



## Town of Glen Ridge

1501 Glen Road • Glen Ridge, FL 33406

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### TOWN COUNCIL MEETING AGENDA 7 JUNE 2023, 7:00 P.M.

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

ROLL CALL:

PBSO/PBC F/R MONTHLY REPORT:

REP. DAVID SILVERS – LEGISLATIVE REPORT

PUBLIC COMMENT:

APPROVAL OF MINUTES: 3 May 2023

FINANCE REPORT: April 2023

MAYOR'S REPORT:

COUNCIL'S REPORT:

ATTORNEY'S REPORT:

CORRESPONDENCE:

CLERK'S REPORT: See attached printed report

OLD BUSINESS:

- Churchill Speed Bump proposal
- Emergency Road Repairs
- Septic-sewer conversion update

NEW BUSINESS:

- 1650 Glen Rd. parcel split
- 4050 Windham construction
- Windham stop sign
- JD vacation June 19-22
- No July Council Meeting

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.



TOWN OF GLEN RIDGE  
COUNCIL MEETING MINUTES  
3 May 2023 --7:00 P.M.

Mayor McLane called the meeting to order at 7:00 p.m. John Deal called the roll. A quorum was attained. Council President Ussery and Council Member Hadden were excused.

Town Officials:	Allen Minars	Council Member
	Gary Sullivan	Council Member
	Gary Eckerson	Council Member
	Alice McLane	Mayor

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

PBSO/PBCFR MONTHLY REPORT

PBSO; Deputy Schnell emailed the following report:

- 6 Traffic Stops
- **Civil matter** – 04/04, Gem Lake Drive
- **Possible homeless camp** – 04/26, 1400 block of Southern Blvd. Vagrants were gone upon the deputy's arrival.
- **Stolen vehicle** (delayed by one week) – 04/21, 1200 block of Taylor Rd. The victim knows the suspect and does not want to prosecute.
- **Police service call** – 04/22, 1400 block of Shannondale Rd. The unknown subject(s) set up a tent near the complainant's property. Notes in the call do not dictate if deputies made contact with any vagrants.
- **911 hang-up**, 4000 block of Gem Lake Dr.
- **Domestic Disturbance** – 04/10, 1200 block of Taylor Rd.

Deputy Schnell also invited members of Council to apply to serve on the Palm Beach County Sheriff's Office "East Region Community Advisory Committee."

PBC F/R - Chief Adams distributed copies of the Department's Annual Report, which included specific data pertaining to Glen Ridge; She highlighted several sections of the report.

PUBLIC COMMENT:

- Concern again was expressed about the condition of roads in the Town, as well as the amount of time it has taken to replace the speed bump on Churchill Rd.; the item was added to the New Business section of the agenda for further discussion.

APPROVAL OF MINUTES: 5 April 2023 (Minars /Eckerson, M/S/C unanimously).

FINANCE REPORT – Filed report for March 2023; Manager explained why the “Budget vs. Actual” section of the report was accurate as of this date, while the other documents were as of 31 March.

MAYOR’S REPORT- None

COUNCIL’S REPORT - None

ATTORNEY’S REPORT – None

CORRESPONDENCE – None

CLERK’S REPORT – See attached printed report

OLD BUSINESS

- Manager reported that Special Magistrate Lohman at the hearing on 19 April approved the Council’s request to reduce the code violation fine for Jayye Capital LLC from \$31,000 to \$9,000. The Town received a check for the full amount today (5/3/23) and the check was deposited, thus satisfying the order.

NEW BUSINESS

- Public hearing was conducted on the variance request by Kemp Signs on behalf of the businesses at 1620 Southern to increase the square footage of the on-building signs in excess of the Town’s current ordinance. (Sullivan/Minars, M/S/C unanimously to approve the variance).
- Russ Nidy, Mayor of Cloud Lake, discussed their plans to seek grant funding for septic-to-sewer conversion and subsequent repaving of roads. Council agreed to partner with Cloud Lake in this endeavor (Minars/Sullivan, M/S/C unanimously). He also announced that the Big Red Bus Bloodmobile would be onsite in Cloud Lake Saturday, 6 May, in the morning. Flyers will be posted to Glen Ridge’s website.
- Manager reported on the Florida’s Office of Emergency Management new program (F-ROC=Florida Recovery Obligation Calculation) which will standardize catastrophic even cleanup procedures and make a percentage of reimbursement to municipalities available immediately following an event. Manager will move forward to participate in this on behalf of the Town.
- Manager proposed that a complete review of the Town’s ordinances be conducted, as many are outdated. There have also been issues arising in Town for which there is no guidance in the ordinances. Manager will make a first pass and bring suggestions to the Council.
- A heated discussion ensued about the speed bump issue on Churchill Rd. Council assured the concerned resident that the project was still on the table. No further action was taken.

ADJOURNMENT: 7:55 PM (Eckerson/Sullivan, M/S/C unanimously).



# Glen Ridge Municipal Account

## Balance Sheet

As of April 30, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
101.1 BBT Checking	139,910.97
101.2 BBT Money Market	23,387.81
200.1 Synovus	564,224.55
<b>Total Bank Accounts</b>	<b>\$727,523.33</b>
<b>Total Current Assets</b>	<b>\$727,523.33</b>
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
<b>Total Fixed Assets</b>	<b>\$384,915.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,112,438.33</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
30000 Opening Balance Equity	595,661.92
32000 Retained Earnings	148,751.43
33000 Investment in Fixed Assets	371,415.00
Net Income	-3,390.02
<b>Total Equity</b>	<b>\$1,112,438.33</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,112,438.33</b>

# 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
<b>Income</b>				
312.410 First Local Option Fuel Tax	6,614.39	9,898.00	-3,283.61	66.83 %
312.430 Second Local Opt Fuel Tax (New)	2,997.83	4,529.00	-1,531.17	66.19 %
312.630 Loc Govt Infrastructure Surtax	13,852.36	17,094.00	-3,241.64	81.04 %
314.100 Util Service Tax - Electricity	17,913.59	27,000.00	-9,086.41	66.35 %
315.100 Communication Services Taxes	5,213.44	7,500.00	-2,286.56	69.51 %
316.000 Local Business Tax (GR)	780.00	2,500.00	-1,720.00	31.20 %
316.100 Local Business Tax (PBC)	1,052.85	2,000.00	-947.15	52.64 %
322.000 Building Permits (Permit Fees)	15,860.47	32,000.00	-16,139.53	49.56 %
323.100 Franchise Fee - Electricity	14,022.96	20,100.00	-6,077.04	69.77 %
329.500 Other Permits, Fees, Spec Asses		300.00	-300.00	
335.180 State Rev Share- Local 1/2 Cent	15,376.39	18,827.00	-3,450.61	81.67 %
335.900 State Revenue Share - Proceeds	5,600.36	8,564.00	-2,963.64	65.39 %
343.400 Svc Chg - Garbage/Solid Waste		80.00	-80.00	
361.000 Interest	3,580.07	600.00	2,980.07	596.68 %
369.900 Other Misc Revenue	10,008.67	400.00	9,608.67	2,502.17 %
<b>Total Income</b>	<b>\$112,873.38</b>	<b>\$151,392.00</b>	<b>\$ -38,518.62</b>	<b>74.56 %</b>
<b>GROSS PROFIT</b>	<b>\$112,873.38</b>	<b>\$151,392.00</b>	<b>\$ -38,518.62</b>	<b>74.56 %</b>
<b>Expenses</b>				
512.000 Executive (Town Manager)	16,727.00	30,000.00	-13,273.00	55.76 %
513.150 FinanceAdmin (Payroll Taxes)	6,648.00	8,000.00	-1,352.00	83.10 %
513.300 FinanceAdmin (Unemployment Tax)	23.00	50.00	-27.00	46.00 %
513.350 FinanceAdmi (Accounting/Audit)	540.00	950.00	-410.00	56.84 %
513.400 FinanceAdmin (Travel/Per Diem)		500.00	-500.00	
513.450 FinanceAdmin (Tel/SecCam-Corc)	3,457.00	4,600.00	-1,143.00	75.15 %
513.550 FinanceAdmin (Elec Town Hall)	1,327.20	1,600.00	-272.80	82.95 %
513.650 FinanceAdmin (Printing)		500.00	-500.00	
513.700 FinanceAdmin (Bank Fees)		75.00	-75.00	
513.750 FinanceAdmin (Office Expense)	5,453.52	19,000.00	-13,546.48	28.70 %
513.850 FinanceAdmin (Dues)	1,559.00	1,600.00	-41.00	97.44 %
514.000 Legal Counsel	7,605.00	12,000.00	-4,395.00	63.38 %
515.000 Comprehensive Planning		100.00	-100.00	
519.100 OtherGovtSvcs (Mayor Discr)		500.00	-500.00	
519.150 OtherGovtSvcs (Advertising)	898.15	1,600.00	-701.85	56.13 %
519.200 OtherGovtSvcs (Insurance)	4,383.50	7,800.00	-3,416.50	56.20 %
519.250 OtherGovtSvcs (Maintenance)	2,682.82	4,500.00	-1,817.18	59.62 %
524.000 Protective Inspections	435.50		435.50	
524.100 Protect Inspec (Bldg Official)	12,464.77	17,000.00	-4,535.23	73.32 %
524.150 Protect Inspec (Code Enforce)	1,820.00	3,000.00	-1,180.00	60.67 %
524.200 Protect Inspec (BDR Surcharge)	252.52	600.00	-347.48	42.09 %
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	269.81	400.00	-130.19	67.45 %
537.000 ConservResMgt (Aquatic Control)	836.40	1,000.00	-163.60	83.64 %
538.000 Flood/StormwaterMgt (NPDES)	17,607.60	22,000.00	-4,392.40	80.03 %
541.100 RoadStFacil (Street Lighting)	2,699.99	3,700.00	-1,000.01	72.97 %
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	
<b>Total Expenses</b>	<b>\$104,851.08</b>	<b>\$151,392.00</b>	<b>\$ -46,540.92</b>	<b>69.26 %</b>
<b>NET OPERATING INCOME</b>	<b>\$8,022.30</b>	<b>\$0.00</b>	<b>\$8,022.30</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$8,022.30</b>	<b>\$0.00</b>	<b>\$8,022.30</b>	<b>0.00%</b>

# Glen Ridge Municipal Account

## Transaction List by Date

April 2023

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
04/05/2023	Expense	976396	Yes	B. Douglas MacGibbon, P.A.		101.1 BBT Checking	514.000 Legal Counsel	-800.00
04/06/2023	Check	1880	Yes	John J. Deal		101.1 BBT Checking	512.000 Executive (Town Manager)	-768.50
04/06/2023	Expense	976399	Yes	Jack Horniman		101.1 BBT Checking	538.000 Flood/StormwaterMgt (NPDES)	-812.50
04/06/2023	Expense	ref1950	Yes	Comcast		101.1 BBT Checking	513.450 FinanceAdmin (Tel/SecCam-Comc)	-123.30
04/06/2023	Expense	976397	Yes	Greenworks		101.1 BBT Checking	519.250 OtherGovtSvcs (Maintenance)	-250.00
04/06/2023	Expense	976400	Yes	Palm Beach County Sheriff		101.1 BBT Checking	513.750 FinanceAdmin (Office Expense)	-1,904.00
04/11/2023	Deposit		Yes	Florida Power and Light		101.1 BBT Checking	314.100 Util Service Tax - Electricity	2,353.20
04/12/2023	Deposit		Yes	Palm Beach County Tax Collector		101.1 BBT Checking	316.100 Local Business Tax (PBC)	34.88
04/13/2023	Expense	dbpr9179	Yes	Dept of Business and Prof Reg.		101.1 BBT Checking	524.200 Protect Inspec (BDR Surcharge)	-233.06
04/13/2023	Expense	utc9564	Yes	FLorida Department of Revenue		101.1 BBT Checking	513.300 FinanceAdmin (Unemployment Tax)	-6.00
04/13/2023	Expense	irs1655	Yes	Internal Revenue Service		101.1 BBT Checking	513.150 FinanceAdmin (Payroll Taxes)	-616.00
04/13/2023	Expense	976402	Yes	Lohman Law Group		101.1 BBT Checking	514.000 Legal Counsel	-60.00
04/13/2023	Expense	ref1953	Yes	Palm Beach County Water Utilities		101.1 BBT Checking	536.000 Water/Sewer Combination Svcs	-33.49
04/14/2023	Expense		Yes	Intuit		101.1 BBT Checking	513.750 FinanceAdmin (Office Expense)	-85.00
04/18/2023	Deposit		Yes	State of Florida		101.1 BBT Checking	335.900 State Revenue Share - Proceeds	700.05
04/19/2023	Deposit		Yes	Kemp Signs		101.1 BBT Checking	369.900 Other Misc Revenue	350.00
04/20/2023	Check	1881	Yes	John J. Deal		101.1 BBT Checking	512.000 Executive (Town Manager)	-768.50
04/20/2023	Expense	cc6665	Yes	BB & T Credit Card		101.1 BBT Checking	513.750 FinanceAdmin (Office Expense)	-233.66
04/20/2023	Expense	976407	Yes	CA Florida Holdings LLC		101.1 BBT Checking	519.150 OtherGovtSvcs (Advertising)	-160.68
04/20/2023	Expense	ref1956	Yes	Florida Power and Light		101.1 BBT Checking	541.100 RoadStFacil (Street Lighting)	-336.40
04/20/2023	Expense	ref1957	Yes	Florida Power and Light		101.1 BBT Checking	513.550 FinanceAdmin (Elec Town Hall)	-161.38
04/20/2023	Expense	ref1958	Yes	Florida Power and Light		101.1 BBT Checking	513.550 FinanceAdmin (Elec Town Hall)	-30.45
04/20/2023	Expense	ref1959	Yes	Florida Power and Light		101.1 BBT Checking	541.100 RoadStFacil (Street Lighting)	-35.25
04/21/2023	Deposit		Yes	State of Florida		101.1 BBT Checking	315.100 Communication Services Taxes	698.32
04/26/2023	Deposit		Yes	State of Florida		101.1 BBT Checking	312.630 Loc Govt Infrastructure Surtax	1,548.51
04/26/2023	Deposit		Yes	State of Florida		101.1 BBT Checking	335.180 State Rev Share- Local 1/2 Cent	1,907.18
04/26/2023	Deposit		Yes			101.1 BBT Checking	-Split-	728.00
04/27/2023	Deposit		Yes	State of Florida		101.1 BBT Checking	312.410 First Local Option Fuel Tax	818.46
04/27/2023	Deposit		Yes	State of Florida		101.1 BBT Checking	312.430 Second Local Opt Fuel Tax (New)	379.29
04/27/2023	Expense	ref1960	Yes	Comcast		101.1 BBT Checking	513.450 FinanceAdmin (Tel/SecCam-Comc)	-310.70
04/27/2023	Expense	976412	Yes	Jack Lucas		101.1 BBT Checking	537.000 ConservResMgt (Aquatic Control)	-50.00
04/27/2023	Expense	1962	Yes	Sascha Maldonado		101.1 BBT Checking	513.350 FinanceAdmi (Accounting/Audit)	-220.00
04/27/2023	Expense	976410	Yes	B. Douglas MacGibbon, P.A.		101.1 BBT Checking	514.000 Legal Counsel	-800.00
04/27/2023	Expense	976409	Yes	Greenworks		101.1 BBT Checking	519.250 OtherGovtSvcs (Maintenance)	-250.00
04/27/2023	Expense	976408	Yes	Ertle Exterminating		101.1 BBT Checking	519.250 OtherGovtSvcs (Maintenance)	-25.00
04/27/2023	Expense	976413	Yes	William Denison		101.1 BBT Checking	524.100 Protect Inspec (Bldg Official)	-560.00
04/28/2023	Deposit	INTEREST	Yes		Interest Earned	101.2 BBT Money Market	361.000 Interest	0.19
04/30/2023	Deposit	INTEREST	Yes		Interest Earned	200.1 Synovus	361.000 Interest	579.37



Glen Ridge Municipal Account

101.1 BBT Checking, Period Ending 04/28/2023

RECONCILIATION REPORT

Reconciled on: 05/16/2023

Reconciled by: glenridgetownof@bellsouth.net

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

Summary	USD
Statement beginning balance	140,076.95
Checks and payments cleared (19)	-7,307.49
Deposits and other credits cleared (10)	9,517.89
Statement ending balance	142,287.35
Uncleared transactions as of 04/28/2023	-2,376.38
Register balance as of 04/28/2023	139,910.97
Cleared transactions after 04/28/2023	0.00
Uncleared transactions after 04/28/2023	12,862.49
Register balance as of 05/16/2023	152,773.46

Details

Checks and payments cleared (19)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/30/2023	Expense	976395	Jack Lucas	-50.00
04/05/2023	Expense	976396	B. Douglas MacGibbon, P.A.	-800.00
04/06/2023	Expense	ref1950	Comcast	-123.30
04/06/2023	Expense	976397	Greenworks	-250.00
04/06/2023	Expense	976399	Jack Horniman	-812.50
04/06/2023	Check	1880	John J. Deal	-768.50
04/06/2023	Expense	976400	Palm Beach County Sheriff	-1,904.00
04/13/2023	Expense	ref1953	Palm Beach County Water Util...	-33.49
04/13/2023	Expense	dbpr9179	Dept of Business and Prof Reg.	-233.06
04/13/2023	Expense	utc9564	FLorida Department of Revenue	-6.00
04/13/2023	Expense	irs1655	Internal Revenue Service	-616.00
04/13/2023	Expense	976402	Lohman Law Group	-60.00
04/14/2023	Expense		Intuit	-85.00
04/20/2023	Expense	ref1959	Florida Power and Light	-35.25
04/20/2023	Expense	ref1958	Florida Power and Light	-30.45
04/20/2023	Expense	ref1957	Florida Power and Light	-161.38
04/20/2023	Expense	ref1956	Florida Power and Light	-336.40
04/20/2023	Expense	cc6665	BB & T Credit Card	-233.66
04/20/2023	Check	1881	John J. Deal	-768.50
Total				-7,307.49

Deposits and other credits cleared (10)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/11/2023	Deposit		Florida Power and Light	2,353.20
04/12/2023	Deposit		Palm Beach County Tax Colle...	34.88
04/18/2023	Deposit		State of Florida	700.05
04/19/2023	Deposit		Kemp Signs	350.00
04/21/2023	Deposit		State of Florida	698.32
04/26/2023	Deposit		State of Florida	1,548.51
04/26/2023	Deposit		State of Florida	1,907.18
04/26/2023	Deposit			728.00
04/27/2023	Deposit		State of Florida	379.29
04/27/2023	Deposit		State of Florida	818.46
Total				9,517.89



Glen Ridge Municipal Account

101.2 BBT Money Market, Period Ending 04/28/2023

RECONCILIATION REPORT

Reconciled on: 05/16/2023

Reconciled by: glenridgetownof@bellsouth.net

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

Summary	USD
Statement beginning balance	23,387.62
Interest earned	0.19
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>23,387.81</u>
Register balance as of 04/28/2023	23,387.81

Glen Ridge Municipal Account

200.1 Synovus, Period Ending 04/30/2023

RECONCILIATION REPORT

Reconciled on: 05/16/2023

Reconciled by: glenridgetownof@bellsouth.net

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

Summary	USD
Statement beginning balance	563,645.18
Interest earned	579.37
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	564,224.55
Register balance as of 04/30/2023	564,224.55

# Clerk Report

**7 June 2023**

- Researched options for speed bump on Churchill Rd.
- Researched septic-sewer conversion grant options.
- Partial completion of Town ordinance review.
- Coordinated meeting with CL in re: septic-sewer conversion grants.
- Paid April payroll taxes.
- Preliminary work n FY 23-24 Budget.
- Issued Certificate of Occupancy for medical building at 1620 Southern Blvd.
- Established account with tax-exempt status with Ace Hardware in Lantana for materials to install new town sign.



John J. Deal

7 June 2023



100% Satisfaction Guarantee

Recycled Rubber • Speed Humps

**PARKING/TRAFFIC CONTROL**



### PRODUCT APPLICATION

Learn how a major border crossing successfully implemented these Premium Speed Humps despite heavy traffic and extreme weather conditions.

See [BarcoProducts.com/Calexico](http://BarcoProducts.com/Calexico)

**15**  
YEAR  
**GUARANTEE**  
AGAINST BREAKAGE

**BEST SELLER**  
 ★ ★ ★ ★ ★

Includes **FREE** Hardware  
 Suitable for Asphalt and  
 Concrete Installations

39.25" Width

20" Length

**SALE \$2,799.00**  
**\$2,498.85** /KIT

06JBPSHME

## Premium Speed Humps

### Reduce Vehicle Speeds to 10-15 MPH

- Stop speeding and reduce cut-through traffic
- Substantial 2.75" high speed hump in alternating Yellow and Black
- Effectively slow traffic without vehicle or tire damage
- 40% recycled rubber construction conforms to uneven surfaces
- Easy-to-install modular sections; removable for surface maintenance
- ⚠ **WARNING** CA Proposition 65 - see details on [BarcoProducts.com](http://BarcoProducts.com)



Engineer-Grade  
Reflective Aluminum

**\$60.85** /EA

KDL6310AR-18X18

24-Gauge  
Non-Reflective Steel

**\$52.85** /EA

KDL6310SN-18X18

MODEL #	DESCRIPTION	DIMENSIONS	WEIGHT	PRICE	SALE PRICE
06JBPSHMA	6.5' Speed Hump - (3) Sections (2) End Caps	79.5" l x 39.25" w x 2.75" h	215 lbs.	\$ 719.00 kit	<b>\$ 638.85 kit</b>
06JBPSHMB	10' Speed Hump - (5) Sections (2) End Caps	119.25" l x 39.25" w x 2.75" h	335 lbs.	\$1,109.00 kit	<b>\$ 988.85 kit</b>
06JBPSHMC	15' Speed Hump - (8) Sections (2) End Caps	178.75" l x 39.25" w x 2.75" h	515 lbs.	\$1,659.00 kit	<b>\$1,478.85 kit</b>
06JBPSHMD	20' Speed Hump - (11) Sections (2) End Caps	238.5" l x 39.25" w x 2.75" h	693 lbs.	\$2,259.00 kit	<b>\$2,018.85 kit</b>
06JBPSHME	25' Speed Hump - (14) Sections (2) End Caps	298" l x 39.25" w x 2.75" h	872 lbs.	\$2,809.00 kit	<b>\$2,498.85 kit</b>
				+ shipping	+ shipping

Need a sign? See pgs. 47-55.



- 
- **Sec. 45-40. - Vacation rentals.**

[SHARE LINK TO SECTION](#)[PRINT SECTION](#)[DOWNLOAD \(DOCX\) OF SECTION](#)[EMAIL SECTION](#)[COMPARE VERSIONS](#)

(a)

*Applicability.* The regulations set forth in this section shall apply to any building or structure utilized as a vacation rental within any village zoning district. A vacation rental is a dwelling unit that is also a transient public lodging establishment, but is not a time share project. A transient public lodging establishment, as defined by F.S. § 509.013(4)(a), as amended, is any unit which is rented out to guests more than three (3) times in a calendar year for periods of less than thirty (30) days or one (1) calendar month, whichever is less, or which is advertised or held out the public as a place regularly rented to guests for periods less than thirty (30) days or one (1) calendar month, whichever is less.

(b)

*Registration and inspection.*

(1)

*Registration required.* It shall be unlawful for any person or entity to operate a vacation rental within the corporate limits of the village without first registering the vacation rental with the community development department in accordance with the requirements of this division. All existing vacation rentals shall be required to be registered by October 1, 2021.

(2)

*Initial registration.* Every vacation rental owner or operator shall first register with the village by submitting to the community development department a properly completed and notarized registration form, as prescribed by the village, together with a registration fee in an amount established by resolution of the village council. A separate registration form shall be required for each vacation rental. The registration form shall be accompanied by the following:

a.

A copy of the business tax receipt issued by the village;

b.

A copy of the Florida Department of Business and Professional Regulation license as a transient public lodging establishment/vacation rental;

c.

A copy of the vacation rental's current and active certificate of registration with the Florida Department of Revenue for the purpose of collecting and remitting sales taxes, transient

rental taxes and any other taxes required by law to be remitted, as applicable, or proof that payment is arranged through a third party such as an on-line platform;

d.

Proof of the establishment of an account with the Palm Beach County Tax Collector for the payment of tourist development taxes or that payment is arranged through a third party such as an on-line platform;

e.

Copies of the postings required by subsection (c)(5) below;

f.

A copy of a sample lease agreement; and

g.

A completed vacation rental responsible party designation, in the format prescribed by the village, which includes the information required by subsection (c)(4) below.

(3)

*Registration renewal.* After a vacation rental is initially registered, the registration shall be renewed by October 1<sup>st</sup> of each year through the execution of a renewal affidavit, in the format prescribed by the village, and the payment of the renewal fee established by resolution of the village council.

(4)

*Registration updates.* Any changes to the information or submittals included with the initial registration must be reported to the village within thirty (30) days of the occurrence of such changes.

(5)

*Incomplete registration/renewal.* If the registration form or renewal form submitted pursuant to this section is incomplete, the registrant shall be informed of such deficiency and shall have ten (10) days to correct the deficiency.

(6)

*Outstanding code violations.* The village shall not process any vacation rental registration or renewal if the property has unresolved code violations or code enforcement liens.

(7)

*Inspection.* Inspection by the village to verify compliance with the requirements of the division may be required subsequent to initial registration with the village and annually



after each renewal. Non-compliance with the requirements of this division discovered during any inspection shall be treated as a violation of the Village Code and be processed in accordance with subsection (d) below. Failure to allow the Village to inspect the vacation rental within twenty (20) days after the village notifies the owner or responsible party that the village is ready to conduct an inspection shall constitute a separate violation of the Village Code and be processed in accordance subsection (d) below.

(8)

*Evidence of vacation rental operation.* Advertising, listing or posting a property on the internet, utilizing any mass communication medium or in any publication as being available for use as a vacation rental creates a rebuttable presumption that the owner or operator is utilizing the property as a vacation rental. Nothing set forth herein precludes the village from presenting other forms of evidence of vacation rental operation.

(9)

*False information.* It shall be unlawful for any person to give any false or misleading information in connection with the requirements and obligations set forth in this section.

(c)

*Vacation rental standards.* No person or entity shall operate a vacation rental within the village unless such vacation rental complies with the following standards:

(1)

*Minimum life/safety requirements:*

a.

*Swimming pool, spa and hot tub safety.* A swimming pool, spa or hot tub shall comply with the current standards of the Residential Swimming Pool Safety Act, as set forth in F.S. ch. 515.

b.

*Smoke and carbon monoxide (CO) detection and notification system.* If an interconnected and hard-wired smoke and carbon monoxide (CO) detection and notification system is not in place within the vacation rental, then one (1) such system shall be required to be installed and maintained on a continuing basis consistent with the requirements of Section R314, Smoke Alarms, and Section R315, Carbon Monoxide Alarms, of the Florida Building Code-Residential.

c.

*Fire extinguisher.* A portable, multi-purpose dry chemical 2A:10B:C fire extinguisher shall be installed, inspected and maintained in accordance with NFPA 10 on each floor/level of the dwelling unit. The extinguisher(s) shall be installed on the wall in an open common area or in an enclosed space with appropriate markings visibly showing the location.

d.

*Battery powered emergency lighting of primary exit.* Battery powered emergency lighting which provides illumination automatically in the event of any interruption of normal lighting shall be provided for a period of not less than one (1) hour to illuminate the primary exit.

e.

*Emergency egress and maintenance.* Halls, entrances and stairways within a vacation rental shall be clean and ventilated. Hall and stair runners shall be kept in good condition. Rails shall be installed on all stairways and around all porches and steps.

(2)

*Maximum occupancy.* Each vacation rental dwelling unit shall comply with the occupancy limitations set forth in the Property Maintenance Code referenced in section 15-27 of this Code, provided, however, that in no event shall maximum occupancy of such dwelling unit exceed two (2) persons per bedroom plus two (2) additional persons.

(3)

*Lease requirements.* There shall be a written or online lease, rental, tenant or other recorded agreement memorializing each vacation rental tenancy between the owner or responsible party and the occupant(s). The agreement shall, at a minimum, contain the following information:

a.

The maximum number of occupants for the unit as specified in subsection (2) above;

b.

The number of parking spaces associated with the vacation rental unit, if applicable, and the location of such spaces;

c.

The names and ages of all persons who will be occupying the unit;

d.

The dates of such occupancy; and

e.

A statement that all occupants must evacuate from the vacation rental following any evacuation order issued by local, state or federal authorities.

The village reserves the right to request and receive a copy of any vacation rental lease or rental agreement from the owner or responsible party at any time.

(4)

*Parking.* All occupants of and visitors to a vacation rental must abide by all applicable parking regulations and park only in designated and/or approved areas.

a.

If the vacation rental is a single-family home or duplex, occupants and visitors may only park vehicles on driveways, in garages or carports, on approved, stabilized parking areas (consisting of space that is covered and graded by semi-permeable or impervious materials such as asphalt, concrete, pavers, gravel or similar material), or on the street or swale area immediately adjacent to the vacation rental property. Occupants and visitors may not park on the street or swale area that abuts an adjacent dwelling.

b.

The number of automobiles that may be parked at a vacation rental outside of a carport or garage shall be limited to one (1) automobile per bedroom, plus one (1), not to exceed a total of five (5) automobiles.

(5)

*Vacation rental responsible party.* Each vacation rental must designate a responsible party to respond to routine inspections as well as non-routine complaints and any other problems related to the operation of the vacation rental. The property owner may serve in this capacity or shall otherwise designate another person eighteen (18) years or older to perform the following duties:

a.

Be available by telephone at the listed phone number twenty-four (24) hours per day, seven (7) days per week and be capable of handling any issues relating to the operation of the vacation rental;

b.

If required, be willing and able to come to the vacation rental within two (2) hours following notification from an occupant, the owner, or the village to address any issues relating to the operation of the vacation rental;

c.

Maintain a record of all lease or rental agreements for the vacation rental;

d.

Receive service of any legal notice on behalf of the owners for violation of the requirements set forth in this division; and

e.



Otherwise monitor the vacation rental to ensure compliance with the requirements set forth in this division.

(6)

*Minimum vacation rental information required postings.* The vacation rental shall be posted with the following information, either on the back of or next to the main entrance door or on the refrigerator:

a.

The name, address and telephone number of the vacation rental responsible party;

b.

A notification that all garbage or trash must be placed in a garbage or trash can or other approved garbage receptacle and that all recyclables must be placed in approved recyclable containers;

c.

The location of the nearest hospital;

d.

The location of designated parking spaces/areas, if applicable; and

e.

For units located within multi-family buildings more than two (2) stories in height, a building evacuation map (at least eight and one-half (8½) inches by eleven (11) inches) shall be posted on or next to the interior portion of the front door.

(7)

*Other regulations.* Vacation rentals must comply with all other regulations, standards and requirements set forth in the Village Code of Ordinances, including, but not limited to, the requirements of chapter 4 (Animals and Fowl), chapter 6 (Buildings and Building Regulations), chapter 14 (Health and Sanitation), chapter 15 (Housing), chapter 18 (Motor Vehicles and Traffic), chapter 19 (Offenses and Miscellaneous Provisions) and Appendix C (chapter 45) (Zoning).

(d)

*Violations; remedies; enforcement.*

(1)

*Violations.* Non-compliance with any provision of this division shall constitute a violation of the Village Code of Ordinances and each day the violation exists shall constitute a separate and distinct violation.

(2)

*Remedies and enforcement.* Any violations of this division may be enforced pursuant to section 1-8 of the Village Code of Ordinances, through the code enforcement process set forth in chapter 2, article VI of the Village Code of Ordinances, or through any other manner authorized by law, including, but not limited to, injunctive relief.

(3)

*No waiver.* A valid vacation rental registration shall not be construed as a waiver of any of the requirements contained within the Village Code of Ordinances or the Village's Comprehensive Development Plan nor shall such registration be construed as approval of a use or activity that would otherwise be illegal under Florida law or prohibited by the Florida Building Code or the Florida Fire Prevention and Life Safety Code.

(Ord. No. 2021-14, § 2, 9-8-21)

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