



AGENDA ITEM

TO: Town Council

FROM: James Harpring, Town Manager

DATE: November 26, 2025

SUBJECT: HVAC Replacement Project – Town Council Chambers

BACKGROUND:

The HVAC system in Council Chambers requires replacement due to age and service life. Due to the design and location of the current unit within the building structure under the roof, the scope of work requires significant construction, including the removal and re-installation of the roof dormer and structural truss.

To secure competitive pricing and streamline procurement, Staff recommend using the Sourcewell Cooperative Purchasing Program to secure a qualified vendor for this project. Section 31.02(b)(2), Code of Ordinances authorizes “piggyback” contracting, permitting the Town to utilize contracts awarded by other public entities or cooperatives when similar competitive procedures were used.

The project scope and pricing were reviewed by the Town Manager, Town Building Official and Town Finance Director. After review and discussion, it was determined that the pricing is reasonable given the scope of work and site constraints. The proposed vendor, The Plumbing Shop, Inc. dba Quick Action Management Group (QAMG), holds a competitively awarded Sourcewell contract (Contract No. FL-R4-HVAC-092524-QAM). Funding for this project is available in Infrastructure Reserves.

RECOMMENDATION:

Staff recommend approval of the proposal from Quick Action Management Group in the amount of \$111,176.39, utilizing Sourcewell Contract No. FL-R4-HVAC-092524-QAM, and authorization for the Town Manager to execute the Work Order.

ATTACHMENTS:

- Gordian/Sourcewell Work Order Signature Document and Detailed Scope of Work
- Contractor’s Price Proposal – Quick Action Management Group

Work Order Signature Document

EZIQC Contract No.: FL-R4-HVAC-092524-QAM

☒

New Work Order



Modify an Existing Work Order

Work Order Number.: 148283.00

Work Order Date: 12/03/2025

Work Order Title: Indian River Shores - Council Chambers HVAC

Owner Name: Town of Indian River Shores

Contractor Name: The Plumbing Shop Inc, DBA Quick Action Management Group Inc

Contact: Lucy Scheidt

Contact: Jeffrey Finn

Phone: 772-231-1771

Phone: 352-221-4213

Work to be Performed

Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of EZIQC Contract No FL-R4-HVAC-092524-QAM.

Brief Work Order Description:

Indian River Shores - Council Chambers HVAC

Time of Performance

Estimated Start Date:

Estimated Completion Date:

Liquidated Damages

Will apply:



Will not apply:



Work Order Firm Fixed Price: \$111,176.39

Owner Purchase Order Number:

Approvals

Owner

Date

Contractor

Date



Detailed Scope of Work

To: Jeffrey Finn
The Plumbing Shop Inc, DBA Quick Action
Management Group Inc
1121 Flamingo Drive
Austell, GA 30168
352-221-4213

From: Lucy Scheidt
Town of Indian River Shores

6001 Highway A1A
Indian River Shores, FL 32963
772-231-1771

Date Printed: December 03, 2025

Work Order Number: 148283.00

Work Order Title: Indian River Shores - Council Chambers HVAC

Brief Scope: Indian River Shores - Council Chambers HVAC

☐

Preliminary

☐

Revised

☒

Final

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

Please see attached.

Subject to the terms and conditions of JOC Contract **FL-R4-HVAC-092524-QAM**.

Contractor

Date

Owner

Date

Contractor's Price Proposal - Summary

Date:	December 03, 2025	
Re:	IQC Master Contract #:	FL-R4-HVAC-092524-QAM
	Work Order #:	148283.00
	Owner PO #:	
	Title:	Indian River Shores - Council Chambers HVAC
	Contractor:	The Plumbing Shop Inc, DBA Quick Action Management Group Inc
	Proposal Value:	\$111,176.39

CLIN0001	\$6,726.70
CLIN0002	\$101,211.54
Section - 01	\$3,238.15
Proposal Total	\$111,176.39

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %

Contractor's Price Proposal - Detail

Date: December 03, 2025

Re: IQC Master Contract #: FL-R4-HVAC-092524-QAM
 Work Order #: 148283.00
 Owner PO #:
 Title: Indian River Shores - Council Chambers HVAC
 Contractor: The Plumbing Shop Inc, DBA Quick Action Management Group Inc
 Proposal Value: \$111,176.39

Sect.	Item	Mod.	UOM	Description	Line Total
Labor	Equip.	Material	(Excludes)		
CLIN0001					
1	01 22 20 00 0057		HR	Principal Architect	\$1,301.50
				Installation	
			Quantity	Unit Price	Factor = Total
			4.00 x	237.50 x	1.3700 = 1,301.50
				design support for roof / dormer removal	
2	01 22 20 00 0058		HR	Senior Architect	\$1,438.50
				Installation	
			Quantity	Unit Price	Factor = Total
			6.00 x	175.00 x	1.3700 = 1,438.50
				design support for roof / dormer removal	
3	01 22 20 00 0059		HR	Architect	\$2,260.50
				Installation	
			Quantity	Unit Price	Factor = Total
			12.00 x	137.50 x	1.3700 = 2,260.50
				design support for roof / dormer removal	
4	01 22 20 00 0063		HR	Draft Person	\$1,726.20
				Installation	
			Quantity	Unit Price	Factor = Total
			18.00 x	70.00 x	1.3700 = 1,726.20
				design support for roof / dormer removal, As built drawings	
Subtotal for CLIN0001					\$6,726.70
CLIN0002					
5	01 22 20 00 0011		HR	Equipment Operator, Heavy (Crane)For tasks not included in the Construction Task Catalog® and as directed by owner only.	\$757.45
				Installation	
			Quantity	Unit Price	Factor = Total
			8.00 x	69.11 x	1.3700 = 757.45
6	01 22 23 00 1036		DAY	5,000 LB Telescopic Boom, Hi-Reach, Rough Terrain Construction Forklift With Full-Time Operator	\$3,159.25
				Installation	
			Quantity	Unit Price	Factor = Total
			2.00 x	1,153.01 x	1.3700 = 3,159.25
7	01 71 13 00 0002		EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Rollback Flatbed TruckIncludes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as trenchers, skid-steer loaders (bobcats), industrial warehouse forklifts, sweepers, scissor platform lifts, telescoping and articulating boom man lifts with up to 40' boom lengths, etc.	\$433.96
				Installation	
			Quantity	Unit Price	Factor = Total
			1.00 x	316.76 x	1.3700 = 433.96
				Includes mobilization of spray foam rig	

Contractor's Price Proposal - Detail Continues..

Work Order Number: 148283.00

Work Order Title: Indian River Shores - Council Chambers HVAC

CLIN0002

8	01	71	13	00	0003	EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' BedIncludes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as bulldozers, motor scrapers, hydraulic excavators, gradalls, road graders, loader-backhoes, heavy duty construction loaders, tractors, pavers, rollers, bridge finishers, straight mast construction forklifts, telescoping boom rough terrain construction forklifts, telescoping and articulating boom man lifts with >40' boom lengths, etc.							\$1,755.89
							Quantity	Unit Price	Factor	=	Total			
						Installation	1.00	x	1,281.67	x	1.3700	=	1,755.89	
							Mobilization of lift with jib							
9	02	41	16	13	0030	SF	6" Thick Non-Reinforced Concrete Foundation Wall Demolition							\$67.95
							Quantity	Unit Price	Factor	=	Total			
						Installation	10.00	x	4.96	x	1.3700	=	67.95	
							Equipment pad demo							
10	02	90	50	00	0108	SF	Polyethylene Tarp On Roof For Disaster Clean-up							\$794.60
							Quantity	Unit Price	Factor	=	Total			
						Installation	2,000.00	x	0.29	x	1.3700	=	794.60	
							Tarp for overnight protection of attic until roof can be reconstructed.							
11	03	31	13	00	0092	SF	6" Equipment Pad With Rebar Assembly							\$288.39
							Quantity	Unit Price	Factor	=	Total			
						Installation	10.00	x	21.05	x	1.3700	=	288.39	
							New Equipment pad							
12	07	01	50	81	0011	SF	>10 To 25 SF Roof Repair, Shingle Roofing							\$22,563.90
							Quantity	Unit Price	Factor	=	Total			
						Installation	1,500.00	x	10.98	x	1.3700	=	22,563.90	
13	07	21	19	00	0020	SF	4" Thick, R26.0, 2.0 PCF, Closed Cell, Spray Polyurethane Foam Insulation							\$14,241.15
							Quantity	Unit Price	Factor	=	Total			
						Installation	1,500.00	x	6.93	x	1.3700	=	14,241.15	
14	23	74	16	13	0067	EA	10 Ton, Air Cooled Packaged Rooftop Units (AAON RNA-010)							\$39,292.09
							Quantity	Unit Price	Factor	=	Total			
						Installation	1.00	x	27,288.07	x	1.3700	=	37,384.66	
						Demolition	1.00	x	1,392.29	x	1.3700	=	1,907.44	
15	23	74	16	13	0067	0596	For Single Zone VAV Controls, Includes Modulating Compressor And Supply Fan, Add							\$3,674.48
							Quantity	Unit Price	Factor	=	Total			
						Installation	1.00	x	2,682.10	x	1.3700	=	3,674.48	
16	23	74	16	13	0067	0597	For Factory Authorized Start Up, 4 Hour, One Trip, Add							\$2,450.88
							Quantity	Unit Price	Factor	=	Total			
						Installation	1.00	x	1,788.96	x	1.3700	=	2,450.88	
17	23	74	16	13	0067	0598	For Factory Installed Non-Fused Disconnect, Add							\$2,263.47
							Quantity	Unit Price	Factor	=	Total			
						Installation	1.00	x	1,652.17	x	1.3700	=	2,263.47	
18	23	74	16	13	0067	0599	For Factory Installed Exhaust Fan, Add							\$6,103.31
							Quantity	Unit Price	Factor	=	Total			
						Installation	1.00	x	4,454.97	x	1.3700	=	6,103.31	
19	26	28	16	16	0024	EA	60 Amperes, 240 Volt Class, 3 Phase, 3 Wire, 2 Blades And Fuseholders, Heavy Duty Fusible, NEMA 1 Enclosure, Neutral Kit, Safety Switch							\$2,554.28
							Quantity	Unit Price	Factor	=	Total			
						Installation	2.00	x	803.37	x	1.3700	=	2,201.23	
						Demolition	2.00	x	128.85	x	1.3700	=	353.05	

Contractor's Price Proposal - Detail Continues..

Work Order Number: 148283.00
Work Order Title: Indian River Shores - Council Chambers HVAC

CLIN0002									
20	28	46	13	31	1648	EA	Analog Addressable Low Flow Photoelectric Smoke Duct Detector With Relay (Gamewell-FCI ADPRF)		\$810.49
							Quantity	Unit Price	
						Installation	1.00	x	552.97
								x	1.3700
								=	757.57
						Demolition	1.00	x	38.63
								x	1.3700
								=	52.92
Subtotal for CLIN0002									\$101,211.54

Section - 01									
21	01	22	16	00	0002	EA	Reimbursable FeesReimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt, invoice, or proof of payment shall be submitted with the Price Proposal.		\$3,238.15
							Quantity	Unit Price	
						Installation	3,238.15	x	1.00
								x	1.0000
								=	3,238.15
						Performance & Payment Bond			
Subtotal for Section - 01									\$3,238.15

Proposal Total									\$111,176.39
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This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %

Subcontractor Listing

Date: December 03, 2025

Re: IQC Master Contract #: FL-R4-HVAC-092524-QAM
Work Order #: 148283.00
Owner PO #:
Title: Indian River Shores - Council Chambers HVAC
Contractor: The Plumbing Shop Inc, DBA Quick Action Management Group Inc
Proposal Value: \$111,176.39

Name of Contractor	Duties	Amount	%
No Subcontractors have been selected for this Work Order		\$0.00	0.00

**The Plumbing Shop, Inc. dba
Quick Action Management Group Inc.**
Austell, GA 30168
Phone:(770) 948-0708
UEI: FNRMNJNCWKG4
CAGE: 6JW62
NAICS Code: 238220



ezIQC FL - The Plumbing Shop Inc, DBA Quick Action

Replace HVAC System for Council Chamber Indian River Shores, FL

Contractor Number: FL-R4-E-092524-QAM

Job Order Number: 148283.00

Offer Letter

8 October 2025

Lucy Scheidt
Facilities Coordinator
Town of Indian River Shores
6001 Highway A1A
Indian River Shores, FL 32963
772-231-1771, ext. 124

RE: Solicitation: W50S9524R0003, Multi HVAC at McEntire JNGB, SC

Ms. Scheidt

The Plumbing Shop, Inc. dba Quick Action Management Group, Inc. (QAMG) is pleased to furnish the furnish all management, supervision, labor, transportation, supplies, tools, equipment, and materials necessary to support the Replacement of the Existing 7.5-ton HVAC system located in the Indian River Shores Council Chamber Building.

Price:

QAMG is pleased to offer the requested scope of work for a total price of **\$111,176.39**

Performance & Payment Bond	\$3,238.15
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Clin 0001 Design Support	\$6,726.70
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Clin 0002 Replace HVAC in Attic	\$101,211.54
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Proposal/ estimate was prepared using eGordian CTC software.



Scope of Work:

QAMG will replace the Existing HVAC System per the KAMM design drawings dated 01/01/25 and PPI responses dated August 11, 2025

CLIN 0001:

Contractor to confirm the sizing of the 7.5-ton hvac system as specified by KAMM Designer of Record. Provide shop drawing by a FL licensed Architect for the removal and reinstallation of the Chamber building roof dormer and truss system.

CLIN 0002: Remove and Replace 7.5-ton HVAC system in Council Chamber Building located in Indian River Shores, FL.

- Remove and dispose of the existing shingles and underlayment from around (1) existing roof dormer.
- Carefully remove the existing roof dormer and set aside to re-install later.
- Remove and dispose of the existing roof deck to allow access to the existing A/C unit.
- Remove and dispose of any structural wood that may impede access to the existing A/C unit.
- Remove and dispose of the existing spray foam from around the existing A/C unit.
- Lock out tag out Electrical to existing electrical disconnect switches.
- Disconnect and remove duct detector for reinstallation into new ductwork.
- Isolate HVAC system recovery refrigerant. Remove existing 7.5 TON A.H.U and condenser.
- Set in-place new 7.5 TON D/X Cooling System.
- Provide ElectroFin coating on condenser coil and cabinet.
- Reconnect existing refrigerant lines and condensate lines.
- Fabricate supply and return duct connections and reconnect to existing ducts.
- Apply duct seal and blanket wrap insulation on new duct connections.
- Install 8” outside air duct with manual damper.
- Install new programmable thermostat, float switch, hurricane clips, sight glasses, dryer and aux drain pan.
- Install duct detector in new ductwork at AHU.
- Install new electrical disconnect switches. Replace seal-tite conduit as necessary. Reuse existing conductors and circuit breakers.
- Complete Electrical Testing, continuity of conductors and phase rotation.
- Furnish and install new 4” spray foam to fill the location left by the prior removal of the



existing spray foam and roof sheathing.

- Furnish and install new lumber to replace the structural components removed prior.
- Re-install the existing dormer that was previously removed.
- Furnish and install new plywood deck where the existing was previously removed.
- Furnish and install new step flashing on the sides of the dormer.
- Furnish and install new self-adhering underlayment over the newly installed deck.
- Furnish and install new like, color match architectural shingles over the newly installed underlayment.
- Clean up and dispose of all project related debris.
- Perform start up and user training as necessary
- Provide Operations & Maintenance manual
- Provide Warranty Plan
- Provide As-Built Drawings
- Provide 1-year complete warranty of the project
- Provide extended (Trane) warranty, 2nd thru 5th year compressor only.
- Includes permitting fees.

Schedule:

QAMG will perform the complete the HVAC replacements within 30 days upon delivery of the new HVAC equipment.

Qualifications:

QAMG takes no exception to the terms of the solicitation and statement of work contained within.

1. Due to the rising cost of labor and availability of materials, QAMG reserves the right to revise this proposal if not accepted within 90 calendar days of the above date.
2. All work will be completed during normal 10-hour shifts, Monday through Friday unless otherwise approved by the owner.
3. This proposal is based on our interpretation of the referenced scope of work. We do not agree to be bound by terms of any document not currently furnished to us without mutual agreement.
4. Regardless of anything to the contrary, this document shall be part of the mutual contract agreement as Exhibit, Attachment, Amendment or Inclusion to help both parties identify our scope of work.
5. All terms represented in the contract agreement are based upon this proposal and shall be accepted as part of said contract agreement.
6. All work to be located at Indian River Shores Council Chamber Building.

The Plumbing Shop, Inc. dba
Quick Action Management Group Inc.
Austell, GA 30168
Phone:(770) 948-0708
UEI: FNRMNJNCWKG4
CAGE: 6JW62
NAICS Code: 238220



We sincerely appreciate the opportunity to be of professional service to you and the staff of Indian River Shores, Florida.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey A. Finn".

Jeffrey A. Finn
VP of Operations
Quick Action Management Group, Inc

File:

Sourcewell Project #: TBD
REQUEST FOR PROPOSAL (RFP) REPLACE 10 -TON HVAC SYSTEM AT COUNCIL CHAMBER BLDG INDIAN RIVER SHORES, FL
 Pre Proposal Inquiry (PPI) Log

The PPI log is for informational purposes only. It does not amend the RFP. If a revision to the RFP is required, a formal amendment will be issued.

#	date	Section, Paragraph, Pag	Question	Government Response	Responder	Change RFP Y/N	Amend #
1	8/11/2025	Division 1 general requirements	Is a performance & payment bond required?	Yes	Heather Christmas, Purchasing Manager		
2	8/11/2025	Division 1 general requirements	Is a full time Superintendent/ QCM/ SSHO required to be onsite at all time during construction?	Yes	Fred Held, Building Official		
3	8/11/2025	Division 1 general requirements	May the contractor stage a dumpster and laydown area in the parking area in front of the building?	Yes; safeguards must be in place and notification to Town Manager's office. It cannot be in the courtyard or in the front of the building where there is the driveway and handicap spot. However, we can cordon off the parking spots at that location.	Fred Held, Building Official James Harpring, Town Manager		
4	8/11/2025	Division 1 general requirements	May the contractor access the roof above from one of the entrances in front of the building? We will need to restrict access while moving equipment to and from the roof.	Yes, with ample notification to Town Manager's office.	Fred Held, Building Official James Harpring, Town Manager		
5	8/11/2025	Division 1 general requirements	Are As-Built drawings required?	Yes	Fred Held, Building Official		
6	8/11/2025	Drawing M0.1, note 4	Are red lined drawings acceptable for as-Built drawings or does the user want AutoCad drawings?	Design professional usually accepts redline drawings.	Fred Held, Building Official		
7	8/11/2025	Drawing M0.1, note 4	Are the AutoCad drawings available to be updated if red lined drawings aren't acceptable.	via Design professional	Fred Held, Building Official		
8	8/11/2025	Division 1 general requirements	How many calendar days does the user require for submittal review for each document?	2 calendar days for plan review	Fred Held, Building Official		
9	8/11/2025	Division 1 general requirements	Is User training required for the new HVAC system?	Yes	Heather Christmas, Purchasing Manager		
10	8/11/2025	Drawing M0.1, Condenser pad detail	Does the user want us to reuse the existing concrete pad or place a new one on top of the existing ?	reuse existing (if no cracking)as placing new one on top may cause vibration issues leading to cracking etc.	Fred Held, Building Official		
11	8/11/2025	Drawing M0.1, note 18	A smoke detector is currently installed in the return duct. Do you have a contact you can share with us to provide support to shut down the duct detectorduring the duct replacement?	Summitt Fire, Dennis Myer 813-365-4332	James Harpring, Town Manager		
12	8/11/2025	Drawing M0.1, note 19	Are Fire Dampers required for this project? No details are shown?	No, due to size	Fred Held, Building Official		
13	8/11/2025	Drawing M0.1, note 20	Is a Test and Balance required?	Not required- total conditioned area < 5000 square feet	Fred Held, Building Official		
14	8/11/2025	Drawing M0.1	Is a new secondary drain pan required under the Air Handler? AHU detail does not show one. We sometimes install a cut off switch to the secondary drain pan to kill the power if the drain backs up.	Yes, due to location.	Fred Held, Building Official		
15	8/11/2025	Drawing E0.1	The electrical disconnect switch to the condenser is currently a standard NEMA 3r, non-fused type. Does the user want to upgrade to NEMA 4r stainless steel disconnect switches. SS switches are typically provided for locations near salt water.	Not at this time	Fred Held, Building Official		
16	8/11/2025	Drawing E0.1	May we reuse the existing electrical conductors if they are in good condition and sized properly for the new unit?	Yes	Fred Held, Building Official		

17	8/11/2025	Architectural	Roofing will be need to be removed in order to replace the Air Handler in the attic. Is the roof currently under warranty? If so , can you please provide the roofing contractor providing the warranty.	This is not under warranty.	James Harpring, Town Manager		
18	8/11/2025	Architectural	Will Architectural details need to be provided for the partial Roof removal and reinstallation? Trusses may require modifcations.	Yes	Fred Held, Building Official		
19	8/11/2025	Plumbing	May the contractor reuse the condensate drains in the Attic for the Air Handler	Yes	Fred Held, Building Official		
20							



5b.

AGENDA ITEM

TO: Town Council

FROM: James Harpring, Town Manager

DATE: December 3, 2025

SUBJECT: Resolution No. 25-20 Amending FY 25/26 Budget

BACKGROUND:

Pursuant to the Town's financial policies, monthly budget reviews are presented to the Town Council, with corresponding budget amendments submitted as needed based on those reports.

This amendment establishes the Town Manager's salary allocation for the year and funds the Town Manager's car allowance, retroactive to October 1, 2025. Because the car allowance was not incorporated into the originally adopted FY 2025–2026 budget, a transfer from General Fund reserves is required.

The amendment also reallocates amounts from the Town's salary contingency to the operating departments where those costs should reside. These adjustments ensure accurate departmental reporting.

RECOMMENDATION:

Approve Resolution No. 25-20.

ATTACHMENTS:

1. Resolution No. 25-20
2. Exhibit "A"

RESOLUTION NO. 25-20

A RESOLUTION BY THE TOWN COUNCIL OF THE TOWN OF INDIAN RIVER SHORES, FLORIDA FOR THE SECOND AMENDMENT TO THE BUDGET FOR FISCAL YEAR ENDING 2026 AS PROVIDED; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town adopted the budget for FY 2025 – 2026 by Resolution 25-12 on September 23, 2025; and

WHEREAS, the Town amended the budget for FY 2025/2026 by Resolution 25-19 on November 20, 2025; and

WHEREAS, an analysis of the revenues and expenditures for the 2 months that ended on November 30, 2025 indicated that certain budget adjustments need formal approval by the Town Council.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of Indian River Shores that:

Section I. The Town Council hereby makes the final amendment for the Fiscal Year beginning October 1, 2025 and ending September 30, 2026 as identified as Exhibit “A.” The revised appropriations, if any, are set out therein and are hereby made to maintain and carry on government functions of the Town of Indian River Shores.

Section II. This Resolution shall take effect immediately upon its adoption.

PASSED AND DULY ADOPTED at a Regular Meeting of the Town Council this 11th day of December 2025.

Brian T. Foley
Mayor

ATTEST:

Janice C. Rutan
Town Clerk

EXHIBIT "A" OF RESOLUTION 25-20
SUMMARY OF BUDGET CHANGES
FOR THE YEAR ENDED SEPTEMBER 30, 2026

GENERAL FUND		
Revenues		
Department	Event Description	Amount
		\$ -
	Net Increase In General Fund Revenues	-
Expenditures		
Department	Event Description	Amount
Town Manager	7% salary increase for Town Manager with an effective date 10.01.2025. This expenditures Includes all payroll related costs	17,500
Town Manager	Car Allowance of \$600/month for Town Manager with effective date of 10.01.2025. This expenditures Includes all payroll related costs	7,750
Town Manager	Merit pool allocation reclassification for annual salary increase to respective department. These expenditures includes all payroll related costs.	8,150
Finance Department	Merit pool allocation reclassification for annual salary increase to respective department. These expenditures includes all payroll related costs.	13,600
Town Clerk	Merit pool allocation reclassification for annual salary increase to respective department. These expenditures includes all payroll related costs.	12,300
Postal Center	Merit pool allocation reclassification for annual salary increase to respective department. These expenditures includes all payroll related costs.	4,200
Public Works	Merit pool allocation reclassification for annual salary increase to respective department. These expenditures includes all payroll related costs.	5,600
Public Safety	Merit pool allocation reclassification for annual salary increase to respective department. These expenditures includes all payroll related costs.	27,000
Information Technology	Merit pool allocation reclassification for annual salary increase to respective department. These expenditures includes all payroll related costs.	8,200
Code Enforcement/Planning Board	Merit pool allocation reclassification for annual salary increase to respective department. These expenditures includes all payroll related costs.	5,700
General Administration	Merit pool allocation reclassification for annual salary increase to respective department. These expenditures includes all payroll related costs.	(102,250)
	Net Increase In General Fund Expenditures	7,750
	Net Change In General Fund Reserves	\$ (7,750)



AGENDA ITEM

TO: Town Council

FROM: James Harpring, Town Manager

DATE: December 3, 2025

SUBJECT: Ordinance No. 585 – Minor Modification of Approved Site Plans

BACKGROUND:

Section 168.01(F), Code of Ordinances provides a process to approve minor modifications to approved site plans. The purpose of the ordinance is to streamline the process of approval of minor modifications to existing site plans. The language of the ordinance requires amendment for clarification and efficiency of the process of approval of minor changes.

RECOMMENDATION:

Staff recommend Council approval of Ordinance No. 585.

ATTACHMENTS:

1. Ordinance No. 585
2. Section 168.01(F), Code of Ordinances

ORDINANCE NO. 585

AN ORDINANCE OF THE TOWN OF INDIAN RIVER SHORES, FLORIDA, A MUNICIPAL CORPORATION, AMENDING SECTION 168.01 – SITE PLAN DEVELOPMENT PROCESS (F) MINOR MODIFICATION OF APPROVED SITE PLANS (1 – 6); PROVIDING FOR A BUSINESS IMPACT ESTIMATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SCRIVENOR’S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 168.01. Site Plan Development Process (F) Minor Modification of Approved Site Plans, provides a process to approve minor modifications to existing site plans; and

WHEREAS, the current language of Section 168.01(F) places an undue time delay and hardship on the applicant and requires clarification to ensure efficiency; and

WHEREAS, amending the Ordinance to allow authorization of the minor modification of an approved site plan by the Town Building Official with review and approval by the Town Manager and final report to the Town Council will provide the required oversight and compliance with the Florida Building Code and Ordinances of the Town of Indian River Shores.

NOW THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF INDIAN RIVER SHORES, FLORIDA, THAT:

Section 1. Revisions.

Section 168.01. Site Plan Development Process (F) Minor Modification of Approved Site Plan is hereby amended as follows:

F) Minor modification of approved site plan. Minor changes as listed below require authorization by the Town ~~Manager or Designee~~ Building Official with review and approval by the ~~Planning, Zoning, and Variance Board~~ Town Manager, ~~after review and approval of the Town Building Official.~~ If approved as a minor change, the site plan shall not ~~be required to be returned to approval by the Planning, Zoning and Variance Board, or Town Council for reapproval.~~ The Town Manager shall report each change so approved to the ~~Planning, Zoning and Variance Board for the record~~ Town Council at the next scheduled meeting. Minor changes to the site plan include the following:

(1) *Building details.* The addition of awnings, canopies or ornamental structures; and modifications, ~~adjustments, and additions to~~ in stairways or elevations of decks, porches, pools, terraces, ~~and fencing-, signage, lighting details, and site walls.~~

(2) *Parking lots.* Parking lot reconfiguration or the addition of parking spaces not to exceed 25 percent, including fractions thereof, of the total number of existing parking spaces or 20 spaces, whichever is the lesser amount.

(3) *Building additions.* Attached or detached additions to buildings which do not increase the floor area in excess of ten percent of the ground floor area of the principal structure or 500 square feet, whichever is the lesser amount.

(4) *Infrastructure*. Changes of a technical engineering nature to the water, sewer, drainage or street designs.

(5) *Landscaping*. Any upgrading of the original landscape plan.

(6) *Site features and structures*. Installation of fences, gates, gazebos or small accessory structures. Adding bike racks, benches, or decorative walls. Adding signage consistent with approved sign ordinance.

Section 2. Business Impact Statement.

Pursuant to Section 166.041(4), Florida Statutes, the Town is required to prepare a business impact estimate for certain proposed ordinances. This proposed Ordinance is exempt from the requirement of a business impact estimate pursuant to Section 166.041(4)(c)1, as the ordinance is Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits.

Section 3. Severability.

In the event that any portion of this Ordinance is determined to be invalid, illegal, or unconstitutional by a court of competent jurisdiction, such a decision shall in no manner affect the remaining portions of sections of this Ordinance which shall remain in full force and effect.

Section 4. Effectivity.

This Ordinance shall take effect as provided by state law within ten (10) days of adoption.

1st Reading: November 20, 2025

Published: November 28, 2025

2nd Reading: December 11, 2025

I HEREBY CERTIFY that the foregoing Ordinance was passed by the Town Council of the Town of Indian River Shores, Florida, on this 11th day of December, 2025.

Brian T. Foley, Mayor

ATTEST:

Janice C. Rutan, Town Clerk

168.01

(F) *Minor modification of approved site plan.* Minor changes as listed below require authorization by the Town ~~Manger or Designee~~ Building Official with review and approval by the ~~Planning, Zoning, and Variance Board~~ Town Manager, ~~after review and approval of the Town Building Official.~~ If approved as a minor change, the site plan shall not ~~be required to be returned to approval by the Planning, Zoning and Variance Board, or Town Council for reapproval.~~ The Town Manager shall report each change so approved to the ~~Planning, Zoning and Variance Board for the record~~ Town Council at the next scheduled meeting. Minor changes to the site plan include the following:

(1) *Building details.* The addition of awnings, canopies or ornamental structures; and modifications, adjustments, and additions to in stairways or elevations of decks, porches, pools, terraces, ~~and fencing-, signage, lighting details, and site walls.~~

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(4) *Infrastructure.* Changes of a technical engineering nature to the water, sewer, drainage or street designs.

(5) *Landscaping.* Any upgrading of the original landscape plan.

(6) *Site features and structures.* Installation of fences, gates, gazebos or small accessory structures. Adding bike racks, benches, or decorative walls. Adding signage consistent with approved sign ordinance.



8b.

AGENDA ITEM

TO: Town Council

FROM: James Harpring, Town Manager

DATE: December 3, 2025

SUBJECT: Ordinance No. 586 – Certified Recovery Residences

BACKGROUND:

In 2025, the Florida Legislature enacted SB 954, amending § 397.487(15), Florida Statutes, to require all municipalities to adopt procedures for the review and approval of Certified Recovery Residences (CRR). Local governments must establish a written process allowing applicants to request reasonable accommodations from any land-use regulation that would otherwise prohibit the establishment of a certified recovery residence.

Ordinance No. 586 establishes the Town's review process for Certified Recovery Residences. The ordinance details application requirements, review timelines, and final determination standards consistent with state and federal law. An associated application form is included for Building Department implementation.

RECOMMENDATION:

Staff recommend Council approve Ordinance No. 586 establishing procedures for Certified Recovery Residences as required by § 397.487(15), Florida Statutes, and authorizing codification.

ATTACHMENTS:

1. Ordinance No. 586 – Certified Recovery Residences
2. Certified Recovery Residence Reasonable Accommodation Application Form

ORDINANCE NO. 586

AN ORDINANCE OF THE TOWN OF INDIAN RIVER SHORES, FLORIDA, A MUNICIPAL CORPORATION, AMENDING THE TOWN CODE OF ORDINANCES AT CHAPTER 161, SECTION 161.14 – SUPPLEMENTAL REGULATIONS TO INCLUDE REASONABLE ACCOMMODATION REQUESTS IN HOUSING, INCLUDING SUCH REQUESTS FROM CERTIFIED RECOVERY RESIDENCES AS REQUIRED BY FLORIDA STATUTE SECTION 397.487; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTER 161 – SUPPLEMENTAL REGULATIONS, ZONING SHALL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY ADOPTED; PROVIDING FOR A BUSINESS IMPACT ESTIMATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SCRIVENOR’S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Florida Legislature passed SB 954 during the 2025 legislative session which requires all municipalities to adopt by January 1st, 2026, an ordinance establishing procedures for the review and approval of certified recovery residences and to establish specific reasonable accommodation procedures associated therewith; and

WHEREAS, the Town Council desires to comply with the aforesaid legislative mandate by amending its current Code of Ordinances to comply with the new state law; and

WHEREAS, the Town Council determines the proposed revisions as set forth herein shall safeguard the health, safety, and welfare of the citizens of the Town of Indian River Shores.

NOW THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF INDIAN RIVER SHORES, FLORIDA, THAT:

Section 1. Creation. Chapter 161 – Supplemental Regulations of the Code of Ordinances of the Town of Indian River Shores is hereby created at Section 161.14 which shall hereafter read as follows:

I. Reasonable accommodation process in housing.

- (1) *Purpose and intent.* The purpose of this section is to establish procedures for the request of a reasonable accommodation for certified recovery residences from the Town's land development regulations and related rules, policies, practices and procedures, for persons with disabilities as provided by Title VIII of the Civil Rights Act of 1968 (FHA), the Fair Housing Amendments Act of 1988 (FHAA), the Florida Fair Housing Act (§§ 760.20-760.37), Florida Statutes, and Title II of the Americans with Disabilities Act (42 U.S.C. Section 12131. et seq.) (ADA), as these laws may be amended from time to time. Any person who is disabled, or qualifying entities, may request a reasonable accommodation, pursuant to the procedures set out in this section.
- (2) *Definitions.* For the purposes of this section, the following terms, phrases, words, and their derivations shall have the meaning given herein:

“Certified Recovery Residence” means a recovery residence that holds a valid certificate of compliance and is actively managed by a certified recovery residence administrator as

defined under section 397.311 Florida Statutes as that state law may be amended from time to time.

- (3) *Applicability.* An applicant shall be required to apply for all applicable development review processes available in the Town's Zoning Code prior to filing a request for reasonable accommodation, unless compliance with available development review processes deprive the applicant, or persons with disabilities served by the applicant, of an equal opportunity to use and enjoy housing.
- (4) *Notice to the public of availability of accommodation.* The Town shall endeavor to provide notice to the public, advising that qualifying individuals or qualifying entities may request reasonable accommodation.
- (5) *Application procedures.* The request for reasonable accommodation may be submitted on application forms provided by the Town. All requests for reasonable accommodation shall be submitted to the Town Clerk's office. Upon receipt of an application for reasonable accommodation the Town Clerk shall date stamp the application with the date received.
 - a. *Application contents.* The reasonable accommodation request shall at a minimum provide the following information:
 - 1. The legal name(s) of all persons for whom a reasonable accommodation is sought, and if a qualifying entity, the legal name(s) of all persons for whom it has been authorized to submit an application.
 - 2. Name and address of the applicant.
 - 3. Address and parcel control number of the location at which the reasonable accommodation is requested, if different from the address of the applicant.
 - 4. The type of reasonable accommodation being requested, and an explanation of why it is necessary in order for persons with qualifying disabilities to live at the location.
 - 5. A description of the Town ordinance, rule, policy, practice or procedure, from which the Applicant seeks a reasonable accommodation.
 - 6. If the disability is not known or readily apparent, information and/or documentation that (1) certifies the person's disability status under the FHA and/or ADA; (2) described the needed accommodation; and (3) shows the relationship between the person's disability and the need for the requested accommodation. The Town is not seeking information relating to the nature and severity of the person's specific disability.
 - 7. In the case of a certified recovery residence, a copy of the Certified Recovery Residence Certificate of Compliance issued by a credentialing entity pursuant to Sec. 397.311, *Florida Statutes* as that law may be amended from time to time.
- (6) *Review by Town Manager.* All applications for reasonable accommodation shall be submitted to the Town Clerk's office. As soon as practicable after receipt, the Town Clerk

shall forward all requests to the Town Manager for review. The Town Manager shall issue a written notice of determination to the applicant within sixty (60) days from the date the application is received by the Town Clerk's Office. If needed to reach a determination on the request for reasonable accommodation, the Town Manager may, within the first thirty (30) days of receipt of the application, issue a written request for additional information to the applicant, specifying in sufficient detail what information is required. The applicant shall then have thirty (30) days after the date of the written request for additional information to provide said information. In the event a written request for additional information is made, the sixty (60) day period to issue a written notice of determination shall no longer be applicable, and the Town Manager shall issue a written notice of determination within sixty (60) days after receipt of the additional information. If the Applicant fails to provide the requested additional information and/or fails to request an extension of time to provide said information within thirty (30) days after the date of the request for additional information, then the request for reasonable accommodation shall be deemed withdrawn and no further action by the Town shall be required. If a final written determination is not issued within sixty (60) days after receipt of a completed application, the request is deemed approved unless the parties agree in writing to a reasonable extension of time. The applicant may renew their request for reasonable accommodation at any time. The applicant may request additional time to respond either in writing or verbally to the Town Clerk's Office. The Town shall not unreasonably withhold consent to an applicant's request for additional time to respond.

- (7) *Findings for Reasonable Accommodation.* In determining whether the reasonable accommodation request shall be granted or denied, the applicant shall be required to establish that:
- a. They are protected under the FHA or ADA, as defined in the FHA or ADA. Although the definition of disability and/or handicap is subject to judicial interpretation, for purposes of this policy, a person with a disability is defined as having:
 1. a physical or mental impairment which substantially limits one or more major life activities;
 2. a record of having such impairment; or
 3. that they are regarded as having such impairment.
 - b. The proposed reasonable accommodation being sought is reasonable and necessary to afford the person with the disability equal opportunity to use and enjoy housing. An accommodation is not reasonable if it imposes undue financial and administrative burdens on the Town; or requires a fundamental alteration to the Town's zoning scheme.

The foregoing, as interpreted by the Courts, shall be the basis for a decision upon a reasonable accommodation request.

- (8) *Notice of Determination.* The Town Manager shall issue a written notice of determination to the applicant in accordance with section (7) above, which shall:
- a. Grant the accommodation request in full without conditions; or

- b. Impose conditions upon the portion of the request that was granted; or
- c. Deny the request, stating with specificity the objective, evidence-based reasons for denial and identifying any deficiencies or actions necessary for reconsideration.

All written determinations shall give notice of the right to appeal. The notice of determination shall be sent to the applicant (i.e. the person with a disability or his/her authorized agent, attorney or representative) by certified mail, return receipt requested at the address listed by the Applicant on the application form, or as otherwise provided to the Town in writing.

- (9) *Appeal from Notice of Determination by Town Manager.* Within forty-five (45) days after the Town Manager has rendered a decision on a reasonable accommodation request, the applicant may appeal the decision. This timeframe shall be based upon the date that the letter is mailed to the requesting party. All appeals shall include a statement containing sufficient detail of the grounds for the appeal. Appeals shall be made to the Town Clerk's Office. The appeal shall be heard by the Special Magistrate for Code Enforcement matters. The Special Magistrate shall conduct a quasi-judicial public hearing on the appeal as soon as reasonably practicable, but in no event later than sixty (60) days after an appeal has been filed unless the applicant agrees in writing to an extension of the hearing date. The Special Magistrate shall not be required to render a decision on the request at the public hearing but shall render a determination no later than thirty (30) days after the conclusion of the public hearing. Such public hearing shall be de novo.

Once a public hearing date has been coordinated with the applicant the Town shall, at least ten (10) days prior to the hearing, post a notice of hearing on the Town's public notice bulletin board and on its website, and shall maintain copies available for review in the Town Clerk's office. The notice shall contain a brief description of the request for reasonable accommodation, the property to which the request is applicable, and the time and place of the Special Magistrate hearing on the request. The notice shall not contain any information relating to the applicant's specific disability or other medical information.

The Special Magistrate's decision on the appeal shall be in writing and be based on the criteria listed in Section (7) above. The Special Magistrate's decision may:

- (1) Grant the reasonable accommodation request in full, with no conditions.
- (2) Impose conditions upon the portion of the request that was granted.
- (3) Deny the request, stating with specificity the objective, evidence-based reasons for denial and identifying any deficiencies or actions necessary for reconsideration.

The Special Magistrate's decision shall give notice of the right to appeal. The written decision of the Special Magistrate shall be sent to the applicant by certified mail, return

receipt requested. The written decision shall be sent to the applicant at the address listed by the applicant on the application form, or as otherwise provided to the Town in writing.

- (10) *Stay of enforcement.* While an application for reasonable accommodation, or appeal of a determination of same, is pending before the Town, the Town will not enforce the subject land development regulation, or related rules, policies, practices or procedures, against the applicant.
- (11) *Fee.* There shall be no fee imposed by the Town for a request for reasonable accommodation under this section or an appeal of a determination on such request, and the Town shall have no obligation to pay the applicants, or an appealing party as applicable, attorneys' fees or costs in connection with the request, or an appeal.
- (12) *Applicants Representative(s).* An applicant may be represented at all stages of the reasonable accommodation process by a person designated by the applicant as their authorized agent (e.g., family member, attorney, or other representative). If an authorized agent, attorney, or other representative represents a person, or, if applicable, a qualifying entity, a written authorization designating such authorized agent, attorney or representative shall be submitted to the Town, or an in-person meeting between the Town and the applicant shall confirm the applicant's authorized agent, attorney or representative. The Town will not accept authorizations outside of those made in writing or in-person. Authorization forms shall be made available by request via the Town Clerk's Office.
- (13) *Town Assistance.* The Town shall provide assistance as required by the FHA, the ADA, or other applicable law in connection with a person with disability's request for reasonable accommodation to ensure the process is accessible.
- (14) *Confidential Information.* Upon submittal of any medical information or records, including but not limited to condition, diagnosis, or history related to persons with disabilities, an applicant may request that the Town, to the extent allowed by law, treat the information or records as confidential. In such case, the Town shall endeavor to keep the applicant's medical information confidential to the extent permitted by federal and state laws, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and Chapter 119, Florida Statutes (the Florida Public Records Law). The Town shall have no obligation to defend against any action seeking to compel the production of public records, or to incur any legal or other expenses in connection therewith, and shall produce the records to the extent the Town determines the records are not exempt from the Public Records Act, or to comply with any judicial or administrative order without prior notice to the Applicant. The Town, however, shall endeavor to provide notice to the person with disabilities, or their representative, of any request received by the Town for disclosure of the medical information or documentation which the applicant has previously requested be treated as confidential by the Town.

- (15) *Revocation of Reasonable Accommodation.* A reasonable accommodation to operate within the Town of Indian River Shores may be immediately revoked via written notice in the event of any of the following:

- a. Violation of any condition of approval of reasonable accommodation.
- b. Lapse, revocation, or failure to obtain and maintain any certification or licensure required under this ordinance if not reinstated within 180 days of expiration.

In either instance the Town Manager shall issue written notice of the revocation to the applicant via certified mail return receipt requested at the address listed by the Applicant on the application form, or as otherwise provided to the Town in writing. Applicant shall have the right to appeal the revocation decision of the Town Manager to the Town's Special Magistrate following the same appeal procedure outlined in section (9).

Section 2.

Each and every other section and subsection of Chapter 161 Supplemental Regulations shall remain in full force and effect as previously adopted.

Section 3. Conflict.

All Ordinances or parts of Ordinances in conflict herewith be and the same are hereby repealed.

Section 4. Jurisdiction.

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 5. Authority.

Specific authority is hereby granted to codify this Ordinance.

Section 6. Business Impact Statement.

Pursuant to Section 166.041(4), Florida Statutes, the Town is required to prepare a business impact estimate for certain proposed ordinances. This proposed Ordinance is exempt from the requirement of a business impact estimate pursuant to Section 166.041(4)(c)1, as the ordinance is required for compliance with Section 397.487, Florida Statutes.

Section 7. Severability.

In the event that any portion of this Ordinance is determined to be invalid, illegal, or unconstitutional by a court of competent jurisdiction, such a decision shall in no manner affect the remaining portions of sections of this Ordinance which shall remain in full force and effect.

Section 8. Effective Date.

This Ordinance shall become effective immediately upon passage.

1st Reading: November 20, 2025

Published: November 28, 2025

2nd Reading: December 11, 2025

I HEREBY CERTIFY that the foregoing Ordinance was passed by the Town Council of the Town of Indian River Shores, Florida, on this 11th day of December, 2025.

Brian T. Foley, Mayor

ATTEST:

Janice C. Rutan, Town Clerk



6001 Highway A1A, Indian River Shores, FL 32963
(772) 231-1771

Inspector Jacob Maikranz
Building Department
Phone: 772-231-1771
Email: code@irshores.com

CERTIFIED RECOVERY RESIDENCE REASONABLE ACCOMODATION REQUEST PROCESS

Overview

A Certified Recovery Residence is a dwelling intended to provide a supportive, alcohol- and drug-free environment for people in recovery from substance use disorders. This form establishes the process of requesting reasonable accommodation for establishment of a Certified Recovery Residence and ensures compliance with federal fair housing and disability law.

Statutory Reference

This process is established pursuant to § 397.487(15), F.S. (2025), the Fair Housing Amendments Act of 1988 (42 U.S.C. § 3601 et seq.), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12131 et seq.).

If you have any questions, please contact Inspector Jacob Maikranz, Building Department at code@irshores.com or 772-231-1771.



6001 Highway A1A, Indian River Shores, FL 32963
(772) 231-1771

**CERTIFIED RECOVERY RESIDENCE
REASONABLE ACCOMMODATION REQUEST FORM**

If you have any questions about this form, please contact Inspector Jacob Maikranz, Building Department at code@irshores.com or 772-231-1771.

DATE: _____

1. Applicant Information

Applicant Name: _____

Organization (if applicable): _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Applicant is Property Owner

Authorized Agent for Owner

If authorized agent, provide the following:

Property Owner Name: _____

Mailing Address: _____

Phone: _____ Email: _____

2. Property Information

Property Address: _____

Parcel Identification Number: _____

Zoning District: _____

3. Description of Requested Accommodation

Describe the accommodation requested and identify the specific land-use regulation, ordinance, or policy from which relief is sought:

Explain why this accommodation is necessary consistent with Florida Statutes.

4. Attachments (Required)

- Proof of property ownership or authorization letter from owner.
- Site plan, sketch, or aerial photo identifying the subject property.
- Description of the proposed Certified Recovery Residence (purpose, occupancy, and management summary).
- Any documentation supporting the requested accommodation or identifying relevant hardship.

5. Applicant Acknowledgement

I certify that the information provided is true and complete to the best of my knowledge. I understand that this request will be reviewed in accordance with § 397.487(15), Florida Statutes, the Fair Housing Amendments Act, and the Americans with Disabilities Act.

Applicant Signature: _____ Date: _____

Printed Name: _____

Property Owner Signature (if different): _____ Date: _____

6. For Office Use Only

Date Application Received (Stamped): _____

Date Application Deemed Complete: _____

Additional Information Requested: Yes No

Date Requested: _____

Applicant Response Received: _____

Final Written Determination (issued within 60 days of completed application):

Approved _____ Approved with Conditions _____ Denied _____

Date of Determination: _____ Reviewed By: _____

Title: _____

If Denied, Reason for Denial (attach if needed):

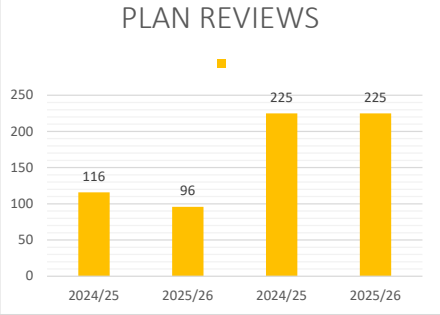
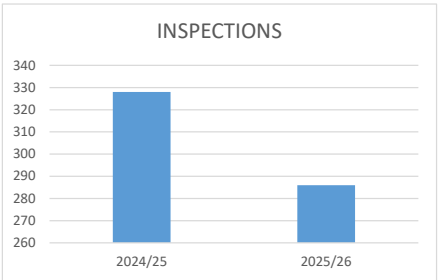
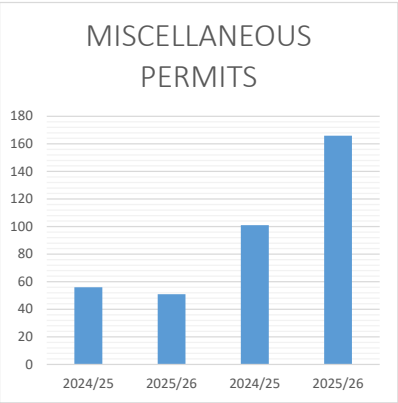
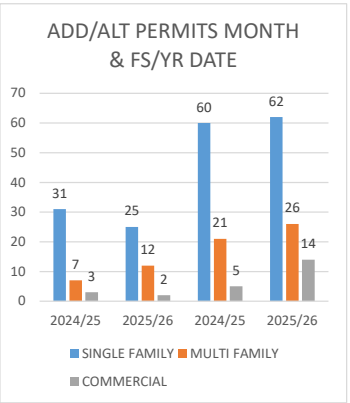
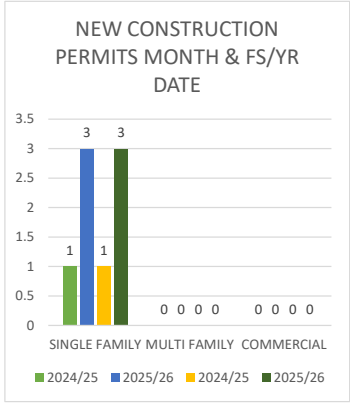
Appeal Deadline: 30 days from written determination.

9a.

NOVEMBER (2025)										
PERMITS***	PERMITS ISSUED THIS MONTH		PERMITS ISSUED FS/YR TO DATE		CONSTRUCTION VALUATION FS/YR TO DATE		FEES COLLECTED THIS MONTH		FEES COLLECTED FISCAL YTD	
	2024/25	2025/26	2024/25	2025/26	2024/25	2025/26	2024/25	2025/26	2024/25	2025/26
NEW CONSTRUCTION	2024/25	2025/26	2024/25	2025/26	2024/25	2025/26				
SINGLE FAMILY	1	3	1	3	\$ 2,000,000.00	\$ 7,075,000.00				
MULTI FAMILY	0	0	0	0	\$ -	\$ -				
COMMERCIAL	0	0	0	0	\$ -	\$ -				
(SUB-TOTAL)	1	3	1	3	\$ 2,000,000.00	\$ 7,075,000.00				
ADDITIONS / ALTERATIONS	2024/25	2025/26	2024/25	2025/26	2024/25	2025/26				
SINGLE FAMILY	31	25	60	62	\$ 4,461,510.67	\$ 4,552,751.41				
MULTI FAMILY	7	12	21	26	\$ 1,728,190.78	\$ 331,529.25				
COMMERCIAL	3	2	5	14	\$ 47,025.49	\$ 13,833,758.15				
(SUB-TOTAL)	41	39	86	102	\$ 6,236,726.94	\$ 18,718,038.81				
OTHER PERMITS (MISC.)	2024/25	2025/26	2024/25	2025/26	2024/25	2025/26				
(TOTALS)	56	51	101	166	\$ 1,025,374.38	\$ 2,871,123.56				
INSPECTIONS*	2024/25	2025/26	2024/25	2025/26			\$ 61,456.12	\$ 119,747.06	\$ 126,882.81	\$ 204,853.36
(TOTALS)	328	286	714	734						

PLAN REVIEWS*	2024/25	2025/26	2024/25	2025/26		
(TOTALS)	116	96	225	225		

Inspections are completed within 24 hrs of request.



MAYOR
BRIAN T. FOLEY

VICE MAYOR
BOB AUWAERTER

COUNCIL:
JAMES M. ALTIERI
JESSE L. "SAM" CARROLL, JR.
WILLIAM DANE



TOWN MANAGER
JAMES HARPRING

TOWN CLERK
JANICE RUTAN

TOWN ATTORNEY
PETER J. SWEENEY, JR.

6001 Highway A1A, Indian River Shores, FL 32963
(772) 231-1771

To: Town Manager Jim Harpring

From: Fire Marshal/Code Enforcement Official/Building Inspector, Jacob Maikranz

Date: November 11, 2025 – December 3, 2025

Ref: Monthly Code Enforcement Report

The following Code Enforcement violations were observed and rectified:

ANNUAL FIRE & LIFE SAFETY INSPECTIONS

An annual fire and life safety inspection was completed at Del Mar and Robles Del Mar. Fire Code violations were observed; inspection reports were emailed to the respective property management companies and were given 30 days to rectify the violations and become compliant with the Fire Code. Re-inspections were scheduled, and all properties are now in compliance.

- KNOX BOX INSPECTIONS:

- 1) The Knox Boxes located at Del Mar and Robles Del Mar were inspected during the annual fire inspection with no discrepancies.

SIGN VIOLATIONS

- One (1) Real Estate sign was removed from Highway A1A's right-of-way. The real estate agent was notified, and a written warning with a copy of the Town's Ordinance was issued.

ORDINANCE COMPLAINTS

- A follow up email was sent to the resident at 5301 Hwy A1A, which provided information on intersection visibility and the visibility triangle where stated in the Town Ordinance. **UPDATE** – 11/12/2025 – FDOT trimmed the tree limbs, bushes, hedges, etc. in the right-of-way (ROW).

- Ongoing code violation and jurisdiction issue at 460 Ventura Place. A water pump, located in the Island Club community in Indian River County, is continuously discharging water from a retention pond, which is causing occasional flooding during rainstorms and a mosquito problem. Indian River County's Stormwater Division has been notified and has opened a code enforcement case on their end to help resolve the complaint.
- Ongoing code investigation at Ocean Pearl II East and The Blue community. A survey was initiated and completed by Meridian Land Surveyors to determine the property/boundary line. Still waiting on the final survey report.
- Received a code complaint regarding overgrown and unmaintained landscaping, which is causing a potential rodent infestation per the complainant. A code enforcement investigation was opened and a written notice of violation was sent via certified mail to the violator.
- A Stop Work Order was placed at 230 S Monterey Drive. Roofing contractors working on a roof prior to submitting a building permit.

SHORT-TERM VACATION RENTALS

- Three (3) STVR properties were inspected. Two of the three failed the inspection due to fire and life safety items not meeting the requirements of the Fire Code and Ordinance. Re-Inspections to be scheduled.
- Two (2) STVR properties have been canceled and are no longer acting as an STVR per the Ordinance requirements.

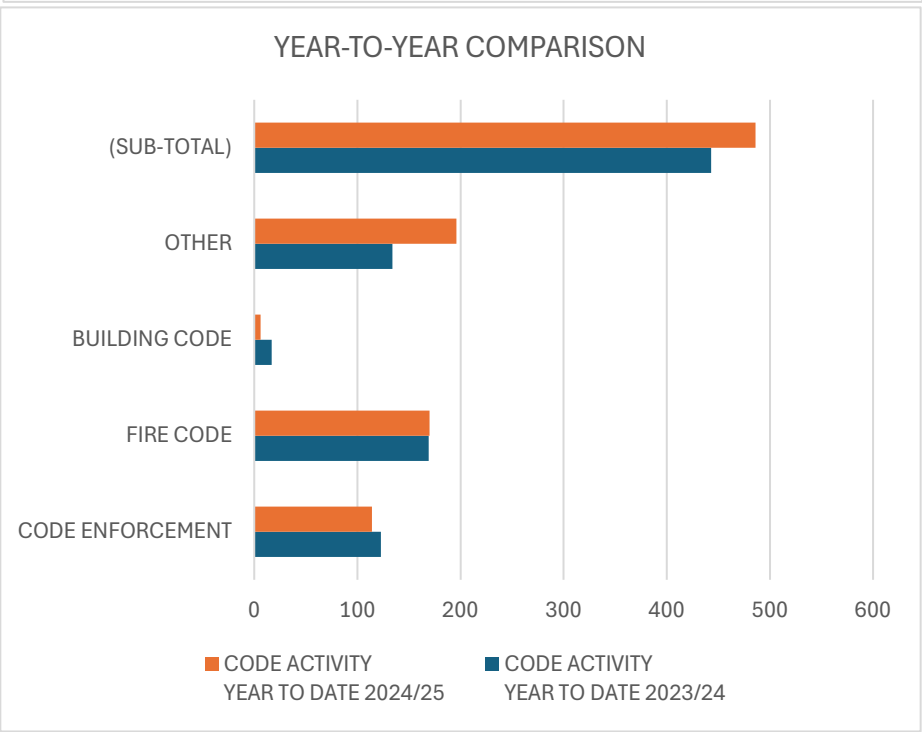
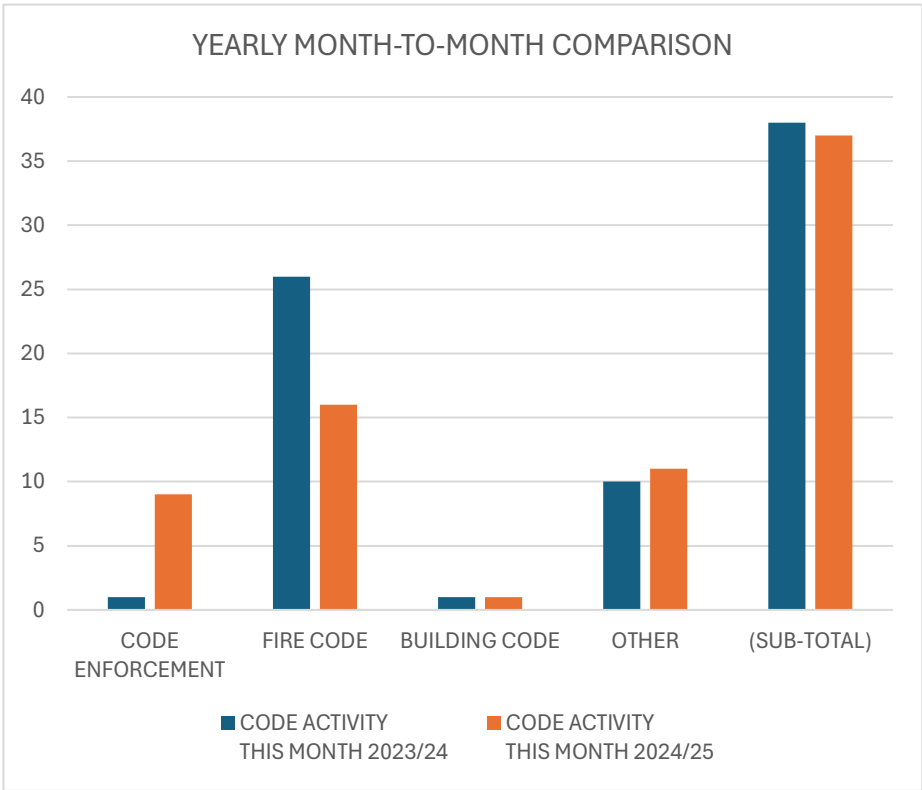
LIEN REQUESTS

- Between November 11, 2025, through December 3, 2025, ten (10) lien requests were processed.

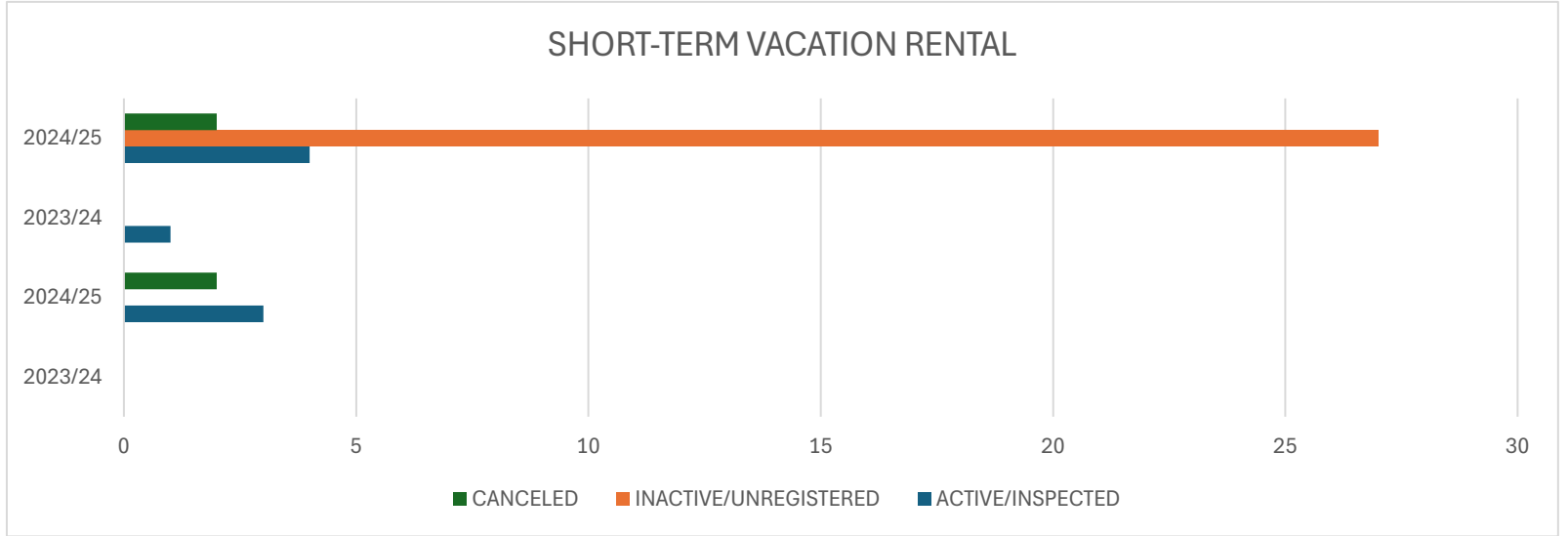
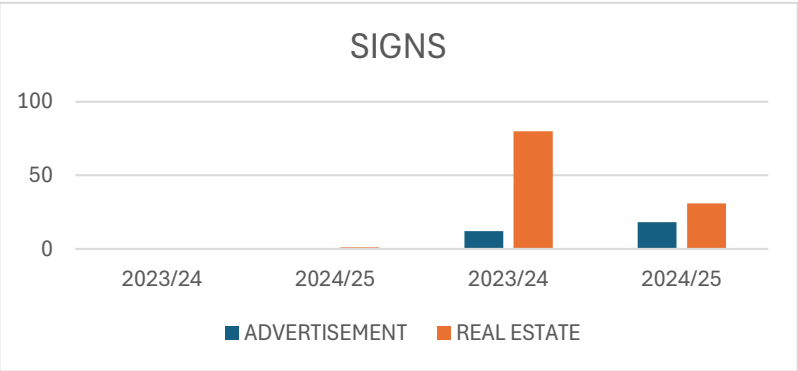
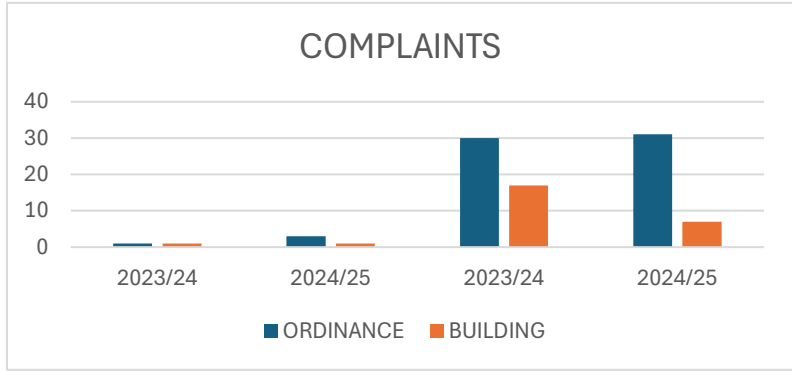
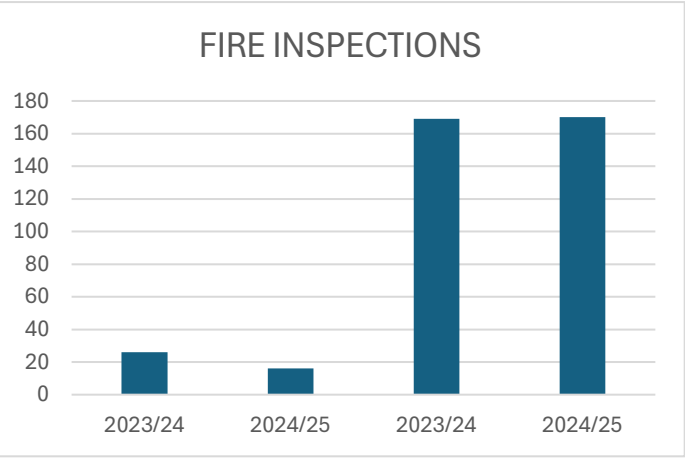
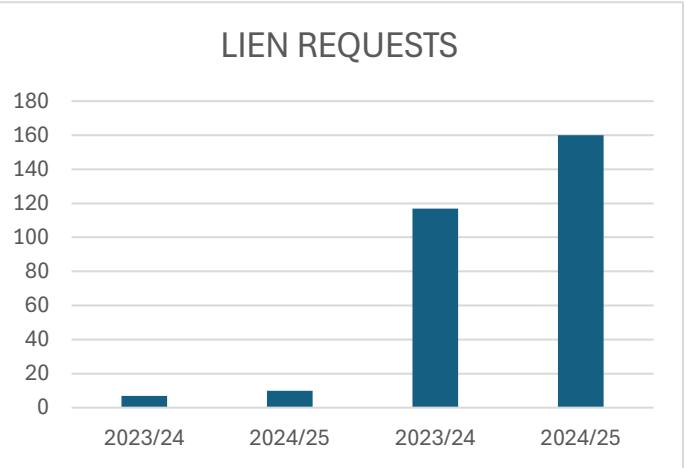
OTHER

- Reviewed fire plans, building permits and plans for code compliance for renovated, altered, existing and new buildings. After review, on-site inspections were requested and scheduled from the contractors. All inspections were conducted, and re-inspections were scheduled, if needed, when deficiencies were observed. All properties met compliance after re-inspection.

DECEMBER (2025)									
VIOLATIONS AND LIEN REQUESTS	CODE ACTIVITY THIS MONTH		CODE ACTIVITY YEAR TO DATE		BREAKDOWN	ACTIVITY BY MONTH		ACTIVITY BY YEAR	
	2023/24	2024/25	2023/24	2024/25	COMPLAINTS	2023/24	2024/25	2023/24	2024/25
CODE ENFORCEMENT	1	9	123	114	ORDINANCE	1	3	30	31
FIRE CODE	26	16	169	170	BUILDING	1	1	17	7
BUILDING CODE	1	1	17	6	SIGNS	2023/24	2024/25	2023/24	2024/25
OTHER	10	11	134	196	ADVERTISEMENT			12	18
(SUB-TOTAL)	38	37	443	486	REAL ESTATE		1	80	31



STVR	2023/24	2024/25	2023/24	2024/25
ACTIVE/INSPECTED		3	1	4
INACTIVE/UNREGISTERED				27
CANCELED		2		2
LIEN REQUESTS	2023/24	2024/25	2023/24	2024/25
REQUESTS	7	10	117	160
FIRE INSPECTIONS	2023/24	2024/25	2023/24	2024/25
FIRE INSPECTIONS	26	16	169	170
OTHER	2023/24	2024/25	2023/24	2024/25
	3	1	17	36
TOTAL	38	37	443	486



MAYOR
BRIAN T. FOLEY

VICE MAYOR
BOB AUWAERTER

COUNCIL:
JAMES ALTIERI
JESSE L. "SAM" CARROLL, JR.
WILLIAM DANE



6001 Highway A1A, Indian River Shores, FL 32963
(772) 231-1771

9c.

TOWN MANAGER
JAMES HARPRING, JD

TOWN CLERK
JANICE RUTAN

TOWN ATTORNEY
PETER J. SWEENEY, JR.

Public Works and Facilities STATUS REPORT 12/3/2025

NPDES MS4

- Completed inspection post rain event on November 27th and preparation of stormwater pollution prevention plan report for compliance with NPDES M4 permit requirements.

CEMETERY

- Placement of flags in honor of veterans for Veteran's Day and collection post-holiday.
- Placement of poinsettias at entrances for holiday season.
- Coordinated with Town Clerk to determine burial site location, excavated cremation hole, set up and removed chairs for service.
- Determination made to postpone hedge and mulch project at JI Cemetery until early 2026.

BEACH, SR A1A AND ROADS

- Selection of vendor for sidewalk repairs at Old Winter Beach Road. Project start date pending.
- Placement of poinsettias at south Town entrance sign.
- Replaced damaged stop sign on Old Winter Beach Road.
- Located damaged ATT box lids; notification to ATT of required repairs.
- Coordinated with FDOT and monitored overgrowth cutting at right of way south of Indian Lane.

TOWN HALL, PSD AND TOWN LOT

- Coordinated with RCI Roofing for roof repairs at Building Department/Town Treasurer offices; oversaw and documented repairs.
- Cut back Brazilian peppers at gate at Town Lot.
- No trespassing signs at Town Lot installed.
- Decorated for the holidays at Town Hall (poinsettias, wreaths, reindeers and white lights).
- Oversaw sod replacement at Courtyard.
- Completed procurement process to secure vendor for sod replacement for southeast area at A1A near Fred Tuerk. Project start date pending.
- Selected and planted annuals at Town Hall; mulch added.
- Completed Pressure washing at employee parking and Community Center entrance.