs to a country club. I value living among a mix of backgrounds and life experiences, not just the ultra-wealthy. If we normalize the kind of development seen in the approval of that 15,000-square-foot estate, we risk losing the very qualities that make Juno Beach special.

Please don't roll back a policy that was carefully considered and **unanimously** supported just a year ago. Let's honor the town's intent and preserve what makes this community unique.

Sincerely,

Jennifer Pierce, 900 Ocean Drive, Unit 707



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

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## In favor of maintaining architectural review

1 message

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**Don** <donshap@gmail.com>

Fri, May 23, 2025 at 4:15 PM

To: Town\_Council@juno-beach.fl.us

Dear Council Members:

I would like to express my support to maintain architectural review and to preserve size review based on neighborhood context (mass, bulk, scale, and proportion), our "harmony codes." To a large extent these codes are what make Juno Beach such a wonderful town to live in

Sincerely,

Donald P. Shapiro

570 Ocean Drive



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

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## Keep our codes please!

1 message

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**Diane Papadakos** <dgpapadakos@gmail.com>

Fri, May 23, 2025 at 4:57 PM

To: Town\_Council@juno-beach.fl.us





Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

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**(no subject)**

1 message

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**'Tedda King' via Council** <town\_council@juno-beach.fl.us>

Sat, May 24, 2025 at 7:15 AM

Reply-To: Tedda King &lt;teddaking@aol.com&gt;

To: town\_council@juno-beach.fl.us

I am writing to advise the town council that I support keeping the current codes regarding the size of new structures in context of their surroundings. I support the Harmony Code. I support the Architecture Review Codes.

Tedda King



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

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## Architectural Review

1 message

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'cathie murphy' via Council <town\_council@juno-beach.fl.us>  
Reply-To: cathie murphy <cathieanie@yahoo.com>  
To: Town\_Council@juno-beach.fl.us

Sat, May 24, 2025 at 8:11 AM

Please keep our codes for architectural review.

Catherine Murphy  
Sent from my iPad



Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

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**Codes**

1 message

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**'cathie murphy' via Council** <town\_council@juno-beach.fl.us>

Sat, May 24, 2025 at 8:12 AM

Reply-To: cathie murphy &lt;cathieanie@yahoo.com&gt;

To: Town\_Council@juno-beach.fl.us

**KEEP OUR CODES** for architectural review and to preserve size review based on neighborhood context (mass, bulk, scale, and proportion), our harmony codes.

Sent from my iPad



Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

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**Juno Beach Architectural codes**

1 message

**'Karen Kolstad' via Council** <town\_council@juno-beach.fl.us>

Tue, May 27, 2025 at 10:10 AM

Reply-To: Karen Kolstad &lt;evalen90@yahoo.com&gt;

To: town\_council@juno-beach.fl.us

Dear Juno Beach Town Council,

We would like to express our staunch opposition to removing or changing our town codes in any aspect.

These codes protect the quality of our architecture and Juno Beach living.

We need to maintain architectural review in Juno Beach. Present codes are not overly restrictive to prudent development and should remain unaltered.

Sincerely,  
Karen and Leonard Kolstad

Sent from Yahoo Mail for iPad





Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

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**Construction Codes for Juno Beach**

1 message

'fildes@aol.com' via Council &lt;town\_council@juno-beach.fl.us&gt;

Tue, May 27, 2025 at 10:14 AM

Reply-To: "fildes@aol.com" &lt;fildes@aol.com&gt;

To: "town\_council@juno-beach.fl.us" &lt;town\_council@juno-beach.fl.us&gt;

**Dear esteemed members of our Town Council,**

**I am a long-time owner-resident of Juno, (2007). I have always enjoyed the relatively understated appearance of the residences and commercial enterprises that define our community as tasteful and unpretentious. While I respect and support the importance of individual freedoms, I also detest and oppose the potential for unbridled egotistical arrogance of some who appear to have lost their humility and respect for others. Recently, we have seen the creation of house monstrosities in the heart of Juno which have damaged the appearance of our little Pelican Pond... there are many developers constantly attempting to curry favor and buy influence with our town leadership to further destroy our enviable tranquility and quality of life. For these reasons and others, I urge you to vote to retain a robust program of architectural review to define all construction and development, including a careful review of proposed size based on the neighborhood context (mass, bulk, scale, and proportion), along the lines of our current harmony codes.**

**Thank you for your difficult work of our behalf.**

**Sincerely,**

**Robert D. Fildes, MD**

**500 Ocean Drive**

**Juno Beach, FL 33408**



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

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## keep our codes!

1 message

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**Bill Enross** <bill.enross@gmail.com>  
To: Town\_Council@juno-beach.fl.us

Tue, May 27, 2025 at 11:35 AM

William Enross  
[450 Ocean Drive, Apt 203](#)  
[Juno Beach, FL 33408](#)

--

Bill Enross  
(508) 801-0593



Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

**Public Comment Submission for May 28, 2025 Council Meeting – Ordinance 780**

1 message

Jennifer Pierce <jenniferpierce1020@gmail.com>  
To: ccopeland@juno-beach.fl.us

Tue, May 27, 2025 at 6:20 PM

Dear Town Clerk Copeland,

Please include the below correspondence in the official public record for the May 28, 2025 Town Council Meeting regarding Ordinance 780.

As a Juno Beach resident, I am writing to express concern about recent communications from Mayor Wheeler and to clarify that many residents, including myself, do not support the proposed repeal of Ordinance 780. The attached message, which I also shared directly with Council Members DD and Diana, outlines my specific concerns.

Thank you for your service and for ensuring that a diversity of resident voices are documented and considered.

Sincerely,  
Jennifer Pierce  
900 Ocean Dr, #707  
Juno Beach, FL 33408

**ATTACHED MESSAGE:**

Dear Council Members Halpern & Davis,

Given the significance of the upcoming discussion on Ordinance 780, I wanted to share my reaction to several misleading and concerning statements from Mayor Wheeler's May 27th newsletter.

Mayor Wheeler repeatedly makes broad, unqualified claims such as:

- *"Residents are advocating for the reinstatement of the Harmony Code..."*
- *"Citizens are urging a return to the original codes..."*
- *"Residents have expressed strong opposition to replacing Ordinance 780..."*
- *"Council Members, including myself, have since acknowledged..."*

These blanket statements suggest unanimous support for repealing Ordinance 780 and opposition to any related measures, which is simply not true. A significant portion of residents, including myself, do *not* support the repeal. Many of us are concerned about the implications for neighborhood aesthetics, scale, and the overall character of Juno Beach.

Ironically, the Mayor closes her message by accusing other Council Members' newsletters of being misleading, even as she fails to acknowledge the diversity of opinion in town. Her tone implies that only one group of citizens deserves representation. That is not reflective of balanced leadership.

Whether or not one lives in a single-family home, many of us care deeply about preserving the beach-town harmony and thoughtful scale that drew us to Juno Beach in the first place. Ordinance 780 was passed unanimously last year, including by Mayor Wheeler and Planning & Zoning after public deliberation. To now suggest it was rushed or uninformed is a revisionist narrative.

I appreciate your willingness to continue representing *all* residents, not just the loudest voices. Thank you for your continued service and for standing by principles of transparency, accuracy, and inclusive governance.

Sincerely,  
Jennifer Pierce





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

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## Harmony codes

1 message

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**Adam Sorrenti** <adam.sorrenti@dspca.com>

Tue, May 27, 2025 at 9:50 PM

To: "town\_council@juno-beach.fl.us" <town\_council@juno-beach.fl.us>

Yes!!!

ADAM SORRENTI  
840 ocean drive  
Apartments 806 and 903  
JUNO beach Florida 33408  
Sent from my iPhone





Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

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**Save Juno Beach**

1 message

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**'Judy Mathot' via Council** <town\_council@juno-beach.fl.us>

Wed, May 28, 2025 at 8:38 AM

Reply-To: Judy Mathot &lt;imjudeed@yahoo.com&gt;

To: town\_council@juno-beach.fl.us

Sent from my iPad

Dear Town Council members,

Please do all that you can to save our beautiful and special little beach town. Do not let us be taken over by people that have no respect for what our town means to us. The reason people live here is because of how quiet and quaint our town is. Why would anyone want to ruin such a perfect place to live? We do not need to be taken over by developers and real estate investors that will use us and destroy what we have.

Please support our town by keeping the Harmony Codes in tact. Do not let it be changed for the worse by people who do not care and just want to plow us over for their own good.

Stand together to keep Juno Beach the way it has been and should be!

Thank you,

Judy Conn-Mathot



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

Yes

1 message

Edward Simpson <edwardfsimpson@gmail.com>  
To: town\_council@juno-beach.fl.us

Tue, May 27, 2025 at 8:06 PM

Sent from my iPhone



Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

**Harmony**

1 message

Aldo Rovere <aldoforjuno@gmail.com>  
To: town\_council@juno-beach.fl.us

Tue, May 27, 2025 at 9:48 PM

**May 25, 2025****Dear Mayor and Councilors,**

**What the Town needs is a Workshop!!! Oh, wait, we had one. Some acknowledged that we called it a workshop, but the public, like at Council meetings, was limited to initial comments from a few residents and no engagement from the citizens after hearing from the Councilors, P&Z and Staff. That has led to newsletters, emails, by named and unnamed individuals, seeking to gather favor for their particular point of view.**

**The discussion centers around the word “*harmony*” in the architectural review guidelines of Ordinance 780. This is more than a policy, it boils down to a matter of semantics and interpretation. The word *harmony* means different things to different people, and how we define and apply it, shapes both property rights and the future of our town’s appearance.**

**Some argue that *harmony* is too subjective—difficult to define, easy to misapply, and therefore, problematic. Florida has evolving legal standards, which emphasize clarity, consistency, and historical precedent. From that view, decisions based on undefined aesthetics can seem arbitrary, and open the door to legal disputes or homeowner frustration.**

**Others see *harmony* as essential—a word that captures the character and charm of our town. It reflects how homes relate to each other and to the streetscape, how architectural elements work together, and how we preserve the small-town atmosphere we all value. Removing the word could weaken our ability to maintain this visual identity. To eliminate it could be seen as an outright rejection of the concept by our town.**

**In truth, both sides are right in some ways.**

**We’re really facing a language and planning challenge—how to respect individual property rights while guiding the kind of development that keeps our town cohesive and appealing.**

**And while we’d all like a solution that’s “certain for all time,” that’s rarely realistic. In just the past few years, we’ve seen dramatic changes in home**

**design and scale—what was once harmonious has shifted, reflecting broader trends and evolving preferences.**

**That's why we should consider bringing modern tools into the process. One approach would be to create a template envelope for each existing property—defining its development limits in terms of volume, massing, and scale, based on both the building code and architectural review criteria. This is on the table.**

**A plan for analyzing Floor Area Ratio, Volume, and Massing for single-family dwellings. Someone who has the tools to create clear, visual parameters for each lot, using objective data and the latest technology. Chen Moore comes to mind. This could be funded either directly or through the reallocation of funds from existing services already paid for.**

**Establishing parameters through an independent third party, would reduce subjectivity, help preserve aesthetic values, and create a consistent, transparent standard for all applicants.**

**In short, we don't need to abandon *harmony*—we need to clarify it, define it, and support it with modern tools and historical context. That way, we protect both the town's visual identity and the rights of the people who live here.**

**Thank you for your attention to this matter and for your service to the community.**

**Aldo Rovere – Audit Oversight Committee in hiatus**

**400 Uno Lago Drive**





Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

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**STOP - THE OVER DEVELOPMENT - STOP**

1 message

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**Mary Ann Atkinson** <maryann619@gmail.com>

Wed, May 28, 2025 at 3:58 AM

To: town\_council@juno-beach.fl.us

We are already aware in Juno Beach that some of the developers wish to totally take over our beautiful area. Right now, everywhere you turn, there are more buildings being erected or planned to take over the peacefulness of our town with no thought to the infrastructure to support needed for the increase in population with roads and other system conveyances. It's time to STOP the unnecessary development in Juno Beach.

As members of the Juno Beach Council, you are supposed to be here to protect our town, its citizens and adhere to the existing rules for development. Why are you NOT doing your job? Money is not the answer to everything and please let your conscience do what is right for Juno Beach.

Thank you for your understanding and doing what is best for your constituents.

[Mary Ann Atkinson, 536 Oak Harbour Dr, Juno Beach, FL 33408](#)



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

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## Vote

1 message

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**Barbara Murdock** <bdhm926@gmail.com>

Wed, May 28, 2025 at 5:30 AM

To: town\_council@juno-beach.fl.us

YES

Barbara Murdock  
[bdhm926@gmail.com](mailto:bdhm926@gmail.com)  
203-216-2448



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

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## Codes

1 message

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**Bruce E Smith** <phl213@gmail.com>  
To: town\_council@juno-beach.fl.us

Fri, May 23, 2025 at 2:21 PM

Keep our codes



Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

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**Keep the Juno Beach codes**

1 message

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**Meg Deering** <mdeering100@gmail.com>  
To: town\_council@juno-beach.fl.us

Mon, May 26, 2025 at 6:32 AM

Dear Council,

It is upsetting to me as a member of this community for over 30 years that you do not see the difference between the homes we have and outlandish ones being proposed.

Perhaps it is not just the type of home but also the type of families that we are attracting that should be considered. If a new family in Juno Beach thinks they need more than 2500 sq feet of living space and need to loom over their neighbors, leaving no green space on their property, not only their home but they themselves will not fit in well with their neighbors.

We need to remain a green town with space around our homes to breathe and give privacy. We want to attract people who want to be outside more than inside.

We do not need pretentious, empty dwellings that put concrete from corner to corner on a lot.

Thank you for your consideration of my view on this issue.

--

Meg Deering  
educate, communicate, understand, and love  
561-222-9682  
[mdeering100@gmail.com](mailto:mdeering100@gmail.com)  
[www.linkedin.com/in/megdeering](https://www.linkedin.com/in/megdeering)





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

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## Harmony Codes

1 message

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jack haynes <jthaynes@att.net>  
To: town\_council@juno-beach.fl.us

Tue, May 27, 2025 at 7:40 PM

As a Juno Beach concerned and voting Resident I would like to see the Building Codes remain as they are.

Thanks  
Jack Haynes





Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

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**Harmony Codes**

1 message

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**pasha-wipers-6t via Council** <town\_council@juno-beach.fl.us>

Tue, May 27, 2025 at 8:21 PM

Reply-To: pasha-wipers-6t@icloud.com

To: town\_council@juno-beach.fl.us

As a 20-year Juno Beach resident , I insist that the Harmony Codes remain in use and effective in all situations.

Juno Beach is a beautiful place. Please don't sell us out. After all, you live here too.

Pasha W.



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

---

**YES**

1 message

---

**Donna M Fletcher** <ontherocks281@hotmail.com>

Wed, May 28, 2025 at 12:07 AM

To: "town\_council@juno-beach.fl.us" <town\_council@juno-beach.fl.us>

Sent from my iPad



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

---

## Keep the current building codes!

1 message

---

**Mary Skoning** <maryskoning@gmail.com>

Fri, May 23, 2025 at 11:07 AM

To: town\_council@juno-beach.fl.us

Mary Skoning  
240 Celestial Wayne  
Juno Beach, FL  
Sent from my iPad





Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

---

**Keep our codes**

1 message

---

**'Alan Loewenstein' via Council** <town\_council@juno-beach.fl.us>

Fri, May 23, 2025 at 11:27 AM

Reply-To: Alan Loewenstein &lt;alafa1@aol.com&gt;

To: "town\_council@juno-beach.fl.us" &lt;town\_council@juno-beach.fl.us&gt;

We can not start building larger buildings or any type of structure in the Preserves!

Alan Loewenstein  
[103B Sea Oats dr](#)



Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

---

**Codes**

1 message

---

**'ROBERT REIMERS' via Council** <town\_council@juno-beach.fl.us>

Fri, May 23, 2025 at 12:35 PM

Reply-To: ROBERT REIMERS &lt;breilers@aol.com&gt;

To: town\_council@juno-beach.fl.us

Keep our codes. The survey results speak for them selves. Keep our codes!

Bob Reimers  
973-879-2886



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

---

## Keep our codes

1 message

---

'paul harrington' via Council <town\_council@juno-beach.fl.us>

Fri, May 23, 2025 at 12:39 PM

Reply-To: paul harrington <harrington1558@yahoo.com>

To: town\_council@juno-beach.fl.us

Thanks, Paul



Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

---

**Keep Our Codes**

1 message

**Andrew Wilson** <awilson@jgwgroup.com>

Fri, May 23, 2025 at 1:00 PM

To: "Town\_Council@juno-beach.fl.us" &lt;Town\_Council@juno-beach.fl.us&gt;

Dear Town Council:

I moved here 14 years ago to a small beach town called Juno Beach, now it seems some would like to make like Miami Beach. Do not change any of the permitting or architectural codes for this great community. Not sure what is driving some on the Town Council to want to do this, are you associated with builders, architects, or developers because if you are you are not looking out for the members of this community.

We do not want mansions on zero lot lines anywhere in our community. Enough is enough keep our town what it should be.

Respectfully,

Andrew M. Wilson

Vice President MAC

President Court Yard Cay/Director Marina Association

**606 Oak Harbour Drive,**

**Juno Beach, Florida. 33408**

Cell 703 623 2392





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

---

## Keep our codes

1 message

---

**Kay McCarthy** <kaymccarthy316@gmail.com>  
To: Town\_Council@juno-beach.fl.us

Fri, May 23, 2025 at 1:03 PM

We vote to keep our codes and protect Juno Beach.  
Kay and Emmett McCarthy in Beachbound. [240 Celestial way #2](#).



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

---

## Codes

1 message

---

**John Motzer** <johnhmotzer@gmail.com>  
To: Town\_Council@juno-beach.fl.us

Fri, May 23, 2025 at 3:25 PM

Keep our existing codes! We like the way things currently are.

John and Linda Motzer  
Juno Beach, FL



Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

---

## Harmony Codes and Architectural Review Codes

1 message

---

**Nancy Stone** <nancy.stone1@att.net>

Mon, May 26, 2025 at 5:16 PM

To: town\_council@juno-beach.fl.us, Caitlin Copeland <ccopeland@juno-beach.fl.us>

Dear Town Council,

I support keeping the Harmony and Architectural Review Codes. I believe them necessary to preserve the character of Juno Beach, particularly what makes Juno Beach special, unique, and valuable. Without them, our special Town will disappear.

Respectfully,  
Nancy Stone  
710 Ocean Drive  
Juno Beach, FL. 33408  
Sent from my iPad



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

---

## Harmony codes

1 message

---

**Mary Skoning** <maryskoning@gmail.com>

Tue, May 27, 2025 at 7:56 PM

To: town\_council@juno-beach.fl.us

I would like the codes to stay intact.

Mary Skoning

240 Celestial Way

Juno Beach, FL

Sent from my iPad





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

---

**(no subject)**

1 message

---

**Susan E Gaughan** <segaughan2@gmail.com>

Wed, May 28, 2025 at 7:02 AM

To: town\_council@juno-beach.fl.us

Please constrain development. Protect Juno. I'm against changing regulations to alter the charm of Juno. Thank you.  
Susan Gaughan. 390 N Juno Lane.

Submitted on Wednesday, May 28, 2025 - 9:27am

Submitted by anonymous user: 208.104.54.253

Submitted values are:

First Name Scott

Last Name Shaw

Address 400 Apollo Dr

Email Address [shaw4098@bellsouth.net](mailto:shaw4098@bellsouth.net)

Agenda Item Number (Ex: 1, 2, 3) 13

Public Comment / Question

My name is Scott Shaw and we reside at 400 Apollo Dr. Thank you for hearing me out.

Why do we constantly hear that harmony is "subjective"? Harmony is defined in 34-4. Does our Council and Staff desire to defeat the concept of harmony? If you read and understand the definition, aren't you just doing your job? Webster's definition starts with musical notes, but also includes "a pleasing arrangement of parts", or "congruence".

When we first heard about 401 Diana in January 2025, we concluded that half of Council and Staff must lack comprehension. We quickly learned about the Pulte project and the 15000 ft mansion on the beach that appears to infringe the CCCL. We realized 401 Diana is not an "incident", and it is not a lack of comprehension. It is intentional. The Town is habitually "neglecting duty" by failing to observe Code, which invites the State of FL to exercise its option to dismiss a local official.

We attended a Council Hour and watched Council member's jaws drop open when told that the plan for 401 Diana, adjacent to our place, has 9 bathrooms, 6 bedrooms, a study, and a club room. Diana Lane is a great opportunity to build a beautiful upscale home that has approval of Staff.

Unfortunately, there is no curiosity on Council or Board to examine the need for a monstrosity with 9 bathrooms. We have not heard any questions from most of the Council, and none of the Board regarding our concern over the plan, nor have we had any feedback regarding loss of property value which Scott raised in his very first written and spoken comment. My Google searches suggest Town officials are required to respond to citizens. I guess I need to be more formal and make public records requests.

On page 133 of the May 28 Council meeting packet, Attorney Rubin is credited with mentioning the Bert Harris Act. The Act, passed 30 years ago in 1995, raises the terrible devastating threat that "restricting the size" of new homes "could potentially result" or "could unfairly" limit use of property. Uh oh. Now we are in trouble.

I've been asking around and nobody knows of a case against Juno where the Bert Harris Act is cited. I'll continue to investigate. I have learned that if a Town controls growth, their property values tend to be higher. That's according to a report by the Cato institute.

My proposal is that we encourage John Callaghan to further analyze the harmony provisions, make suggestions, and table any decision for now.

Scott Shaw

The results of this submission may be viewed at:

<https://www.juno-beach.fl.us/node/2951/submission/19926>



Caitlin Copeland &lt;ccopeland@juno-beach.fl.us&gt;

---

**Form submission from: PUBLIC COMMENTS**1 message

---

**Town of Juno Beach Florida** <juno-beach-fl@municodeweb.com>  
Reply-To: Town of Juno Beach Florida <ccopeland@juno-beach.fl.us>  
To: ccopeland@juno-beach.fl.us

Wed, May 28, 2025 at 9:40 AM

Submitted on Wednesday, May 28, 2025 - 9:40am

Submitted by anonymous user: 208.104.54.253

Submitted values are:

First Name Debbie

Last Name Shaw

Address 400 Apollo Dr.

Email Address [debbiedoda124@gmail.com](mailto:debbiedoda124@gmail.com)

Agenda Item Number (Ex: 1, 2, 3) 13

Public Comment / Question

My name is Debbie Shaw and we live at 400 Apollo Dr. I am here to oppose eliminating "harmony" rules in the Code of Ordinances.

Harmony is defined at 34-4 in the Code which is mathematical measures that is supposed to regulate new house builds to be compatible with houses within 300 ft radius.

Our Council and Staff have decided not to follow the harmony rule in regards to the investor/builder owned home at 401 Diana Lane, a property that adjoins our property at 400 Apollo on the back border . The plans for that 7000 sq ft property has 9 bathrooms, 6 bedrooms, a "study", and a "club room". This house will be jammed up against our fence, invading our privacy because of the third story, pool lights shining into our back bedroom and family room, resulting in a potential loss of value of our home. Who wants to buy a 2500 sq ft home within short walking distance to the beach with a mega mansion towering over? Maybe this is what investors/realtors want.

I hear comments about people's property rights being taken away. What about my property rights and my enjoyment of living in Juno Beach.

We continue to hear that the value is in the land. If that were true then the mega mansions would not be built. This time it is my back yard. Next time it may be yours. Its like the old saying about a good steak. Everybody wants one but they don't want the slaughterhouse nearby.

Thank you. Please keep the harmony rule in effect to protect existing homeowners.

Debbie Shaw

The results of this submission may be viewed at:

<https://www.juno-beach.fl.us/node/2951/submission/19927>





# CODE OF CONDUCT & QUASI-JUDICIAL PROCEDURES WORKSHOP MINUTES

June 02, 2025 at 9:00 AM

Council Chambers – 340 Ocean Drive and YouTube

**PRESENT:** PEGGY WHEELER, MAYOR  
JOHN CALLAGHAN, VICE MAYOR  
DIANA DAVIS, VICE MAYOR PRO TEM  
DD HALPERN, COUNCILMEMBER  
MARIANNE HOSTA, COUNCILMEMBER

**ALSO PRESENT:** ROBERT A. COLE, TOWN MANAGER/FACILITATOR  
LEONARD RUBIN, TOWN ATTORNEY  
CAITLIN COPELAND-RODRIGUEZ, TOWN CLERK

**AUDIENCE:** 5

## **CALL TO ORDER – 9:00AM**

*Council gave consensus to discuss the Quasi-Judicial Procedures first.*

## **QUASI-JUDICIAL PROCEDURES**

2. Discussion On Proposed Resolution No. 2025-01 (Amending the Town’s Quasi-Judicial Procedures)

*Council gave unanimous consensus to approve Section 1 – Definitions with the following amendments: incorporate the definition of “interested person” using the standing language as presented in the North Palm Beach example; revise the applicable distance reference from 500 feet to 300 feet; and include a clause addressing the interests of communities with common interests.*

*Council gave unanimous consensus to approve Section 2 – General Standards with no changes to Section (A) and Section (C) and to revise Section (B) to change the time from 3 days to 5 business days and include “and supporting materials” after the term “report.”*

*Mayor Wheeler, Vice Mayor Callaghan, and Councilmember Hosta gave consensus to approve Section 3 – Communications between Council and Town Staff as presented.*

*Mayor Wheeler, Vice Mayor Callaghan, and Councilmember Hosta gave consensus to approve Section 4 – Ex Parte Communications, with an amendment to Section (C) to change “view” to “inspection” and delete the reference to “drive by.”*

*Council gave unanimous consensus to proceed with the following Sections as presented: Section 5 – Town Staff File; Section 6 – Disclosure; Section 7—Basis of Decision; Section 10 – Testimony Under Oath or Affirmation; Section 13 – Record of the Case; and Section 14 – Applicability. Council also gave unanimous consensus to approve Section 8 – Public Workshops with a change of the term “workshop” to “presentation; ” subsections (B) through (F) of Section 9 – Conduct of Hearing; and Section 11 – Cross Examination with the term “mayor” changed to “presiding officer.”*

*Mayor Wheeler, Vice Mayor Callaghan, Councilmember Hosta and Councilmember Halpern gave consensus to proceed with subsection (A) of Section 9 as presented.*

*Mayor Wheeler, Vice Mayor Callaghan, Councilmember Halpern, and Councilmember Hosta gave consensus to proceed with Section 12 – Time Limits, with the following revisions: change “mayor” to “presiding officer;” include a section for interested parties with a 30-minute time limit; and revise subsections (B)(ii) and B(iii) to begin each section with “each speaker.”*

*Vice Mayor Pro Tem Davis, Councilmember Hosta, and Councilmember Halpern gave consensus to proceed with Section 15 – Rehearing/Reconsideration and Appeal as presented.*

*(See attached handout from Vice Mayor Callaghan.)*

## **CODE OF CONDUCT**

### **1. Discussion on Code of Conduct**

*Council gave unanimous consensus to schedule a workshop for June 4, 2025, from 3PM-6PM to discuss this item.*

## **ADJOURNMENT**

Town Manager Cole adjourned the Workshop at 12:05pm.

---

Peggy Wheeler, Mayor

---

Caitlin E. Copeland-Rodriguez, Town Clerk



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Vice Mayor John Callaghan*

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## Welcome to the Town of Juno Beach Public Search

Currently you can search for resolutions, ordinances and minutes.

Search in WebLink

Powered by Laserfiche

Provided by  
Vice Mayor Callaghan

Item #4.

C

**Caitlin Copeland**

Tue, Mar 18,  
3:32 PM (2  
days ago)

to me, Frank

Good Afternoon Councilmember Callaghan:

The entire [Code of Ordinances](#) can be found on the Town's website. Over the past few years, many council members have preferred using the electronic version, as it allows for quicker access to any updates compared to hard copies.

For your convenience, I have also provided the list below with corresponding links to specific policies, ensuring quicker access:

[Town Charter](#)

[Chapter 34 Zoning Code](#)

[Elections](#)

I have also attached a copy of the New Councilmember Orientation document that addresses questions about the Sunshine Law, Code of Ethics, etc. and Ordinance No. 778 - Council Salary.

Should you need any additional information, further assistance, or have additional questions, please feel free to reach out.

C

**Caitlin Copeland**Mar 19, 2025,  
4:43 PM (19  
hours ago)

to me, Frank

Good Afternoon Councilmember Callaghan:


















Attached please find a zip folder with current policies and procedures. For a list of Building Department Documents; Special Event Applications; and Zoning Applications, please see the following links to the Town's Website:

[Building Permit Forms](#)[Affidavit Forms](#)[Business Tax Receipt Applications](#)[Demolition Release Forms](#)[Utilities/Drainage Easement Agreement Forms](#)[Fee Booklet](#)[Planning & Zoning and Special Event Forms](#)

Regarding the use of the Town Center for Meetings, for Juno Beach HOAs/POAs and sponsored organizations can utilize the Town Center meeting rooms for their annual meetings based on availability at no cost. All HOAs/organizations must be here prior to 5pm to get into the building (no keys are given out) if the meeting is planned for after hours. We do not allow meetings to take place on weekends or holidays. The Police Department is notified of the meetings and checks the doors after they leave.

In reference to Steve's comment, I am not quite sure if that is an informal policy that the department has been following but will look into it.

Let me know if you have any additional questions.

 Microsoft Edge PDF...	2025 Executed Safety Policy and Procedures.pdf
 Microsoft Edge PDF...	Cellular Phone Policy.pdf
 Microsoft Edge PDF...	Donation Policy.pdf
 Microsoft Edge PDF...	Ethics Training Policy .pdf
 Microsoft Edge PDF...	Executed Take Home Policy 2022.pdf
 Microsoft Edge PDF...	Florida Statute Chapter 166, Section 241 - Municipalities Fiscal Years, Budgets, Budget Amendments.pdf
 Microsoft Edge PDF...	Hurricane Policy 2024.pdf
 Microsoft Edge PDF...	Information Technology Use Policy (2024).pdf
 Microsoft Edge PDF...	Nomination Procedure - Selection of Vice Mayor and Vice Mayor Pro Tem.pdf
 Microsoft Edge PDF...	OASYS eTRIM Annual Review User Guide.pdf
 Microsoft Edge PDF...	Personnel Manual 2023 (1).pdf
 Microsoft Edge PDF...	Procedure & Guidelines for PZ Agendas.pdf
 Microsoft Edge PDF...	PROCEDURE ON SETTING THE TOWN COUNCIL AGENDA.pdf
 Microsoft Edge PDF...	Purchasing Policy 2024 (1).pdf
 Microsoft Edge PDF...	Resolution No. 2024-06 - Sponsorship of Juno Beach Organizations.pdf
 Microsoft Edge PDF...	Town Center Rental Application.pdf
 Microsoft Edge PDF...	Travel Policy.pdf



# TOWN COUNCIL CODE OF CONDUCT WORKSHOP MINUTES

June 4, 2025 at 3:00 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  
LEONARD RUBIN, TOWN ATTORNEY  
CAITLIN COPELAND-RODRIGUEZ, TOWN CLERK

**AUDIENCE:** 4

## CALL TO ORDER – 3:00PM

## CODE OF CONDUCT

### 1. Discussion on Code of Conduct

*(See attached handouts from Vice Mayor Pro Tem Davis.)*

The Council reviewed and discussed the proposed Rules of Procedure.

*Vice Mayor Callaghan, Vice Mayor Pro Tem Davis, and Councilmember Halpern gave consensus to have Vice Mayor Pro Tem Davis make a request to the Town Council at the next meeting to have a discussion item on Legal Risk placed on a future agenda.*

*Town Manager Cole recessed the workshop at 6:13pm.*

*Town Manager Cole reconvened the workshop at 6:22pm.*

*The Council gave unanimous consensus to proceed with the workshop after 7pm until their review of the proposed document is complete.*

*The Council gave unanimous consensus to have staff make the proposed changes as discussed and bring back to the Town Council for final consideration.*



## ADJOURNMENT

Town Manager Cole adjourned the meeting at 7:37pm.

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Peggy Wheeler, Mayor

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Caitlin E. Copeland-Rodriguez, Town Clerk

DRAFT

**DRAFT**  
**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 Council members (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.

**Commented [CC1]:** Unanimous consensus to make consistent.

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 ~~Juno Beach Mayor and~~ Town Council (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 enforcement of procedural rules.

**Commented [CC2]:** Unanimous consensus to add.

**Commented [CC3R2]:** Mayor Wheeler, Vice Mayor Pro Tem Davis, and Councilmember Halpern gave consensus to include as reference.

**AB. Public Participation**

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, subject to the rules and policies set forth herein. *(See Section D.)*

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**BC. 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 or Board 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”) including, but not limited to, attorney-client sessions and collective bargaining strategy sessions; and
4. An item during which the Council or Board is acting in a quasi-judicial capacity, during which different rules and timeframes may be applicable.

#### **DC. Public Participation Rules**

Public Comment is intended to foster dialogue in a respectful and civil manner. Any person who makes such 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 shall 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 or Board should either withhold comment or address the comment during the Board or Council member 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 or Board ~~the presiding officer.~~

#### **E. 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. The Town 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 interrupted 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.

#### **F. Enforcement of Procedural Rules**

1. Should the presiding officer determine that a rule of procedure has 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 a rule of procedure has 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 a rule of procedure may be overruled by a majority of the Council or Board members present at the meeting.

**Commented [CC4]:** Council gave unanimous consensus to include this verbiage.

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### **EC. 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 the disability of the Mayor, the Vice Mayor shall assume the responsibilities of the presiding officer, and if both are absent or disables, 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 and any member of the public who shall 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 council members who seek the floor while entitled to do so.
4. ~~The presiding officer shall not make or second a motion.~~
5. The presiding officer will represent the Council at meetings, conferences, or other occasions involving other governmental entities, agencies, officials or groups, or nongovernmental organizations, departments, agencies or officials, as approved by majority of the Town Council, and report back to the Council anything of significance.
6. 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.

**Commented [CC5]:** Unanimous to remove.

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**Commented [CC6]:** Vice Mayor Callaghan, Vice Mayor Pro Tem Davis, and Councilmember Halpern gave consensus to include.

**Commented [CC7]:** Unanimous consensus to add.

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### **HF. 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
  - ~~6-7.~~ Council Follow Up to Public Comments
  - ~~7-8.~~ Consent Agenda
  - ~~8-9.~~ Council Action/Discussion Items
  - ~~9-10.~~ Comments from the Council
  - ~~10-11.~~ Adjournment

**Commented [CC8]:** Vice Mayor Callaghan, Vice Mayor Pro Tem Davis, and Councilmember Halpern gave consensus to include a follow up to public comments section on the agenda.



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.

#### **I. (Agenda Procedures)**

~~1. 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.~~

~~2.1~~ 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, workshops, or work sessions of the Town Council, the agendas with supporting documents will be distributed one (1) week prior.

- ~~3. The agenda shall be limited to the following items for Council discussion and consideration:~~
- ~~a. Legislative/Policy Actions (e.g. Ordinances, Resolutions, Proclamations, etc.)~~
  - ~~b. Special Event Requests~~
  - ~~c. Donations Requests~~
  - ~~d. Approval of Minutes~~
  - ~~e. Other matters deemed necessary for Council review.~~

~~4.2~~ If a Councilmember wishes to add an item to the agenda, a majority agreement consensus of the Council is required. ~~Upon receiving such consensus~~ 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.~~

~~5.4~~ All Agenda items with supporting documentation shall be reviewed and approved as appropriate by the Town Manager or his/her designee.

#### **J. (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 5:00 PM in the Council Chambers, Town Center, 340 Ocean Drive, Juno Beach, Florida, unless otherwise specified, and must conclude by 10:00 PM in accordance

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**Commented [CC9]:** Consensus to rephrase.

**Commented [CC10]:** Council gave unanimous consensus to move this from Item #1 to Item #4; and strike the language referenced what the agenda shall be limited to.

~~with Ordinance No. 759, meetings of the Town Council shall be held on the fourth Wednesday of each month, in the Council Chambers, at Town Center, 340 Ocean Drive, Juno Beach, Florida, and beginning at 5:00PM unless otherwise specified and must end by 10PM per Ordinance No. 759.~~

**Commented [CC11]:** Consensus to rephrase.

2. If a regular meeting date falls on a holiday, the meeting shall be held in the Council Chambers on either the second Wednesday of the month, or a date specified agreed upon by the Town Council.
3. Special Meetings can be called by the Mayor or ~~Majority of the Town Council~~ **Town Manager**. 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 and 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. They are generally intended to address a single topic—typically one that is time-sensitive or requires in-depth review. ~~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 hours.
6. Emergency Meetings can be called by the Town Manager or Mayor 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 shall notify each Councilmember in writing or verbally of the date, time, and place of the meeting, as well as the purpose for which it is called; no other business shall be transacted. At least 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 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

**Commented [CC12]:** Consensus to clarify.

**Commented [CC13]:** Consensus to incorporate language that specifies not to veer off from the topic being discussed.

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.

#### **K. ~~(Town Council Guiding Principles for Meeting Preparation)~~**

1. All members of the Town Council shall prepare for meetings in advance by reviewing all agenda materials, meeting with the Town Manager and/or Department Head to address questions prior to the day of the meeting.
2. Uphold a "No Surprises" Philosophy: Councilmembers are encouraged to avoid introducing unexpected questions or materials during meetings. In-depth questions should be communicated to staff in advance whenever possible to ensure informed responses. ~~Councilmembers shall submit any additional materials during the meeting only. Additionally, handouts should not be distributed by Councilmembers during meetings, as doing so may hinder other members' ability to adequately review the material, potentially causing delays in discussion or decision-making; such supplementary materials must be germane to the specific agenda item and submitted to the Town Clerk and/or Town Manager no less than five (5) business days prior to the scheduled meeting.~~
3. ~~Request the floor from the Presiding Officer before speaking 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. ~~All Councilmembers must be mindful of their tone and body language.~~
6. ~~Refrain from personal attacks, comments, or innuendo directed toward other Councilmembers, Town staff, or members of the public.~~
7. ~~Respect the Autonomy of Appointed Boards and Committees: Councilmembers should generally refrain from attending meetings of other Town boards or committees. These appointed bodies are entrusted with the responsibility of providing independent recommendations for Council consideration. Councilmember presence at these meetings may be perceived as undue influence and could compromise the integrity of the advisory process. Maintaining this separation helps ensure that committee members can deliberate freely.~~

**Commented [CC14]:** Mayor Wheeler, Vice Mayor Callaghan, and Councilmember Halpern gave consensus to allow for materials to be distributed at the meeting on the dais.

Council gave consensus to relocate proposed Items 3-7 to the Public Meeting Decorum Section.

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## L. (Motions and Debate)

1. With the exception of quasi-judicial matters, items before the Council or Board shall be commenced by the presentation by a member of Staff (unless the item is initiated by a Council or Board 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 or Board votes to do so. After the discussion of the item by the Board or Council, the presiding officer shall call for a motion and second on the item. In order for a motion to proceed to discussion, it must first receive a second. A second to the motion 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 or Board. If that individual is absent, the gavel shall be passed to another member. Once the motion has been seconded, the presiding officer shall resume their role by reclaiming the gavel.~~ The presiding officer may make or second a motion only after temporarily passing the gavel to the next highest-ranking officer of the Council or Board. If that individual is absent, the gavel shall be passed to another member. Once the motion has been seconded, the presiding officer shall resume their role by reclaiming the gavel. ~~may only make or second a motion by passing the gavel to the next highest officer of the Council or Board, or in the absence of such person, another member of the Council or Board.~~
3. ~~When engaging in debate or discussion, each Council or Board 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 Council or Board member a Council or Board member shall address the presiding officer and await recognition before speaking again on an item. No Council or Board member shall speak a second time on the same item or motion so long as another Council or Board member who has not spoken wishes to speak.~~ When engaging in debate or discussion, each Council or Board 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 Council or Board member shall address the presiding officer and await recognition before speaking again on an item. No Council or Board member shall speak a second time on the same item or motion so long as another Council or Board member who has not spoken wishes to speak.
3.
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. At any time during the discussion/debate of a motion, a Council or Board member may make a motion to amend. If the motion to amend is seconded, the Council or Board 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 or Board 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 Council or Board 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.

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**Commented [CC15]:** Mayor Wheeler, Vice Mayor Callaghan, and Vice Mayor Pro Tem Davis gave consensus to incorporate language to have the Town Clerk ask for a 2<sup>nd</sup> to a motion.

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**Commented [CC16]:** Mayor Wheeler, Vice Mayor Callaghan, and Councilmember Hosta gave consensus to incorporate the highlighted language.

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### **M. (Reconsideration)**

- 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 ~~be~~is made at the following town Council meeting. No motion to reconsider shall be made more than once on any subject or matter.

**Commented [CC17]:** Council gave consensus to include to provide clarity on who can request for reconsideration.

### **NG. 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 objective of the Code of Conduct is to engender more trust in government, thereby promoting its effectiveness while advancing harmony within the community. The Code aims to establish norms of behavior for Council by which legitimate disagreements and different points of view that may arise are handled in a professional manner – one that promotes the public’s confidence in government and enhances the reputation of the Council and the Town.

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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.

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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 the Town’s constituents through words and actions is the “North Star” that guides Councilmembers to do the right thing, even in difficult situations.

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**Commented [CC18]:** Council gave consensus to incorporate the goal statement here but to be sure there is no redundancy from the policy statement.

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#### **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:

- Prepare in advance of all Council meetings by reviewing agenda materials in advance, 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. Staff shall provide presentations in advance, along with their respective agenda items, rather than on the day of the meeting.

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3. Request the floor from the Presiding Officer before speaking 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. All Councilmembers must be mindful of their tone and body language.

6. Refrain from personal attacks, comments, or innuendo directed toward other Councilmembers, Town staff, or members of the public.

7. Respect the Autonomy of Appointed Boards and Committees: Councilmembers should generally refrain from participating in meetings of other Town boards or committees. These appointed bodies are entrusted with the responsibility of providing independent recommendations for Council consideration.

3.8. Fully participate in all Council meetings, either in person or via zoom, and practice civility, professionalism, and respect in all discussions and debates.

4.9. 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.

5.10. In the interest of meeting efficiency and respect for the sacred nature of their governance roles and responsibilities, 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. (PENDING FURTHER DISCUSSION.)

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6.11. Honor and respect the role of the Presiding Officer in maintaining order.

7.12. 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 Mayor, but avoid debate and argument with members of the public; and
- c) Be mindful of one's tone and body language.

8.13. Refrain from personal comments, attacks, or innuendo directed toward other Councilmembers, Town staff, or members of the public.

9.14. 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 board, either orally or through the dissemination of written materials, including newsletters, blogs, or similar.
2. Curate any personal newsletter, blog, or similar, such that content only incorporates the official decisions and positions of the Town Council and excludes individual opinions, personal commentary, or statements that may be perceived as insulting or demeaning, sarcastic, or disparaging to others. Such conduct fuels community discord, reduces the willingness of the public to engage with their government, degrades the Council's reputation in the community, and harms the trust that the residents have in government.
3. Avoid contemporaneous communications to avoid violating 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.

**Commented [CC21]:** Council gave consensus to rework this language.

5. ~~Not Shall 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. make any official representation or inquiry on behalf of the Town Council to any other public or private agency unless specifically authorized to do so by the Council. Any such representation or inquiry shall be made solely in the Councilmember's personal capacity without the use of the Councilmember's official title.~~

**Commented [CC22]:** Council gave consensus to have staff clarify this section.

6. ~~Direct any media inquiry to the Town Manager or Mayor, as the Council spokesperson, and refrain from making individual statements to the media regarding Town matters, unless authorized by the Mayor.~~

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- 7.6. Members of the Town Council are free to take public positions on local, county, state, and federal political issues. Similarly, members of the Town Council are free to endorse candidates for local, county, state, and federal office.

**Commented [CC23]:** Vice Mayor Callaghan, Vice Mayor Pro Tem Davis, and Councilmember Halpern gave consensus to strike #6 from the original proposed version.

- 8.7. 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 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.

- 9.8. 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 through 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.

~~10-9.~~ The Town Manager may seek Council consensus at a regular meeting prior to initiating staff response to any Councilmember 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.

~~D. Enforcement:~~

- ~~1. Complaints for violations of the Code of Conduct may be filed with Mayor, the Town Manager, the Town Attorney, or the Town's Human Resources Department.~~
- ~~2. The Complaint shall be forwarded to the Town Council, and the members of the Town Council not named in the complaint shall determine whether to pursue the violation. A decision to pursue a violation requires a unanimous vote by the non-named members. If the Council votes to pursue the violation, the named Councilmember or Councilmembers shall be afforded an opportunity to respond to the allegations.~~
- ~~3. If warranted under the circumstances, the Town Council may direct the Town Attorney to initiate an investigation.~~
- ~~4. The Town Council reviews the complaint and response, as well as the results of the investigation, if any.~~
- ~~5. After reviewing the complaint and response, or the results of the investigation, the Council may take one of the following actions:~~
  - ~~a. Admonishment: A reminder that a particular type of behavior is a violation of the Code of Conduct.~~
  - ~~b. Written Warning: Formal Council action determining that a violation occurred.~~
  - ~~c. Censure: Formal Council statement of official reprimand in the case of a serious violation of the Code of Conduct.~~

**Commented [CC24]:** Council gave unanimous consensus to strike this section.

**QH. 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 Council Workshop Memo**

Subject: Restoring the Reading of Citizen Comments into the Public Record

Date: 6-2-2025

From: Vice Mayor Pro Tem Diana Davis

### **Purpose:**

To recommend restoring the previous policy that allowed the Town Clerk to read citizen-submitted comments on agenda items into the public record at Town Council meetings.

### **Current Policy and Concerns:**

The Town Council currently requires residents to be present in-person or join via Zoom to participate in meetings. Comments submitted in writing are no longer read into the record. This change presents several barriers:

- Meeting Length: Council meetings often last five hours, and residents must wait for their agenda item to be called to speak—sometimes only to have the item deferred to a later meeting.
- Limited Accessibility: Many of our residents are older and may not be comfortable with or have access to Zoom.
- Inefficiency: Zoom participation is time-consuming and often plagued by technical difficulties such as mute/unmute confusion.

### **Recommendation:**

To improve transparency, accessibility, and efficiency, I propose we reinstate the policy allowing the Town Clerk to read written citizen comments on agenda items into the public record. These comments inform Council decisions and reflect the voice of the community. Our population deserves to be heard—especially those who cannot attend in person or navigate digital platforms.

### **Objective:**

To ensure public participation remains a meaningful and practical part of our decision-making process.

Respectfully,  
Diana Davis  
Vice Mayor Pro Tem



## **Town Council Workshop Memo**

Subject: Reaffirming the Policy-Setting Role of Town Council and Suggestion alternative Communication Strategy

Date: 6/2/2025

From: Vice Mayor Pro Tem Diana Davis

### **Purpose:**

To reaffirm the Town Council's role as the sole policymaking body and ensure that legal guidance and administrative actions follow a transparent, council-directed process.

### **Background:**

A recurring governance issue has emerged in which administrative staff—after consulting privately with the Town Attorney—determine litigation risk and unilaterally decide whether a council-approved policy can be implemented. This practice undermines the authority of the Town Council and bypasses the public process essential to sound municipal governance.

### **Recent Examples:**

1. The Council work-shop voted for option 2 – keep harmony in our code for single family homes, and define the terms to something reasonable measurable that preserves the rights of new construction and the rights of existing residents. One week prior to the Town Council meeting where the Council would review the findings of staff working on option 2. We received a Town Council memo that the staff had decided to follow workshop option 3, with no harmony evaluation for single family homes. The workshop Council chosen action was now just weeks later thought to present a potential “inordinate burden,” and therefore was much of a Bert Harris Action litigation risk. [Arguably, not a Bert Harris Act Risk at all – and this is an action to pursue a different agenda than that of Town Council] We had asked for measurable reasonable criteria for harmony evaluation. Bert Harris Act passed in 1995, it is thirty years old. The current harmony code has been in place for a year and when passed this “litigation risk” was not identified. The newly identified risk is not based on new case law. There is no Bert Harris Action based on Bulk or Mass determinations that I am aware. Len Rubin represents several municipalities and has never had a Bert Harris challenge. The Bert Harris Act itself is set up with a 90-day time frame so that if a challenge is filed there is time to evaluate whether there is an inordinate burden or not. We have insurance to

address Bert Harris litigation claims. It is not clear, why staff ignored the work-shop vote option 2 and brought in workshop option 3 to be voted on.

2. The Council voted for a moratorium on commercial development. No ordinance followed. I was informed by our then Town Manager, David Dyess, that the moratorium was set aside after an informal discussion between a Council person and the Town Manager.

### **Proposed Process Going Forward:**

1. The Town Attorney provides legal opinions directly to the Town Council—either at a public meeting or via individual phone calls. These legal opinions need to contain arguments for proceeding on various policy paths with the legal risk outlined. These legal memos should not bind the Council to a particular course of action, as every action has litigation risk.
2. The Council then holds a public meeting to discuss and weigh litigation risks of various policy actions.
3. Only after this discussion and decision by Council should staff proceed to draft and communicate any official policy implementation. As we operate under a council-manager form of government, the Mayor does not have unilateral authority—every member has an equal vote, and decisions must be made collectively and in public. Stated again, no one Council person or the Mayor has unilateral authority to amend the Council decision.

### **Objective:**

To clarify the chain of communication, ensure transparency, and reinforce that legal counsel works for the Town Council—not staff. This structure will preserve the integrity of council decisions and public trust in our process.

Respectfully,  
Diana Davis  
Vice Mayor Pro Tem



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**Meeting Name:** Town Council Meeting  
**Meeting Date:** June 25, 2025  
**Prepared By:** Steven J. Hallock, Director of Public Works  
**Item Title:** 120 Ocean Drive Silver Buttonwood Donation

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**DISCUSSION:** At a Planning and Zoning meeting in January 2023, the applicant agreed to install landscaping upon public property along the south border of 120 Ocean Drive. Such restricted donations require Town Council approval. Accordingly, (38) Silver Buttonwood with an approximate value of \$4,560, as installed, are now being donated to the Town.

The Silver Buttonwoods will be planted in accordance with industry standards and inspected by the Public Works Department Arborist. Although the Town will be responsible for continuing maintenance following successful planting, typical Silver Buttonwood maintenance is minimal.

**RECOMMENDATION:** Authorize the Town Manager to accept a \$4,560 donation for installation of (38) Silver Buttonwood along the South end of 120 Ocean Drive adjacent to the property line.



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**Meeting Name:** Town Council Meeting  
**Meeting Date:** June 25, 2025, 2025  
**Prepared By:** E. Alves, CPA, Finance/HR Director  
**Item Title:** Year to Date (YTD) Financial Statements

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**DISCUSSION:**

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

**RECOMMENDATION:**

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

**TOWN OF JUNO BEACH  
MONTH ENDING MAY 31, 2025**

**GENERAL FUND**

	Original	Amended	Actual		% To Amended Budget
	FISCAL YEAR	FISCAL YEAR	YTD 5/31/25	Difference	
<b><u>REVENUES</u></b>	<b><u>2024-2025</u></b>	<b><u>2024-2025</u></b>			
Ad Valorem Taxes	\$4,231,420	\$4,231,420	\$4,138,012	\$93,408	98%
Local Option, Use & Fuel Taxes	57,283	57,283	28,910	28,373	50%
One-Cent Discretionary Surtax	305,851	305,851	184,141	121,710	60%
Utility Services Taxes	953,364	953,364	519,220	434,144	54%
Local Business Tax	70,000	70,000	17,593	52,407	25%
Building Permits	1,100,000	1,100,000	1,462,011	(362,011)	133%
Franchise Fees	100,000	100,000	54,537	45,463	55%
Permits, Fees & Special Assessments	159,950	159,950	153,538	6,412	96%
Grants	577,500	577,500	3,824	573,676	1%
Intergovernmental Revenue	536,079	536,079	268,309	267,770	50%
Charges for Services	40,000	40,000	14,055	25,945	35%
Fines and Forfeitures	25,500	25,500	5,819	19,681	23%
Investment Earnings	250,000	250,000	346,370	(96,370)	139%
Miscellaneous	86,000	86,000	126,882	(40,882)	148%
From Impact Fees-Restricted	38,840	38,840	0	38,840	0%
From Forfeiture Fund-Restricted	10,000	10,000	0	10,000	0%
From Contributions-Restricted	111,581	111,581	0	111,581	0%
From One-Cent Surtax-Restricted	566,649	566,649	0	566,649	0%
From Unassigned Fund Balance	<u>1,565,360</u>	<u>1,565,360</u>	<u>0</u>	<u>1,565,360</u>	<u>0%</u>
<b>TOTAL REVENUES</b>	<b><u>\$10,785,377</u></b>	<b><u>\$10,785,377</u></b>	<b><u>\$7,323,221</u></b>	<b><u>\$3,462,156</u></b>	<b>68%</b>
<b>EXPENDITURES BY DEPARTMENT</b>					
<b><u>LEGISLATIVE</u></b>					
Salaries	\$42,000	\$42,000	\$30,310	\$11,690	72%
Employee Benefits	3,213	3,213	2,319	894	72%
Operating Expenses	<u>12,500</u>	<u>12,500</u>	<u>1,422</u>	<u>11,078</u>	<u>11%</u>
<b>TOTAL LEGISLATIVE</b>	<b>57,713</b>	<b>57,713</b>	<b>34,051</b>	<b>23,662</b>	<b>59%</b>
<b><u>FINANCE &amp; ADMINISTRATION</u></b>					
Salaries	\$727,000	\$727,000	\$388,128	\$338,872	53%
Employee Benefits	234,753	234,753	98,921	135,832	42%
Professional Fees	130,000	130,000	102,858	27,142	79%
Operating Expenses	190,900	190,900	108,640	82,260	57%
Capital Outlay	<u>145,000</u>	<u>145,000</u>	<u>54,904</u>	<u>90,096</u>	<u>38%</u>
<b>TOTAL FINANCE &amp; ADMINISTRATION</b>	<b>1,427,653</b>	<b>1,427,653</b>	<b>753,451</b>	<b>674,202</b>	<b>53%</b>



**TOWN OF JUNO BEACH  
MONTH ENDING MAY 31, 2025**

	<b>FISCAL YEAR</b>	<b>FISCAL YEAR</b>	<b>Actual</b>	<b>Difference</b>	<b>% To Amended</b>
	<b><u>2024-2025</u></b>	<b><u>2024-2025</u></b>	<b><u>YTD 5/31/25</u></b>		<b><u>Budget</u></b>
<b><u>COMPREHENSIVE PLANNING</u></b>					
Salaries	\$568,300	\$568,300	\$369,193	\$199,107	65%
Employee Benefits	190,294	190,294	101,867	88,427	54%
Professional Fees	1,054,000	1,054,000	954,181	99,819	91%
Operating Expenses	71,700	71,700	45,894	25,806	64%
Capital Outlay	<u>7,500</u>	<u>7,500</u>	<u>0</u>	7,500	0%
<b>TOTAL COMPREHENSIVE PLANNING</b>	<b>1,891,794</b>	<b>1,891,794</b>	<b>1,471,135</b>	<b>420,659</b>	<b>78%</b>
<b><u>LAW ENFORCEMENT</u></b>					
Salaries	\$1,989,200	\$1,989,200	\$1,223,936	\$765,264	62%
Employee Benefits	1,035,402	1,035,402	618,644	416,758	60%
Professional Fees	53,700	53,700	15,917	37,783	30%
Operating Expenses	418,700	418,700	296,326	122,374	71%
Capital Outlay	<u>268,000</u>	<u>268,000</u>	<u>221,247</u>	46,753	83%
<b>TOTAL LAW ENFORCEMENT</b>	<b>3,765,002</b>	<b>3,765,002</b>	<b>2,376,070</b>	<b>1,388,932</b>	<b>63%</b>
<b><u>PUBLIC WORKS</u></b>					
Salaries	\$368,250	\$368,250	\$228,532	\$139,718	62%
Employee Benefits	146,155	146,155	136,654	9,501	93%
Professional Fees	20,000	20,000	1,335	18,665	7%
Operating Expenses	604,810	604,810	406,076	198,734	67%
Capital Outlay	<u>1,414,000</u>	<u>1,414,000</u>	<u>144,970</u>	<u>1,269,030</u>	10%
<b>TOTAL PUBLIC WORKS</b>	<b>2,553,215</b>	<b>2,553,215</b>	<b>917,566</b>	<b>1,635,649</b>	<b>36%</b>
<b><u>GENERAL GOVERNMENT</u></b>					
Insurance	440,000	440,000	205,683	\$234,317	47%
Town Debt Service	0	0	0	0	0%
Contingency	<u>650,000</u>	<u>650,000</u>	<u>115,362</u>	<u>534,638</u>	18%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>1,090,000</b>	<b>1,090,000</b>	<b>321,044</b>	<b>768,956</b>	<b>29%</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$10,785,377</u></b>	<b><u>\$10,785,377</u></b>	<b><u>\$5,873,318</u></b>	<b><u>\$4,912,059</u></b>	<b><u>54%</u></b>
<b>Net Income YTD</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$1,449,903</u></b>		

# TOWN OF JUNO BEACH

## BALANCE SHEET FOR 2025 1

FUND: 01 GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
01	10101	GENERAL FUND CHECKING	-117,301.41	-168,309.56
01	10102	PAYROLL CHECKING	-3,169.80	3,940.41
01	10106	CREDIT CARD ACCOUNT	26,728.09	1,268,624.61
01	10201	PETTY CASH	.00	600.00
01	10202	PETTY CASH-PD	.00	250.00
01	10410	WELLS FARGO-MM SWEEP	718,532.08	1,794,595.07
01	10412	MONEY MARKET	10,183.70	2,707,211.26
01	10420	POOLED CASH-STATE BD OF A	2,894.46	679,366.52
01	10421	FL PALM INVESTMENT	-1,622.82	3,206,327.89
01	10424	FMIT-0-2 HQ BOND FUND	188.30	243,476.26
01	10425	FMIT-SHORT TERM BOND	-2,199.75	463,723.87
01	10426	FMIT-INTERMEDIATE TERM BD	-10,899.04	561,246.14
01	10435	CERTIFICATES OF DEPOSIT	.00	1,047,760.27
01	11510	ACCOUNTS RECEIVABLE	-78,448.88	-1,450.00
01	11590	AR-RETIREE INSURANCES	-2,267.18	-2,418.62
01	13310	DUE FROM OTHER GOV'T UNIT	-100,076.42	1,090,887.58
01	13501	ACCRUED INTEREST RECEIVABLE	18,944.47	87,140.05
01	15500	PREPAID EXPENSES	.00	92,967.76
TOTAL ASSETS			461,485.80	13,075,939.51
LIABILITIES				
01	20200	ACCOUNTS PAYABLE	153,616.12	-2,265.57
01	20205	FRIENDS OF THE ARTS	.00	-1,670.14
01	20210	PENSION PAYABLE-FRS	22,988.96	-46,113.38
01	20211	RETIRE-GEN. EMP. PAYABLE	6,991.07	.00
01	20241	125-CAFE.HEALTH INSURANCE	152.25	-2,127.45
01	20242	125-CAFE. MEDICAL FSA	2,699.84	-717.50
01	20245	ALLSTATE VOLUNTARY INSURANCE	-303.76	-304.88
01	20250	125-CAFE. VISION CARE	-.08	-10.57
01	20295	PD-TAKE HOME CAR	-620.00	-8,265.00
01	20810	DUE TO PALM BEACH COUNTY	-1,607.64	-6,425.67
01	20830	DUE TO STATE-BLDG PERMIT FEES	3,715.43	-4,517.57
01	21600	ACCRUED PAYROLL	52,846.35	.00
01	21700	WITHHOLDING TAXES	29,569.46	21,886.12
01	21720	SOCIAL SECURITY TAXES	19,683.68	-21,889.07
TOTAL LIABILITIES			289,731.68	-72,420.68
FUND BALANCE				
01	17100	ESTIMATED REVENUES	10,785,377.00	10,785,377.00
01	17200	REVENUE CONTROL	-1,188,317.81	-1,188,317.81
01	24100	APPROPRIATIONS CONTROL	-10,785,377.00	-10,785,377.00
01	24200	EXPENDITURE CONTROL	437,100.33	437,100.33
01	24500	RESERVE FOR ENCUMBRANCE	.00	-87,500.00
01	28000	NON-SPENDABLE PREPAID ITEMS	.00	-76,028.84
01	28100	RESTRICTED-IMPACT FEE	.00	-81,892.60
01	28101	RESTRICTED-IMPACT FEE LAW ENFO	.00	-8,831.01
01	28102	RESTRICTED-CAPITAL PROJECTS	.00	-23,562.39
01	28103	RESTRICTED ONE-CENT SURTAX	.00	-1,304,452.95
01	28115	BUILDING CODE ENFORCEMENT	.00	-2,290,118.45

# TOWN OF JUNO BEACH

## BALANCE SHEET FOR 2025 1

FUND: 01 GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
FUND BALANCE				
01	28120	RESTRICTED-LAW ENFORCEMENT	.00	-13,581.25
01	28121	RESTRICTED-STATE/LOCAL FORFEIT	.00	-109,314.40
01	28300	ASSIGNED-SUBSEQUENT YEAR	.00	-2,942,500.00
01	28400	UNASSIGNED-FUND BALANCE	.00	-5,277,076.70
01	28410	UNASSIGNED-CONTRIBUTIONS	.00	-40,571.32
TOTAL FUND BALANCE			-751,217.48	-13,006,647.39
TOTAL LIABILITIES + FUND BALANCE			-461,485.80	-13,079,068.07

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



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**Meeting Name:** Juno Beach Town Council Meeting  
**Meeting Date:** June 25, 2025  
**Prepared By:** Robert A. Cole, Town Manager  
**Item Title:** Frenchman's Creek Charities Foundation Grant

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**DISCUSSION:**

Each year the Frenchman's Creek Charities Foundation, Inc., awards a grant to the Town of Juno Beach. This year the grant will go towards the purchase of a new vehicle for the police volunteers that serve the Town of Juno Beach and the Police Department.

**RECOMMENDATION:**

Staff recommends accepting this grant from Frenchman's Creek Charities Foundation, Inc., in the amount of \$27,000, to purchase a vehicle for the Juno Beach Police Department to be used by the police volunteers.

**ATTACHMENT:**

Frenchman's Letter



## FRENCHMAN'S CREEK CHARITIES FOUNDATION, INC.

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To Whom it May Concern:

On behalf of the Board of Directors of the Frenchman's Creek Charities Foundation, Inc., we are pleased to enclose a grant check in the amount of \$27,000 for support of the Town of Juno Beach's purchase of a new vehicle for use by community volunteers assisting the Town Police Department, as recommended by the Frenchman's Creek Charities Foundation, Inc. Allocations Committee.

In all public acknowledgements and publicity related to this grant, we kindly request that you indicate the gift was received from the Frenchman's Creek Charities Foundation.

To acknowledge receipt of this grant and the accompanying payment—and to confirm that no goods or services were provided to the Foundation in exchange for this grant—we ask that you sign a copy of this letter and return it to Nicole St. Angelo, either in the enclosed envelope or via email at [nstangelo@frenchmancreek.com](mailto:nstangelo@frenchmancreek.com).

We look forward to receiving a brief final report, including a financial summary detailing the use of these funds, by October 31, 2025. Please send or email your report to Nicole St. Angelo, [nstangelo@frenchmancreek.com](mailto:nstangelo@frenchmancreek.com).

We are pleased to support the Town of Juno Beach and the valuable work you do.

Please do not hesitate to contact us if you have any questions.

Sincerely,

Niles Citrin  
Chairperson, Allocations Committee

Enclosure

Accepted and agreed to on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

By: \_\_\_\_\_

Title: \_\_\_\_\_

A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE. Florida State Registration Number (CH78410).





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**Meeting Name:** Juno Beach Town Council Meeting  
**Meeting Date:** May 28, 2025  
**Prepared By:** Andrea L. Dobbins, Project Coordinator/Risk Manager  
**Item Title:** Engineering Analysis Report for the Pelican Lake Gazebo

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#### **DISCUSSION:**

At the April 2025 meeting, staff was directed by the Town Council to solicit proposals from consultants to perform a wood test analysis and write a formal report on the condition of the gazebo structure. Staff reached out to four consultants and two of them provided proposals for the professional services requested. Archetype Companies, a local firm that specializes in architecture and engineering services, was responsive to the inquiry and provided the lowest proposal for these services; see attached.

Staff met with Donald Atkinson, owner and professional engineer with Archetype Engineering. Mr. Atkinson has analyzed the structure and created a detailed report outlining the condition of the gazebo. (See attached) Mr. Atkinson is here to present his findings and answer any questions that the Town Council may have.

#### **RECOMMENDATION:**

Staff respectfully requests the Town Council's input and deliberation on how to move forward with this renovation project.

#### **ATTACHMENT:**

Archetype Companies Proposal  
Archetype Companies Gazebo Condition Assessment



## Archetype Companies

601 Heritage Drive STE 408, Jupiter FL, 33458

Phone: (561) 406-2651

[contact@archetypecompanies.com](mailto:contact@archetypecompanies.com)

[www.archetypecompanies.com](http://www.archetypecompanies.com)

May 2nd, 2025

Town Of Juno Beach  
c/o Andrea Dobbins  
340 Ocean Drive  
Juno Beach, FL 33408

**RE: Gazebo at Town of Juno Beach (Lakefront southeast of Town Hall)**

To Andrea Dobbins:

We are pleased to submit the following proposal for engineering services in connection with your property located in Juno Beach, FL. Engineering services will be provided to investigate the condition of the Gazebo for the subject property located at 340 Ocean Drive Juno Beach, FL. Archetype is submitting a proposal for inspection of the gazebo with the intent of evaluating the existing conditions and making recommendations regarding the possible repair vs. replacement of the structure. The structure has been visited by the engineer. Archetype will seek to investigate in greater detail utilizing testing methods and limited removal of damaged components and provide a written report of findings and recommendations.

We look forward to the opportunity to serve you!

Very truly yours,

A handwritten signature in black ink that reads 'Donald J. Atkinson'. The signature is written in a cursive, flowing style.

Donald Atkinson, P.E., Architect  
Archetype Engineering & Architecture  
Florida Professional Engineer License No. 61099  
**Florida Architectural License No. AR95480**

## Engineering Services Contract

This agreement is made as of the 30<sup>th</sup> day of April in the year 2025.

Between the Owner:

**Town Of Juno Beach**

340 Ocean Drive

Juno Beach, FL 33408

**Engineer:** Archetype Engineering & Architecture, Inc., A Florida Corporation

601 Heritage Drive STE 408,

Jupiter FL, 33458

for the following project: **Town of Juno Beach, Lake Gazebo**

340 Ocean Drive

Juno Beach, FL 33408

**Project Description:** Inspection of the Gazebo on Lake behind the Town Hall

### SCOPE OF SERVICES

	Services to be Provides
\$2,750	<p><u>Phase 1:</u></p> <ul style="list-style-type: none"><li>• <b>Review of documents</b> provided by the Town of Juno Beach as reference aids.</li><li>• <b>Inspection of the lakefront gazebo-</b> Include assessment of the concrete piers, wood piers, connections, and wood members, adjacent concrete, soil and water drainage will be assessed. Framing, decking, fasteners, stainless-steel bolts, and connections between concrete and wood members will be examined for deterioration. The engineer anticipates utilizing moisture meters, wood probes, sounding of concrete and other means of evaluation of members deemed appropriate by the engineer, and in general conformance with 2025 industry standards for wood evaluation.</li><li>• <b>Isolated removal</b> of areas of wood deck planks and certain wood floor joists will be removed to better evaluate and quantify the wood deterioration and to ascertain whether the damage is isolated or systemic. This will be critical to better understand the limits of damaged/deteriorated support components as well as quantities for repair/replacement. This destructive removal of the deck surface is made with the understanding that most of the wood deck planking and some floor joints will eventually need to be replaced in any case.</li><li>• <b>Examine drainage and soil contact</b> (between wood and soil as probable cause for the premature deterioration of this structure). This includes connections, and fasteners (adjacent to the cracked sidewalk areas).</li><li>• <b>Examine the concrete piles</b> by sounding and visual verification.</li><li>• <b>Direct third-party contracted or Client in-house labor</b> to perform limited demo of wood deck, framing, and soil as needed to facilitate the engineer's investigation. (See section below related to one day contractor assistance for inspection.)</li><li>• <b>Provide a "Report of Findings"</b> documenting observations, and providing the engineer's recommendations, with inclusion of opinion of reasonable repair protocol vs. total replacement of the structure.</li></ul>

Initial: 

	<p>*The engineer will coordinate limited demolition and removal of decking, joists and railing components in damaged areas to facilitate the investigation, and quantification of the damaged areas. The cost anticipated for a third-party contractor is anticipated to be \$650 to \$1,200 (depending on one- or two-man crew). The Client may opt to provide this limited demolition with Client in-house staff. One day of demolition is anticipated.</p>
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**Exclusions:**

- A comprehensive, laboratory testing of mold, wood-rot material analysis report is not included, but can be proposed if requested by the owner. Noted conditions may include reference(s) to "organic growth" observed, but the condition assessment is not a scientific or laboratory-based testing mold/wood fungi assessment. This would also pertain to asbestos, lead or other environmental issues.
- The structure has reportedly been evaluated by a professional engineer for load capacity and current code compliance. Repairs will provide equivalent or higher load capacity of members and connections, but a complete re-evaluation of the structure analysis is not included in these services. No structural, mechanical and other design calculations, or quantitative analysis of Engineering or Engineering systems or components is included in the scope of work.
- Any cost associated with subsequent laboratory testing of materials, asbestos, lead paint or building systems or components are not included in the project scope.
- Site visits by the engineer are not exhaustive regarding every detail, material testing, or continuous.
- Engineer will not be providing construction cost estimation nor an Engineers Estimate of Probable costs, (EEOPC).

## TERMS AND CONDITIONS

### A. CLIENT'S RESPONSIBILITIES

The Client shall provide the Engineer with all available pertinent information including previous engineering or contractor observation reports or estimates, and any other relevant data relevant. The Engineer shall be entitled to rely on the accuracy and completeness of the Client's information. The Client shall provide decisions and furnish the required information as expeditiously as necessary for the orderly progress of the Project.

### B. USE OF DOCUMENTS

Drawings, specifications and other documents prepared by the Engineer are the Engineer's Instruments of Service and are for the Client's use solely with respect to the subject property. The Engineer shall retain all common law, statutory and other reserved rights, including copyright. Upon completion of the final assessment report, provided that the Client substantially performs its obligations under this Agreement, the Engineer grants to the Client a license to use the Engineer's Instruments of Service as a reference for maintaining, altering and adding to the subject property. The Client agrees to indemnify the Engineer from all costs and expenses related to claims arising from the Client's use of the Instruments of Service without retaining the Engineer. When transmitting copyright-protected information for use on the subject property, the transmitting party represents that it is either the copyright owner of the information or has permission from the copyright owner to transmit the information for its use on the Project.

### C. PAYMENTS AND COMPENSATION:

The Engineer's Compensation shall be: \$2,750.

The Client shall pay the Engineer an initial payment of \$1,500 as a minimum payment under this agreement. The initial payment is due upon signing of this agreement.

Initial: 

Final payment is due upon issuance of the report. Amounts unpaid thirty (30) days after the invoice date shall bear interest from the date payment is due at the rate of one percent (1%) per month, or in the absence thereof, at the legal rate prevailing at the principal place of business of the Engineer.

At the request of the Client, the Engineer may opt to provide additional services not included in the "Scope of Services" for additional compensation. Such additional services may include, but not be limited to, providing or coordinating services of consultants not identified in the "Scope of Services". Any services beyond the scope of this agreement would require an addendum and pricing to be determined.

**D. TIME FOR PERFORMANCE:**

This agreement shall commence upon signing this agreement. The final report will be delivered by May 19, 2025.

**E. ENGINEER'S INDEMNITY:**

Engineer agrees to indemnify and hold harmless Client from any and all liability, damages and claims arising out of or resulting from any of the following: (a) performance of the Work by Engineer or any of its Sub-Contractors, (b) any defect in the Work, (c) any gross negligence or willful misconduct by Engineer, any Sub-Contractors or any of their respective employees and any failure by Engineer to comply with this Contract, or (e) any failure of Engineer or any of its Sub-Contractors to comply with the standards of performance set forth in this Contract.

**F. INSURANCE:**

Engineer shall maintain (a) a Commercial General Liability Insurance policy from a reputable insurance company licensed to do business in the state of Florida in an amount not less than \$1,000,000 and shall name Client as an additional insured. A certificate of insurance shall be provided to Client prior to Work started setting forth the above, (b) adequate Workers' Compensation Insurance to cover all employees engaged in such Work, the amount of which insurance shall be in accordance with statutory requirements in State of Florida.

**G. LIMITS OF LIABILITY**

PURSUANT TO §558.0035, FLORIDA STATUTES, AN INDIVIDUAL EMPLOYEE OR AGENT OF ARCHETYPE ENGINEERING & ARCHITECTURE, INC. CANNOT BE HELD INDIVIDUALLY LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE OCCURRING WITHIN THE COURSE AND SCOPE OF THIS PROFESSIONAL SERVICES CONTRACT OR THE PERFORMANCE OF PROFESSIONAL SERVICES HEREUNDER. BY SIGNING THIS AGREEMENT, YOU HAVE ACCEPTED THIS LIMITATION OF LIABILITY.

**TERMINATION, SUSPENSION OR ABANDONMENT:**

In the event of termination, suspension or abandonment of the Project by the Owner, the Engineer shall be compensated for the services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Engineer to suspend or terminate services. Either the Engineer or the Owner may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 60 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement. Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

**H. ACCEPTANCE:**

Acceptance of this proposal may be indicated by the signature of the Client in the space provided below. One signed copy of this proposal returned to Engineer will serve as an Agreement between the two

Initial: 



parties and as a Notice to Proceed (unless indicated otherwise by the Client. This contract will be binding on the parties hereto. Should this proposal not be accepted within a period of fifteen (15) days from the above date, it shall become null and void.

**I. REIMBURSABLE EXPENSES:**

Client agrees to reimburse the Engineer for any documented expenses incurred within the normal course of business on Client's project. The cost of printing reports, schedules or drawing reproduction is a reimbursable expense to be borne by the client. No testing of materials or exploration of concealed conditions is included with this proposal. Client to pre-approve any anticipated expenses prior to incurring any costs.

**J. CLIENT'S REPRESENTATIVE:**

The Client may elect to identify a representative who is authorized to act on the Client's behalf with respect to the project. If elected, please provide written documentation signed by Client authorizing the designee(s) (board members, committee member or other authorized agent) who is authorized to direct work or amend the contract.

Name:

Address:

Other Information:

**K. MISCELLANEOUS:**

- I. All the provisions of this agreement shall be binding upon and inure to the benefit of the parties hereto, successors and assigns.
- II. The laws of the State of Florida shall govern the validity of this agreement, the construction of its terms and the interpretation of the rights and duties of the parties hereto.
- III. Any controversies arising out of the terms of this agreement or its interpretation shall be adjudicated in Palm Beach County, Florida in accordance with the rules of the American Arbitration Association. Arbitration shall be binding.
- IV. Waiver by Client of any breach of any provision of this agreement by Engineer shall not operate or be construed as a continuing waiver of said provision.
- V. The assignment of this agreement by either party is prohibited.
- VI. Any and all notices, demands or other communication required or desired to be given hereunder by any party shall be in writing and shall be validly given or made to the other party if deposited in the United States mail, postage prepaid, Certified Mail, Return Receipt Requested, and such notice shall be deemed given upon such deposit, provided that such notice is addressed as follows:

To: Archetype Engineering & Architecture, Inc.  
601 Heritage Blvd, Ste 408  
Jupiter Florida 33458

- VII. If Engineer sells or otherwise relinquishes all or a substantial part of its business to a third party, then the Client, at its option, may cancel this contract.

Initial: 

- VIII. This agreement shall not render the Engineer an employee, partner, agent of, or joint venture of Client.
- IX. No amendment, change or modification of this agreement shall be valid unless in writing signed by the parties hereto. This agreement and any Exhibit or Schedule attached constitutes the entire understanding and agreement of the parties, and any and all prior agreements, understandings, and representations are hereby terminated and cancelled in their entirety and are of no further force or effect.
- X. If any provision of this agreement or any portion of this agreement is determined to be unenforceable or invalid, then the remainder of this agreement shall nevertheless remain in full force and effect.
- XI. Section headings are not to be considered a part of this agreement and are not to be relied upon as a full and accurate description of the contents contained therein.

X   
Signature

  
Printed Name / Title

Date: 5/2, 2025

X Donald J. Atkinson  
Donald Atkinson, P.E., Architect  
Archetype Companies

Date: 05/2/2025

Initial: 



## Juno Beach Gazebo Condition Assessment



### Juno Beach Gazebo

Limited Property Condition Assessment

Report Date: May 21, 2025

Archetype Engineering & Architecture, Inc. | 601 Heritage Drive, Suite 408, Jupiter, FL 33458



## Juno Beach Gazebo Condition Assessment

### Introduction

At the request the client, Donald J. Atkinson, P.E., Architect, CBC of Archetype Engineering & Architecture, Inc. conducted site observations of the Gazebo structure located adjacent to the Town Hall, Juno Beach, Florida. The structure is located at the lakefront immediately behind the administration building. Site observations took place on May 6<sup>th</sup>, 2025. Archetype Engineering & Architecture, Inc. is the author of this Limited Scope Condition Assessment Report which was based upon site observations of the structure and wood evaluation standards.

**Scope & Purpose:** This field report seeks to identify, to the extent reasonable, the general conditions of the wooden structure and components of the gazebo, with a focus on wood deterioration concerns or other defects, needed corrections, or issues for continued safe use of the amenity. Recommendations for repair actions are provided, as deemed appropriate by the engineer. This report is not an exhaustive forensic evaluation but rather an assessment of the structure to assist decision makers about the efficacy of repair vs. replacement of the asset. Structural calculations or laboratory testing of samples of existing materials were not performed.

Forensic investigation findings in this report represent the opinions of Donald Atkinson, PE, Arch., CBC, based on the site observations and investigations by the engineer. No quantities of repair areas, cost estimates or any repair protocols were designed or provided by the engineer.

**Archetype Qualifications:** Don Atkinson has been a Licensed Professional Engineer, Architect and Certified Building Contractor working in Florida for 22 years and has been a professional engineer for 40 years. Archetype and has been providing commercial, institutional and threshold building condition assessments, building structure evaluations, structural repair specifications, construction administration and serving as an expert witness services in Florida. Prior to moving to Florida, Don served as the Director of Construction and Facilities Maintenance for over four million square feet of educational facilities, including capital budgeting and building reserves planning, and worked as a structural engineer at Odell Associates in Charlotte NC.



## Juno Beach Gazebo Condition Assessment

### Conclusions & Recommendations

1. The wood framing of the gazebo deck is constructed close to surface water, wet soil, water running down the sidewalk, groundwater from the higher ground to the northwest, and irrigation water from a sprinkler head adjacent to the sidewalk and entrance to the gazebo. The gazebo roof drops water onto the **exterior deck** and this water runs down to the support framing and steel connections that provide support. (The **exterior deck** refers to the wood framing outside the main gazebo structural columns.) **The deterioration of the exterior deck framing is much worse at places that are adjacent to the soil and sidewalk side, not over the water.**
2. At the exterior deck and supporting wood framing, the directions of the wood joists and deck planks constantly change direction, differently from the center deck that resides within the interior of the gazebo. There are many wood framing members, and they are all short in length. There are numerous steel connection components between these many short wood members. The junctures of wood members have many gaps and odd angles that have spaces for water to enter. The combination of many short wood members, many steel connections, many spaces in the angled wood junctures and lots of water resulted in many locations for the connections to corrode. **Most locations of the wood deterioration and the corrosion of steel connections are found in the portion of the deck outside the columns of the gazebo structure, (under the main gazebo roof and inside the roof support columns).**
3. Some Insect habitation is present. Tiny ants were found in the deck portion of the structure. The ants live in small spaces between wood joists, at laps or small spaces between wood members at connections. These locations are most commonly found in multidirectional framing junctures found in the exterior deck extending (out beyond the gazebo columns, under the main gazebo roof).
4. **Little or no damage of the upper gazebo structure including the roof planks, framing, cupula, columns and piers were found.** The central gazebo portion of the structure appears to be in generally good condition. The upper roof, standing seam metal roofing, cupula, columns and piers appear to be in generally good condition.





## Juno Beach Gazebo Condition Assessment

### Repair Recommendations

5. **The sidewalk adjoining the gazebo is cracked and appears to be showing signs of anticipated settlement.** Minor soil loss is typical at seawalls and bulkhead walls at bodies of water. The soil under the sidewalk adjoining the rock seawall is anticipated to erode through piping loss and the sidewalk section at the gazebo should be replaced at the gazebo entrance.
6. **Deterioration in the exterior deck portion of the structure is primarily caused by *Galvanic corrosion* of connections.** The corrosion took place as a result of severe galvanic corrosion of the metal in the deck framing connections. Zinc coating on the lightly galvanized carbon steel connectors, in a moist environment, in contact with copper-infused preservative treated wood, resulted in severe damage at the metal connections. **Copper in the wood acts reacts chemically with the zinc and iron in the galvanized steel causing severe corrosion.**
7. **The stainless-steel bolts did not rust, but the adjoining carbon steel connectors corroded badly.** The corrosion was so severe that it appears the preserved wood was damaged in the connection areas. Some of the damaged wood may have degraded to the point that some termites started to infest the wood before the chemicals in the wood killed them.
1. **Engage an engineer to provide signed and sealed engineering drawings of the repairs required and bid package of design documents. The designer is the Engineer of Record (EOR) and provides sealed design documents.**
2. **Demo the entire gazebo deck and railing system. First demo the exterior portion of the deck. (Exterior deck out beyond the gazebo columns, under the gazebo roof,**
3. **Once the badly deteriorated exterior area of deck has been removed, the EOR and the contractor shall survey the wood gazebo columns to see if the removal of the outside deck has exposed any unknown (and currently unanticipated) damage. Any minor damage detected exposed by the removal of the exterior deck such as fastener holes of shrinkage cracks or other issues can be repaired as directed by the EOR.**



## Juno Beach Gazebo Condition Assessment

4. The central deck framing defined as the decking and supporting structure inside the main gazebo columns is recommended to be removed and the deck of the gazebo is recommended to be rebuilt. Preserve and Protect the original gazebo structure (cupola, Roof, upper framing columns and piers) during the rebuild.
5. Reconstruct a new extended deck on the water side, and a new gazebo railing. The majority of the heavy-duty octagonal railing posts in the original structure are in good condition and could be reused in the newly constructed railings. The composite plastic railing cap could also be likely retained. Replace any octagon rail posts if found to be badly damaged.
6. The engineer recommends providing a gutter to collect roof water and direct outflow to scuppers projecting rainwater out beyond the new lower deck. A downspout alternative could also be considered by the town. Replace the sidewalk and provide a concrete slab to the seawall to support the wood gazebo deck that rests on the soil area.
7. Provide a new perforated drain at the upper side of the new sidewalk and extend to the lake for discharge and divert groundwater away from the entrance and land supported side of the gazebo.
8. Apply driftwood grey similar to Cabot's Bleaching oil/wood stain to provide UV/ moisture protection to the wood, while also to limit shrinkage cracks in new wood and provide a weathered naturally weathered and consistent finish.
9. Repair landscape, signage and other appointments now present.



## Juno Beach Gazebo Condition Assessment



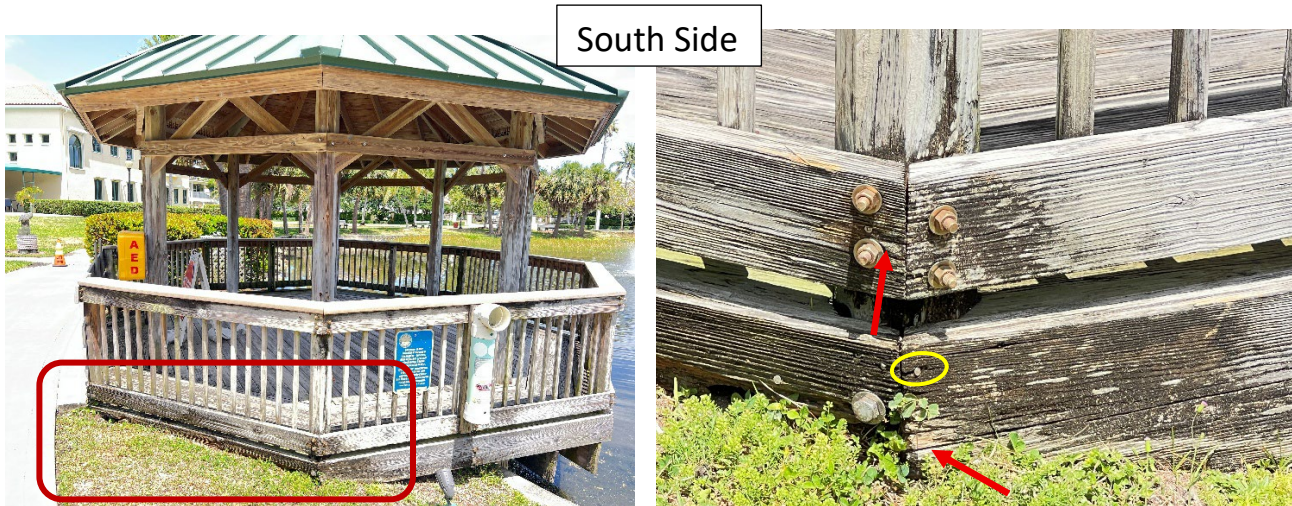
The Gazebo is sited partially on soil, behind the lake-edge retaining wall, and half over water supported by piers. The column piers are composite with a cast concrete that was believed to have been installed in an earlier structure and the wood piers that were part of the main gazebo structure. These column piers are working together, bolted together for combined load carrying capacity, and to the extent observable appear to be in good condition. No sub soil or below water problems were noted. Investigations were not considered to be needed as chemically pressure treated wood below the oxygen rich atmosphere generally suffer little deterioration. The concrete appeared to have no cracks, spalls or evidence of corrosion of reinforcing visible. The wood timber pier have normal shrinkage cracks in the wood grain which was considered typical for large timber members and were considered to be in good condition.







## Juno Beach Gazebo Condition Assessment



The wooden base framing of the gazebo that was constructed in contact with the soil did show signs of deterioration. The bolted ends of the edge framing is seen with fractures that are anticipated with wood that is stressed by drying and shrinking stress. The large bolts so near the end of the framing members are particularly susceptible to cracking at these ends. (see the red arrows) the yellow ellipse encloses one of several nails added extremely near the ends of the wood framing, which are also associated with end splitting of the wood. These cracks in the wood allow more moisture entry into the wood grain and cause greater cracking issues over time. The dark green surface material appears to be organic growth (moss and mildew) that is growing in the moist conditions similar to that which grows on rocks and trees in forests. Note the contrast in the wood framing over the water that is not embedded in the moist soil. Note the same moist condition is seen at the sidewalk juncture. This side of the perimeter deck framing is subject to surface water drainage from the sidewalk and has added irrigation in the worst possible location.







## Juno Beach Gazebo Condition Assessment

North Side



At the north side of the gazebo, at the deck perimeter, near the soil, wood has been deteriorated by the moisture. This occurred where soil was in contact with the wood members **and** underslung metal hangers. (See damage of the underslung framing at the red arrows, and the underslung metal joist hangers inside the red boxes at this lower-level framing.) There is green organic growth on the surfaces of higher elevation wood framing, but the floor framing elevated a bit above the soil (as seen on slightly higher-level framing) has suffered far less the wood-rot deterioration.





## Juno Beach Gazebo Condition Assessment



Note that this wood above the water is in generally good condition.

Bolt at the edge of wood framing is an improperly placed fastener.

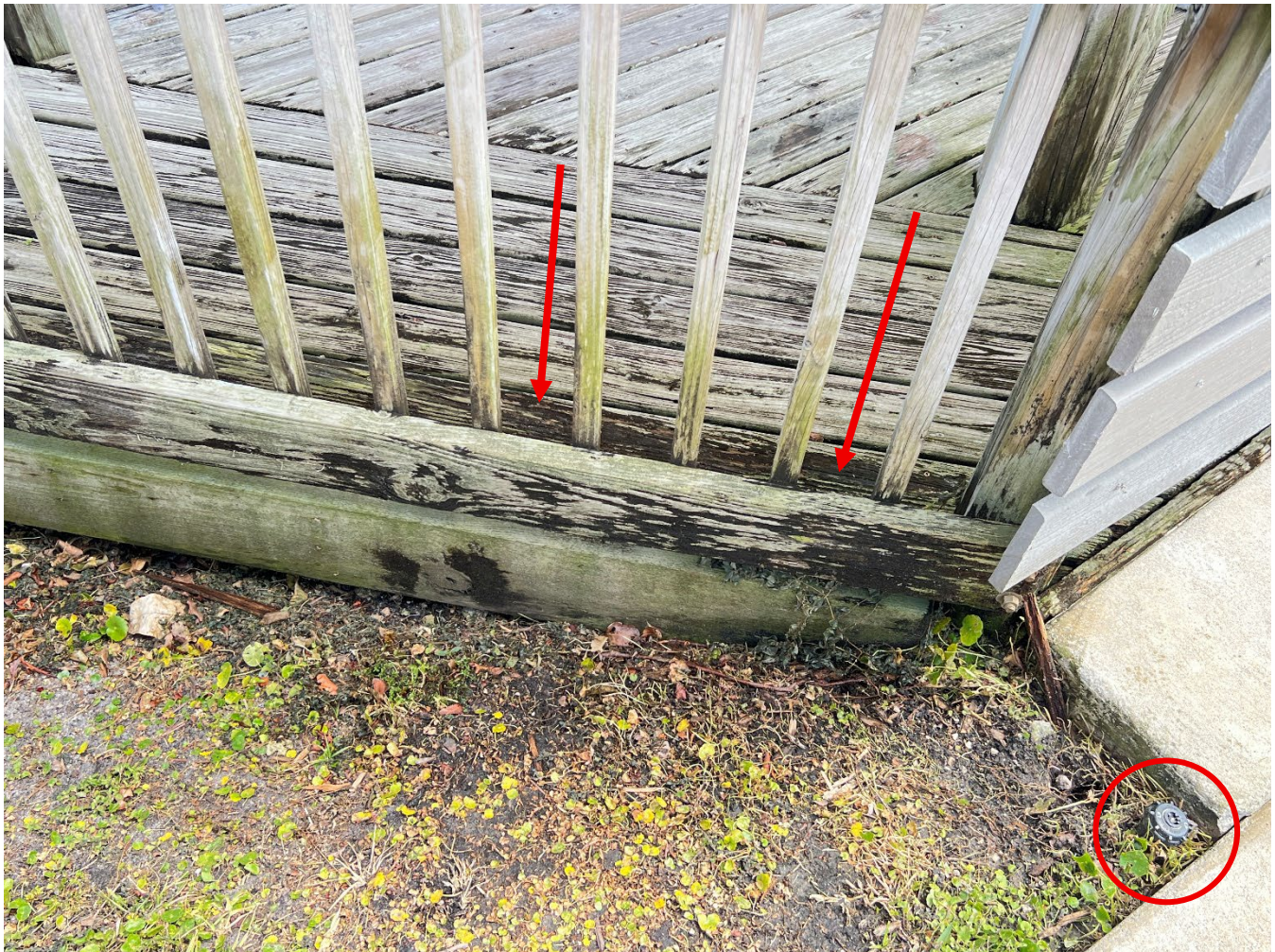


Note that this wood near the soil and sidewalk is more distressed than wood with air circulation. (South side of Gazebo, sidewalk at upper right corner of photo.)





## Juno Beach Gazebo Condition Assessment



The soil moisture is made worse by the drainage of water from the sidewalk surface. The location of the sprinkler irrigation added to the other groundwater is also problematic.





## Juno Beach Gazebo Condition Assessment



This photo shows the main gazebo columns (yellow arrow at the right side of the photo) that extend down and connect with the concrete piers in the lakebed. The deck planks placed in different directions to the interior deck planks as well as the supporting framing must rely on irregular directions and odd joist configurations and connections. (This is seen within the red ellipse located left of the main column.)

One of these odd locations is seen in the next photo below.



This enlarged photo shows the angled floor joist at a connection located at the octagon-shaped railing post. The framing and steel connections are complex and unusual in their configuration. The stainless-steel bolts are in contact with dissimilar carbon steel connector plates which has succumbed to galvanic corrosion. Some of the odd sizes and shapes of wood appears to have been constructed with wood that was not preservative treated lumber.





## Juno Beach Gazebo Condition Assessment



This photo shows the angled floor joist that runs around the interior octagon shaped columns and framing, to the outer perimeter railing posts. This exterior deck framing and steel connections rely on complex configurations. While the bolts are stainless steel, the connector plates are carbon steel. Physical contact of dissimilar carbon steel connector plates and stainless-steel causes galvanic corrosion of the connections and in the presence of water these steel connection components have corroded badly.



Many of the odd sizes and shapes of wood members in the extended deck exterior to the gazebo columns and interior octagon deck appear to have been constructed with wood that was not preservative treated lumber. The perimeter wood framing, decking and connections are generally in poor condition. (See left and below)







## Juno Beach Gazebo Condition Assessment



Wet and deteriorating wood is an attractive habitat for termites. The only **active** type of insect infestation noted is seen above. These particular insects are seen on two lapped 2x joints. These were considered by the engineer to be very small ants, which were seen in various locations within wet wood. The wood itself in these locations did not have significant wood damage that would be anticipated with active termite habitation. These insect appear to be very tiny ants that constructed their colonies in the small gap spaces between the joists and wood blocking. The winged insects are leaving to start new colonies. These ants likely find abundant moisture and organic growth in the gaps.



Unknown insects (or arachnids) had left fibrous or web material between the preservative treated planks of the roof. These were wiped away to reveal no damage to the wood had occurred. This could be a maintenance issue to address with cleaning. The upper gazebo wood construction appeared to be in generally good condition and would be considered to have a long remaining useful life.





## Juno Beach Gazebo Condition Assessment



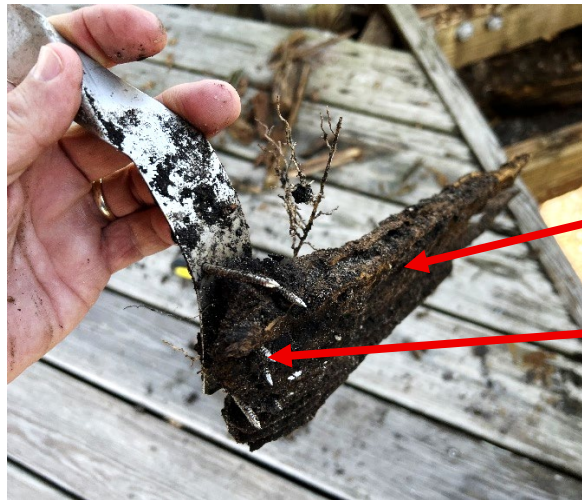
There are several locations that are noted where wood preservative treated wood has been damaged by deterioration. Most of these locations are found at wood connections where carbon steel components of those connections have suffered severe galvanic corrosion. Mixing of stainless steel, galvanized steel and copper chemical compounds in preservative treated wood cause accelerated corrosion. Apparent termite damage appears to have occurred at some of these areas of deterioration. The termite damage did not seem to be systemic, but at isolated locations. This is consistent with laboratory testing of termites and preservative treated wood which found that termites may attack treated wood but die in the process from the wood chemicals. A correlation between limited areas of termite damage and corrosion damaged wood and metal components was found. These damage areas were primarily all found in the deck framing and blocking at odd angle junctures.

Very little damage to the gazebo columns was found. Soil around one column in an area where deck framing was damaged was removed but not termite or rot damage was noted.





## Juno Beach Gazebo Condition Assessment



The wood member buried in the soil and nailed to wind strapping to counter wind uplift forces.

Nails

Above are two examples of metal hurricane strapping that was extending downward, into the soil below the deck of the gazebo. The strapping had been attached to wood blocking that did not appear to have been preservative treated wood. The wood blocks would have been intended to have acted as “dead-men” anchors in the soil to resist uplift forces from wind-imposed loads. The wood was essentially decomposed due to organic digestion in the moist soil. The anchors have no functional value remaining.



The wood column of the gazebo appears to be good despite some deterioration of the adjacent wood framing.

This was considered generally representative of the condition of the observed wood columns. While the main gazebo columns may have some issues that would warrant repair if found, the general condition of these column appeared to be sound.



## Juno Beach Gazebo Condition Assessment



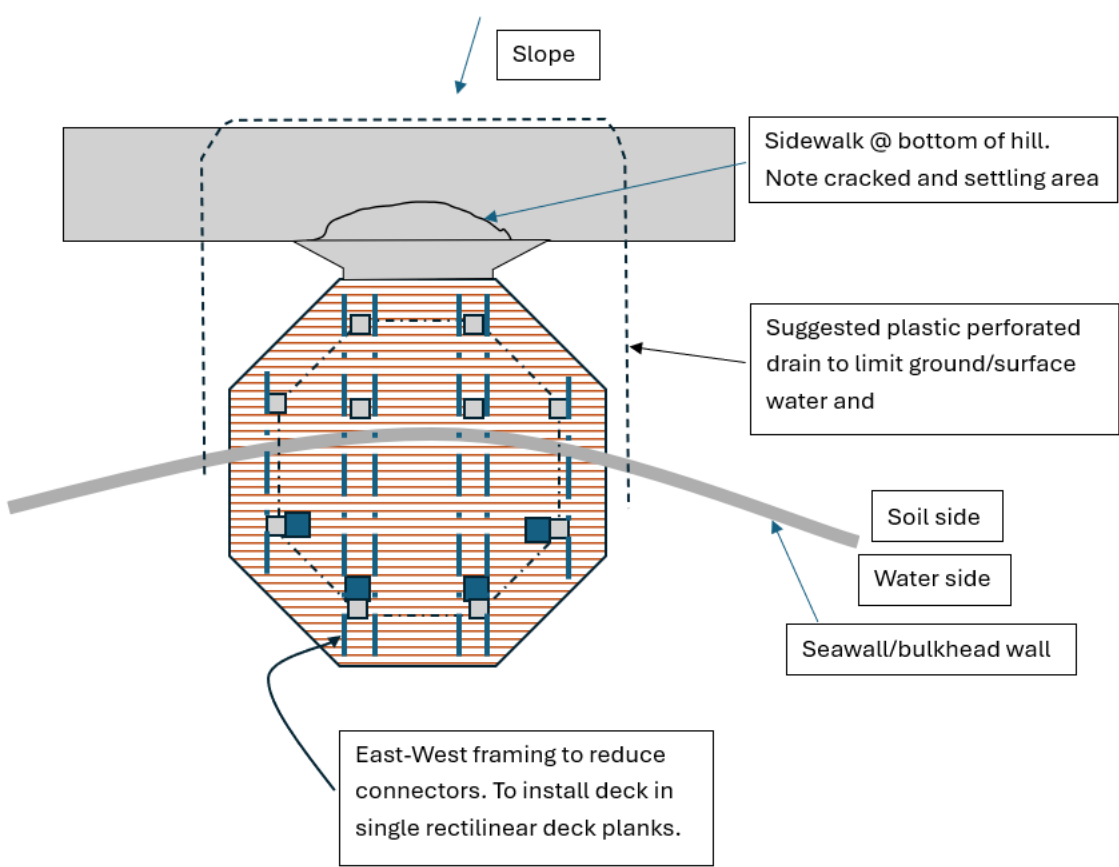
Although not part of the original scope of this assessment, the engineer was asked to observe the second town gazebo at the south end of the lake. This south gazebo provided valuable design ideas that could be incorporated in the north gazebo repairs. This gazebo was accessed with a connector pier section that got the gazebo deck framing away from the soil and lake edge. This gazebo also had an alternative deck support design that provided Framing under the deck could be rectilinear while providing a large deck extension on the water side of the gazebo. **This framing approach limits the number of metal connections and simplifies framing and deck planks with rectilinear framing. Galvanic corrosion design detailing would prevent the corrosion problem.**





# Juno Beach Gazebo Condition Assessment

Conceptual Repair diagram







**Archetype Companies**  
Real Estate Investments Reengineered  
Phone: (561) 406-2651  
[www.ArchetypeCompanies.com](http://www.ArchetypeCompanies.com)

June 5, 2025

## Memo

To the Town Council of Juno Beach, Florida:

Archetype Engineering & Architecture Inc. can continue to provide engineering services to the Town of Juno Beach for \$7,500, and that "to the best of our knowledge" the anticipated repair costs should not exceed \$75,000. The services will include design details and a framing plant to repair the gazebo, an inspection of any hidden issues upon demolition of the existing deteriorated component parts of the gazebo and periodic inspections of the constructed repairs to ensure contractor conformance with design intent. The engineer will dictate the required number and frequency of the inspections. All drawings will be signed and sealed for permitting.

The engineering services do not include bidding, project management or construction administration. It is the engineer's understanding that in-house employees are responsible for these roles.

Donald J. Atkinson, PE, Architect, CBC

*Donald J. Atkinson*  
6/5/25





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**Meeting Name:** Town Council Meeting  
**Meeting Date:** June 25, 2025  
**Prepared By:** C. Copeland-Rodriguez, Town Clerk  
**Item Title:** Resolution No. 2025-10 – Rules of Procedure and Town Council Protocols

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**DISCUSSION:**

During the review of the proposed Code of Conduct, staff recommended consolidating all rules of procedure and Town Council protocols into a single comprehensive document. This consolidated draft was presented to the Council at the June 4th workshop, where several changes were proposed.

The revised document, incorporating the Council's suggested edits, is now ready for further review and consideration.

**RECOMMENDATION:**

Staff recommends that the Town Council consider the proposed Resolution No. 2025-10: Rules of Procedure and Town Council Protocols.

**DRAFT**  
**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 Council members (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.

**Commented [CC1]:** Unanimous consensus to make consistent.

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 ~~Juno Beach Mayor and~~ Town Council (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 enforcement of procedural rules.

**Commented [CC2]:** Unanimous consensus to add.

**Commented [CC3R2]:** Mayor Wheeler, Vice Mayor Pro Tem Davis, and Councilmember Halpern gave consensus to include as reference.

**AB. Public Participation**

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, subject to the rules and policies set forth herein. *(See Section D.)*

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**BC. 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 or Board 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") including, but not limited to, attorney-client sessions and collective bargaining strategy sessions; and
4. An item during which the Council or Board is acting in a quasi-judicial capacity, during which different rules and timeframes may be applicable.

#### **DC. Public Participation Rules**

Public Comment is intended to foster dialogue in a respectful and civil manner. Any person who makes such 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 shall 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 or Board should either withhold comment or address the comment during the Board or Council member 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 or Board ~~the presiding officer.~~

#### **E. 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. The Town 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 interrupted 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.

#### **F. Enforcement of Procedural Rules**

1. Should the presiding officer determine that a rule of procedure has 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 a rule of procedure has 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 a rule of procedure may be overruled by a majority of the Council or Board members present at the meeting.

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### **EG. 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 the disability of the Mayor, the Vice Mayor shall assume the responsibilities of the presiding officer, and if both are absent or disables, 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 and any member of the public who shall 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 council members who seek the floor while entitled to do so.
4. ~~The presiding officer shall not make or second a motion.~~
5. The presiding officer will represent the Council at meetings, conferences, or other occasions involving other governmental entities, agencies, officials or groups, or nongovernmental organizations, departments, agencies or officials, as approved by majority of the Town Council, and report back to the Council anything of significance.
6. 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.

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**Commented [CC6]:** Vice Mayor Callaghan, Vice Mayor Pro Tem Davis, and Councilmember Halpern gave consensus to include.

**Commented [CC7]:** Unanimous consensus to add.

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### **HF. 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
  - ~~6-7.~~ Council Follow Up to Public Comments
  - ~~7-8.~~ Consent Agenda
  - ~~8-9.~~ Council Action/Discussion Items
  - ~~9-10.~~ Comments from the Council
  - ~~10-11.~~ Adjournment

**Commented [CC8]:** Vice Mayor Callaghan, Vice Mayor Pro Tem Davis, and Councilmember Halpern gave consensus to include a follow up to public comments section on the agenda.



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.

#### **I. (Agenda Procedures)**

~~1. 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.~~

- ~~2.1~~ 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, workshops, or work sessions of the Town Council, the agendas with supporting documents will be distributed one (1) week prior.

- ~~3. The agenda shall be limited to the following items for Council discussion and consideration:~~
  - ~~a. Legislative/Policy Actions (e.g. Ordinances, Resolutions, Proclamations, etc.)~~
  - ~~b. Special Event Requests~~
  - ~~c. Donations Requests~~
  - ~~d. Approval of Minutes~~
  - ~~e. Other matters deemed necessary for Council review.~~

- ~~4.2~~ If a Councilmember wishes to add an item to the agenda, a majority **agreement consensus** of the Council is required. ~~Upon receiving such consensus~~ 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.~~

- ~~5.4~~ All Agenda items with supporting documentation shall be reviewed and approved as appropriate by the Town Manager or his/her designee.

#### **J. (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 5:00 PM in the Council Chambers, Town Center, 340 Ocean Drive, Juno Beach, Florida, unless otherwise specified, and must conclude by 10:00 PM in accordance

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**Commented [CC9]:** Consensus to rephrase.

**Commented [CC10]:** Council gave unanimous consensus to move this from Item #1 to Item #4; and strike the language referenced what the agenda shall be limited to.

~~with Ordinance No. 759, meetings of the Town Council shall be held on the fourth Wednesday of each month, in the Council Chambers, at Town Center, 340 Ocean Drive, Juno Beach, Florida, and beginning at 5:00PM unless otherwise specified and must end by 10PM per Ordinance No. 759.~~

**Commented [CC11]:** Consensus to rephrase.

2. If a regular meeting date falls on a holiday, the meeting shall be held in the Council Chambers on either the second Wednesday of the month, or a date specified agreed upon by the Town Council.
3. Special Meetings can be called by the Mayor or ~~Majority of the Town Council~~**Town Manager**. 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 and 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. They are generally intended to address a single topic—typically one that is time-sensitive or requires in-depth review. ~~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 hours.
6. Emergency Meetings can be called by the Town Manager or Mayor 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 shall notify each Councilmember in writing or verbally of the date, time, and place of the meeting, as well as the purpose for which it is called; no other business shall be transacted. At least 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 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

**Commented [CC12]:** Consensus to clarify.

**Commented [CC13]:** Consensus to incorporate language that specifies not to veer off from the topic being discussed.

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.

#### **K. ~~(Town Council Guiding Principles for Meeting Preparation)~~**

1. All members of the Town Council shall prepare for meetings in advance by reviewing all agenda materials, meeting with the Town Manager and/or Department Head to address questions prior to the day of the meeting.
2. Uphold a "No Surprises" Philosophy: Councilmembers are encouraged to avoid introducing unexpected questions or materials during meetings. In-depth questions should be communicated to staff in advance whenever possible to ensure informed responses. ~~Councilmembers shall submit any additional materials during the meeting only. Additionally, handouts should not be distributed by Councilmembers during meetings, as doing so may hinder other members' ability to adequately review the material, potentially causing delays in discussion or decision-making; such supplementary materials must be germane to the specific agenda item and submitted to the Town Clerk and/or Town Manager no less than five (5) business days prior to the scheduled meeting.~~
3. ~~Request the floor from the Presiding Officer before speaking 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. ~~All Councilmembers must be mindful of their tone and body language.~~
6. ~~Refrain from personal attacks, comments, or innuendo directed toward other Councilmembers, Town staff, or members of the public.~~
7. ~~Respect the Autonomy of Appointed Boards and Committees: Councilmembers should generally refrain from attending meetings of other Town boards or committees. These appointed bodies are entrusted with the responsibility of providing independent recommendations for Council consideration. Councilmember presence at these meetings may be perceived as undue influence and could compromise the integrity of the advisory process. Maintaining this separation helps ensure that committee members can deliberate freely.~~

**Commented [CC14]:** Mayor Wheeler, Vice Mayor Callaghan, and Councilmember Halpern gave consensus to allow for materials to be distributed at the meeting on the dais.

Council gave consensus to relocate proposed Items 3-7 to the Public Meeting Decorum Section.

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## L. (Motions and Debate)

1. With the exception of quasi-judicial matters, items before the Council or Board shall be commenced by the presentation by a member of Staff (unless the item is initiated by a Council or Board 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 or Board votes to do so. After the discussion of the item by the Board or Council, the presiding officer shall call for a motion and second on the item. In order for a motion to proceed to discussion, it must first receive a second. A second to the motion 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 or Board. If that individual is absent, the gavel shall be passed to another member. Once the motion has been seconded, the presiding officer shall resume their role by reclaiming the gavel.~~ The presiding officer may make or second a motion only after temporarily passing the gavel to the next highest-ranking officer of the Council or Board. If that individual is absent, the gavel shall be passed to another member. Once the motion has been seconded, the presiding officer shall resume their role by reclaiming the gavel. ~~may only make or second a motion by passing the gavel to the next highest officer of the Council or Board, or in the absence of such person, another member of the Council or Board.~~
3. ~~When engaging in debate or discussion, each Council or Board 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 Council or Board member a Council or Board member shall address the presiding officer and await recognition before speaking again on an item. No Council or Board member shall speak a second time on the same item or motion so long as another Council or Board member who has not spoken wishes to speak.~~ When engaging in debate or discussion, each Council or Board 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 Council or Board member shall address the presiding officer and await recognition before speaking again on an item. No Council or Board member shall speak a second time on the same item or motion so long as another Council or Board member who has not spoken wishes to speak.
3.
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. At any time during the discussion/debate of a motion, a Council or Board member may make a motion to amend. If the motion to amend is seconded, the Council or Board 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 or Board 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 Council or Board 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.

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**Commented [CC15]:** Mayor Wheeler, Vice Mayor Callaghan, and Vice Mayor Pro Tem Davis gave consensus to incorporate language to have the Town Clerk ask for a 2<sup>nd</sup> to a motion.

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**Commented [CC16]:** Mayor Wheeler, Vice Mayor Callaghan, and Councilmember Hosta gave consensus to incorporate the highlighted language.

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### **M. (Reconsideration)**

- 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 ~~be~~is made at the following town Council meeting. No motion to reconsider shall be made more than once on any subject or matter.

**Commented [CC17]:** Council gave consensus to include to provide clarity on who can request for reconsideration.

### **NG. 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 objective of the Code of Conduct is to engender more trust in government, thereby promoting its effectiveness while advancing harmony within the community. The Code aims to establish norms of behavior for Council by which legitimate disagreements and different points of view that may arise are handled in a professional manner – one that promotes the public’s confidence in government and enhances the reputation of the Council and the Town.

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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.

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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 the Town’s constituents through words and actions is the “North Star” that guides Councilmembers to do the right thing, even in difficult situations.

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**Commented [CC18]:** Council gave consensus to incorporate the goal statement here but to be sure there is no redundancy from the policy statement.

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#### **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:

- Prepare in advance of all Council meetings by reviewing agenda materials in advance, 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. Staff shall provide presentations in advance, along with their respective agenda items, rather than on the day of the meeting.

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3. Request the floor from the Presiding Officer before speaking 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. All Councilmembers must be mindful of their tone and body language.

6. Refrain from personal attacks, comments, or innuendo directed toward other Councilmembers, Town staff, or members of the public.

7. Respect the Autonomy of Appointed Boards and Committees: Councilmembers should generally refrain from participating in meetings of other Town boards or committees. These appointed bodies are entrusted with the responsibility of providing independent recommendations for Council consideration.

3.8. Fully participate in all Council meetings, either in person or via zoom, and practice civility, professionalism, and respect in all discussions and debates.

4.9. 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.

5.10. In the interest of meeting efficiency and respect for the sacred nature of their governance roles and responsibilities, 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. (PENDING FURTHER DISCUSSION.)

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6.11. Honor and respect the role of the Presiding Officer in maintaining order.

7.12. 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 Mayor, but avoid debate and argument with members of the public; and
- c) Be mindful of one's tone and body language.

8.13. Refrain from personal comments, attacks, or innuendo directed toward other Councilmembers, Town staff, or members of the public.

9.14. 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 board, either orally or through the dissemination of written materials, including newsletters, blogs, or similar.
2. Curate any personal newsletter, blog, or similar, such that content only incorporates the official decisions and positions of the Town Council and excludes individual opinions, personal commentary, or statements that may be perceived as insulting or demeaning, sarcastic, or disparaging to others. Such conduct fuels community discord, reduces the willingness of the public to engage with their government, degrades the Council's reputation in the community, and harms the trust that the residents have in government.
3. Avoid contemporaneous communications to avoid violating 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.

**Commented [CC21]:** Council gave consensus to rework this language.

5. ~~Not Shall 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. make any official representation or inquiry on behalf of the Town Council to any other public or private agency unless specifically authorized to do so by the Council. Any such representation or inquiry shall be made solely in the Councilmember's personal capacity without the use of the Councilmember's official title.~~

**Commented [CC22]:** Council gave consensus to have staff clarify this section.

6. ~~Direct any media inquiry to the Town Manager or Mayor, as the Council spokesperson, and refrain from making individual statements to the media regarding Town matters, unless authorized by the Mayor.~~

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- 7.6. Members of the Town Council are free to take public positions on local, county, state, and federal political issues. Similarly, members of the Town Council are free to endorse candidates for local, county, state, and federal office.

**Commented [CC23]:** Vice Mayor Callaghan, Vice Mayor Pro Tem Davis, and Councilmember Halpern gave consensus to strike #6 from the original proposed version.

- 8.7. 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 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.

- 9.8. 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 through 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.

~~10-9.~~ The Town Manager may seek Council consensus at a regular meeting prior to initiating staff response to any Councilmember 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.

~~D. Enforcement:~~

- ~~1. Complaints for violations of the Code of Conduct may be filed with Mayor, the Town Manager, the Town Attorney, or the Town's Human Resources Department.~~
- ~~2. The Complaint shall be forwarded to the Town Council, and the members of the Town Council not named in the complaint shall determine whether to pursue the violation. A decision to pursue a violation requires a unanimous vote by the non-named members. If the Council votes to pursue the violation, the named Councilmember or Councilmembers shall be afforded an opportunity to respond to the allegations.~~
- ~~3. If warranted under the circumstances, the Town Council may direct the Town Attorney to initiate an investigation.~~
- ~~4. The Town Council reviews the complaint and response, as well as the results of the investigation, if any.~~
- ~~5. After reviewing the complaint and response, or the results of the investigation, the Council may take one of the following actions:~~
  - ~~a. Admonishment: A reminder that a particular type of behavior is a violation of the Code of Conduct.~~
  - ~~b. Written Warning: Formal Council action determining that a violation occurred.~~
  - ~~c. Censure: Formal Council statement of official reprimand in the case of a serious violation of the Code of Conduct.~~

**Commented [CC24]:** Council gave unanimous consensus to strike this section.

**QH. 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.

## RESOLUTION 2025-10

### A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, ADOPTING RULES OF PROCEDURE AND TOWN COUNCIL PROTOCOLS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, through the adoption of Resolutions 2022-12 and 2024-21, the Town Council adopted Public Participation Rules and Policies and General Meeting Procedures applicable to meetings of the Town Council, the Planning and Zoning Board, and other Town boards and committees; and

**WHEREAS**, while Section 286.0114, Florida Statutes, requires that any municipal board or commission give members of the public a reasonable opportunity to be heard on a proposition before the board or commission, with certain exceptions, Section 286.0114(2), Florida Statutes, specifically provides that the right of public participation does not prohibit a municipal board or commission “from maintaining orderly conduct or proper decorum in a public meeting; and

**WHEREAS**, numerous court decisions have upheld the right of legislative bodies to regulate decorum at public meetings, holding that meetings of legislative bodies are limited public forums, thereby allowing the legislative body to enact content-based restrictions on free speech so long as they are reasonable, viewpoint-neutral, and consistently enforced; and

**WHEREAS**, the Town Council wishes to adopt revised and updated Rules of Procedures including Town Council Protocols; and

**WHEREAS**, the Town Council determines that the adoption of this Resolution is in the best interests of the Town and its residents.

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

**Section 1.** The foregoing recitals are ratified and incorporated herein.

**Section 2.** The Town Council hereby adopts Rules of Procedures and Town Council Protocols, a copy of which is attached hereto and incorporated herein.

**Section 3.** Resolutions 2022-12 and 2024-21 are hereby repealed in their entirety, and all other resolutions or parts of resolutions in conflict with this Resolution are hereby repealed to the extent of such conflict.

**Section 4.** If any section, paragraph, sentence, clause, phrase, or word of this Resolution is for any reason held by a court of competent jurisdiction to be unconstitutional, inoperative, or void, such holding shall not affect the remainder of the Resolution.

**Section 5.** This Resolution shall take effect immediately upon its adoption.

RESOLVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Peggy Wheeler, Mayor

ATTEST:

\_\_\_\_\_  
Caitlin E. Copeland-Rodriguez, MMC  
Town Clerk

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

\_\_\_\_\_  
Leonard G. Rubin, Town Attorney

***DRAFT***  
**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 Council members (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 Juno Beach Town Council (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 enforcement of procedural rules.

**B. Public Participation**

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, subject to the rules and policies set forth herein. (*See Section D.*)

**C. 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 or Board 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”) including, but not limited to, attorney-client sessions and collective bargaining strategy sessions; and
4. An item during which the Council or Board is acting in a quasi-judicial capacity, during which different rules and timeframes may be applicable.

#### **D. Public Participation Rules**

Public Comment is intended to foster dialogue in a respectful and civil manner. Any person who makes such 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 shall 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 or Board should either withhold comment or address the comment during the Board or Council member 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 or Board.

### **E. 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. The Town 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 interrupted 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.

### **F. Enforcement of Procedural Rules**

1. Should the presiding officer determine that a rule of procedure has 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 a rule of procedure has 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 a rule of procedure may be overruled by a majority of the Council or Board members present at the meeting.

## **G. 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 the disability of the Mayor, the Vice Mayor shall assume the responsibilities of the presiding officer, and if both are absent or disables, 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 and any member of the public who shall 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 council members who seek the floor while entitled to do so.
4. ~~The presiding officer shall not make or second a motion.~~
5. The presiding officer will represent the Council at meetings, conferences, or other occasions involving other governmental entities, agencies, officials or groups, or nongovernmental organizations, departments, agencies or officials, as approved by majority of the Town Council, and report back to the Council anything of significance.
6. 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.

## **H. 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. Council Follow Up to Public Comments
  8. Consent Agenda
  9. Council Action/Discussion Items
  10. Comments from the Council
  11. 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.

## **I. 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, 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 the 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 appropriate by the Town Manager or his/her designee.

## **J. 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 5:00 PM in the Council Chambers, Town Center, 340 Ocean Drive, Juno Beach, Florida, unless otherwise specified, and must conclude by 10:00 PM in accordance with Ordinance No. 759.
2. If a regular meeting date falls on a holiday, the meeting shall be held in the Council Chambers on either the second Wednesday of the month, or a date specified agreed upon by the Town Council.
3. Special Meetings can be called by the Mayor or Town Manager. 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 and 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. They are generally intended to address a single topic—typically one that is time-sensitive or requires in-depth review. 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 hours.
6. Emergency Meetings can be called by the Town Manager or Mayor 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 shall notify each Councilmember in writing or verbally of the date, time, and place of the meeting, as well as the purpose for which it is called; no other business shall be transacted. At least 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 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.

#### **K. Town Council Guiding Principles for Meeting Preparation**

1. All members of the Town Council shall prepare for meetings in advance by reviewing all agenda materials, meeting with the Town Manager and/or Department Head to address questions prior to the day of the meeting.
2. Uphold a "No Surprises" Philosophy: Councilmembers are encouraged to avoid introducing unexpected questions or materials during meetings. In-depth questions should be communicated to staff in advance whenever possible to ensure informed responses. Councilmembers shall submit any additional materials during the meeting only.

#### **L. Motions and Debate**

1. With the exception of quasi-judicial matters, items before the Council or Board shall be commenced by the presentation by a member of Staff (unless the item is initiated by a Council or Board 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 or Board votes to do so. After the discussion of the item by the Board or Council, the presiding officer shall call for a motion and second on the item. In order for a motion to proceed to discussion, it must first receive a second. A second to the motion 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 or Board. If that individual is absent, the gavel shall be passed to another member. Once the motion has been seconded, the presiding officer shall resume their role by reclaiming the gavel.
3. When engaging in debate or discussion, each Council or Board 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 Council or Board 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. At any time during the discussion/debate of a motion, a Council or Board member may make a motion to amend. If the motion to amend is seconded, the Council or Board 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 or Board 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 Council or Board 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.

#### **M. Reconsideration**

1. 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.

#### **N. 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 objective of the Code of Conduct is to engender more trust in government,



thereby promoting its effectiveness while advancing harmony within the community. The Code aims to establish norms of behavior for Council by which legitimate disagreements and different points of view that may arise are handled in a professional manner – one that promotes the public’s confidence in government and enhances the reputation of the Council and the Town.

*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 the Town’s constituents 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 of all Council meetings by reviewing agenda materials in advance, 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. Staff shall provide presentations in advance, along with their respective agenda items, rather than on the day of the meeting.
3. Request the floor from the Presiding Officer before speaking 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. All Councilmembers must be mindful of their tone and body language.

6. Refrain from personal attacks, comments, or innuendo directed toward other Councilmembers, Town staff, or members of the public.
7. Respect the Autonomy of Appointed Boards and Committees: Councilmembers should generally refrain from participating in meetings of other Town boards or committees. These appointed bodies are entrusted with the responsibility of providing independent recommendations for Council consideration.
8. Fully participate in all Council meetings, either in person or via zoom, and practice civility, professionalism, and respect in all discussions and debates.
9. 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.
10. In the interest of meeting efficiency and respect for the sacred nature of their governance roles and responsibilities, 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. **(PENDING FURTHER DISCUSSION.)**
11. Honor and respect the role of the Presiding Officer in maintaining order.
12. 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 Mayor, but avoid debate and argument with members of the public; and
  - c) Be mindful of one's tone and body language.
13. Refrain from personal comments, attacks, or innuendo directed toward other Councilmembers, Town staff, or members of the public.
14. 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 board, either orally or through the dissemination of written materials, including newsletters, blogs, or similar.
2. Curate any personal newsletter, blog, or similar, such that content only incorporates the official decisions and positions of the Town Council and excludes individual opinions, personal commentary, or statements that may be perceived as insulting or demeaning, sarcastic, or disparaging to others. Such conduct fuels community discord, reduces the willingness of the public to engage with their government, degrades the Council's reputation in the community, and harms the trust that the residents have in government.
3. Avoid contemporaneous communications to avoid violating 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. Shall 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 are free to take public positions on local, county, state, and federal political issues. Similarly, members of the Town Council are free 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 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.
- 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 through 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 Council consensus at a regular meeting prior to initiating staff response to any Councilmember 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.

~~D. Enforcement:~~

- ~~1. Complaints for violations of the Code of Conduct may be filed with Mayor, the Town Manager, the Town Attorney, or the Town's Human Resources Department.~~
- ~~2. The Complaint shall be forwarded to the Town Council, and the members of the Town Council not named in the complaint shall determine whether to pursue the violation. A decision to pursue a violation requires a unanimous vote by the non-named members. If the Council votes to pursue the violation, the named Councilmember or Councilmembers shall be afforded an opportunity to respond to the allegations.~~

- ~~3. If warranted under the circumstances, the Town Council may direct the Town Attorney to initiate an investigation.~~
- ~~4. The Town Council reviews the complaint and response, as well as the results of the investigation, if any.~~
- ~~5. After reviewing the complaint and response, or the results of the investigation, the Council may take one of the following actions:~~
  - ~~a. Admonishment: A reminder that a particular type of behavior is a violation of the Code of Conduct.~~
  - ~~b. Written Warning: Formal Council action determining that a violation occurred.~~
  - ~~c. Censure: Formal Council statement of official reprimand in the case of a serious violation of the Code of Conduct.~~

**O. 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.