



THE VILLAGE OF
NORTH PALM BEACH
Village Manager's Office

"THE BEST PLACE TO LIVE UNDER THE SUN"

Business Advisory Board

MINUTES

June 20, 2023 at 5:30 pm

Village Hall

(There was not a quorum present. No official action was taken)

1. Call to Order: Russ Ruskay called the meeting to begin at 5:35 pm.
2. Roll Call:
 - Present: Ron Lantz, Nathan Kennedy, David Talley
 - Absent: Adam Jones, Veronica Frehm, Marshall Gillespie, Nina Balgar
 - Staff: Russ Ruskay, Director of Special Projects
 - Staff: Caryn Gardner-Young, Community Development
 - Staff Intern, Christian Borland, Community Development
 - Council Representative: Dr. Debbie Searcy
3. Approval of Minutes: Motion to approve by David Talley. Second by Ron Lantz
4. Public Comments: None.
5. New Business:
 - Introduction of Staff Liaison – Russ introduced Caryn who will be the new staff liaison to the board. Caryn gave a brief background on her experience working in government. Each board member gave a brief history on their desire to serve on the board.
 - Peroya Restaurant – Russ gave a comprehensive update on the issues that Peroya restaurant experienced in attempting to open their business. The main issue was the required size of their grease trap. Seacoast Utility Authority (SUA) and permit approval on what size grease trap is required for that specific

business. Peroya did not have an SUA approved grease trap before they Village issued them a BTR. The City of PBG will not issue a BTR until a Life Safety Inspection and approval by SUA on the required grease trap. Russ recommended that the board take this into consideration as they review the current Village BTR application. Russ has added language to the NPB-BIZ web page alerting new businesses to check with the Village before signing a lease or purchasing property, to make sure that have the correct pre-application approvals.

Dr. Searcy told the board that the new pizza restaurant adjacent to the Memory Care location is also having challenges regarding what SUA is requiring for their grease interceptor.

- Member Attendance – Russ explained the new board member attendance policy. Starting last May 1st, if a board member has three (3) missed meetings during the next twelve months, they will automatically be removed from the board. There is an appeal process through the Village Managers office.

6. Old Business:

- Business Tax Receipt – Village Council requested that the Business Advisory Board review the Villages Business Tax Receipt Program regarding both fees and classifications. Being that the new staff liaison is the Director of Community Development, who administered the Villages BTR program, Russ felt it would be more appropriate to begin that review under the new staff liaison at the next meeting.

Caryn discussed with the board several BTR related ideas and issues. One of the topics was that of a new business related permit, Certificate of Use which could replace the Villages requirement of a BTR. Russ told the board the annual revenue generated from BTR's is approximately \$283,000. Dr. Searcy asked Caryn to send her some information on the Certificate of Use program.

- NPB-BIZ – the new page has received #222 hits since its initial posting in January of this Year. Language has also been added to highlight the need for potential businesses to talk with staff before signing a lease or purchasing the property.

7. Board Member Comments:

- Dave and Nathan thanked Russ for his work on getting the Business Advisory Board back up and running over the past year. Their mention of getting the Board focused more on business related issues, such as the BTR review project was a positive step in moving the board forward.

8. Staff Comments:

- Russ thanked the board for their support over the past year.
- Caryn discussed reviewing the Villages current sign code and has requested the board's involvement in the review process. She discussed several issues regarding the current code, one being from a legal perspective. At the appropriate time she will send the board members certain sections of the code for review and comment. In regards to reviewing the sign code, Nathan explained the Planning and Zoning Commission's involvement with this process. Nathan also expressed his concern over too many signs throughout the Village.

9. Adjournment:

- Motion to adjourn by David Talley. Seconded by Ron Lantz.

Meeting adjourned at 6:20 pm.