

**Village of Royal Palm Beach**  
**Village Council**  
**Agenda Item Summary**

**Agenda Item: C - 4**

**APPROVAL OF A SPECIAL EVENT PERMIT FOR THE SARATOGA PINES HOME OWNERS ASSOCIATION TO HOLD A FOOD TRUCK EVENT. THE EVENT WILL TAKE PLACE ON SATURDAY, JANUARY 17, 2026 FROM 5:00 PM UNTIL 8:00 PM AT 158 SARATOGA BOULEVARD BY RICHARD MILLER.**

**Issue:**

The applicant, Richard Miller, HOA Director, is requesting a special event permit in order to hold a Food Truck Night in the Recreation Center Parking Lot at 158 Saratoga Boulevard. The event will take place on Saturday, January 17, 2026 from 5:00 p.m. until 8:00 p.m. The applicant has not requested any road closures for this event. The applicant has submitted all necessary information and forms to the Village. Staff has reviewed this application and determined that the proposed use will not adversely affect the immediate area.

**Recommended Action:**

Approval of Special Event Permit, subject to the attached conditions (Exhibit A).

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Initiator:	Village Manager	Agenda	Village Council
P&Z Director	Approval	12/18/2025	Action

## **EXHIBIT A**

1. The event may only occur on January 17<sup>th</sup>, 2026 from 5:00 p.m. to 8:00 p.m.
2. Any tents used shall be flame resistant.
3. A Business Tax Receipt is required and permits must be obtained for all temporary electrical services, generators or temporary power poles and must be inspected prior to commencement of sales.
4. All electrical circuits shall be GFI protected.
5. Signage shall be set back at least 10 feet from the property line and shall not interfere with sight lines along public roadways and shall conform to the requirements of Sec. 20-71 of the Village Code of Ordinances.
6. A clearly defined paved parking area must be provided.
7. The applicant shall provide for portable restroom facilities including at least one handicapped accessible facility if public facilities are not within 500' of accessibility.
8. Adequate trash receptacles shall be provided for tree trimming and other debris, which may accumulate on site.

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Initiator:	Village Manager	Agenda	Village Council
P&Z Director	Approval	12/18/2025	Action



RICK MILLER  
561-779-1972  
SARATOGA PINES HOA DIRECTOR

**SPECIAL-EVENTS PERMIT APPLICATION**

A FULLY COMPLETED APPLICATION MUST BE SUBMITTED TO THE VILLAGE CLERK 45 DAYS IN ADVANCE OF THE EVENT. FAILURE TO SUBMIT A COMPLETE APPLICATION MAY RESULT IN REJECTION OF THE APPLICATION. Village of Royal Palm Beach

Date: 11/18/25

NOV 21 2025

I/We SARATOGA PINES HOA

Time: 4:06 PM

(Name of applicant)

of 155 SARATOGA BLVD. W.

R.P.B.

(Mailing address)

Name and phone number of contact person: RICHARD MILLER

Email address: RMMILLER284 @ GMAIL.COM

On behalf of SARATOGA PINES HOA

(Name of person, corporation, organization, etc.)

hereby request a Special-Events Permit from the Village of Royal Palm Beach in order to:

HAVE A FOOD TRUCK EVENT IN THE REC CENTER PARKING LOT

In support of such application, I submit the following information:

1. Proposed location: REC CENTER PARKING LOT  
158 SARATOGA BLVD. WEST

(Owner's written consent and affidavit of responsibility is attached.)

2. Proposed date, time of commencement and duration of event:  
JAN. 17, 2026 from 5pm to 8pm

3. Approximate number of participants expected: 100 Coming & Going

4. Insurance company and policy number: SOUTHERN - OWNERS INS.  
Policy # 252382-72463869-25

(Copy of Certificate of Insurance showing general liability & property damage coverage is attached.)

5. Will state, municipal or county controlled property be involved? Yes      No X

If yes, please describe:

(State, municipal or county permit or written consent, if applicable,  
to utilize the above property is attached.)

6. How will this proposed event impact municipal traffic control, fire/rescue operations  
and/or utilities? NOT AT ALL

Proposed impact mitigation plan: NONE

7. Are animals involved in this event? Yes \_\_\_\_\_ No X

If yes, all certificates required by Chapter 5 of the Village Code of Ordinances must be  
attached hereto prior to the issuance of this permit.

8. What toilet facilities will be provided for use by event participants and the public?

REST ROOMS AT THE REC CENTER

9. Site plan for proposed location of special event showing layout of all facilities, including  
parking and signage, is attached hereto along with a fully executed hold harmless agreement as  
required by Section 16-12(a)(2) of the Village Code of Ordinances.

10. Please address the following items:

A. How will you assure that the proposed special event will have no adverse vehicular or  
pedestrian traffic impacts which cannot be prevented by the imposition of conditions?

HALF OF THE PARKING LOT IS AVAILABLE  
FOR PARKING & ALSO SIDE STREET PARKING

B. How will you assure that the proposed special event will have no adverse impacts on  
adjacent properties and will not be detrimental to their use and peaceful enjoyment of their  
property? THERE ARE NO LOUD NOISES, SMELLS,

LIGHTS. ETC

C. How will you assure that the proposed special event will not cause objectionable noise,



vibrations, fumes, odors, glare or physical activity which cannot be prevented by the imposition of conditions? <sup>vvv</sup> ALL VENDORS ARE SELF CONTAINED & NEAREST HOUSES ARE FAR ENOUGH AWAY.

D. How is the proposed special event compatible with the character of the location for which it is proposed? IT IS AN EVENING FOR GATHERING, GREETING, CONVERSATIONS- ETC

11. In addition to depicting proposed temporary signage on the provided site plan, please list below all signs to be displayed as part of the special event. Please include sign type, dimensions, square footage and proposed location(s) (See Village Code Section 20-71).

HAND MADE POSTERS- 1 1/2' x 2'  
LOCATED AT FRONT ENTRANCE TO THE COMMUNITY

I affirm that all facts set forth herein are true and correct and understand that the Village of Royal Palm Beach may impose reasonable conditions upon the Special-Events Permit in order to reduce adverse impacts and to protect the health, safety and welfare of all.

[Signature]  
Signature of Applicant

RICHARD MILLER SARATOGA PINES  
Print name and office held, if applicable HOA DIRECTOR

THE STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 18<sup>th</sup> day of NOVEMBER, 2025, by Richard Miller, who is personally known to me or who has produced a Florida driver's license as identification and who did/did not take an oath (circle one).

(Seal)

[Signature]  
NOTARY PUBLIC  
STATE OF FLORIDA





VILLAGE OF ROYAL PALM BEACH  
OWNER'S AFFIDAVIT OF CONSENT AND RESPONSIBILITY

\*DO NOT COMPLETE FOR EVENTS ON VILLAGE PROPERTY

DATE: 11/18/2025

APPLICATION FOR: Special-Events Permit X OR Seasonal Vendor Permit \_\_\_\_\_

PROPOSED LOCATION FOR SPECIAL EVENT OR TEMPORARY SALE:

SARATOGA PINES  
REC CENTER PARKING LOT

I/We, SARATOGA PINES HOA, own the property referenced above and hereby grant my/our consent for OURSELVES to utilize the property for 3400A FOOD TRUCKS acknowledging that I/we will be responsible for the activities conducted thereon.

SARATOGA PINES HOA  
Affiant Owner

[Signature]  
Affiant Agent

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of ☒ physical presence or online ☐ notarization this 18th day of November, 2025 by Richard Miller and SARATOGA PINES HOA who are personally known to me or who have produced a Florida driver's license as identification and who did/did not take an oath (circle one).

[Signature]  
Notary Public  
State of Florida

(Seal)







# HOLD HARMLESS AGREEMENT FOR APPLICANT

The undersigned hereby requests a Special Events/Seasonal Vendor Permit (circle one) from the Village of Royal Palm Beach, Florida ("Village").

NOW, THEREFORE, for and in consideration of the issuance of the permit by the Village and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I/we agree as follows:

1. I/we hereby agree to abide by all regulations set forth in the VILLAGE OF ROYAL PALM BEACH Code of Ordinances and all other laws.

2. I/we hereby agree that I/we will indemnify and hold the Village harmless from and against any and all claims, demands, lawsuit, settlements, damages, costs and expenses, including attorneys' fees, suffered or incurred by the Village and arising out of or in connection with the Special Event, Temporary Sale, or Seasonal Vending conducted.

Executed this 18 day of Nov., 20 25.

WITNESSES:

Signature

Michelle Miller  
Printed Name

Signature

Jenna Hopps  
Printed Name

Applicant

Richard Miller  
Printed Name

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 18<sup>th</sup> day of November, 20 25 by Richard Miller, who is personally known to me or who has produced a Florida driver's license as identification and who did/did not take an oath (circle one).

Susan Halliday  
Notary Public  
State of Florida

(Seal)





**HOLD HARMLESS AGREEMENT FOR OWNER OF PROPERTY**  
**(IF DIFFERENT FROM APPLICANT)**

**\*DO NOT COMPLETE FOR EVENTS ON VILLAGE PROPERTY**

The undersigned is the owner of the real property to be utilized for the proposed Special Event or Temporary Sale. The undersigned has granted the Applicant permission to apply for a Special Events/Seasonal Vendor permit (circle one) from the Village of Royal Palm Beach, Florida ("Village"), to use the undersigned's property for this purpose, and acknowledges responsibility (owner's affidavit is attached hereto).

NOW, THEREFORE, for and in consideration of the issuance of the permit by the Village and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I/we agree as follows:

1. I/we hereby agree to abide by all regulations set forth in the VILLAGE OF ROYAL PALM BEACH Code of Ordinances and all other laws.

2.

2. I/we hereby agree that I/we will indemnify and hold the Village harmless from and against any and all claims, demands, lawsuit, settlements, damages, costs and expenses, including attorneys' fees, suffered or incurred by the Village and arising out of or in connection with the Special Event or Seasonal Vending conducted.

Executed this 18 day of Nov., 2025.

WITNESSES:

Signature

Printed Name

Signature

Printed Name

Owner of Property

Printed Name

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 18<sup>th</sup> day of November, 2025 by Richard Miller, who is personally known to me or who has produced a Florida driver's license as identification and who did/did not take an oath.

(Seal)



Notary Public  
State of Florida





**AFFIDAVIT FOR SPECIAL NO FEE PERMIT  
NON-PROFIT, CHARITABLE, VETERANS' ORGANIZATIONS AND/OR OTHERS  
ENTITLED TO EXEMPTIONS**

DATE: 11/18/2025  
 I/We SARATOGA PINES HOA of 158 SARATOGA BLVD W.  
 (Name of Applicant) (Mailing Address of Applicant)  
 on behalf of SARATOGA PINES HOA,  
 (Non-profit, Charitable, Veterans' Organization or others entitled to exemptions)  
 hereby request a special no fee permit or reduced rate occupational license from the Village of  
 Royal Palm Beach in accordance with Section 16-8 of the Village Code in order to operate the  
 business as described below or to hold the following fundraising project and/or sale at the  
 following location: SARATOGA PINES  
REC CENTER PARKING LOT

- The \_\_\_\_\_  
 (Non-profit, Charitable, Veterans' Organization or others entitled to exemptions)  
 is a bonafide Non-Profit, Charitable, Veterans' Organization or other person/entity entitled to  
 an exemption which operates without private profit for a civic, charitable, youth, service,  
 fraternal or religious purpose. Attached is documentation to support this statement (i.e.,  
 incorporation certificate; 501c(3) status, etc.)
- RICHARD MILLER are bonafide members of the HOA  
 (Name of persons involved in project)  
 \_\_\_\_\_ organization and will not receive any  
 compensation, whatsoever, for the operation of the project.
- The SARATOGA PINES HOA (Name of Organization / Person) will  
 abide by all regulations set forth in the Village of Royal Palm Beach Code of Ordinances.
- I understand the above be investigated by the Village of Royal Palm Beach and that if there  
 are any misrepresentation stated herein, any permit issued based on this affidavit shall be  
 automatically revoked. I hereby swear that all facts stated herein are true and correct.

\_\_\_\_\_  
 Signature of Applicant

HOA DIRECTOR  
 Office Held, if applicable

STATE OF FLORIDA )  
 COUNTY OF PALM BEACH )

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online  
 notarization this 18<sup>th</sup> day of November, 2025 by Richard Miller, who is personally  
 known to me or who has produced a Florida driver's license as identification and who did/did not take an oath (circle  
 one).

(Seal)



Susan Halliday  
 Notary Public  
 State of Florida

INSURANCE COMPANY  
6101 ANACAPRI BLVD., LANSING, MI 48917-3999

AGENCY RIVARD INSURANCE AGENCY  
12-0668-00 MKT TERR 114 561-739-8346

INSURED SARATOGA PINES HOMEOWNERS' ASSOCIAT  
ASSOCIATION INC

ADDRESS 158 SARATOGA BLVD W  
ROYAL PALM BEACH FL 33411-8240

## TAILORED PROTECTION POLICY DECLARATIONS

New Business Effective 09-11-2025

POLICY NUMBER 252382-72463869-25

Company Use 72-23-FL-2509

Company  
Bill

Policy Term	
12:01 a.m.	12:01 a.m.
09-11-2025	to 09-11-2026

55039 (11-87)

## COMMON POLICY INFORMATION

Business Description: Hoa

Entity: Corporation

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PART(S):

COMMERCIAL GENERAL LIABILITY COVERAGE

EMERGENCY FLORIDA INSURANCE GUARANTY ASSOCIATION ASSESSMENT

PREMIUM

\$10,832.00

\$108.32

**TOTAL**

**\$10,940.32**

**THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.**

Paid in Full Discount applies.

The Paid in Full Discount does not apply to fixed fees, statutory charges or minimum premiums.

Forms that apply to all coverage part(s) shown above (except garage liability, dealer's blanket, commercial automobile, if applicable):

55156 (07-12)

Countersigned By: RIVARD INSURANCE AGENCY



Southern-Owners Ins. Co.

Issued 09-18-2025

 AGENCY RIVARD INSURANCE AGENCY  
 12-0668-00 MKT TERR 114

 Company POLICY NUMBER 252382-72463869-25  
 Bill 72-23-FL-2509

INSURED SARATOGA PINES HOMEOWNERS' ASSOCIAT

Term 09-11-2025 to 09-11-2026

55040 (11-87)

**COMMERCIAL GENERAL LIABILITY COVERAGE**

COVERAGE	LIMITS OF INSURANCE
General Aggregate (Other Than Products-Completed Operations)	\$2,000,000
Products-Completed Operations Aggregate	\$2,000,000
Personal And Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Assn Directors/Officers Errors and Omissions Agg	\$1,000,000
Assn Directors/Officers Errors and Omissions Occ	\$1,000,000
Hired Auto & Non-Owned Auto	\$1,000,000 Each Occurrence
<b>COMMERCIAL GENERAL LIABILITY PLUS ENDORSEMENT</b>	
Damage to Premises Rented to You (Fire, Lightning, Explosion, Smoke or Water Damage)	\$300,000 Any One Premises
Medical Payments	\$10,000 Any One Person
Expanded Coverage Details See Form:	
Extended Watercraft	
Personal Injury Extension	
Broadened Supplementary Payments	
Broadened Knowledge Of Occurrence	
Additional Products-Completed Operations Aggregate	
Blanket Additional Insured - Lessor of Leased Equipment	
Blanket Additional Insured - Managers or Lessors of Premises	
Newly Formed or Acquired Organizations Extension	
Blanket Waiver of Subrogation	

Twice the "General Aggregate Limit", shown above, is provided at no additional charge for each 12 month period in accordance with form 55885.

**AUDIT TYPE:** Non-Audited**Forms that apply to this coverage:**

59350 (01-15)	55146 (06-04)	CG2106 (05-14)	CG2109 (06-15)	65033 (06-22)
55010 (05-17)	55028 (05-17)	55084 (06-04)	IL0021 (07-02)	59325 (12-19)
55881 (12-17)	CG0001 (04-13)	CG0220 (12-24)	IL0017 (11-85)	55513 (05-17)
55719 (05-17)	55029 (05-17)	CG2196 (03-05)	CG2132 (05-09)	CG2147 (12-07)
55885 (05-17)	CG4032 (05-23)			



Southern-Owners Ins. Co.

Issued 09-18-2025

 AGENCY RIVARD INSURANCE AGENCY  
 12-0668-00 MKT TERR 114

 Company POLICY NUMBER 252382-72463869-25  
 Bill 72-23-FL-2509

INSURED SARATOGA PINES HOMEOWNERS' ASSOCIAT

Term 09-11-2025 to 09-11-2026

55040 (11-87)

**COMMERCIAL GENERAL LIABILITY COVERAGE**

COVERAGE	LIMITS OF INSURANCE
General Aggregate	\$2,000,000
(Other Than Products-Completed Operations)	
Products-Completed Operations Aggregate	\$2,000,000
Personal And Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Assn Directors/Officers Errors and Omissions Agg	\$1,000,000
Assn Directors/Officers Errors and Omissions Occ	\$1,000,000
Hired Auto & Non-Owned Auto	\$1,000,000 Each Occurrence
<b>COMMERCIAL GENERAL LIABILITY PLUS ENDORSEMENT</b>	
Damage to Premises Rented to You	\$300,000 Any One Premises
(Fire, Lightning, Explosion, Smoke or Water Damage)	
Medical Payments	\$10,000 Any One Person
Expanded Coverage Details See Form:	
Extended Watercraft	
Personal Injury Extension	
Broadened Supplementary Payments	
Broadened Knowledge Of Occurrence	
Additional Products-Completed Operations Aggregate	
Blanket Additional Insured - Lessor of Leased Equipment	
Blanket Additional Insured - Managers or Lessors of Premises	
Newly Formed or Acquired Organizations Extension	
Blanket Waiver of Subrogation	

Twice the "General Aggregate Limit", shown above, is provided at no additional charge for each 12 month period in accordance with form 55885.

**AUDIT TYPE:** Non-Audited**Forms that apply to this coverage:**

59350 (01-15)	55146 (06-04)	CG2106 (05-14)	CG2109 (06-15)	65033 (06-22)
55010 (05-17)	55028 (05-17)	55084 (06-04)	IL0021 (07-02)	59325 (12-19)
55881 (12-17)	CG0001 (04-13)	CG0220 (12-24)	IL0017 (11-85)	55513 (05-17)
55719 (05-17)	55029 (05-17)	CG2196 (03-05)	CG2132 (05-09)	CG2147 (12-07)
55885 (05-17)	CG4032 (05-23)			



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Florida Not For Profit Corporation

SARATOGA PINES HOMEOWNERS' ASSOCIATION, INC.

### Filing Information

<b>Document Number</b>	N30066
<b>FEI/EIN Number</b>	65-0095205
<b>Date Filed</b>	01/06/1989
<b>State</b>	FL
<b>Status</b>	ACTIVE
<b>Last Event</b>	REINSTATEMENT
<b>Event Date Filed</b>	12/10/2024

### Principal Address

158 Saratoga Blvd W  
Royal Palm Beach, FL 33411

Changed: 03/12/2018

### Mailing Address

158 Saratoga Blvd W  
Royal Palm Beach, FL 33411

Changed: 03/12/2018

### Registered Agent Name & Address

Poliakoff Backer, LLP  
2424 N. Federal Highway  
Suite 462  
BOCA RATON, FL 33431

Name Changed: 10/22/2025

Address Changed: 10/22/2025

### Officer/Director Detail

#### **Name & Address**

Title Director

<a href="#"><u>02/08/2023 – ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>10/17/2022 – Reg. Agent Change</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>02/07/2022 – ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>02/08/2021 – ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>02/03/2020 – ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>03/15/2019 – Reg. Agent Change</u></a>	<a href="#">View image in PDF format</a>
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<a href="#"><u>03/12/2018 – ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>05/25/2017 – AMENDED ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
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<a href="#"><u>04/17/2012 – ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>03/06/2011 – ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>05/06/2010 – Reinstatement</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>02/06/2008 – ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>02/12/2007 – ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>02/01/2006 – ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>02/09/2005 – ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>03/15/2004 – ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>03/31/2003 – ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>04/04/2002 – ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>05/05/2001 – ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>01/25/2000 – ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>07/13/1999 – REINSTATEMENT</u></a>	<a href="#">View image in PDF format</a>