

Village of Royal Palm Beach
Village Council
Agenda Item Summary

Agenda Item:

PUBLIC HEARING TO CONSIDER ORDINANCE NO. 1040 ON FIRST READING, AMENDING VILLAGE CODE SECTION 22-3 TO ADD A NEW DEFINITION FOR THE TERM “ENGINEERING PERMIT”; SECTION 22-4 TO CLARIFY THE APPLICABILITY OF REGULATIONS; AND ADD A NEW SECTION 22-5 ENGINEERING PERMITS TO PROVIDE REGULATIONS REGARDING THE REQUIREMENTS AND PROCESS FOR OBTAINING AN ENGINEERING PERMIT WITHIN THE VILLAGE AND AT SECTION 2-75.29 TO ADD AN APPEAL PROCESS FOR APPEAL OF VILLAGE ENGINEER DECISIONS REGARDING ENGINEERING PERMITS. BY THE DIRECTOR OF PLANNING AND ZONING, BRADFORD O’BRIEN.

Issue:

The intent of the Text Amendment is to amend Village Code Section 22-3 *Definitions* to add a new definition for the term “Engineering Permit”; Section 22-4 *Application of Regulations* to clarify the applicability of regulations; and add an entirely new Section 22-5 *Engineering Permits* to provide regulations regarding the requirements and process for obtaining an engineering permit with the Village and at Section 2-75.29 *Appeals* to add an appeal process for appeal of Village Engineer decisions regarding engineering permits. Village Staff is proposing the following:

- Amend Section 22-3 *Definitions* in order add a new definition of the Term “Engineering permit” as follows:

Engineering permit shall mean approval by the village for the installation of drainage systems, water and sewer piping, streets, sidewalks, parking areas, and similar improvements.

- Amend Section 22-4 *Application of regulations* to add the following paragraph:

Regulations set forth in this chapter shall be applicable to and shall govern all subdivision and platting of land and the construction of sidewalks, streets, parking areas, and drainage systems within the Village of Royal Palm Beach as the boundaries now exist or as may be hereafter established.

Initiator:	Village Manager	Agenda Date	Village Council
P&Z Director	Approval	5-16-2024	Action

- Add an entirely new Section 22-5 *Engineering permits* to provide the process for obtaining an engineering permit within the Village, summarized as follows:
 - a) Creates a requirement to obtain an engineering permit for all construction activities and work related to subdivision and development improvements;
 - b) Requires a vegetation removal permits in the event of clearing or other removal or destruction of vegetation;
 - c) Requires an engineering permit prior to construction activities;
 - d) Creates a carve out for emergency repair work but requires an engineering permit be obtained (if applicable) within five (5) business days;
 - e) Provided general requirements for engineering permits;
 - f) Sets forth the procedures for obtaining an engineering permit;
 - g) Provides penalties for completing work without a required engineering permit;
 - h) Establishes notification requirements to other agencies;
 - i) Provides process for issuance of an engineering permit;
 - j) Sets forth the approving authority and standards for approval and appeals;
 - k) Provides conditions for issuance;
 - l) Requires compliance with applicable regulations and approved plans; and
 - m) Established general obligations.
- Amend Section 2-75.79 *Appeals* to add subpart (b) as follows:
 - (b) Appeal of village engineer's decision. Any person or persons aggrieved by the decision of the village engineer with regard to engineering permits may file an appeal of that decision which shall be heard by the planning and zoning commission in accordance with section 22-5 of the Village Code of Ordinances.

The entire ordinance is provided for review.

The Local Planning Agency considered the ordinance on April 23, 2024, and recommended Approval by a vote of 4-0.

Recommended Action:

Staff is recommending approval of Ordinance No. 1040 on first reading.

Initiator:	Village Manager	Agenda Date	Village Council
P&Z Director	Approval	5-16-2024	Action

ORDINANCE NO. 1040

AN ORDINANCE OF THE VILLAGE COUNCIL OF THE VILLAGE OF ROYAL PALM BEACH, FLORIDA, AMENDING CHAPTER 22. SUBDIVISION OF LAND. TO REVISE THE CHAPTER TITLE, AND AT ARTICLE I. IN GENERAL. AT SEC. 22-3. DEFINITIONS. IN ORDER TO ADD A DEFINITION OF “ENGINEERING PERMIT”; AT SEC. 23-4. APPLICATION OF REGULATIONS. TO CLARIFY THE APPLICABILITY OF THE REGULATIONS; AND AT SEC. 22-5. TO ADD AN ENTIRELY NEW SECTION TITLED “ENGINEERING PERMITS” AND PROVIDE REGULATIONS REGARDING THE REQUIREMENTS AND PROCESS FOR OBTAINING AN ENGINEERING PERMIT WITHIN THE VILLAGE AND CHAPTER 2. ADMINISTRATION. AT ARTICLE IV. BOARDS AND COMMISSIONS, SEC. 2-75.29. APPEALS. TO ADD AN APPEAL PROCESS FOR APPEAL OF VILLAGE ENGINEER DECISIONS REGARDING ENGINEERING PERMITS; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUB-SECTION OF SUB-SECTION OF CHAPTER 2. ADMINISTRATION. AND CHAPTER 22. SUBDIVISION OF LAND. SHALL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY ADOPTED; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the Village of Royal Palm Beach, Florida (the “Village”) is a duly constituted municipality having such home rule power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, Chapter 22 of the Village’s Code of Ordinances sets forth the requirements for the subdivision of land within the Village; and

WHEREAS, currently, engineering permits are issued for all subdivision and development construction work including, but not limited to, excavation, site work, infrastructure for water, sewer, and roadway improvements, sidewalks, parking areas, and similar improvements; and

WHEREAS, it is the intent and purpose of this amendment to codify the current process for applying for and obtaining a Village-issued engineering permit for such subdivision and development activities within the Village’s municipal jurisdiction; and

WHEREAS, the Village of Royal Palm Beach has held all required public hearings and has provided public notice in accordance with applicable State statutes and Village ordinances; and

WHEREAS, the Village Council of the Village of Royal Palm Beach has determined that the proposed revisions to Chapters 2 and 22. are in the best interests of the general welfare of the Village.

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE COUNCIL OF THE VILLAGE OF ROYAL PALM BEACH, FLORIDA, THAT:

Section 1: Chapter 22. Subdivision of Land. of the Code of Ordinances of the Village of Royal Palm Beach is hereby amended to revise the Chapter title, and at Article I. In General. at Sec. 22-3. Definitions. in order to add a definition of “Engineering permit”; at Sec. 23-4. Application of regulations. to clarify the applicability of the regulations; and at Sec. 22-5. to add an entirely new section titled “Engineering permits” and provide regulations regarding the requirements and process for obtaining an engineering permit within the Village; providing that the title and Secs. 22-3, 22-4 and 22-5 shall hereafter read as follows:

Chapter 22 - SUBDIVISION OF LAND AND LAND DEVELOPMENT

Sec. 22-3. - Definitions.

For the purposes of this chapter, certain words or phrases used herein shall be interpreted as follows:

Engineering permit shall mean approval by the village for the installation of drainage systems, water and sewer piping, streets, sidewalks, parking areas, and similar improvements.

[All other definitions shall remain the same as previously adopted.]

Sec. 22-4. - Application of regulations.

Within the jurisdiction of these regulations, except as hereinafter provided, no subdivision shall be platted or recorded, nor shall any building permit be issued unless such subdivision meets all the requirements of these regulations and has been approved in accordance with the requirements as hereinafter provided. To the extent applicable, the engineering standards set forth herein shall apply to all site plans approved by the village.

New developments which may or may not include a subdivision of land as defined in this article and which are required to obtain development approval from advisory or regulatory bodies may be required to record a boundary plat through procedures established in this article at the discretion of the village engineer. Such a boundary plat may be considered concurrent with other required approval processes if information and procedures established herein are followed.

Regulations set forth in this chapter shall be applicable to and shall govern all subdivision and platting of land and the construction of sidewalks, streets, parking areas, and drainage systems within the Village of Royal Palm Beach as the boundaries now exist or as may be hereafter established.

Sec. 22-5. – Engineering permits.

(a) *Engineering permits required.* An engineering permit is required for all construction activities and work related to subdivision and development improvements governed by this chapter. Engineering permits shall be issued by the engineering department in accordance with the village's Comprehensive Plan, village code, and such other applicable law. A permit from the county engineering department or state department of transportation is required for the construction of streets to any county or state street, respectively. Construction activities and work requiring an engineering permit include, but are not limited to, the following:

- (1) Excavation, fill or grading of earth including, but not limited, to removal of soil from property, import of soil to property, use of any type of grading or earth moving equipment/machinery on property. This subsection shall not apply to excavations and soil removal which are incidental to a lawful building operation for which a valid building permit has been issued by the village. Only clean, suitable fill materials shall be permitted. No trash, wood vegetative or organic matter shall be permitted.
- (2) Removal or construction of drainage pipe, drainage structures, lake outfalls etc.
- (3) Construction of asphalt, concrete or paver brick surface enhancements or rejuvenation. Replacement, overlay, seal coating or performing other forms of pavement surface enhancement or rejuvenation, including any restriping work, on roadways, alleys, asphalt drives, and parking areas. One- or two-family dwelling units are exempted from this engineering permit requirement if a village building permit is obtained.
- (4) Construction of driveways. To construct or reconstruct driveways within private property or private or public rights-of-way with access to streets, roads, alleys, or access easement areas. Construction of a driveway for one- or two-family dwelling units is exempted from this engineering permit requirement if a village building permit is obtained.

- (5) Construction of residential lots/developments. To construct or reconstruct parking areas, hardscape areas, or common area accessways or walks, or to alter elevations/grading of perimeter buffers, berms or swale/retention areas on residential lots or residential developments. One- or two-family dwelling units are exempted from this engineering permit requirement if a village building permit is obtained.
- (6) Construction or alteration of drainage. To construct or reconstruct, deepen, widen, fill, re-route or alter any new or existing drainageway, ditch drain, culvert, or canal within the village, including swales within the right-of-way.
- (7) Construction of commercial, retail, senior housing facility, industrial, or mixed-use property site development/redevelopment. To construct or reconstruct infrastructure for/in lot, tract, parcel, or land subdivision. Infrastructure would include, but not be limited to, earthwork, basins, water, sewer, drainage, curbing, sidewalks, pavement systems, streets, and striping, etc.
- (8) Construction of residential multi-unit or subdivision site development/redevelopment. To construct or reconstruct infrastructure for/in a residential multi-unit or subdivision of property. Infrastructure would include, but not be limited to, earthwork, basins, water, sewer, drainage, curbing, sidewalks, pavement systems, roadways, alleys, bridges, streets, and striping.
- (9) Construction of utilities. To construct or reconstruct franchise and non-franchise utility lines, conduits, sleeves, etc., within public or private rights-of-way, including roads, alleys, access easements, or common use areas. A permit shall not be required under this article if a right-of-way permit or other permit approval covers the construction or reconstruction as determined by the village engineer or designee.
- (10) Construction of traffic control devices. The construction and reconstruction of traffic control devices including, but not limited to, restriping a street or parking area.
- (b) *Vegetation removal permit.* A vegetation removal permit from the building department may also be required of any of the activities listed in this section involving the clearing or other removal or destruction of vegetation.
- (c) *No construction or work before permit.* Except as provided hereinafter, no construction activities or work shall be started until an engineering permit for the proposed activities or work has been issued by the engineering department.

(d) Emergency repair work. Emergency repair work may be done without an engineering permit. Emergency repair work is work which must be done immediately upon discovery, in order to safeguard the public from immediate danger to life or limb, to safeguard public health, safety or welfare, to repair or replace traffic signals or to restore interrupted utility services. In the event of an emergency, emergency repair work may be started without an engineering permit upon verbal notification being given to the engineering department. If the engineering department offices are closed, then notification must be given as early as possible on the next regular workday. After the emergency repair work is completed, an engineering permit (if applicable) must be applied for and obtained from the engineering department within five (5) business days. Work that can be scheduled ahead of time will not be considered emergency repair work. In addition to the above, in the event emergency repair work is necessary, the owner/applicant shall provide the following to the engineering department:

- (1) A public relations/customer service representative who may be contacted immediately for all emergency repair work and who shall be available to handle all homeowner questions and issues as well as media information.
- (2) The name, address and telephone number of the company retained, if any, by the owner/applicant to handle all emergency repair work, including, but not limited to, immediate repair of any of the facilities and/or property affected by an emergency situation.

(e) General requirements.

- (1) Engineering permits will expire and become invalid one hundred eighty (180) calendar days from date of issuance if work has not substantially begun on the permitted project unless an extension of time has been granted by the engineering department. Permits will become invalid upon suspension of work without a passed inspection in excess of ninety (90) days on any permitted work unless an extension has been granted by the engineering department. Permit extension requests must be submitted prior to the expiration of the permit and may be issued by the village engineering or designee for good cause shown. All extension requests will be reviewed for changes in requirements and all new requirements will be made a condition of any permit extension including, but not limited to, changes in the village's Comprehensive Plan, village code, or other applicable local, state or federal law.

(2) If permittee wishes to begin, continue, or resume work after permit expiration, a new permit must be obtained with all current conditions and regulations having to be met including any new approvals that may be required. A new permit fee will be charged for the uncompleted portion of the work only.

(3) Engineering permits will be deemed completed upon completion of all permitted work and acceptance of the installation, by the owner, developer, all regulatory agencies involved, and the development and neighborhood services department.

(f) Procedure for obtaining an engineering permit.

(1) Engineering permits shall be issued to qualified applicants only. Necessary application forms shall be available at the engineering department. Forms are to be completed, signed, and submitted together with appropriate fees. Subject to satisfaction of and compliance with the requirements contained in this chapter, permits may be issued to the following:

- a. Utility corporations or companies, including county and municipal utilities, that will be servicing the property or facility.
- b. Contractors responsible for the installation of any utility facility or structure subject to this chapter.
- c. Private citizens, corporations, or organizations with a reasonable and legitimate purpose in using the rights-of-way, which purpose poses no threat or danger to the public health, safety, or welfare.
- d. In those cases, in which the services to be provided are subject to the village's regulations relating to underground utilities, the applicant must be a certified underground utility and excavation contractor.

(2) Applications shall be submitted in the format designated by the Village Engineer, with the following information:

- a. Engineered drawings electronically or digitally signed and sealed by a Professional Engineer licensed in the State of Florida, showing the proposed improvements, installation methodology, and other requirements designated by the Village Engineer.
- b. Applicable stormwater analysis, stormwater pollution prevention plan, traffic impact analysis, and maintenance of traffic.

- c. Information on the ability of the public rights-of-way to accommodate the proposed facility.
 - d. For all facilities located within applicable proximity to an intersection, a sightline obstruction analysis signed and by a professional engineer licensed in the State of Florida.
 - e. The timetable for construction of the project or each phase thereof, and the areas of the village which will be affected.
- (3) No engineering permit shall be issued for construction or work until all the required bonds or irrevocable letter of credits have been posted. Construction shall not commence until applicant has obtained all necessary approvals and permits from all agencies having jurisdiction and has submitted same to the engineering department and pre-construction meeting has been held with the engineering department. Forty-eight (48) hours minimum prior notice must be given to the engineering department prior to the start of construction once all necessary approvals and permits have been obtained.
- (4) The approval of an engineering permit is based primarily upon the information contained on the approved engineering construction drawings. Subsequent revisions approved after permitting may be obtained by applying for an engineering permit modification. The Village Engineer may allow minor plan changes to be asbuilt in lieu of obtaining a permit modification.
- (g) Work without a permit. Failure to obtain an engineering permit required by this section before actual construction or work shall subject the property owner, responsible individual, and/or entity involved, to any or all of the following actions and penalties whether an engineering permit has been obtained after the fact or not:
- (1) Removal of any work including, but not limited to, constructed facilities, and restoration of the violated area to its original condition within thirty (30) days of written notice by the engineering department, and in default of compliance with such notice, such work may be removed by the village and all costs of removal shall be borne and paid by the property owner, the responsible individual or entity and/or by draw on any applicable bond or letter of credit.
- (2) Payment for damages to village and/or private property and payment for all losses sustained by the village and/or private owners as a result of such unpermitted construction activity and work.

(3) Such other actions as required by the engineering department.

(4) Code compliance enforcement with a fine for each day the unpermitted work remains in place.

(5) Any other action and/or penalty established by legal process available at law.

(h) Notification to other agencies.

(1) The applicant for a permit under this chapter shall notify all rights-of-way users and applicable agencies in the immediate vicinity of the proposed construction or installation locations, stating the work proposed by the applicant, to determine if there are any objections to the applicant's proposed construction or installation. The village engineer or designee shall determine the type of notice to be provided, the vicinity to be noticed, the timeframe for the notice, and any other reasonable notice requirements to ensure all users and agencies are properly notified. If any objections to the applicant's proposed construction or installation are received from affected rights-of-way users or agencies, the applicant shall take such reasonable action as is necessary and directed by the village engineer or designee to resolve the objection(s).

(2) The applicant shall certify the notification to other users by completing the section provided in the application for such verification. It is the full and complete responsibility of the applicant to determine that all other users are notified of the proposed work. Any work performed without this notification shall be at the sole risk of the applicant.

(i) Issuance; copy of permit and stamped approved plans to be available at site; approval of work.

(1) If the applicant has obtained all necessary approvals and permits from all agencies having jurisdiction; engineering plans are approved by the Village Engineer or designee; all applicable fees have been paid; the pre-construction meeting has been held with the engineering department; the permit application is approved by the engineering department, then the engineering department will issue an engineering permit for the proposed work.

(2) The engineering permit and approved plans must be available at all times at the work site while work is being performed. Any work in progress including, but not limited, use of the rights-of-way, without a valid permit and approved plans available at the site shall be suspended until such time as a valid permit is produced on the site.

(3) The engineering department inspector shall have the right to inspect and approve materials and phases of work. Asbuilts shall be submitted in the format designated by the Village Engineer. Final inspection and acceptance of work by the engineering department must be obtained to document the completion of the work. Work will be considered incomplete until that portion of the permit indicating the final inspection and approval has been signed and dated by the inspector.

(j) Approving authority; standards for approval and appeals.

(1) The village engineer or designee shall have the authority to approve or deny applications for permits under this chapter based upon approved engineering standards and the village's Comprehensive Plan, village code, other applicable village, local, state, and federal law.

(2) Any party claiming to be aggrieved by a decision of the approving authority under this chapter may appeal to the planning and zoning board of appeals pursuant to section 2-75.29 of the village code within ten (10) calendar days of rendition of the decision of the approving authority.

(k) Conditions.

(1) It is expressly stipulated, and the holder of a permit under this chapter agrees, that the engineering permit is a revocable license for a permissive use only, and that the placing of facilities upon public property pursuant to this permit shall not operate to create or to vest any property right in the holder thereof, and that the issuance of an engineering permit does not relieve the permit holder of the need for obtaining any other permits or licenses that may be required by the appropriate authorities. The permit holder agrees that the permit may be revoked if the engineering department or designee finds that the work performed thereunder is not in accordance with the approved plans and/or this chapter, the village's Comprehensive Plan, village code or other applicable law; that the permit was issued in error; and/or, the permit or work will be detrimental to the public health, safety or welfare.

(2) The rights and privileges set out in this chapter are granted only to the extent of the village's jurisdiction over the land to be entered upon and used by the applicant. The applicant will, at all times, assume all risk of loss and defend, indemnify, and hold the village harmless from and against any and all loss, damage, cost, or expense arising in

any manner on account of the exercise or attempted exercise by the applicant of these rights and privileges.

(3) Except where prior written consent has been obtained and copy provided to the engineering department, the construction or maintenance of a utility shall not interfere with or encroach upon the property or rights of a prior or current occupant.

(4) In the event of widening, repair, reconstruction, or improvement of rights-of-way, including, but not limited to, installation of pavement, drainage structures or sidewalks, the applicant shall, upon notice by the engineering department, relocate or protect existing facilities to clear the area for construction, at no cost to the village.

(5) Applicants receiving an engineering permit are required to schedule pre- and post-construction inspections with the engineering department.

(l) Compliance with applicable regulations and approved plans.

(1) The applicant for any permit assumes full and total responsibility for compliance with this chapter, supporting regulations, additional requirements of the village, and county, state or federal laws, ordinances or other directives which may apply to the proposed work.

(2) The applicant for a permit assumes the responsibility to adhere to the approved plat and site plan post-construction.

(m) General obligations.

(1) Obtaining an engineering permit does not relieve an applicant or property owner of its duty to obtain all other necessary authorizations and to pay all fees required by other village, county, state or federal rules, laws, or regulations.

(2) The applicant and property owner shall comply with all requirements of the village's Comprehensive Plan, village Code, other applicable local, state, county, and federal laws, and are responsible for all construction performed pursuant to the engineering permit, regardless of who performs the construction.

(3) The construction performed on village-owned or village-controlled property shall be done in conformance with specifications provided for in the village code.

(4) Except in the case of emergency, and with the approval of the development and neighborhood services director or designee, no construction on public property may be performed when climatic conditions are unreasonable for such work. The village engineer or designee may order a temporary cessation of construction during inclement

or impending inclement conditions, when such conditions present an unreasonable danger to persons using the right-of-way or to the general public. The village engineer or designee shall provide reasonable notice, as is practical, to make the construction site safe and to secure materials and equipment.

(5) An applicant or property owner shall not cause obstruction in a manner that will interfere with the natural free and clear passage of water through the gutters or other waterway.

(6) Private vehicles, other than authorized company vehicles, may not be parked within or adjacent to a construction site. The loading and unloading of trucks adjacent to a construction site area is prohibited unless specifically authorized through the permit process.

(7) The applicant or its designated licensed contractor shall belong to the Sunshine State One-Call Notification System as required by state law or such other line location system acceptable to the village.

Section 2: Chapter 2. Administration. of the Code of Ordinances of the Village of Royal Palm Beach is hereby amended at Article IV. Boards and Commissions, Sec. 2-75.29. Appeals. to add an appeal process for appeal of village engineer decisions regarding engineering permits; providing that Sec. 2-75/29 shall hereafter read as follows:

Sec. 2-75.29. - Appeals.

(a) Appeal of building official's decision. Any person or persons aggrieved by the decision of the building official with regard to proposed signage may file an appeal of that decision which shall be heard by the planning and zoning commission in accordance with section 20-146 of the Village Code of Ordinances.

(b) *Appeal of village engineer's decision.* Any person or persons aggrieved by the decision of the village engineer with regard to engineering permits may file an appeal of that decision which shall be heard by the planning and zoning commission in accordance with section 22-5 of the Village Code of Ordinances.

(c)(b) Appeal of planning and zoning commission's final decisions. Any person or persons aggrieved by the final decision(s) of the planning and zoning commission with regard to any architectural designs or features as provided at section 2-75.27(a)(1), any signage as provided at section 2-75.27(c), or any building color(s) as provided at section 2-75.27(e)

that are required to be approved by the commission may file an appeal of the decision which shall be heard by the village council.

~~(d)(e)~~ Village council to take final action within forty-five (45) days. The village council shall take final action within forty-five (45) days of the filing of a complete notice of appeal. The village council shall, upon request, consider oral and written arguments. The village council may affirm the decision of the commission, remand the matter to the building official for further review and consideration, or reverse the decision of the commission if any of the following is found:

- (1) That the decision of the commission was in violation or in excess of its authority or jurisdiction;
- (2) That the commission utilized unlawful procedure;
- (3) That the decision of the commission was clearly erroneous in view of the entire record as submitted and the public policy contained in the Village Code; or
- (4) That the decision of the commission was arbitrary and capricious.

Section 3: Each and every other Section and Sub-section of Chapter 2. Administration. and Chapter 22. Subdivision of Land. shall remain in full force and effect as previously enacted.

Section 4: All Ordinances or parts of Ordinances in conflict be and the same are hereby repealed.

Section 5: Should any section or provision of this Ordinance or any portion thereof, any paragraph, sentence or word be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder of this Ordinance.

Section 6: Specific authority is hereby granted to codify this Ordinance.

Section 7: This Ordinance shall take effect immediately upon passage.

FIRST READING this ____ day of May, 2024.

SECOND AND FINAL READING this ____ day of June, 2024.

VILLAGE OF ROYAL PALM BEACH

MAYOR FRED PINTO

ATTEST:

(Seal)

DIANE DISANTO, VILLAGE CLERK