



Town of Glen Ridge

1501 Glen Road • Glen Ridge, FL 33406

Phone: (561) 697-8868 • Facsimile: (561) 697-1755

E-mail: glenridgetownof@bellsouth.net

TOWN COUNCIL MEETING AGENDA 5 APRIL 2023, 7:00 P.M.

CALL TO ORDER: Town Council of the Town of Glen Ridge

ROLL CALL:

OATH OF OFFICE

PBSO/PBC F/R MONTHLY REPORT:

PUBLIC COMMENT:

APPROVAL OF MINUTES: 1 March 2023

FINANCE REPORT: February 2023

MAYOR'S REPORT:

COUNCIL'S REPORT:

ATTORNEY'S REPORT:

CORRESPONDENCE:

CLERK'S REPORT: See attached printed report

OLD BUSINESS:

- PUBLIC HEARING – Ordinance 2023-1 Auxiliary Dwelling Units.
- Jayye Capital, LLC Fine Mitigation Special Magistrate Hearing, 19 April, 6 pm.

NEW BUSINESS:

- Sign Variance request, 1620 Southern, Public Hearing, 3 May Meeting.
- 1625 Glen Rd., Duffield property; Condemnation of building.

ADJOURNMENT:

SHOULD ANY PERSON SEEK TO APPEAL ANY DECISION MADE BY THE TOWN COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT THE MEETING, SUCH PERSON WILL NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THAT APPEAL IS TO BE MADE.



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TOWN OF GLEN RIDGE TOWN COUNCIL

OATH OF OFFICE

I, _____, DO SOLEMNLY SWEAR (OR AFFIRM) THAT I WILL
SUPPORT, PROTECT AND DEFEND THE CONSTITUTION AND GOVERNMENT OF THE
UNITED STATES AND OF THE STATE OF FLORIDA AGAINST ALL ENEMIES, DOMESTIC
AND FOREIGN, AND THAT I WILL BEAR TRUE FAITH, LOYALTY AND ALLEGIANCE TO
THE SAME, AND THAT I AM ENTITLED TO HOLD OFFICE UNDER THE CONSTITUTION;
THAT I WILL FAITHFULLY PERFORM ALL OF THE DUTIES OF THE OFFICE OF
_____ OF THE TOWN OF GLEN RIDGE ON WHICH I AM ABOUT TO ENTER.
SO HELP ME GOD.

SIGNATURE

DATE



TOWN OF GLEN RIDGE
COUNCIL MEETING MINUTES
1 March 2023 --7:00 P.M.

President Ussery called the meeting to order at 7:00 p.m. John Deal called the roll. A quorum was attained.

Town Officials:

| | |
|---------------|-------------------|
| Matt Hadden | Council Member |
| Gary Sullivan | Council Member |
| Allen Minars | Council Member |
| Gary Eckerson | Council Member |
| Jim Ussery | Council President |
| Alice McLane | Mayor |

Also present: Town Attorney Doug MacGibbon, Town Manager John Deal.

PBSO/PBCFR MONTHLY REPORT

PBSO: Deputy Schnell sent in the following report: Crime stats for the past 30 days: no property crimes were reported. The only case numbers generated in my search came from Renaissance Charter School. There was only one false alarm call from Churchill Rd.

PBC F/R – Chief Tracey Adams brought copy of annual report; more copies to follow once mass printing is complete.

PUBLIC COMMENT:

- Residents of Windham Rd. thanked Council for the new hedgerow at the end of the street.

APPROVAL OF MINUTES 1 February 2023 (Hadden /Sullivan, M/S/C unanimously).

FINANCE REPORT – Filed report for January 2023

MAYOR'S REPORT- Thanks to Gary Sullivan for repairing pond fountain and installing light in new parking lot,

COUNCIL'S REPORT - None

ATTORNEY'S REPORT – None

CORRESPONDENCE – None

CLERK'S REPORT – See attached printed report

OLD BUSINESS

- Manager reported on meeting of CCAN that he and the Mayor attended; efforts to be made to inform us when main runway is closed; crosswind runway to close for one year beginning July; Mayor McLane seeking to fill empty seat on CCAN from Dist. 3.
- Manager reported that the hedgerow was installed at the end of Windham Rd. on 2/24/23 at a cost of \$2200.
- Manager reported that FPL had cleaned up debris around the pole at 1330 Glen Rd.
- Manager reported that request for off-duty deputy patrol on 10 nights during March (11 pm – 3 am) was approved at an approximate cost of \$2200. Council members received a list of the dates, but these were not distributed to the public.

NEW BUSINESS

- Council approved a variance request for business sign at 1660 Southern (to exceed current limit of 10 square feet) by DuBoy Insurance. (Hadden/Sullivan, M/S/C unanimously)
- Jared McClure, representing Jayye Capital, LLC (Justin McClure) petitioned the Council for a reduction in the \$31,000 fine imposed by the Special Magistrate on 15 February for Case 2022-07 (Permitted Use) due to excessive time between the beginning of fine and notification of violation/hearing. Council voted to recommend to the Special Magistrate that the fine be levied for 18 days (Feb.3-date of receipt of notification to Feb. 20 – date of compliance) resulting in a reduction of fine from \$31,000 to \$9,000. (Hadden/Eckerson, M/S/C unanimously). Manager will send such request to the Special Magistrate, Max Lohman.
- Council gave first reading and approval to Ordinance 2023-1 pertaining to auxiliary dwelling units, buildings, and sheds. (Minars/Hadden, M/S/C 5-1 vote).
- Manager discussed two zoning issues with Council pertaining to trash cans and request for mobile clothing store. No action was taken. Mobile clothing store not permissible within current zoning regulations.

ADJOURNMENT: 7:49 PM (Sullivan/Hadden, M/S/C unanimously).

Glen Ridge Municipal Account

Balance Sheet

As of February 28, 2023

| | TOTAL |
|-------------------------------------|-----------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 101.1 BBT Checking | 137,163.78 |
| 101.2 BBT Money Market | 23,387.42 |
| 200.1 Synovus | 563,047.11 |
| Total Bank Accounts | \$723,598.31 |
| Total Current Assets | \$723,598.31 |
| Fixed Assets | |
| 15000 Furniture and Fixtures | 3,094.00 |
| 15500 Building | 298,321.00 |
| 15550 New Roof | 13,500.00 |
| 16000 Land | 70,000.00 |
| Total Fixed Assets | \$384,915.00 |
| TOTAL ASSETS | \$1,108,513.31 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Total Liabilities | |
| Equity | |
| 30000 Opening Balance Equity | 595,661.92 |
| 32000 Retained Earnings | 148,751.43 |
| 33000 Investment in Fixed Assets | 371,415.00 |
| Net Income | -7,315.04 |
| Total Equity | \$1,108,513.31 |
| TOTAL LIABILITIES AND EQUITY | \$1,108,513.31 |

Glen Ridge Municipal Account

Budget vs. Actuals: Budget FY 22-23 - FY23 P&L

October 2022 - September 2023

| | TOTAL | | | |
|---|--------------------|---------------------|---------------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Income | | | | |
| 312.410 First Local Option Fuel Tax | 4,857.02 | 9,898.00 | -5,040.98 | 49.07 % |
| 312.430 Second Local Opt Fuel Tax (New) | 2,206.13 | 4,529.00 | -2,322.87 | 48.71 % |
| 312.630 Loc Govt Infrastructure Surtax | 10,555.75 | 17,094.00 | -6,538.25 | 61.75 % |
| 314.100 Util Service Tax - Electricity | 15,560.39 | 27,000.00 | -11,439.61 | 57.63 % |
| 315.100 Communication Services Taxes | 3,894.83 | 7,500.00 | -3,605.17 | 51.93 % |
| 316.000 Local Business Tax (GR) | 780.00 | 2,500.00 | -1,720.00 | 31.20 % |
| 316.100 Local Business Tax (PBC) | 1,017.97 | 2,000.00 | -982.03 | 50.90 % |
| 322.000 Building Permits (Permit Fees) | 10,498.01 | 32,000.00 | -21,501.99 | 32.81 % |
| 323.100 Franchise Fee - Electricity | 12,242.48 | 20,100.00 | -7,857.52 | 60.91 % |
| 329.500 Other Permits, Fees, Spec Asses | | 300.00 | -300.00 | |
| 335.180 State Rev Share- Local 1/2 Cent | 11,308.74 | 18,827.00 | -7,518.26 | 60.07 % |
| 335.900 State Revenue Share - Proceeds | 4,200.27 | 8,564.00 | -4,363.73 | 49.05 % |
| 343.400 Svc Chg - Garbage/Solid Waste | | 80.00 | -80.00 | |
| 361.000 Interest | 2,402.24 | 600.00 | 1,802.24 | 400.37 % |
| 369.900 Other Misc Revenue | 624.67 | 400.00 | 224.67 | 156.17 % |
| Total Income | \$80,148.50 | \$151,392.00 | \$-71,243.50 | -52.94 % |
| GROSS PROFIT | \$80,148.50 | \$151,392.00 | \$-71,243.50 | -52.94 % |
| Expenses | | | | |
| 512.000 Executive (Town Manager) | 13,653.00 | 30,000.00 | -16,347.00 | 45.51 % |
| 513.150 FinanceAdmin (Payroll Taxes) | 5,416.00 | 8,000.00 | -2,584.00 | 67.70 % |
| 513.300 FinanceAdmin (Unemployment Tax) | 17.00 | 50.00 | -33.00 | 34.00 % |
| 513.350 FinanceAdmi (Accounting/Audit) | 320.00 | 950.00 | -630.00 | 33.68 % |
| 513.400 FinanceAdmin (Travel/Per Diem) | | 500.00 | -500.00 | |
| 513.450 FinanceAdmin (Tel/SecCam-Corc) | 2,589.00 | 4,600.00 | -2,011.00 | 56.28 % |
| 513.550 FinanceAdmin (Elec Town Hall) | 945.20 | 1,600.00 | -654.80 | 59.08 % |
| 513.650 FinanceAdmin (Printing) | | 500.00 | -500.00 | |
| 513.700 FinanceAdmin (Bank Fees) | | 75.00 | -75.00 | |
| 513.750 FinanceAdmin (Office Expense) | 1,856.10 | 19,000.00 | -17,143.90 | 9.77 % |
| 513.850 FinanceAdmin (Dues) | 1,559.00 | 1,600.00 | -41.00 | 97.44 % |
| 514.000 Legal Counsel | 4,965.00 | 12,000.00 | -7,035.00 | 41.38 % |
| 515.000 Comprehensive Planning | | 100.00 | -100.00 | |
| 519.100 OtherGovtSvcs (Mayor Discr) | | 500.00 | -500.00 | |
| 519.150 OtherGovtSvcs (Advertising) | 737.47 | 1,600.00 | -862.53 | 46.09 % |
| 519.200 OtherGovtSvcs (Insurance) | 4,383.50 | 7,800.00 | -3,416.50 | 56.20 % |
| 519.250 OtherGovtSvcs (Maintenance) | 1,822.82 | 4,500.00 | -2,677.18 | 40.51 % |
| 524.000 Protective Inspections | 435.50 | | 435.50 | |
| 524.100 Protect Inspec (Bldg Official) | 8,190.00 | 17,000.00 | -8,810.00 | 48.18 % |
| 524.150 Protect Inspec (Code Enforce) | 1,820.00 | 3,000.00 | -1,180.00 | 60.67 % |
| 524.200 Protect Inspec (BDR Surcharge) | 19.46 | 600.00 | -580.54 | 3.24 % |
| 525.000 Emerg Disaster Relief Services | | 1,000.00 | -1,000.00 | |
| 534.000 Garbage/Solid Waste Control Svc | 49.70 | 50.00 | -0.30 | 99.40 % |

Glen Ridge Municipal Account

Budget vs. Actuals: Budget FY 22-23 - FY23 P&L

October 2022 - September 2023

| | TOTAL | | | |
|---|--------------------|---------------------|---------------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| 536.000 Water/Sewer Combination Svcs | 201.39 | 400.00 | -198.61 | 50.35 % |
| 537.000 ConservResMgt (Aquatic Control) | 543.20 | 1,000.00 | -456.80 | 54.32 % |
| 538.000 Flood/StormwaterMgt (NPDES) | 16,795.10 | 22,000.00 | -5,204.90 | 76.34 % |
| 541.100 RoadStFacil (Street Lighting) | 1,964.83 | 3,700.00 | -1,735.17 | 53.10 % |
| 541.150 RoadStFacil (DrainRepair Maint) | | 6,400.00 | -6,400.00 | |
| 541.200 RoadStFacil (Road Street Maint) | | 2,000.00 | -2,000.00 | |
| 572.000 Parks and Recreation | 17,110.60 | 433.00 | 16,677.60 | 3,951.64 % |
| 574.000 Special Events | | 434.00 | -434.00 | |
| Total Expenses | \$85,393.87 | \$151,392.00 | \$-65,998.13 | -56.41 % |
| NET OPERATING INCOME | \$-5,245.37 | \$0.00 | \$-5,245.37 | 0.00% |
| NET INCOME | \$-5,245.37 | \$0.00 | \$-5,245.37 | 0.00% |

Glen Ridge Municipal Account

Transaction List by Date

February 2023

| DATE | TRANSACTION TYPE | NUM | POSTING | NAME | MEMO/DESCRIPTION | ACCOUNT | SPLIT | AMOUNT |
|------------|------------------|----------|---------|-----------------------------------|------------------|------------------------|---|-----------|
| 02/02/2023 | Deposit | | Yes | | | 101.1 BBT Checking | -Split- | 628.25 |
| 02/02/2023 | Deposit | | Yes | Florida Power and Light | | 101.1 BBT Checking | 323.100 Franchise Fee - Electricity | 1,799.51 |
| 02/03/2023 | Deposit | | Yes | State of Florida | | 101.1 BBT Checking | 312.630 Loc Govt Infrastructure Surtax | 836.69 |
| 02/09/2023 | Check | 1876 | Yes | John J. Deal | | 101.1 BBT Checking | 512.000 Executive (Town Manager) | -768.50 |
| 02/09/2023 | Expense | ref1924 | Yes | Palm Beach County Water Utilities | | 101.1 BBT Checking | 536.000 Water/Sewer Combination Svcs | -33.49 |
| 02/09/2023 | Expense | ref1923 | Yes | Comcast | | 101.1 BBT Checking | 513.450 FinanceAdmin (Tel/SecCam-Comc) | -123.30 |
| 02/09/2023 | Expense | 976372 | Yes | Jack Homiman | | 101.1 BBT Checking | 538.000 Flood/StormwaterMgt (NPDES) | -3,187.50 |
| 02/09/2023 | Expense | 976369 | Yes | Greenworks | | 101.1 BBT Checking | 519.250 OtherGovtSvcs (Maintenance) | -250.00 |
| 02/10/2023 | Deposit | | Yes | Florida Power and Light | | 101.1 BBT Checking | 314.100 Util Service Tax - Electricity | 2,453.42 |
| 02/13/2023 | Expense | | Yes | Intuit | | 101.1 BBT Checking | 513.750 FinanceAdmin (Office Expense) | -85.00 |
| 02/15/2023 | Deposit | | Yes | Palm Beach County Tax Collector | | 101.1 BBT Checking | 316.100 Local Business Tax (PBC) | 54.60 |
| 02/15/2023 | Expense | irs5305 | Yes | Internal Revenue Service | | 101.1 BBT Checking | 513.150 FinanceAdmin (Payroll Taxes) | -616.00 |
| 02/16/2023 | Deposit | | Yes | Carpenter Elec | | 101.1 BBT Checking | 322.000 Building Permits (Permit Fees) | 104.00 |
| 02/16/2023 | Deposit | | Yes | State of Florida | | 101.1 BBT Checking | 335.900 State Revenue Share - Proceeds | 688.80 |
| 02/16/2023 | Expense | ref1925 | Yes | Florida Power and Light | | 101.1 BBT Checking | 541.100 RoadStFacil (Street Lighting) | -312.71 |
| 02/16/2023 | Expense | cc4938 | Yes | BB & T Credit Card | | 101.1 BBT Checking | 513.750 FinanceAdmin (Office Expense) | -29.26 |
| 02/17/2023 | Deposit | | Yes | State of Florida | | 101.1 BBT Checking | 335.900 State Revenue Share - Proceeds | 11.25 |
| 02/21/2023 | Deposit | | Yes | State of Florida | | 101.1 BBT Checking | 315.100 Communication Services Taxes | 626.75 |
| 02/23/2023 | Check | 1877 | Yes | John J. Deal | | 101.1 BBT Checking | 512.000 Executive (Town Manager) | -768.50 |
| 02/23/2023 | Expense | ref1926 | Yes | Florida Power and Light | | 101.1 BBT Checking | 513.550 FinanceAdmin (Elec Town Hall) | -110.80 |
| 02/23/2023 | Expense | ref1927 | Yes | Florida Power and Light | | 101.1 BBT Checking | 513.550 FinanceAdmin (Elec Town Hall) | -29.83 |
| 02/23/2023 | Expense | ref1928 | Yes | Florida Power and Light | | 101.1 BBT Checking | 541.100 RoadStFacil (Street Lighting) | -26.93 |
| 02/23/2023 | Expense | 976374 | Yes | Ertle Exterminating | | 101.1 BBT Checking | 519.250 OtherGovtSvcs (Maintenance) | -25.00 |
| 02/23/2023 | Expense | ref1930 | Yes | Comcast | | 101.1 BBT Checking | 513.450 FinanceAdmin (Tel/SecCam-Comc) | -310.70 |
| 02/27/2023 | Deposit | | Yes | State of Florida | | 101.1 BBT Checking | 335.180 State Rev Share- Local 1/2 Cent | 2,361.97 |
| 02/27/2023 | Deposit | | Yes | State of Florida | | 101.1 BBT Checking | 312.410 First Local Option Fuel Tax | 845.84 |
| 02/27/2023 | Deposit | | Yes | State of Florida | | 101.1 BBT Checking | 312.430 Second Local Opt Fuel Tax (New) | 373.89 |
| 02/27/2023 | Deposit | | Yes | State of Florida | | 101.1 BBT Checking | 312.630 Loc Govt Infrastructure Surtax | 1,852.87 |
| 02/28/2023 | Check | 1878 | Yes | Malinda Carter | | 101.1 BBT Checking | 519.250 OtherGovtSvcs (Maintenance) | -60.00 |
| 02/28/2023 | Expense | 976379 | Yes | B. Douglas MacGibbon, P.A. | | 101.1 BBT Checking | 514.000 Legal Counsel | -800.00 |
| 02/28/2023 | Expense | 976380 | Yes | Jack Lucas | | 101.1 BBT Checking | 537.000 ConservResMgt (Aquatic Control) | -50.00 |
| 02/28/2023 | Expense | 976381 | Yes | William Denison | | 101.1 BBT Checking | 524.100 Protect Inspec (Bldg Official) | -449.84 |
| 02/28/2023 | Deposit | INTEREST | Yes | | Interest Earned | 200.1 Synovus | 361.000 Interest | 539.64 |
| 02/28/2023 | Deposit | INTEREST | Yes | | Interest Earned | 101.2 BBT Money Market | 361.000 Interest | 0.18 |

Glen Ridge Municipal Account

101.1 BBT Checking, Period Ending 02/28/2023

RECONCILIATION REPORT

Reconciled on: 03/08/2023

Reconciled by: glenridgetownof@bellsouth.net

Any changes made to transactions after this date aren't included in this report.

Summary

USD

| | |
|---|------------|
| Statement beginning balance | 149,221.54 |
| Checks and payments cleared (23) | -23,310.76 |
| Deposits and other credits cleared (13) | 12,637.84 |
| Statement ending balance | 138,548.62 |
| Uncleared transactions as of 02/28/2023 | -1,384.84 |
| Register balance as of 02/28/2023 | 137,163.78 |
| Cleared transactions after 02/28/2023 | 0.00 |
| Uncleared transactions after 02/28/2023 | -3,816.33 |
| Register balance as of 03/08/2023 | 133,347.45 |

Details

Checks and payments cleared (23)

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|------------|---------|---------|---------------------------------|--------------|
| 01/24/2023 | Expense | 976364 | CA Florida Holdings LLC | -194.48 |
| 01/24/2023 | Expense | 976358 | Ertle Exterminating | -25.00 |
| 01/31/2023 | Check | 1875 | Florida Playgrounds | -6,270.70 |
| 01/31/2023 | Expense | 976367 | William Denison | -268.16 |
| 01/31/2023 | Expense | ref1919 | Jack Lucas | -50.00 |
| 01/31/2023 | Check | 1874 | Florida Playgrounds | -8,639.90 |
| 01/31/2023 | Check | 1873 | Malinda Carter | -60.00 |
| 01/31/2023 | Expense | 976368 | Diversified Security, Inc. | -350.00 |
| 01/31/2023 | Expense | 976365 | B. Douglas MacGibbon, P.A. | -800.00 |
| 02/09/2023 | Expense | 976369 | Greenworks | -250.00 |
| 02/09/2023 | Check | 1876 | John J. Deal | -768.50 |
| 02/09/2023 | Expense | ref1924 | Palm Beach County Water Util... | -33.49 |
| 02/09/2023 | Expense | ref1923 | Comcast | -123.30 |
| 02/09/2023 | Expense | 976372 | Jack Horniman | -3,187.50 |
| 02/13/2023 | Expense | | Intuit | -85.00 |
| 02/15/2023 | Expense | irs5305 | Internal Revenue Service | -616.00 |
| 02/16/2023 | Expense | ref1925 | Florida Power and Light | -312.71 |
| 02/16/2023 | Expense | cc4938 | BB & T Credit Card | -29.26 |
| 02/23/2023 | Expense | ref1930 | Comcast | -310.70 |
| 02/23/2023 | Expense | ref1928 | Florida Power and Light | -26.93 |
| 02/23/2023 | Expense | ref1927 | Florida Power and Light | -29.83 |
| 02/23/2023 | Expense | ref1926 | Florida Power and Light | -110.80 |
| 02/23/2023 | Check | 1877 | John J. Deal | -768.50 |
| Total | | | | -23,310.76 |

Deposits and other credits cleared (13)

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|------------|---------|---------|--------------------------------|--------------|
| 02/02/2023 | Deposit | | Florida Power and Light | 1,799.51 |
| 02/02/2023 | Deposit | | | 628.25 |
| 02/03/2023 | Deposit | | State of Florida | 836.69 |
| 02/10/2023 | Deposit | | Florida Power and Light | 2,453.42 |
| 02/15/2023 | Deposit | | Palm Beach County Tax Colle... | 54.60 |
| 02/16/2023 | Deposit | | State of Florida | 688.80 |
| 02/16/2023 | Deposit | | Carpenter Elec | 104.00 |
| 02/17/2023 | Deposit | | State of Florida | 11.25 |
| 02/21/2023 | Deposit | | State of Florida | 626.75 |
| 02/27/2023 | Deposit | | State of Florida | 1,852.87 |

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|------------|---------|---------|------------------|--------------|
| 02/27/2023 | Deposit | | State of Florida | 373.89 |
| 02/27/2023 | Deposit | | State of Florida | 845.84 |
| 02/27/2023 | Deposit | | State of Florida | 2,361.97 |
| Total | | | | 12,637.84 |

Glen Ridge Municipal Account
101.2 BBT Money Market, Period Ending 02/28/2023
RECONCILIATION REPORT
Reconciled on: 03/08/2023
Reconciled by: glenridgetownof@bellsouth.net

Any changes made to transactions after this date aren't included in this report.

| Summary | USD |
|--|-----------|
| Statement beginning balance | 23,387.24 |
| Interest earned | 0.18 |
| Checks and payments cleared (0) | 0.00 |
| Deposits and other credits cleared (0) | 0.00 |
| Statement ending balance | 23,387.42 |
| Register balance as of 02/28/2023 | 23,387.42 |

Glen Ridge Municipal Account
200.1 Synovus, Period Ending 02/28/2023
RECONCILIATION REPORT
Reconciled on: 03/08/2023
Reconciled by: glenridgetownof@bellsouth.net

Any changes made to transactions after this date aren't included in this report.

| Summary | USD |
|--|------------|
| Statement beginning balance | 562,507.47 |
| Interest earned | 539.64 |
| Checks and payments cleared (0) | 0.00 |
| Deposits and other credits cleared (0) | 0.00 |
| Statement ending balance | 563,047.11 |
| Register balance as of 02/28/2023 | 563,047.11 |

Clerk Report

5 April 2023

- Completed Annual Financial Report for State of Florida; ready to submit.
- Ad for Ordinance 2023-1 sent/published to/in PB Post and El Latino.
- Scheduled fine mitigation hearing with Max Lohman for 4/19/23.
- Scheduled annual backflow assembly inspection with Buckeye Plumbing.
- Submitted local Highway Finance Report to DOT.
- Correspondence with Kemp signs regarding sign size limits for 1620 Southern.
- Contacted Health Department regarding sewage concerns at 1255 Taylor.
- Reported FedEx truck for excessive speed on Churchill Rd.
- Met with Richard Kontos re: Duffield property.
- First round of 23-24 budget projections in re: halfway point of FY 22-23.



John J. Deal

5 April 2023

ORDINANCE NO. 2023-1

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF GLEN RIDGE, FLORIDA, ADOPTING AMENDMENTS TO ITS ZONING CODE TO PROVIDE REGULATIONS FOR ACCESSORY DWELLING UNITS (ADU), BUILDINGS AND SHEDS IN THE R-1, R-1A and R-2 ZONING DISTRICTS, PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the Town of Glen Ridge has residential zoning classifications for lots in the town; and

WHEREAS, the Town's single family zoning, under R-1, R-1A and R-2 of the zoning code, does not have regulations for accessory dwelling units, sheds or other buildings; and

WHEREAS, the Town finds it is necessary to regulate accessory dwelling units, sheds or other buildings to promote conformity within the districts and give guidance to property owners; and

NOW, THEREFORE, BE IT ENACTED BY THE TOWN COUNCIL OF THE TOWN OF GLEN RIDGE, FLORIDA, AS FOLLOWS:

SECTION 1. The foregoing Recitals are hereby ratified as true and correct and incorporated herein by this reference.

SECTION 2. The Town of Glen Ridge Zoning Code is amended to include new regulations to regulate accessory dwelling units, sheds or other buildings, as shown on attached Exhibit “A.”

SECTION 3. The Town Council hereby authorizes the Town Manager to transmit this Ordinance to the Municipal Code Corporation to include it in the Town of Glen Ridge Zoning Code as a Section 6.7, with subparts.

SECTION 4. If any clause, section or other part of this Ordinance shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and in no way affecting the validity of the other provisions of this Ordinance.

SECTION 5. That all ordinances or parts or ordinances, resolutions or parts of resolutions in conflict hereby, be and the same are hereby repealed to the extent of such conflict.

SECTION 6. This Ordinance shall become effective upon its passage and adoption.

FIRST READING this 1st day of March, 2023

SECOND READING and FINAL PASSAGE this 5th day of April, 2023.

TOWN OF GLEN RIDGE, FLORIDA

MAYOR

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST:

TOWN MANAGER

EXHIBIT A

SECTION 6.7 – ACCESSORY DWELLING UNITS, BUILDINGS, SHEDS

Sec. 6.7.1 – Accessory Dwelling Units.

Accessory dwelling units in residential zoning districts are permitted because they can contribute needed housing to the community's housing stock. Accordingly, it is found that ADU's are a residential use which is consistent with the Town of Glen Ridge's Comprehensive Plan goals and objectives, which enhance housing opportunities that are compatible with single-family development.

Sec. 6.7.2 – Locations permitted and minimum lot size.

Accessory dwelling units are permitted in the R-1 and R-2 zoning districts. They must be located behind the main residence.

Sec. 6.7.3 – Number of units.

A maximum of one accessory dwelling unit may be permitted as an accessory use to a principal single-family, detached dwelling unit that is existing and owner occupied. The ADU may be attached to the principal dwelling or freestanding.

Sec. 6.7.4 – Maximum floor area.

An accessory dwelling unit may not exceed 1000 square feet of living area under a solid roof. Floor area under a solid roof that is utilized as a porch, patio, porte cochere, carport, or garage shall not exceed 500 square feet.

Sec. 6.7.5 – Maximum number of bedrooms/bathrooms.

22 Only one bedroom and one-and-a-half (1 ½) bathrooms shall be permitted
23 in an ADU.

24 **Sec. 6.7.6 – Property development regulations.**

25 The ADU shall comply with all building requirements and other property
26 development regulations. The footprint of the ADU and principal residence shall
27 be combined for purposes of determining lot coverage.

28 **Sec. 6.7.7 – Parking**

29 A minimum of one parking space shall be provided for an ADU. Parking for
30 ADU's is in addition to the parking required for the principal residence.

31 **Sec. 6.7.8 – Maximum height**

32 A detached building or structure containing an ADU may not exceed 15 feet
33 in height.

34 **Sec. 6.7.9 – Ownership and occupancy**

35 ADU's shall remain accessory to and under the same ownership as the
36 principal dwelling and shall not be subdivided, rented, sold as a condominium or
37 otherwise. The property owner must occupy either the principal residence or the
38 ADU. Only individuals that are related by blood or marriage to the owners of the
39 property as shown on the title to the property shall be eligible to reside in an ADU
40 (or principal residence if the owner resides in the ADU).

41 **Sec. 6.7.10 – Electrical/Water service**

Both the principal residence and the ADU shall be connected to the same electrical and water meters. Separate service is specifically prohibited. All services shall be underground.

Sec. 6.7.11 – Compatibility

The ADU shall be compatible with the principal dwelling unit and surrounding properties as follows:

- 1) Exterior design of the ADU shall be compatible with the existing principal residence through architectural use of building forms, height, construction materials, colors, landscaping, roof style, and other methods that conform to acceptable construction practices.
- 2) The exterior design shall be in harmony with and maintain the scale of the neighborhood.
- 3) The ADU shall not result in excessive noise, traffic or parking congestion.
- 4) Adequate water and wastewater systems shall be available to service the ADU.
- 5) The site plan shall provide for adequate open space and landscaping that is useful for both the ADU and principal residence and for privacy and screening of adjacent properties.
- 6) The location and design of the ADU shall maintain a compatible relationship to adjacent properties and shall not materially impact the privacy, light, air, or parking of adjacent properties.
- 7) ADU's shall generally limit the major access stairs decks, patios, entry doors and major windows to the street or principal residence. Efforts

should be made to minimize the impact of privacy of the neighboring rear or side yards from windows.

- 8) The orientation and location of the ADU shall be such to best maintain the natural resources, including heritage or significant trees and shrubs, to the extent feasible and minimize alteration of natural land forms.

Sec. 6.7.12 – Accessory buildings and sheds.

a) *Location and other requirements of accessory buildings.* In residential districts all accessory buildings and structures, except ADU's, that are intended to serve an accessory use, shall be erected in accordance with the requirements of this section. In all zoning districts no garage, tent, trailer or other accessory structure shall be erected or used for residential purposes prior to, concurrently with, or subsequent to the construction of the principal building. Accessory buildings permanently affixed to the ground including, but not limited to, detached garages, utility buildings and storage sheds shall be limited to one building for each lot; and

- 1) Shall be located to the rear of the principal building on interior lots and, in the case of corner lots, located in the quarter section of the lot farthest removed from abutting frontages;
- 2) Shall be located a minimum of ten (10) feet from the principal building;
- 3) Shall not exceed the height of the house or 15 feet, whichever is less, except that in the case of a principal building having a flat roof, the height of the accessory building may be six feet above the height of the house provided it is no higher than 15 feet.

- 89 4) Shall not be located within any required yard setbacks nor shall any
90 accessory use be permitted in the front yard.
- 91 5) Shall not exceed more than five (5) percent of the total square feet of
92 the lot, provided that the building shall not exceed 40 percent of the
93 footprint of the principal building, or have a footprint exceeding 1000
94 square feet, whichever is less;
- 95 6) Shall not have a kitchen or toilet, and the eaves of any structure or
96 building shall not overhang any easement or right-of-way or exceed
97 the setback lines by more than two feet;
- 98 7) Shall incorporate design and color schemes compatible to the
99 principal building, and the town may require enhanced landscaping
100 to accompany the accessory building;
- 101 8) Any utilities serving the accessory building shall be underground and
102 common to the main building, and
- 103 9) Shall meet all other applicable site development and zoning
104 regulations including maximum lot coverage requirements.

105 b) *Utility buildings and sheds in setbacks.* In all residential zoning districts with
106 lots not exceeding 10,000 square feet, one accessory building used for
107 storage (utility building or storage shed) may be permitted within the
108 setbacks of the rear yard area of each lot, which, for purposes of this
109 section, is defined as that area between the primary building and the rear
110 lot line, subject to the following restrictions:

- 111 1) Minimum setback from the side and rear lot line shall be the existing
112 setbacks.
- 113 2) The maximum height shall be eight feet; and

114 3) The size shall not exceed 144 square feet.

115 All other accessory building used as utility buildings or storage sheds that
116 do not meet the

117 foregoing requirements in this sub-section shall comply with the
118 requirements of subsection (a) above.

119 c) *Corner lots.* On corner lots bounded on two opposite sides by streets,
120 accessory buildings shall not be located in either front yard, regardless of
121 which side is actually considered the front yard.

122 d) *Construction trailer.* A well-built trailer to be used for storage, tool shed and
123 job office is permitted as part of a contractor's equipment during the
124 construction of a building or structure. Such trailer, together with all
125 construction materials and equipment, shall be located on the plot upon
126 which the construction is taking place. At the completion of the work, or
127 upon its discontinuance or abandonment, the trailer shall be removed from
128 the premises. In the use of trailers during hurricane season, it is required
129 that they be anchored by guy-wires in such a fashion as to withstand
130 hurricane force winds, and a permit certifying to such proper anchorage be
131 issue by the building official prior to placement of the trailer.

132 Notwithstanding the foregoing, a construction trailer shall not be permitted
133 to remain on any lot for more than six months unless the lot is part of an
134 approved subdivision plan.

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