



DEVELOPMENT REVIEW COMMITTEE

The Village of North Palm Beach
Wednesday, March 12, 2025 at 2:00 PM
Village Hall Council Chambers | 501 US Highway 1

AGENDA

CALL TO ORDER AND ROLL CALL

AGENDA APPROVAL - Additions, deletions, or other revisions to the agenda.

NEW BUSINESS

1. SPECIAL EVENTS

- a. Annual KDW Fishing Tournament Special Events Permit – A Special Events Permit request by St. Clare Catholic School to hold its Annual KDW fishing tournament on Friday May 2, 2025 from 5:30pm to 9:30 pm and Saturday May 3, 2025 from 3:30pm to 9:30pm.
- b. Annual Easter Egg Hunt Special Events Permit – A Special Events Permit requested by First Presbyterian Church to hold its annual Easter egg hunt with partnering activities on April 19, 2025 from 9:00am to 1:00pm.

DISCUSSION ITEM

CONCLUDING REMARKS

Next Meeting – April 9, 2025 at 2:00pm.

All members of the public are invited to appear at the public hearing, which may be continued occasionally. However, there will be no public comment opportunity.

This agenda represents the tentative agenda for the scheduled meeting of the Development Review Committee. Due to the nature of governmental duties and responsibilities, the Development Review Committee reserves the right to make additions to, or deletions from, the items contained in this agenda.

In accordance with the provisions of the Americans with Disabilities Act (ADA), this document can be made available in an alternate format upon request. Special accommodations can be provided upon request with three (3) days advance notice of any meeting, by contacting the Community Development Department at 420 U.S. Highway 1, Suite 21, and North Palm Beach, Florida. Phone No. 561-841-3378. Hearing Assistance: If any person wishes to use a Listen Aid Hearing Device, please contact the City Clerk prior to any meeting held in the Council Chambers



The Village of North Palm Beach

Community Development Department • Planning and Zoning Division
Phone: (561) 841-3365 • Email: npbcommdev@village-npb.org
701 U.S. Highway 1, Suite 100 • North Palm Beach • FL 33408
www.village-npb.org

Village of North Palm Beach
Planning & Zoning

JAN 7 REC'D

APPLICATION FOR FACILITY RENTAL/SPECIAL EVENT PERMIT

RECEIVED

Completed application must be submitted within 14 days prior to rental/event.
Commercial Events or events involving over 100 people must be submitted 30 days prior to the proposed rental/event.

DATE RECEIVED: 1/7/2025 PERMIT NUMBER: 20240230

Name of Rental/Event: Safe Harbor-NPB Marina / Saint Clare School Catholic KDW Fishing Tournament

Address/Location of Rental/ Event: North Palm Beach Marina - 1037 Marina Drive NPB 33408

Description of Rental/Event: North Palm Beach Marina Outdoor Space/Interior Parking Lot

Fishing Tournament, Weigh-in, Awards Ceremony for Saint Clare Catholic School

Purpose of Rental/Event: Host/Hold the Fundraising Event for Saint Clare Catholic School

Estimated Number of Participants: 200-300

Dates and Times of the Rental/Event:

	Date	Day	Begin Time	End Time
Event Day 1	<u>May 2, 2025</u>	<u>Friday</u>	<u>5:30</u> <input type="checkbox"/> am <input checked="" type="checkbox"/> pm	<u>9:30</u> <input type="checkbox"/> am <input checked="" type="checkbox"/> pm
Event Day 2	<u>May 3, 2025</u>	<u>Saturday</u>	<u>3:30</u> <input type="checkbox"/> am <input checked="" type="checkbox"/> pm	<u>9:30</u> <input type="checkbox"/> am <input checked="" type="checkbox"/> pm
Event Day 3	_____	_____	_____ <input type="checkbox"/> am <input type="checkbox"/> pm	_____ <input type="checkbox"/> am <input type="checkbox"/> pm
Event Day 4	_____	_____	_____ <input type="checkbox"/> am <input type="checkbox"/> pm	_____ <input type="checkbox"/> am <input type="checkbox"/> pm

Submitting the Permit Application is only a request and events are not confirmed until you have received confirmation from the Village. Initial/Date _____

Due to any unforeseen circumstances the village reserves the right to deny or cancel any event with a full refund if applicable to the permit applicant. Initial/Date _____

APPLICANT INFORMATION

Organization(s) holding Rental/Event: Saint Clare Catholic School

Responsible Party: Matthew Serafin, Kelly Kirkpatrick, Rachel Polak

Home Address: 821 Prosperity Farms Rd. NPB 33408

Mailing Address: _____

Phone Number: 561-622-7171 Cell: 561-635-0388 E-Mail Address: Mserafin@bwys.com

EVENT DETAILS

Will the Event require road closure(s)? Yes No

If YES, describe the requested street segment closure and time:

Will the Rental/Event require the use of electricity? Yes No
(If yes, please contact the Building Department to verify if a permit is required)

Will the Rental/Event require the use of a grill/generator? Yes No

Will food and beverages be served? Yes No

Will the Rental/Event require an admission charge? Yes No

Will the Rental/Event be promoted and/or advertised? Yes No
 Social Media (Site Name) _____ Radio/Television (Source) _____ Newspaper _____
IG-@saintsandsails2025

If YES, attach a copy of the proposed advertisement. Failure to complete this section and/or leaving this section blank will result in disqualification.

Will music be provided? Yes No
Time of Day 5:30 - 9:00 Live Band DJ Sound System

Are you providing transportation? Yes No

Are you proposing to use fireworks? Yes No

Will the Rental/Event have any vendor/concession sales? Yes No

If YES, submit a complete list of food service vendors, copies of their respective Palm Beach County Mobile Business Tax Receipt, Florida State Health certificates, and Village of North Palm Beach registration.

Will alcoholic beverages be served? Yes No

If YES, please attach copy of state license or application form. Serving or consumption of alcohol on Village premises is not permitted. This includes parking lots.

Will the Rental/Event be using the services of outside vendor(s)? Yes No

The Village of North Palm Beach **MUST** approve all equipment and entertainment for the event (including, but not limited to DJ's, special games, banquet set-ups, catering, etc). All outside vendors must complete the **Outside Vendor Information Sheet**.

Are you proposing any signs/banners? Yes No

If YES, please describe the number and size of proposed signs/banners and where they are to be placed:

1- 10x10 Tournament Banner. 1 8x8 Thank You Sponsors (Movable Frame Near Weigh-in) Small Thank You Banners Attached to Awards Tables.

Will any temporary tents, buildings, structures, trailers, etc. be associated with the Event?

Yes No Type: Rental 10x20 Tent (Regency Party Rental) Quantity: 1

If YES, attach a copy of the survey/site plan indicating size and location of proposed tent(s) including setbacks. Indicate dates of tent set-up and removal. A Building Permit may be required in addition to the Special Event Permit Fee. Contact Building Dept. for more information @ 561.841.3365. Tents may be installed no sooner than seven (7) days prior to Event start date. Tents on Village property may be installed no sooner than one (1) day prior to Event date.

Cleanup services provided by: Self Company Safe Harbor/NPB Marina Staff

If the rental/event site is not cleaned thoroughly, a cleanup fee will be assessed.

Rental Fees are based on resident or non-resident status. The Village will make a determination of the applicable rate schedule based on the Permit Application submitted. Applicants requesting the resident rate must provide proof of residency within the incorporated Village limits. The event may require an off duty officer fee.

Access by permit applicant is granted for reserved time frame only. Decorating and cleanup must be included within the time frame. If the event exceeds the rented time frame, additional fees will be charged.

FEES

Special Event Application Fee: \$100.00

Rental rate: \$ _____ @ _____ hours for a total of \$ _____

Staff charge** \$25.00 @ _____ hours for a total of \$ _____

Police charge (Min. 3 hours): \$53.87 @ _____ hours for a total of \$ _____

Per running hour per vehicle or per hour of detail, whichever is greater: \$0.50 @ _____ hours for a total of \$ _____

TOTAL: \$ _____

Security/damage deposit: \$200.00 (Check Only)

Make all checks payable to "Village of North Palm Beach".

** Recreation Staff if necessary/required

REQUIRED SIGNATURES

My signature on this document affirms that I understand and will comply with the provisions and regulations of the Code of the Village of North Palm Beach, Florida. I further certify that of all the information contained in this application and all documentation submitted herewith is true to the best of my knowledge and belief. Further, I understand that the application and its attachments become part of the official records of the Village of North Palm Beach and are not returnable.

In consideration of the Village's grant of the request to rent Village facilities and/or conduct a special event, Applicant agrees to indemnify and hold the Village of North Palm Beach, its officials, officers, employees and agents, harmless from and against any and all claims, liabilities, losses and/or causes of action of whatsoever type, including, but not limited to claims resulting from the injury or death of any person or property damage which arise from or relate to any negligent or intentional act or omission of the Applicant, or the Applicant's agents, employees, customers, contractors or subcontractors, during the use of Village facilities and/or the course of the special event.

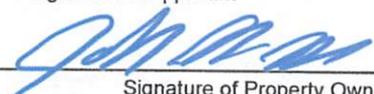
I have read and understand the Facility/Park Rental Guidelines and I will assure my organization/group's compliance with them. I understand that violations may result in annulment of this agreement or a ban against the continued use of the facility.

Disqualifying Factors

- Use is considered contrary to the best interest of the Village of North Palm Beach
- Business/residents will gain monetary benefit, directly, or indirectly
- Misrepresentation of information provided
- Previously caused or allowed damage to village property
- History of hostile or violent behavior
- Past conduct has resulted in Police/Fire response
- Current/outstanding code violations

 _____
Signature of Applicant Printed Name of Applicant Date
11/22/2024

Signature of Applicant Printed Name of Applicant Date
11/22/2024

 _____
Signature of Property Owner(s) Date
(REQUIRED if statement of authority is not attached)

OFFICIAL USE ONLY

DEPARTMENTAL REVIEW

PUBLIC WORKS _____
Signature Date
Comments: _____

PLANNING & ZONING _____
Signature Date
Comments: _____

BUILDING DEPARTMENT _____
Signature Date
Comments: _____

CODE COMPLIANCE _____
Signature Date
Comments: _____

FIRE DEPARTMENT _____
Signature Date
Comments: _____

POLICE DEPARTMENT _____
Signature Date
Comments: _____

VILLAGE MANAGER _____
Signature Date
Comments: _____



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Planning & Zoning

JAN 7 REC'D

RECEIVED

OUTSIDE VENDOR INFORMATION SHEET

Rental Date May 03, 2024

Name of Vendor Girlfriend Material

Contact Name Bryan Smith

Address of Vendor 545 SE 5th Cir

City Boynton Beach State FL Zip Code 33435

Phone Number 561-236-3575 Email _____

Description of rented item(s) or service: Live Band

License Number (if applicable) _____

Does the vendor intend to promote and/or advertise this service? Yes No

Social Media (Site Name) _____ Radio/Television (Source) _____ Newspaper _____

If YES, attach a copy of the proposed advertisement. Failure to complete this section and/or leaving this section blank will result in disqualification.

Has client rental company/entertainer been contacted and informed of pertinent Village policies?

Yes _____ No _____ Date: _____

_____ I will not be using an outside vendor

Signature of Renter _____ Date _____

Signature of Vendor _____ Date _____

Village of North Palm Beach
Planning & Zoning

JAN 7 REC'D

RECEIVED

Florida
DRIVER LICENSE

1 SERAFIN
2 MATTHEW PAUL
3 113 CHAPPELL
4 TEQUESTA, FL 33489-2194
5 DOB 08/06/1979 15 SEX M
6 HGT 5-04"
7 HAIR BROWN
8 EYES BROWN
9 CLASS E
10 END NONE
11 END NONE
12 REST NONE

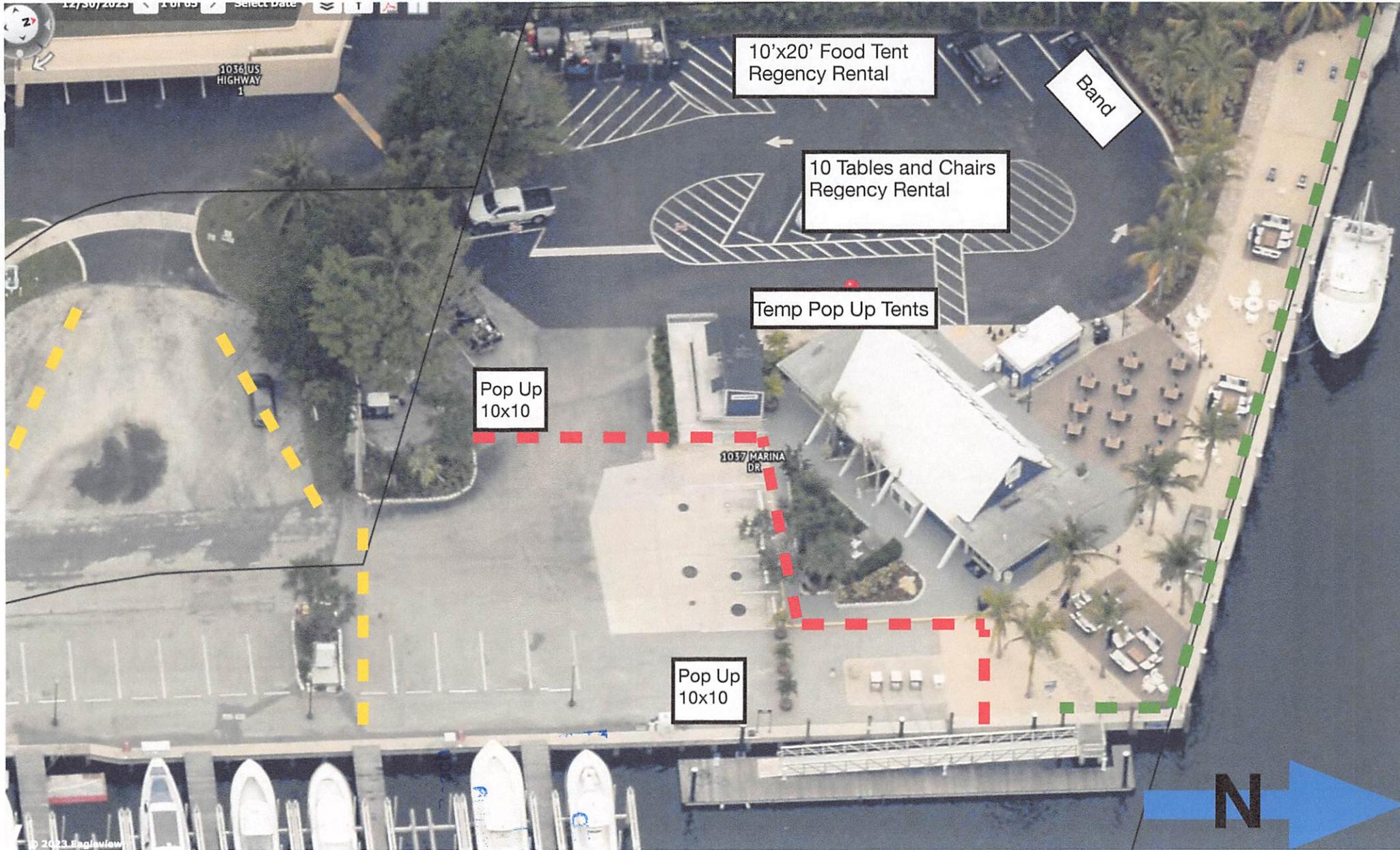
4a ISS 07/23/2018
5 DC X637807231634

Operation of a motor vehicle constitutes
consent to any sobriety test required by law

USA

GREAT SEAL





- Temp Fence/Gates
- Cones/No Parking
- Existing Fence/Gates

Village of North Palm Beach
 Planning & Zoning

JAN 7 REC'D

RECEIVED



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

85-8012589522C-5	07/31/2021	07/31/2026	501(C)(3) ORGANIZATION
<small>Certificate Number</small>	<small>Effective Date</small>	<small>Expiration Date</small>	<small>Exemption Category</small>

This certifies that

ST CLARE CATHOLIC SCHOOL
821 PROSPERITY FARMS RD
NORTH PALM BEACH FL 33408-4299

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

Village of North Palm Beach
Planning & Zoning

JAN 7 2021

RECEIVED



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FEB 20 2025

COMMUNITY DEVELOPMENT
RECEIVED

APPLICATION FOR FACILITY RENTAL/SPECIAL EVENT PERMIT

**Completed application must be submitted within 14 days prior to rental/event.
Commercial Events or events involving over 100 people must be submitted 30 days prior to the proposed rental/event.**

DATE RECEIVED: _____ PERMIT NUMBER: 20240254

Name of Rental/Event: Easter Eggstravaganza

Address/Location of Rental/ Event: First Presbyterian Church 717 Prosperity Farms Rd.

Description of Rental/Event: easter egg hunt and activities - free to public

Purpose of Rental/Event: community celebration

Estimated Number of Participants: 300-400

Dates and Times of the Rental/Event:

	Date	Day	Begin Time	End Time
Event Day 1	<u>4/19/25</u>	<u>Saturday</u>	<u>9</u> <input checked="" type="checkbox"/> am <input type="checkbox"/> pm	<u>1</u> <input type="checkbox"/> am <input checked="" type="checkbox"/> pm
Event Day 2	_____	_____	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
Event Day 3	_____	_____	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm
Event Day 4	_____	_____	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm

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Due to any unforeseen circumstances the village reserves the right to deny or cancel any event with a full refund if applicable to the permit applicant. Initial/Date _____

APPLICANT INFORMATION

Organization(s) holding Rental/Event: First Presbyterian Church

Responsible Party: Gayle Coughanour

Home Address: 2117 oakmont Dr., Riviera Beach FL 33404

Mailing Address: Same

Phone Number: _____ Cell: 561-324-0822 E-Mail Address: gcoughanour@firstpresnpb.org

Will any temporary tents, buildings, structures, trailers, etc. be associated with the Event?

Yes No Type: _____ Quantity: _____

If **YES**, attach a copy of the survey/site plan indicating size and location of proposed tent(s) including setbacks. Indicate dates of tent set-up and removal. A Building Permit may be required in addition to the Special Event Permit Fee. Contact Building Dept. for more information @ 561.841.3365. Tents may be installed no sooner than seven (7) days prior to Event start date. Tents on Village property may be installed no sooner than one (1) day prior to Event date.

Cleanup services provided by: Self Company _____

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FEES

Special Event Application Fee: \$100.00

Rental rate: \$ _____ @ _____ hours for a total of \$ _____

Staff charge** \$25.00 @ _____ hours for a total of \$ _____

Police charge (Min. 3 hours): \$53.87 @ _____ hours for a total of \$ _____

Per running hour per vehicle or per hour of detail, whichever is greater: \$0.50 @ _____ hours for a total of \$ _____

TOTAL: \$ _____

Security/damage deposit: \$200.00 (Check Only)

Make all checks payable to "Village of North Palm Beach".

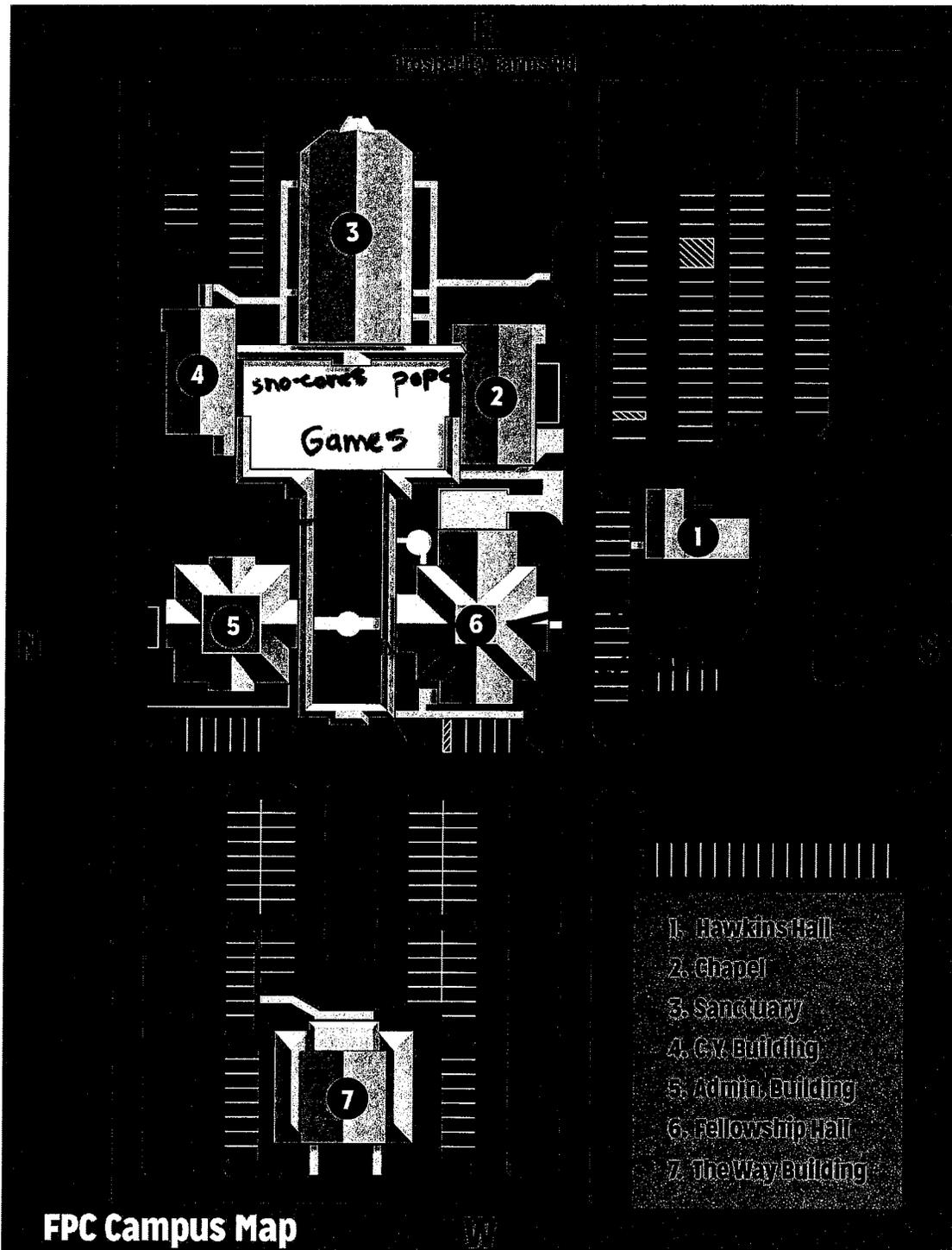
** Recreation Staff if necessary/required

REQUIRED SIGNATURES

My signature on this document affirms that I understand and will comply with the provisions and regulations of the Code of the Village of North Palm Beach, Florida. I further certify that of all the information contained in this application and all documentation submitted herewith is true to the best of my knowledge and belief. Further, I understand that the application and its attachments become part of the official records of the Village of North Palm Beach and are not returnable.

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I have read and understand the Facility/Park Rental Guidelines and I will assure my organization/group's compliance with them. I understand that violations may result in annulment of this agreement or a ban against the continued use of the facility.



FPC Campus Map

2025 FLORIDA NOT FOR PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# 704240

Entity Name: FIRST PRESBYTERIAN CHURCH IN NORTH PALM BEACH, INC.

Current Principal Place of Business:

717 PROSPERITY FARMS ROAD
N PALM BEACH, FL 33408

Current Mailing Address:

717 PROSPERITY FARMS ROAD
N PALM BEACH, FL 33408

FEI Number: 59-1516451

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

COUGHANOUR, GAYLE J
2117 OAKMONT DRIVE
RIVIERA BEACH, FL 33404 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: GAYLE J. COUGHANOUR

01/16/2025

Electronic Signature of Registered Agent

Date

Officer/Director Detail :

Title CPD
Name HAWKINS, SCOTT G
Address 33 WINDWARD ISLE
City-State-Zip: PALM BCH GARDENS FL 33418

Title AS
Name COUGHANOUR, GAYLE J
Address 2117 OAKMONT DRIVE
City-State-Zip: RIVIERA BEACH FL 33404

Title D
Name JOANNA, HOGAN
Address 4632 JUNIPER LANE
City-State-Zip: PALM BEACH GARDENS FL 33418

Title TD
Name TALLEY, DAVID
Address 854 FATHOM RD W.
City-State-Zip: NORTH PALM BCH FL 33408

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 617, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: GAYLE COUGHANOUR

**ASST. SECRETARY /
ADMINISTRATOR**

01/16/2025

Electronic Signature of Signing Officer/Director Detail

Date



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OUTSIDE VENDOR INFORMATION SHEET

Rental Date SATURDAY APRIL 19TH 2025

Name of Vendor MR. A'S INC.

Contact Name RICHARD ADLER

Address of Vendor 719 NATHAN HALE RD.

City W. PALM BEACH State FL Zip Code 33405

Phone Number 561-951-8777 Email PALMBEACHMAGIC@HOTMAIL.COM

Description of rented item(s) or service: ENTERTAINMENT

License Number (if applicable) _____

Does the vendor intend to promote and/or advertise this service? Yes No

Social Media (Site Name) _____ Radio/Television (Source) _____ Newspaper _____

If YES, attach a copy of the proposed advertisement. Failure to complete this section and/or leaving this section blank will result in disqualification.

Has client rental company/entertainer been contacted and informed of pertinent Village policies?

Yes No _____ Date: 2-20-25

_____ I will not be using an outside vendor

Signature of Renter Richard Adler Date 2-20-25

Signature of Vendor _____ Date _____



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OUTSIDE VENDOR INFORMATION SHEET

Rental Date 04/19/2025

Name of Vendor Every Kids Dream LLC

Contact Name Yuly

Address of Vendor 15828 Key Lime Blvd

City Loxahatchee State FL Zip Code 33470

Phone Number 561-201-4680 Email everykidsdream@comcast.net

Description of rented item(s) or service: Petting zoo, farm animals such as sheep, goats, chickens, ducks and bunnies, to be pet.

License Number (if applicable) _____

Does the vendor intend to promote and/or advertise this service? Yes No

Social Media (Site Name) _____ Radio/Television (Source) _____ Newspaper _____

If YES, attach a copy of the proposed advertisement. Failure to complete this section and/or leaving this section blank will result in disqualification.

Has client rental company/entertainer been contacted and informed of pertinent Village policies?

Yes _____ No Date: _____

_____ I will not be using an outside vendor

Signature of Renter _____ Date _____

[Signature] _____ 2/20/25

Signature of Vendor _____ Date _____