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*Provided by
Vice Mayor John Callaghan*

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Provided by
Vice Mayor Callaghan



Caitlin Copeland

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

to me, Frank

Good Afternoon Councilmember Callaghan:

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

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

[Town Charter](#)

[Chapter 34 Zoning Code](#)

[Elections](#)

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

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



Caitlin Copeland

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

to me, Frank

Good Afternoon Councilmember Callaghan:

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

[Building Permit Forms](#)

[Affidavit Forms](#)

[Business Tax Receipt Applications](#)

[Demolition Release Forms](#)

[Utilities/Drainage Easement Agreement Forms](#)

[Fee Booklet](#)

[Planning & Zoning and Special Event Forms](#)

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

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

Let me know if you have any additional questions.

Name

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