

Memorandum

From the Town of Juno Beach Planning & Zoning Department

To: Joseph LoBello, Town Manager
From: Ruben Cruz, Director of Planning & Zoning
Date: September 19, 2016
Subject: Special Event Request – North Pole Christmas Craft and Tree Event

Background

Staff received a request for a special event by Mr. Ed Yanchitis of North Pole Christmas Trees, Inc. that would take place at 13951 US Highway One, just west of the Thirsty Turtle restaurant on the vacant grass area. This is considered an Off-Site Special Event as the business is located outside of Town. This event is proposed to last more than 4 consecutive days and is subject to a suitable, appropriate fee established by the Town Council. During last year's event, the Town Council charged a \$5,000 fee for this event. **This event is a recurring event that has taken place in Town at the same location for over the past 17 years, which is why it is on the Consent Agenda.**

Discussion

The special event requested is for profit and is a seasonal craft/tree green market event. Under the fee schedule for special events, the Town Council may apply an appropriate permit fee subject to the impacts of the event on the Town. Various permitting and staff involvement will be necessary to keep up with the event. The applicant's information and application has been attached to this report.

As indicated, the applicant will be required to obtain various outside agency and department approvals during the application process should the Town Council approve the event.

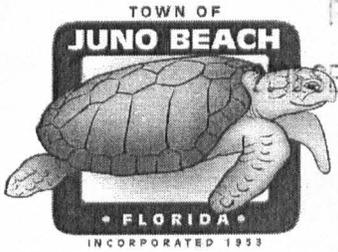
It is proposed to take place from November 15th through December 24th, and to be open for business from 9am to 9pm. Based on documents submitted with the request, it appears as though the area of the event is not setback a specific distance from adjacent residential neighborhood to the south, however last year it was approved at 300' from the existing residential properties to the south of the subject site. Therefore, Staff will be requiring the same condition with the approval of this event, along with other permit requirements, during the special event permit approval process. The event includes various tree and craft tents, as well as other temporary structures – some will require permits, along with temporary electric permits.



Should the Town Council approve this event, staff will require various permits and other conditional requirements during the special event permit process, prior to approving the permit for the event to take place.

Recommendation

Staff recommends that the Town Council consider the request for special event proposed in Juno Beach as stated above with a \$5,000 permit fee, subject to the applicant being responsible for the application process of the special event and all conditions and requirements following said application, including any additional agency reviews/approvals/fees.



TOWN OF JUNO BEACH
RECEIVED

SEP 13 AM 10:45

Town of Juno Beach
340 Ocean Drive; Juno Beach, FL 33408
Phone: (561) 626-1122; Fax: (561) 775-0812

Application for Off-Site Special Event

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

Fee Schedule:

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

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

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

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

- Ely Application Fee is due at time of Application submittal and is not refundable.
- Ely Deadline Late Fee is an additional charge and is not refundable.
- Ely Applications are not approved, nor Permit granted, until applicant has received a "Letter of Approval" from the Planning and Zoning Director outlining obligations and fees.
- Ely Permit Fees and Security Deposit are due 14/45 days prior to the event. These fees may be refunded if the event is canceled or postponed at least 7/14 days prior to the event date.
- Ely After the event, Security Deposit, or a portion of, may be returned after an inspection is completed by Town Staff. The Town shall determine what portion of the Security Deposit may be returned.
- Ely Failure to comply with restrictions imposed automatically forfeits the Security Deposit.
- Ely Town Staff will determine if application will require additional conditions to be added or existing conditions modified, dependent upon each individual event.
- Ely Failure to provide the required obligations, fees and deposits 14 or 45 days prior to the event date, as indicated above, will subject the applicant to the Late Fee and/or cancellation of event.
- Ely Additional charges may apply for Police and/or Public Works services, Town Staff will determine what services are required. Please read Sections III and IV. Deadline for these fees are 14 or 45 days prior to the event date, as indicated above, subject to Late Fee and/or cancellation of event.

Section I Instructions for Applicant

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

Section II Required Information

▪ **Regarding the Applicant:**

Name of Applicant/Sponsor: ED YANCHITIS Phone: 518-572-9000

Relationship to Organization Represented; OWNER

Address of Applicant/Sponsor: 13981 US HWY 1 Juno Beach FL

Name, Address, Phone of Organization Represented: NORTH POLE CHRISTMAS TREES
13981 US HWY 1 Juno Beach, FL 518-572-9000

Principal contact person on Event Day/Phone: ED YANCHITIS 518-572-9000

Alternate contact person on Event Day/Phone: Shelley Green 561-339-7776

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

Address/Location: 13981 US Hwy 1 Juno Beach

Name of Subdivision: _____

▪ **Regarding the Special Event Specifics:**

Please describe the special event being requested: RETAIL CHRISTMAS TREES
& WICKERS

Indicate roadway(s) to be closed: None

Indicate if amusement rides (type/quantity) are part of the event: None

Indicate if alcohol will be served at the event and who will serve: NO

Indicate types of equipment, tents, trailers or other temporary structures that will be part of the event: 3 TENTS, 2 TRAILERS 1 PORTAL

Number of employees/volunteers working the event: 10

Number of anticipated attendees for the event: 800

Length of time proposed for the event to take place, including set-up and tear down, (dates/times): November 15 - Dec 24
9 Am to 9 pm

▪ **Regarding other Town Services:**

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

N/A

▪ **Please initial to confirm attachments:**

- EY Application Fee, and Late Fee, if applicable. (Payable to Town of Juno Beach)
- EY Plot/Site Plan
- Outside agency letter(s) of approval
- Insurance Certificate
- Notarized Letter from property owner
- Copy of Driver License

Indicate items not submitted and reasons for non-submittal: _____

Hold Harmless Agreement:

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

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

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

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

Edward J. Yancitis
Applicant/Sponsor Signature

9/5/16
Date

EDWARD L. YANCITIS
Print Name

Office Use Only:

Received By

Date (Please Date Stamp)

Town Calendar has been reviewed and event "Tentatively" Scheduled with 2 day alert.

Completed By

Date

Event status shall be updated when approved. Completed by: _____

Section III Police Department-Special Event Requirements



The following are additional obligations your organization may have to meet. As part of the Special Event review process the Police Department may impose fees for services as deemed appropriate for the type and impact of the proposed event. The Police Department may schedule a meeting to review the event specifics and Police Operational or Action Plan as determined by the Town. Items reviewed in the Plan include, but are limited to, the following:

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

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

Rates

Officer - \$45.00 Supervisor (if required) - \$55.00
(Rates are subject to a \$15.00 an hour premium on Town designated Holidays.)

- **THERE IS A THREE (3)-HOUR MINIMUM FOR ALL EXTRA-DUTY EMPLOYMENT.**
- **IF MORE THAN THREE (3) OFFICERS ARE REQUIRED FOR THE EVENT, A SUPERVISOR IS REQUIRED.**
- **ALL CANCELLATIONS OF POLICE SERVICES MUST BE MADE 48-HOURS IN ADVANCE OR A THREE (3)-HOUR, PER OFFICER CHARGE WILL BE FORFEITED. PLEASE CONTACT FDAVILA@JUNO-BEACH.FL.US AND JSHAVER@JUNOBEACHPD.COM.**

Office Use Only:

_____ Officers @ \$45.00/hour: total of _____ hours = \$ _____
 _____ Supervisors @ \$55.00/hour: total of _____ hours = \$ _____

Payment Due Date: _____ Total Amount Due: \$ _____ Payment Received: Y / N
 * Payment shall be received no later than 14/45 days prior to event date, as indicated in Fee Schedule.

Reviewed By: _____

Approved by Police Chief/Designee: _____

Section IV Public Works Department-Special Event Requirements

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

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

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

Rates

<i>Regular Staff</i>	<i>\$30.00</i>
<i>Supervisor (if required)</i>	<i>\$40.00</i>

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

Office Use Only:

_____ Regular Staff @ \$30.00/hour: total of _____ hours = \$ _____
_____ Supervisors @ \$40.00/hour: total of _____ hours = \$ _____

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

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

Reviewed By: _____

Approved by Director of Public Works/Designee: _____

Section V Application Review

Director of Planning & Zoning

Date

Police Chief

Date

Public Works Director

Date

Finance Director

Date

Town Manager

Date

Section VI Post Event Inspection and Security Deposit Status

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

* _____ *Amount and Date Returned of the Security Deposit.*
Amount Date

Director of Planning & Zoning

Date

Police Chief

Date

Public Works Director

Date

Finance Director

Date

Town Manager

Date



NEW YORK STATE

DRIVER LICENSE

CLASS DM

YANCHIUS

DOB: 06-26-1941

SEX: M EYES: B HAIR: B

R: B

ISSUED: 09-07-12 EXPIRES: 06-26-20

NONRENEWABLE



MEMORANDUM

To: Town of Juno Beach

Date: September 6, 2016

To Whom It May Concern:

Please accept this memo as authorization and approval by Juno Square LLP for Ed Yanchitis of North Pole Christmas Trees to use the vacant lot located on Donald Ross Road, just west of Juno Square, to sell Christmas trees for the 2016 Christmas season (November and December 2016).

Please feel free to contact our office with any questions.

Sincerely,

JUNO SQUARE LLP

John Clark Bills, Agent

State of Florida
County of Palm Beach

The foregoing was acknowledged before me this 7th day of September, 2016, by John Clark Bills, as Agent, of Juno Square LLP, who is personally known to me or produced _____ as identification, and who ~~did~~/did not take an oath.



Notary Public, State of Florida
Printed Name: SCANDIE A MICK
Commission #: FF 238431
My Commission Expires: JULY 16, 2019

3920 RCA Boulevard, Suite 2002
Palm Beach Gardens, FL 33410
(561) 627-4000 • Fax (561) 625-9230

Any Information given herewith is obtained from sources we consider reliable. However, we are not responsible for misstatements of fact, errors, omissions, prior to sale, withdrawal from market, or change in price without notice.

Donald Ross Road → East

Chain Fence

Tent 8' x 48'

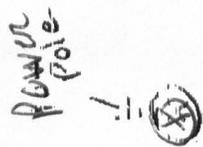
Tent 30' x 30'

[North Pole Christmas Trees Sight Plan]

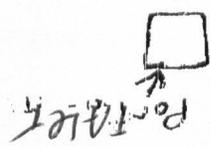
Tent 50' x 30'

Tent 60' x 160'

Tents 8' x 40'



Portables



Parking Area Designated by Hay Bales

Entrance

40' minimum



40' minimum