



Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, February 17, 2016, 6:30 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, February 17, 2016 at 6:30 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Michael O'Rourke and Kathleen Rapoza, Town Manager John O. D'Agostino, Attorney Thomas Baird, and Town Clerk Vivian Mendez.

Town Clerk Mendez performed the roll call and Mayor DuBois led the pledge of allegiance.

SPECIAL PRESENTATIONS/REPORTS

1. Proclamation Recognizing Palm Beach County Sheriff's Office Deputy Sherry Baker.

Mayor DuBois presented Deputy Sherry Baker with the proclamation. Deputy Sherry Baker thanked the Town and stated that it was her honor to represent the Sheriff's Office and the Town of Lake Park.

2. Proclamation Recognizing Palm Beach County Sheriff's Office Deputy Tom McElroy.

Mayor DuBois presented Deputy Tom McElroy with the proclamation. Deputy Tom McElroy thanked the Town of Lake Park and announced that he would be retiring this year.

3. Proclamation Recognizing Palm Beach County Sheriff's Office Volunteer Seth Poignant

Mayor DuBois presented volunteer Seth Poignant with the proclamation.

4. Update Presentation by the Palm Beach County Sheriff's Office Citizens on Patrol (C.O.P).

Palm Beach County Sheriff's Office (PBSO) Captain Michael Kirschner, Commanding Officer Community Services Division gave a presentation (see Exhibit "A"). Vice-Mayor Glas-Castro asked why the Town was not considered a "home unit". Captain Kirschner explained that to be considered a home unit the Town would be a gated community or it would have a private security entity, which among other things would pay for their own fuel. He continued the presentation and explained how the Town could have its own Rover Unit. He stated that the Rover Unit would need at minimum 30 members, which would each need to cover 3 hours a week, attend monthly meetings, and attend training. Volunteer Coordinator Adele Abbott introduced herself and asked the Commission for

their support in obtaining contact information of community members that are activists, because coming from the outside it was difficult to obtain contact information. She explained that they have a unit called Volunteers Against Scams Team (VAST) who provide the community with awareness of volunteering. Commissioner Flaherty asked if there were flexible hours that a volunteer could contribute to the program. Ms. Abbott explained that there was a minimum requirement of three (3) hours a week per member, which could be split up. She explained that the hours are weekends, nights, and days, whenever a person could volunteer. Commissioner Flaherty asked if the routes are designated by the person or are the routes provided to the volunteer. Ms. Abbott explained that they are flexible with the route within the Town. Captain Kirschner explained that a volunteer would receive training on how to be the extended eyes and ears for PBSO in the community. Ms. Abbot explained that volunteers were not trained to confront anyone; they do not carry weapons, and are taught to observe and report. Commissioner Flaherty asked what other small communities, like the Town of Lake Park, have minimum requirements. Captain Kirschner stated that the City of Greenacres was a new community that has joined the unit. He stated that over the years PBSO has learned that without the minimum requirements the program does not sustain in the community. Commissioner O'Rourke asked follow up questions regarding the Town no longer having its own Rover unit. Captain Kirschner explained the history of the Town's unit and that it lost many of its volunteer during the recession. Commissioner O'Rourke asked when the minimum requirement for volunteers changed to 30 members. Captain Kirschner explained that the minimum number of members was established several years ago. Vice-Mayor Glas-Castro expressed concern with the lack of support from PBSO in recruiting members. She asked what were PBSO going to do now to recruit more members. Captain Kirschner respectfully disagreed with the Vice-Mayor and explained that PBSO would be placing posters and links on the Town's website, which would provide volunteers with information on the program. He explained why members are asked to patrol outside of the Town. Commissioner Rapoza expressed concern that PBSO has employees that do recruitment and there has been a lack of recruitment efforts on behalf of PBSO for the Town. Captain Kirschner explained that PBSO does not have staff to recruit volunteers. Ms. Abbott explained that PBSO would be looking for volunteer in the geographical area that has a voice in their community, which will attract additional members. Mayor DuBois asked if they were provided with the list of community service groups. Captain Kirschner stated that they did not have that list. Mayor DuBois asked if the Town could reduce the number of members for the program if volunteers could meet the amount of hours to cover patrols. He gave an example that a person might want to cover more than three (3) hours. He stated that the Town has never had more than 15 members at one time.

Discussed ensued between the Commission, Ms. Abbott and Captain Kirschner regarding recruitment of volunteers for the Town. Mayor DuBois suggested that PBSO work with staff to recruit a small amount of volunteers that could still cover the amount of hours the Town would be requested to have for its own unit. Lieutenant Vassalotti asked for permission to place the recruitment poster in the lobby of Town Hall. Commission gave consensus to place the recruitment poster in the Town Hall lobby.

PUBLIC COMMENT:

1. Susan Ray, 301 Lake Shore Drive – expressed concern with the cell phone Tower at the Marina.
2. Curtis Lineman – expressed concern with the cell phone Tower at the Marina.

CONSENT AGENDA:

5. **Joint Workshop between Library Board and Town Commission Minutes of February 3, 2016**
6. **Regular Commission Meeting Minutes of February 3, 2016**
7. **Proclamation Recognizing Eating Disorders Awareness Week from February 22 - 28, 2016**
8. **Resolution No 07 -02-16 Supporting municipalities to cooperate with other Local Governments to Develop a Boat lift at the C51 Canal also known as the Blue Wave Initiative.**

Motion: Commissioner Flaherty moved to approve the consent agenda; Commissioner Rapoza seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

PUBLIC HEARING(S) – ORDINANCE ON FIRST READING:

None

PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:

9. **Ordinance No. 02-2016 Creating Chapter 71 Entitled Murals, Providing for the Authorization of Building Owners within the Town's Park Avenue Downtown District to display Murals on their Buildings.**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA CREATING CHAPTER 71 OF THE TOWN CODE ENTITLED "MURALS"; PROVIDING FOR THE AUTHORIZATION OF BUILDING OWNERS WITHIN THE TOWN OF LAKE PARK'S PARK AVENUE DOWNTOWN DISTRICT TO DISPLAY MURALS ON THEIR BUILDINGS; PROVIDING FOR THE CRITERIA TO BE APPLIED FOR THE DISPLAY OF MURALS ON BUILDINGS; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Public Comment Opened:

None

Public Comment Closed:

Town Manager D’Agostino explained the item (see Exhibit “B”). Commissioner Flaherty asked what a multi-unit property would be allowed to place on their property. Mayor DuBois explained that each unit would be considered individually and the property owner would have to ask permission to paint a mural across the multiple units. Commissioner O’Rourke explained that a two (2)-step process has been included in the Ordinance requiring the property owner to first, come before the Commission to request the placement of the mural, and secondly the property owner would have to show the Commission a rendering of the mural. The Commission would consider and vote on both processes. He expressed concern with having the mural 50-feet from the residential property and proposed that the Ordinance language include that the mural would be 50-feet from the parallel to the viewable surface of the residential structure. Mayor DuBois suggested that a time limit be established. Commissioner O’Rourke agrees with including a time limit. The time limit was extended to five (5)-years.

Motion: Commissioner O’Rourke moved to approve Ordinance 02-2016 as amended to include that the mural would be 50-feet parallel to the viewable surface of the residential structure and that the time limit be five (5) years on second reading; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O’Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

Town Attorney Baird read the Ordinance by title only.

10. Ordinance No. 03-2016 Creating Article IV of Chapter 22 Entitled Panhandling.

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, CREATING ARTICLE IV OF CHAPTER 22 ENTITLED “PANHANDLING”; PROVIDING FOR AN INTENT; PROVIDING FOR DEFINITIONS; PROVIDING FOR THE REGULATION OF CERTAIN CONDUCT; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Public Comment Opened:

None

Public Comment Closed:

Town Manager D’Agostino explained the item (see Exhibit “C”).

Motion: Commissioner O'Rourke moved to approve Ordinance No. 03-2016 on second reading; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

Town Attorney Baird read the Ordinance by title only.

QUASI-JUDICIAL HEARING(S) – RESOLUTION:

***** OPEN PUBLIC HEARING *****

Exparte Communication Disclosure:

Commissioner Rapoza had no ex-parte communication to disclose.
Commissioner Flaherty had no ex-parte communication to disclose.
Commissioner O'Rourke had no ex-parte communication to disclose.
Vice-Mayor Glas-Castro had no ex-parte communication to disclose.
Mayor DuBois had no ex-parte communication to disclose.

Town Attorney Baird swore in all witnesses.

11. Resolution No. 06-02-16 A Site Plan and the Special Exception Use of a Laundromat for the property located in the C-2 Zoning District at 1440 10th Street.

Town Planner Scott Shultz explained the item (see Exhibit "D"). Vice-Mayor Glas-Castro asked what was the need for another laundromat in the area. Mr. Haroon Sulaiman explained that the area has a large number of rental properties and the only other laundromat was an older business. He explained that his establishment would have newer equipment, security cameras, and it would be a family safe environment. Vice-Mayor Glas-Castro questioned the demographic study Mr. Sulaiman referenced in his application, which was based on his own opinion. Commissioner O'Rourke asked for additional clarification about each criteria. Commissioner Flaherty asked for clarification on the exterior of the building. Mr. Sulaiman explained that the exterior of the building would have minimum changes; the interior of the building would receive the majority of the construction. Commissioner Rapoza stated that she viewed the business as an advantage because there would be a dry cleaners and a restaurant in the area where patrons could wait. She suggested a companion business to the businesses that were already in the area. Commissioner O'Rourke questioned why each of the criteria in the staff report were also listed as the findings for meeting the criteria (see Exhibit "D"). He asked if there were any other comments that staff could provide regarding how each of

the criteria's were met. Town Planner Shultz asked for clarification of the question. Commissioner O'Rourke read each of the and staff's findings. Planner Shultz answered each of the Commissioners questions as the staff report was written. Vice-Mayor Glas-Castro asked questions regarding the equipment that would be used in the laundromat. She expressed concern with the application and the special exception requested. Mr. Suliaman pointed out that his business would enhance the dense peek to the area.

Motion: Commissioner Rapoza moved to approve Resolution No. 06-02-16; Commissioner Flaherty seconded the motion.

Commissioner O'Rourke expressed concern with the Commission considering to approve the laundromat business. Each of the Commissioners expressed their concerns with the location of the laundromat being on 10th Street, which was one of the gateways to the Town.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty		X	
Commissioner O'Rourke		X	
Commissioner Rapoza		X	
Vice-Mayor Glas-Castro		X	
Mayor DuBois		X	

Motion failed 0-5.

OLD BUSINESS:

12. Agreement for Town Attorney Services for the Town of Lake Park.

Town Manager D'Agostino explained the item (see Exhibit "E"). Attorney Baird explained that the only change to the contract was the hourly rate. Town Manager D'Agostino explained that the Finance Director has advised that additional funds would need to be added to the budget to accommodate the increase.

Motion: Commissioner O'Rourke moved to approve the Town Attorney's agreement; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

NEW BUSINESS:

13. Request for Approval of the Renewal of the License Agreement between the Town of Lake Park and the Burt Reynolds Institute of Film and Theatre (BRIFT)

Town Manager D’Agostino explained the item (see Exhibit “F”). Mayor DuBois recommended that the Commission be made aware of any performances conducted by BRIFT.

Motion: Commissioner Rapoza moved to approve the renewal of the license agreement between the Town and the Burt Reynolds Institute of Film and Theatre (BRIFT); Commissioner Flaherty seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O’Rourke	X		
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird thanked the Commission for their confidence.

Town Manager D’Agostino announced that the Easter Egg Hunt would take place on Saturday, March 26, 2016 at 10 a.m. in Kelsey Park. He asked the Commission for their consensus to have an Arbor Day proclamation placed on an upcoming agenda. The Arbor Day celebration would be April 29, 2016. He has received inquiries regarding when the newly elected officials would be sworn in. He stated that the Palm Beach County Supervisor of Elections would provide the Town with certified results of the election several days after the election. He stated that the Town could wait until the April 6, 2016 Commission meeting to swear-in the elected officials or have a special call meeting. He explained that the cell tower discussion item was scheduled for the March 16, 2016 Regular Commission meeting. Attorney Baird explained that the Commission could make a decision regarding the cell tower within 90 days of the completion of the application. He explained that the Planning & Zoning Board heard the cell tower item at its February 1, 2016 meeting. Commissioner O’Rourke suggested holding a special call meeting to swear-in the Commission. He suggested that the cell tower agenda item not be heard on March 16, 2016. Attorney Baird stated that staff would determine when the 90 days of completion of the applicant was. He stated that the Commission could take into consideration that additional time to consider the application may be needed. Commissioner O’Rourke suggested that a special call meeting be held to swear-in the Commission and the cell tower item be heard on another night. Town Manager D’Agostino suggested that the special meeting be held on March 30, 2016.

Commissioner O’Rourke had no comments.

Commissioner Rapoza was saddened to announce that one of the COP members, Carl Cann, recently passed. She asked for the status of House Bill 7595 which would mandate that municipal elections be held in November. Town Manager D’Agostino stated that Palm Beach County League of Cities did not support the Bill and if the Commission’s

desire was to have him write a letter not supporting the Bill he would do so. He stated that he has not heard an update on the Bill. Commissioner Rapoza asked for a status on her request to consider an out-of-pocket expense stipend for meals and travel for the 2016/2017 Commission budget. Town Manager D'Agostino stated that the direction he was given by the Commission was to consider the item during the budget process.

Commissioner Flaherty thanked the volunteers and PBSO for their services. He thanked the public for speaking at the meeting. He was excited about the Easter Egg Hunt.

Vice-Mayor Glas-Castro announced that the Palm Beach County League of Cities next meeting would be in Atlantis. She stated that the Board of Directors meeting will begin at 9:00 a.m. and would be discussing the 1% sales tax increase. She stated that Sign-A-Rama gave praise about working with Town staff.

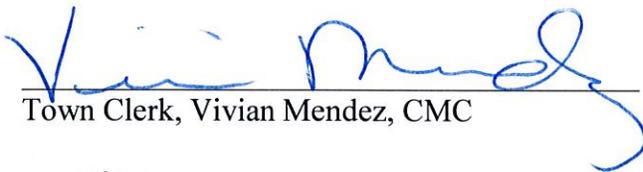
Mayor DuBois announced that a Chili Cook-Off was tentatively scheduled for April 30, 2016. He was contacted about scheduling an event in Town on another weekend in April and he suggested that another date be chosen by the event coordinator.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Rapoza and seconded by Commissioner Flaherty, and by unanimous vote, the meeting adjourned at 9:18 p.m.



Mayor James DuBois



Town Clerk, Vivian Mendez, CMC



Approved on this 2 of March, 2016



Town of Lake Park Town Commission

Agenda Request Form

Exhibit "A"

Meeting Date: February 17, 2016

Agenda Item No. *Tab 4*

Agenda Title: Updated Presentation by PBSO on Citizens on Patrol

- SPECIAL PRESENTATION/REPORTS
 - BOARD APPOINTMENT
 - PUBLIC HEARING
 - NEW BUSINESS
 - OTHER: _____
- CONSENT AGENDA
 - OLD BUSINESS
 - ORDINANCE ON _____ READING

Approved by Town Manager *J. D. Agostino* Date: *2-3-16*

 John O. D'Agostino, Town Manager

Name/Title

Originating Department: Town Manager	Costs: \$ 0 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments:
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_JOD_____ or Not applicable in this case ____ Please initial one.

Summary Explanation/Background: At the last scheduled Commission meeting (February 3, 2016), Commission members requested the Palm Beach Sheriff's Community Service Division attend the February 17th, 2016 Commission Meeting. The purpose is to provide answers as for the lack of COP coverage in Lake Park. The Commission Members have questions regarding the validity of statistical information provided at the last meeting. Commission members desire a greater presence of COP volunteers in Lake Park and desire answers as to why 84 hours a month are dedicated to Lake Park.

Recommended Motion: No Motion is necessary.

Exhibit "A"



Captain Michael L.C. Kirschner
Commanding Officer, Community Services Division
and
Volunteer Coordinator Adele Abbott

Wednesday, February 17, 2016

Community Services Division

- **Police Athletic League**
 - Cabana Colony Youth Center (Palm Beach Gardens)
 - Belle Glade Youth Center
- **Parks Liaison Deputy Team**
- **Graffiti Eradication Unit**
 - Criminal Investigations
- **Crime Prevention Practitioner Unit**
- **Community Policing Liaison/Trainer**
- **Community Relations Unit**
- **Alternative Intervention Services**
 - Juvenile First Offender Program
 - Youth Intervention Services
- **Volunteer Services Unit**

Volunteer Services Unit

- **Total Volunteers = 1,891**
- **COP Component:**
 - 51 Home Units
 - 9 Rover Units
 - 12 Specialty Units

As of: 2-15-2016

COP in Lake Park

- Lake Park Rover COP Unit #8
 - December 2001 = established
 - February 2014 = disestablished
- North Rover Unit #68 establishes a 68D patrol car for Lake Park



Palm Beach County Sheriff's Office Volunteer Services
Sheriff Ric L. Brodshaw
NEEDS YOU to Volunteer at PBSO!



The Palm Beach County Sheriff's Office established the volunteer program in 1989. The program has grown to over 2,000 citizens serving as the "eyes and ears" throughout unincorporated Palm Beach County. Volunteers also serve in many administrative departments across the agency, from vehicle maintenance to the crime lab to assisting detectives.

The Citizen Observer Patrol (COP) is a volunteer unit of the Palm Beach County Sheriff's Office. The program is comprised of over 80 individual COP units from neighborhoods much like your own.

- Volunteers wear distinctive uniforms and drive specially marked vehicles
- Each COP vehicle is equipped with a radio and police scanner

Volunteer Emergency Response Team (VERT)

- Travel countywide
- Ability to stand in all weather conditions for hours
- Direct traffic on major roadways
- Attend monthly meetings and training
- Be flexible

Bike Patrol

- Must be proficient at riding a 2 wheel bicycle
- Ride bike with cell phone and COP radio

Parking Enforcement Specialist (PES)

- Attend a state certified 2 day course
- 12 hour PES field training
- Capable of attending traffic court

Honor Guard

- Attend specialty functions
- Attend last minute requests
- Attend training and additional meetings

Special Events

- Work on various projects
- Enjoys communicating with people
- Available for weekend events
- Work with PBSO deputies

Rovers

- Patrol throughout the unincorporated areas of the county
- Assist motorists in distress
- Assist with traffic crashes
- Conduct directed patrols in identified crime areas

Traffic Monitoring

- Monitor speeds on roadways throughout the county
- Trained on the use of radar
- Attend monthly unit meetings
- Report excessive speed zones for future traffic enforcement

Crime Prevention Unit

- Established to assist crime prevention deputies with various programs such as: Business Partnership, Identity Theft and other activities.

We hope you will consider being a part of our award winning organization where you can utilize your own life skills and learn some new ones, while feeling the pride of being part of the PBSO family. Volunteering not only fosters a great feeling of accomplishment, it helps your community become a safer place.

Community Information Team

- Staff various safety and crime prevention events countywide to promote Crime Prevention by distributing and discussing crime prevention brochures and program information.

Victim Outreach Team

- Contact victims of robberies and burglaries offering either an "on phone business security evaluation" or having a certified Crime Prevention Deputy do a site review, or sending out related pertinent crime prevention brochures.

Marine Unit

- Must complete a USCG class within 6 months of appointment
- Must have previous boating experience.
- Must be able to swim 50 yards and tread water for 5 min.
- Must be prepared to stay longer than required 3 hour tour.
- Must successfully complete crew member tasks within 6 months of appointment
- Must be able to lift 50 lbs and get in and out of boat without assistance.

Dispatchers

- Dispatch from your home
- All equipment is provided
- Work one three-hour shift per week between 0700 - 2200
- Become a part of the action where you are involved with every call

Mounted Unit

- Patrol unincorporated areas on horseback
- Assist in special events
- Must be able to patrol on horseback a minimum of 3 hours a week
- You and your horse must attend basic training

Airport Unit

- Patrol terminals, both in and out of uniform.

Media Unit

- Writing and computer skills.
- Photography skills.

Administrative Volunteers

- Patrol throughout the agency in almost every department to assist with clerical and specialized duties.



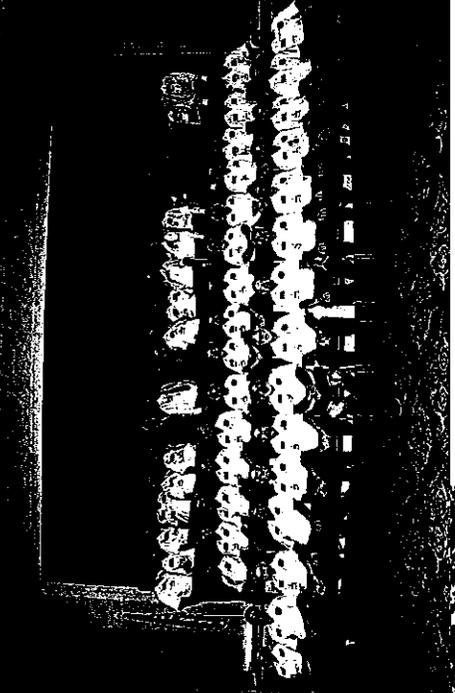
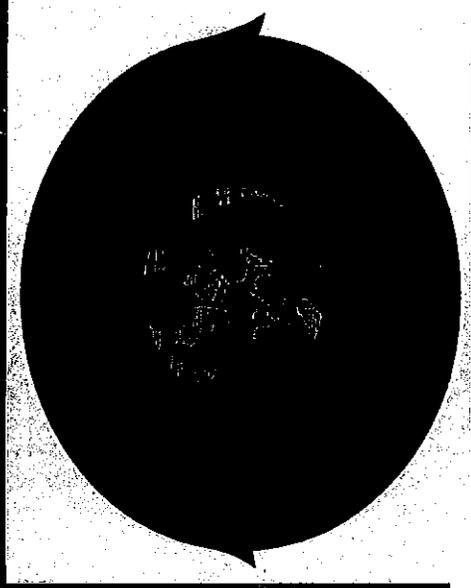
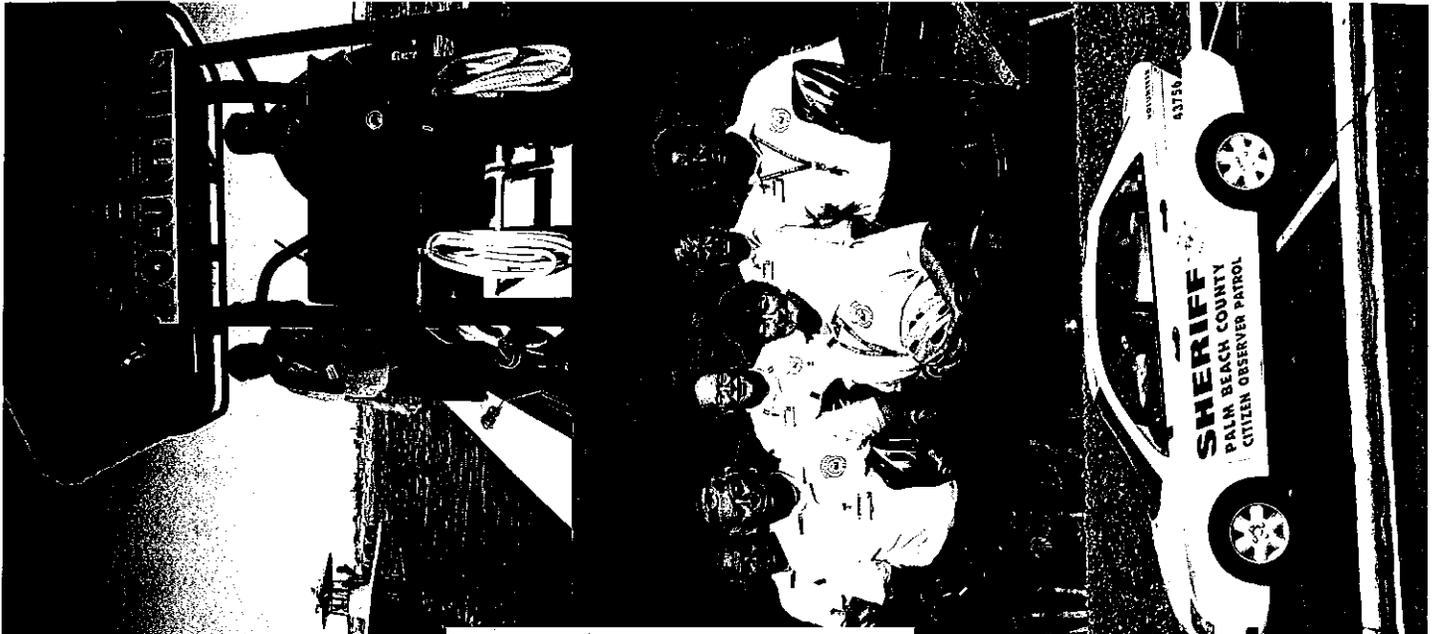
Friends of the Volunteers Inc.
 A 501(c)3 non-profit established to benefit the volunteers and provide support for the volunteer program at the Palm Beach County Sheriff's Office.
 Contact 561-317-7624 for more information.



Palm Beach County Sheriff's Office
Volunteer Services Unit
 2601 South Military Trail, Suite 29
 West Palm Beach, Florida 33415-7510
 Phone: 561-433-2003 Fax: 561-357-4695
 E-mail: VolunteerServices@pbsso.org

The Way Ahead

- Lake Park Official Webpage
- District 10-Lake Park
- Library
- Town Hall
- Exclusive Comcast TV Channel for Lake Park
- Fraternal Order of Eagles Lake Park
- Northern Palm Beaches Rotary
- Lake Park Kiwanis Club
- Bethlehem Haitian Baptist Church/Club 100
- Veterans of Foreign Wars Lake Park
- HOAs





Town of Lake Park Town Commission

Exhibit "B"

Agenda Request Form

Meeting Date: February 17, 2016

Agenda Item No. *Tab 9*

Agenda Title: AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA CREATING CHAPTER 71 OF THE TOWN CODE ENTITLED "MURALS"; PROVIDING FOR THE AUTHORIZATION OF BUILDING OWNERS WITHIN THE TOWN OF LAKE PARK'S PARK AVENUE DOWNTOWN DISTRICT TO DISPLAY MURALS ON THEIR BUILDINGS.

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- ORDINANCE ON 2nd READING – PUBLIC HEARING**
- NEW BUSINESS
- OTHER: _____

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *Vinny M... Town Clerk* Date: *2/9/16*

Nadia Di Tommaso / Community Development Director
Name/Title

Originating Department: Community Development	Costs: \$ Legal Ad Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Ordinance 02-2016 Legal Ad
Advertised: Date: February 7, 2016 Paper: Palm Beach Post <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <i>ND</i> or Not applicable in this case Please initial one.

Summary Explanation/Background:

TOWN COMMISSION 1st READING: February 3, 2016 – Approved (5-0) with recommended changes which have been incorporated and highlighted in yellow in the enclosed Ordinance. The changes include:

- Limiting the mural area to the Park Avenue Downtown District (PADD).
- Providing a 50-foot setback to residential structures, measured from the exterior edge of the nonresidential building wall upon which the mural is proposed, to the exterior edge of the closest residential building wall.

- Allow the Applicant to indicate their desired duration for the mural on the mural permit application. Final determination on duration shall be made by the Town Commission.
- Allow for a cash security deposit in the amount of \$1,500 instead of a letter of credit in the amount of \$1,500 per the Town Manager's request and in an effort to ensure the best possible security.
- Allow for a two-step permit approval process whereby the first step allows the Town Commission to review the proposed location of the mural and if approved, the second step would allow the Town Commission to review the mural itself. A certified mail notice to all property owners within 300 feet of the proposed mural location remains in the Ordinance as a requirement at the beginning of the process. It should include both meeting dates.

PROPOSAL

Throughout 2015, murals were discussed by the Town Commission. They were discussed in an attempt to introduce the concept of wall art on structures within the Town's Community Redevelopment Area (CRA). The intent of this Ordinance is codify certain provisions that would enable business owners to apply for murals that are strictly art-related without any business signage. Some key elements of the proposed Ordinance include:

- Emphasis on content neutral messages.
- Distance separation of 50 feet to residential structures.
- Initial application and fee (\$250) requirements involving Community Development Department initial review and final approval by the Town Commission – includes proof of public liability insurance for applicants who are corporations, limited liability companies or partnerships in the amount of \$1,000,000 and a letter of credit in the amount of \$1,500 to ensure the Town is able to collect in the event the mural is found to be in non-compliance with any mural provisions.
- Maximum size not to exceed 80% of a wall, and in no event more than 10,000 square feet with predominantly pictorial images without text.
- Maximum duration must be requested by the Applicant on the application form and final determination is at the discretion of the Town Commission (additional fees may apply depending on the maximum duration granted per the Ordinance).
- Maintenance and enforcement provisions whereby the mural is required to be maintained in good repair, or is subject to the Town's code enforcement proceedings.

Please refer to the complete proposed Ordinance found herein.

Recommended Motion: I move to ADOPT Ordinance 02-2016 on second reading.



Town of Lake Park Town Commission

Agenda Request Form *Exhibit "C"*

Meeting Date: February 17, 2016

Agenda Item No. *Tab 10*

Agenda Title: AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, CREATING ARTICLE IV OF CHAPTER 22 ENTITLED "PANHANDLING".

- SPECIAL PRESENTATION/REPORTS
 - BOARD APPOINTMENT
 - ORDINANCE ON 2nd READING**
 - NEW BUSINESS
 - OTHER: _____
- CONSENT AGENDA
 - OLD BUSINESS

Approved by Town Manager *N. Di Tammasso* Date: *2-8-16*

Nadia Di Tammasso / Community Development Director
Name/Title

Originating Department: <p style="text-align: center;">Community Development</p>	Costs: \$ Legal Ad Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: <p style="text-align: center;">Ordinance 03-2016 Legal Ad</p>
Advertised: Date: February 7, 2016 Paper: Palm Beach Post <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <p style="text-align: center;"><i>ND</i></p> OR Not applicable in this case Please initial one.

Summary Explanation/Background:

TOWN COMMISSION 1st READING: February 3, 2016 (APPROVED 5-0)

Staff was approached by the Palm Beach County's Sheriff's Office regarding the implementation of a panhandling Ordinance similar to the Ordinances adopted by Palm Beach County and the Village of North Palm Beach. Since the Town has certain *hot-spots* for panhandlers and some of these *hot-spots* present life-safety and public welfare concerns, specifically when panhandlers are soliciting in roadway medians or at Automatic Teller Machines, the Town Attorney reviewed those Ordinances that have already been

enacted and has recommended that the Town adopt a similar Ordinance. This Ordinance, in part, prohibits panhandling (solicitation) pursuant to the following:

1. No person shall panhandle in an aggressive manner within the Corporate Limits of the Town.
2. No person shall panhandle within twenty (20) feet of any automated teller machine, an entrance or exit to a banking facility, or an entrance or exit to a business establishment open to the public or a governmental building.
3. No person shall panhandle when either the person soliciting or the person being solicited is at a bus stop or within a public transportation vehicle.
4. No person shall panhandle in any parking lot or parking garage.
5. No person alongside or within the median of any roadway shall panhandle from any occupant of a motor vehicle that is on a roadway nor shall any person stand alongside a roadway or within the median for the purpose of panhandling.
6. No person shall panhandle on private property without the permission of the owner.

Please refer to the complete proposed Ordinance found herein.

Recommended Motion: I move to ADOPT Ordinance 03-2016 on second reading.



Town of Lake Park Town Commission

Agenda Request Form

Exhibit "D"

Meeting Date: February 17, 2016

Agenda Item No. Tab 11

Agenda Title: A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, APPROVING A SITE PLAN AND THE SPECIAL EXCEPTION USE OF A LAUNDROMAT FOR THE PROPERTY LOCATED IN THE C-2 ZONING DISTRICT AT 1440 10TH STREET.

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON ___ READING
- NEW BUSINESS – RESOLUTION – PUBLIC HEARING/QUASI-JUDICIAL**
- OTHER
- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *J. Di Tommaso* Date: 2-9-16

Nadia Di Tommaso / Community Development Director *ND*
Name/Title

<p>Originating Department: Community Development</p>	<p>Costs: \$ Application (\$750 plus escrow); Legal Ad (\$144.48); and Certified Mail (134.80)</p> <p>Funding Source: Applicant Escrow Account</p> <p>Acct. # 4939</p> <p><input type="checkbox"/> Finance _____</p>	<p>Attachments:</p> <ul style="list-style-type: none"> → Staff Report → Resolution <i>06-02-16</i> → Copy of Applicant's Application, including proposed Site Plan (SP-1) → Legal Ad and Certified Mail Notice
<p>Advertised: Date: January 22, 2016 Paper: Palm Beach Post <input type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone <u>ND</u> or Not applicable in this case _____</p> <p>Please initial one.</p>

Summary Explanation/Background: PLEASE SEE STAFF REPORT.

Recommended Motion: I MOVE TO APPROVE THE PROPOSED SITE PLAN AND SPECIAL EXCEPTION USE OF A LAUNDROMAT TO BE LOCATED AT 1440 10TH STREET WITH THE CONDITION OF APPROVAL PROPOSED BY STAFF.



Town of Lake Park
 Town Commission
 Meeting Date: February 17, 2016

Staff Report

**SPECIAL EXCEPTION APPLICATION FILED BY HAROON SULAIMAN
 FOR THE SPECIAL EXCEPTION USE OF A LAUNDROMAT TO BE
 LOCATED IN THE C-2 BUSINESS DISTRICT**

BACKGROUND INFORMATION:

Applicant: Haroon Sulaiman [Applicant]
Site: 1440 10th Street [Site]
Owner of Site: WOJO Corp.
Net Acreage: .2756
Legal Description: LAKE PARK ADD NO 2 LT 5 BLK 132
Current Zoning: C-2 Business District
FLUM land use category: Commercial

Adjacent Zoning
North: C-2 Business District
South: C-2 Business District
East: C-1 Business District
West: C-4 Business District

Adjacent Existing Land Use
North: Commercial
South: Commercial
East: Commercial
West: Commercial Light Industrial

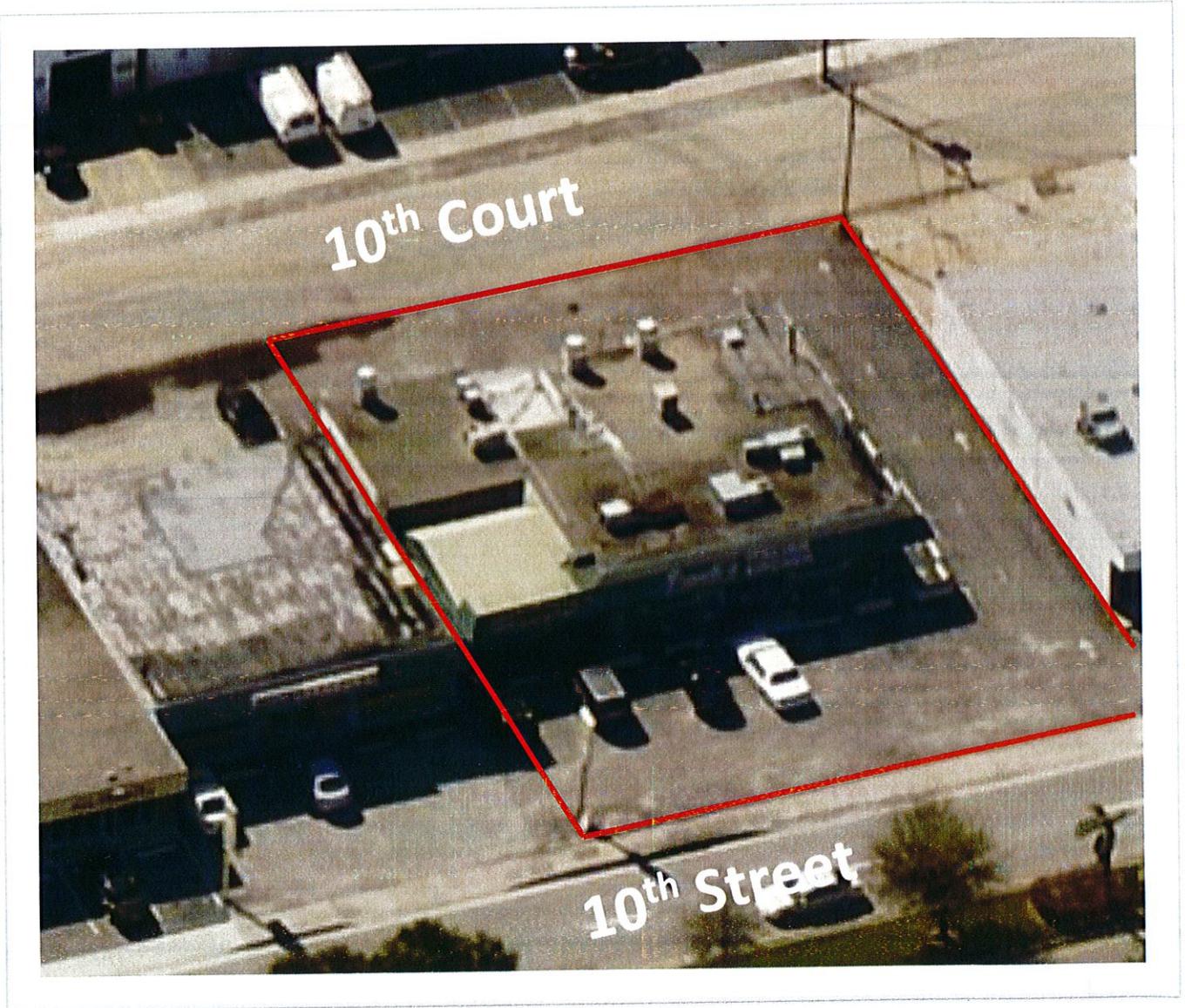
PLANNING & ZONING BOARD MEETING:

Monday, February 1, 2016 - APPROVED 3-0 with staff condition of approval including a recommendation to add a bench, bike rack and trash receptacle, or any combination thereof at the front of the building if it does not impede with the proposed landscaping improvements. The Applicant agreed to this inclusion and has placed a notation on the Site Plan SP-1.



Town of Lake Park
Town Commission
Meeting Date: February 17, 2016

FIGURE 1: Aerial View of Site





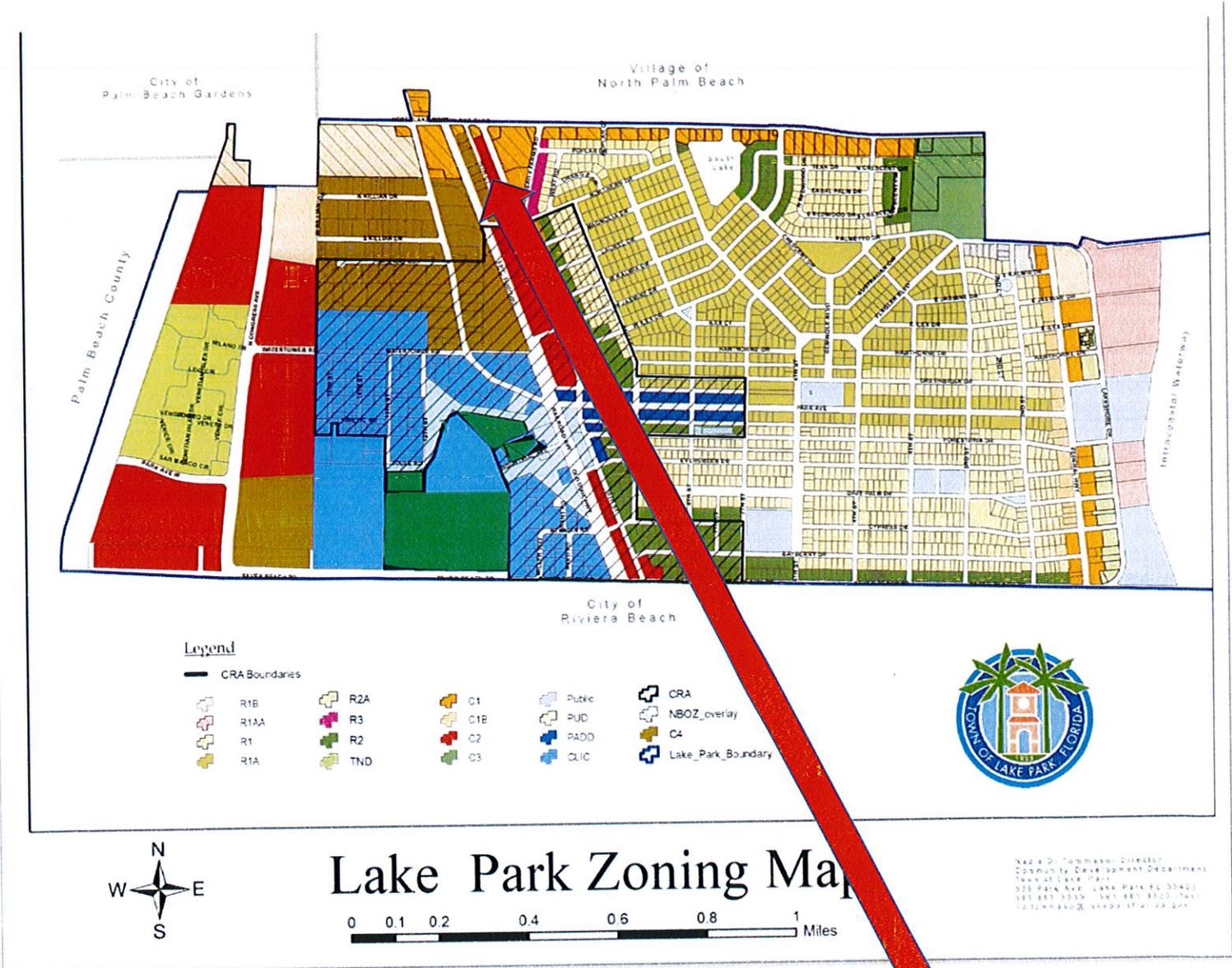
Town of Lake Park
Town Commission
Meeting Date: February 17, 2016

FIGURE 2: Aerial View of Site within Town





FIGURE 3: Town Zoning Map

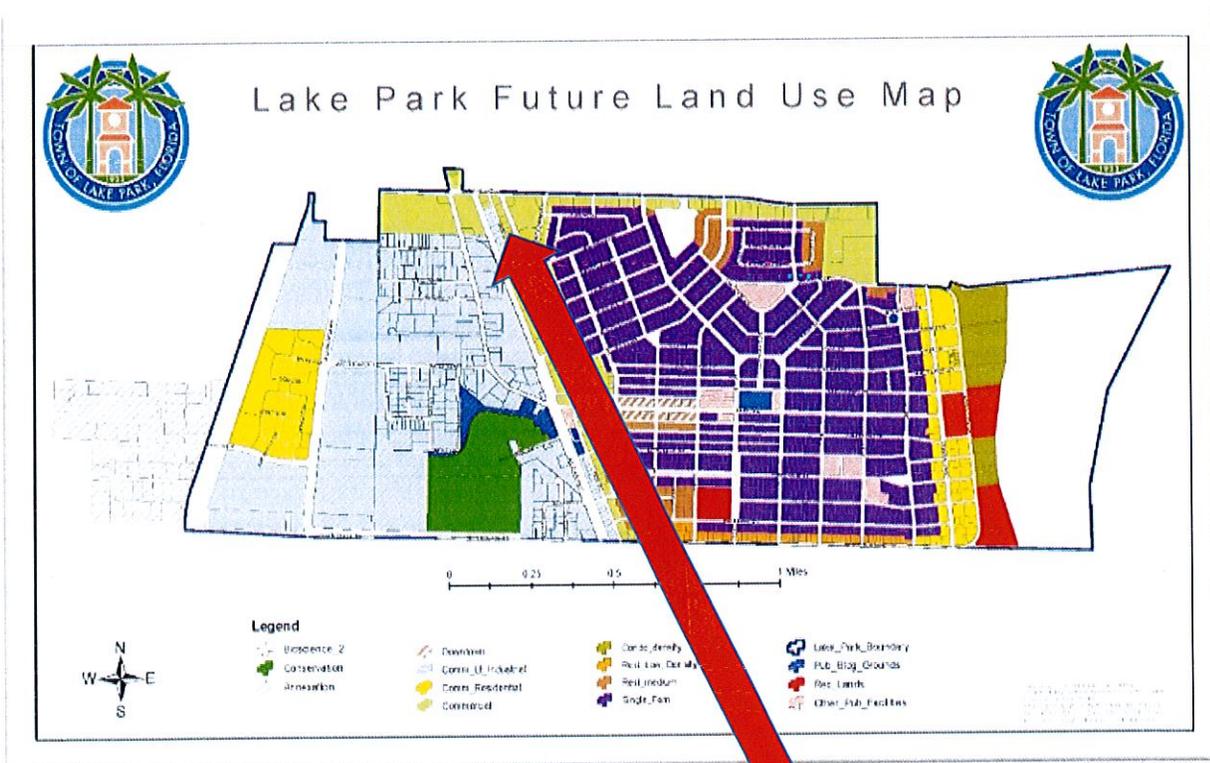


Location of site



Town of Lake Park
Town Commission
Meeting Date: February 17, 2016

FIGURE 4: Town Future Land Use Map (FLUM)



Location of site

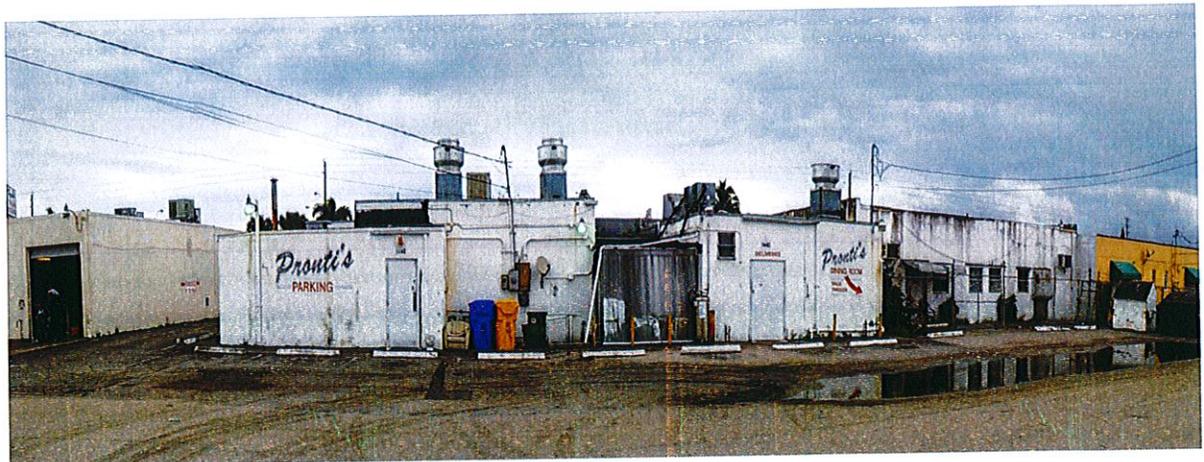


Town of Lake Park
Town Commission
Meeting Date: February 17, 2016

Figure 5: Panoramic view of site from 10th Street:



Figure 6: Panoramic view of site (rear façade) from 10th Court:





SUMMARY OF REQUEST:

The Applicant proposes to open a self-serve laundromat with additional drop off service located at 1440 10th Street. The hours of operation are tentatively scheduled for Monday through Friday from 7:30am to 10:00pm and 6:00am to 10:00pm on weekends, and adjusted depending on customer needs. The laundromat will initially be staffed with 2 to 4 employees and as the business grows more will be added. The applicant proposes to fully renovate the interior space, remove the walk-in refrigerator and enclose the patio openings facing 10th Street. Exterior improvements will consist of painting, pressure cleaning, landscaping, and screening rooftop mechanical equipment. Please refer to figure 6 below to proposed interior layout.

The building at the Site is 4,054 square feet and will be comprised of as follows:

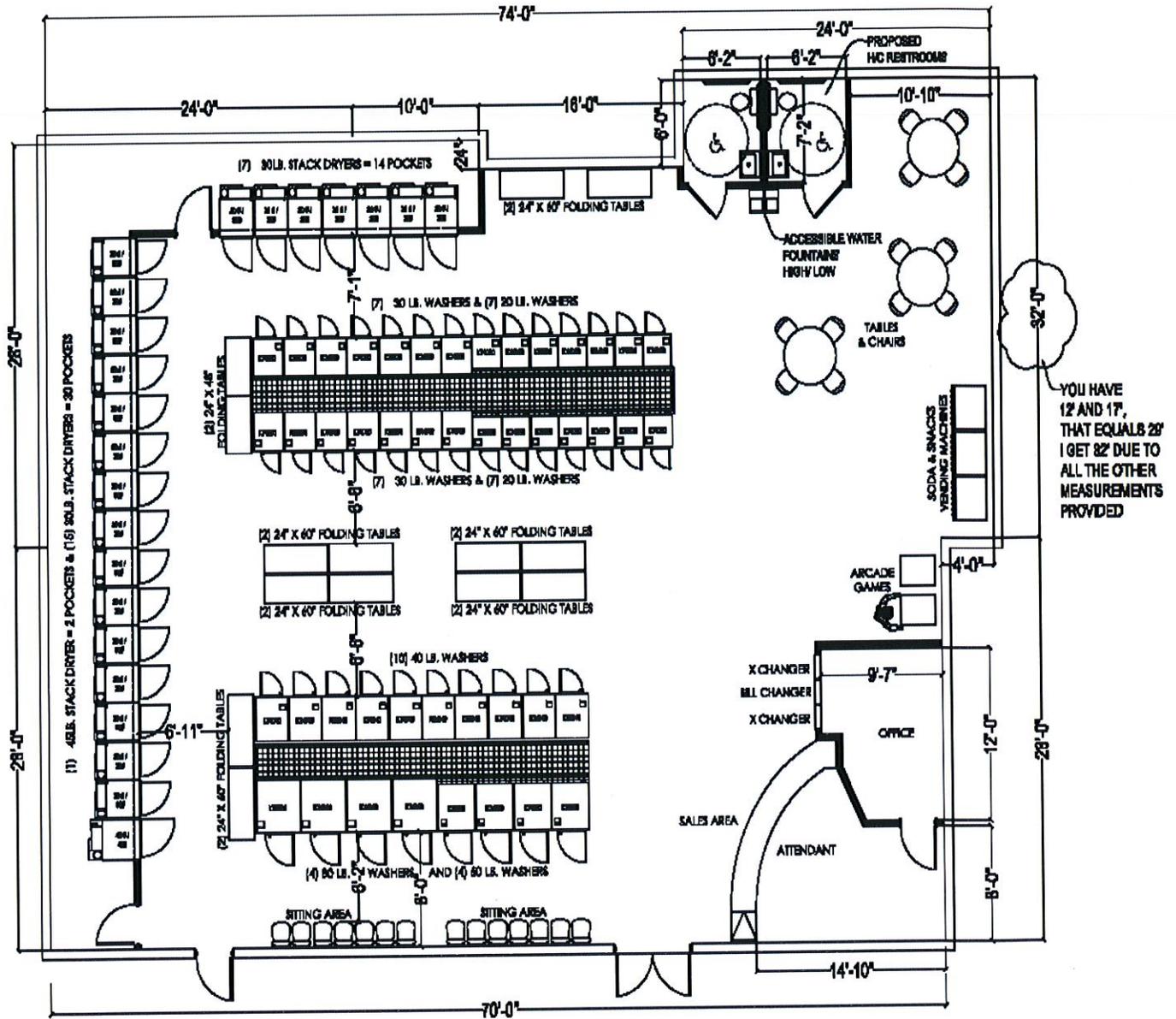
Room	Size
Customer area for wash, dry, fold and waiting	3,734 Square Feet
Employee's only area	282 Square Feet
Public restrooms	38 Square Feet

Existing Conditions

The site for the special exception use is located in the Commercial-2 (C-2) Business District along the west side of 10th Street between Northlake Boulevard and Northern Drive. The site is adjacent to the C-4 Business District to the west, the C-1 Business district to the east, and the C-2 Business to the north and south. The site is dimensioned at approximately 120' by 100' and has one primary structure that was constructed in 1966 that is currently utilized as a dine-in restaurant.



Figure 7: PROPOSED Interior Layout



FRONT (facing 10th Street)





ANALYSIS OF SPECIAL EXCEPTION CRITERIA

The six criteria required for the granting of a Special Exception and staff comments to each are as follows:

Criteria 1

The proposed special exception use is consistent with the goals, objectives, and policies of the Town's Comprehensive Plan.

Applicable Goals and Objectives:

- | | |
|---|---|
| Chapter 3 Future Land Use, Objective 1, Policy 1.1: | j. Encourage redevelopment, renewal or renovation, that maintains or improves existing neighborhoods and commercial areas;
l. Facilitates the achievement of economic development, historic preservation, resource preservation, and other key goals. |
| Chapter 3 Future Land Use, Objective 5: | As a substantially built-out community in an urbanized area, the Town shall promote redevelopment and infill development in a manner that is considerate to existing neighborhoods and uses, the built and natural environments, and neighboring jurisdictions. |

STAFF COMMENTS:

The proposed special exception use is consistent with the Comprehensive Plan since it will facilitate economic development and will provide renovations and associated site improvements to an existing developed site.

FINDING: CRITERIA MET



**Town of Lake Park
Town Commission
Meeting Date: February 17, 2016**

Criteria 2:

The proposed special exception is consistent with the land development and zoning regulations and all other portions of this code.

<p>Parking 78-145(g)</p>	<p>Schedule 78-142-1 requires ‘five spaces for each 1,000 square feet of enclosed gross floor area’ for this land use, which calculates to 19 required parking spaces inclusive of 1 ADA space as follows:</p>															
	<table border="1"> <thead> <tr> <th data-bbox="488 583 829 646">Requirement</th> <th data-bbox="829 583 1260 646">Justification/calculation</th> <th data-bbox="1260 583 1495 646">Required parking spaces</th> </tr> </thead> <tbody> <tr> <td data-bbox="488 646 829 743"><i>Five spaces for each 1,000 square feet of enclosed gross floor area.</i></td> <td data-bbox="829 646 1260 743">3,734 Sq. Ft. Customer Area 320 Sq. Ft. Employee/Restroom Area</td> <td data-bbox="1260 646 1495 743">19 0</td> </tr> </tbody> </table> <p>Since the Site is under 1 acre, the applicant requested staff to apply flexible development standards, per Section 78-325(b). This allows a 20% reduction in required parking calculated at 15 parking spaces inclusive of 1 ADA space as follows:</p> <table border="1"> <thead> <tr> <th data-bbox="488 961 829 1024">Requirement</th> <th data-bbox="829 961 1260 1024">Justification/calculation</th> <th data-bbox="1260 961 1495 1024">Required parking spaces</th> </tr> </thead> <tbody> <tr> <td data-bbox="488 1024 829 1087"><i>Section 78-325(b) – 20% reduction applied.</i></td> <td data-bbox="829 1024 1260 1087">3,734 Sq. Ft. Customer Area 320 Sq. Ft. Employee/Restroom Area</td> <td data-bbox="1260 1024 1495 1087">15 0</td> </tr> <tr> <td colspan="2" data-bbox="488 1087 1260 1150">ADMINISTRATIVE REDUCTION GRANTED - TOTAL</td> <td data-bbox="1260 1087 1495 1150">15 PARKING SPACES</td> </tr> </tbody> </table>	Requirement	Justification/calculation	Required parking spaces	<i>Five spaces for each 1,000 square feet of enclosed gross floor area.</i>	3,734 Sq. Ft. Customer Area 320 Sq. Ft. Employee/Restroom Area	19 0	Requirement	Justification/calculation	Required parking spaces	<i>Section 78-325(b) – 20% reduction applied.</i>	3,734 Sq. Ft. Customer Area 320 Sq. Ft. Employee/Restroom Area	15 0	ADMINISTRATIVE REDUCTION GRANTED - TOTAL		15 PARKING SPACES
Requirement	Justification/calculation	Required parking spaces														
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Requirement	Justification/calculation	Required parking spaces														
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ADMINISTRATIVE REDUCTION GRANTED - TOTAL		15 PARKING SPACES														
<p>Circulation 78-142(c)(10)</p>	<p>The site is accessed from 10th Street on the east having a curb cut running the length of the parcel along this right of way. From 10th Street there is a one way drive aisle dimensioned at 15 feet that connects to 10th Court in the rear. The frontage along 10th Court is also configured with a curb cut running the distance on the parcel along the right of way.</p>															
<p>Paving 78-142(c)(10)(f) & Striping 78-142(c)(10)(a)(i):</p>	<p>The site meets minimum paving standards and does not require repairs; however, the site must be restriped in accordance with current dimensional standards of the Land Development Code (LDC) to be compliant.</p> <p>➤ The applicant will restripe the front and rear parking lots and drive aisle pursuant to Site Plan (SP-1).</p>															
<p>Parking screening 78-253(1):</p>	<p>The site is an existing non-conforming site and there is no opportunity to screen the off street parking due to its configuration between two rights of way (10th Street and 10th Court). Additionally, a one way drive aisle runs along the northern side of the parcel from 10th Street to 10th Court. Parking and circulation take priority in the LDC since these elements are required for day-to-day operations.</p>															
<p>Landscaping 78-253(a):</p>	<p>The site for the proposed special exception use has relatively no opportunity to add landscaping or perimeter landscape buffers due to building placement and the site circulation needs.</p>															



**Town of Lake Park
Town Commission
Meeting Date: February 17, 2016**

	The site can, however, accommodate a foundation planting buffer at 4' wide along the sidewalk that abuts the front façade with two crosswalks at a maximum width of 4' using brick pavers or other similar paved material. Applicant is proposing these improvements per Site Plan SP-1.
Signage 70-103(5):	The site has a non-conforming pole sign located along 10 th Street and a non-conforming roof sign at the neighboring parcel located at 1442 10 th Street. ➤ The Applicant will be removing the non-conforming signs pursuant to the notation on plan sheet SP-1.
Building Height, Building Site Area, Minimum Floor Area & Setbacks 78-71(2),(3), (4), & (5):	The site for the proposed special exception use meets the requirements of the C-2 Zoning District as it relates to building height, building site area, minimum floor area, and setbacks.
Mechanical Equipment Screening 78- 335(4)	All rooftop mechanical equipment shall be located at a distance from the edge of a building and properly screened so as not to be visible from any street or adjoining property. Materials used for screening shall be compatible with the architectural style, color, and materials of the principal building.

STAFF COMMENTS:

Staff finds that this application for a special exception use is consistent with land development and zoning regulations of Criteria 2 with the implementation of the following requirements:

1. The Applicant will restripe the front and rear parking lots and drive aisles pursuant to sheet SP-1.
2. The Applicant will remove the non-conforming pole and roof signs pursuant to sheet SP-1.
3. The Applicant will add foundation plantings pursuant to sheet SP-1.
4. The Applicant will screen any rooftop mechanical equipment visible from any street or adjoining property pursuant to sheet SP-1.

FINDING: CRITERIA MET



Criteria 3

The proposed special exception use is compatible with the character and use (existing and future) of the surrounding properties in its function; hours of operation; type and amount of traffic to be generated; building location, mass, height and setback; and other relevant factors peculiar to the proposed special exception use and the surrounding property.

Zoning & Future Land Use:	The proposed special exception use is compatible with the character and use of the C-2 Business District since this Zoning District promotes general commercial services similar to that of a laundromat. The proposed use is also compatible with the site's future land use designation of Commercial.
Hours of Operation:	Operating hours of the proposed special exception use is consistent with surrounding properties. Monday through Friday from 7:30am to 10:00pm and 6:00am to 10:00pm on weekends, and adjusted depending on customer needs
Traffic:	While a traffic study has not been submitted, PBC Engineering Division states that this type of use generally produces minimal changes to traffic. Therefore, the proposed special exception use is not anticipated to generate an increase in the intensity of traffic at and around the Site.
Location\Mass\Setbacks:	The proposed special exception use meets setbacks and dimensional requirements of its mass and height.

STAFF COMMENTS:

Staff finds that the proposed special exception use is compatible with the character and use of the surrounding properties.

FINDING: CRITERIA MET

Criteria 4

The establishment of the proposed special exception use in the identified location does not create a concentration or proliferation of the same or similar type of special exception use, which may be deemed detrimental to the development or redevelopment of the area in which the special exception use is proposed to be developed.

STAFF COMMENTS:

The proposed special exception use will not create a concentration or proliferation of the same or similar type of special exception use that is detrimental to the development or redevelopment of the area where it is being proposed. There is one existing laundromat located along 10th Street, approximately 713 feet south of the proposed laundromat.

FINDING: CRITERIA MET



Criteria 5

The proposed special exception use does not have a detrimental impact on surrounding properties based on: (a) The number of persons anticipated to be using, residing, or working on the property as a result of the special exception use; (b) The degree of noise, odor, visual, or other potential nuisance factors generated by the special exception use; and, (c) The effect on the amount and flow of traffic within the vicinity of the proposed special exception use.

(a) The proposed special exception use **will not** have a detrimental impact on surrounding properties based on the number of persons working at the site since only 2 to 4 individuals are employed by the applicant or based on the number of individuals using the site.

(b) Noise:

The proposed special exception use **will not** have a detrimental impact on surrounding properties based on noise generated activities at the Site.

Odor:

The proposed special exception use **will not** have a detrimental impact on surrounding properties based on odor that is generated by the activities on site. While exhaust from dryers will produce the smell of fabric softener or clothing detergent, staff does not perceive this byproduct of laundering clothes detrimental to the surrounding properties.

Visual:

The proposed special exception use **will not** have a detrimental impact on surrounding properties based on visual nuisance.

- The Applicant will screen rooftop mechanical equipment and exhaust vents from public view pursuant to sheet SP-1.

(c) The proposed special exception use **will not** have a detrimental impact on surrounding properties based on the amount and flow of traffic in the vicinity. While a traffic study has not been performed, PBC Engineering Division states that this type of use generally produces minimal changes to traffic.

STAFF COMMENTS:

Staff finds that the proposed special exception use will not have a detrimental impact on surrounding properties based on the number of persons using, residing or working on the property; the degree of noise, odor or visual nuisance; or, the effect on the amount and flow of traffic generated by the use.

- The Applicant will screen all rooftop mechanical equipment visible from the street or adjoining property pursuant to a notation on plan sheet SP-1.

FINDING: CRITERIA MET



Criteria 6

That the proposed special exception use: (a) Does not significantly reduce light and air to adjacent properties, (b) Does not adversely affect property values in adjacent areas, (c) Would not be a deterrent to the improvement, development or redevelopment of surrounding properties in accord with existing regulations, (d) Does not negatively impact adjacent natural systems or public facilities, including parks and open spaces, (e) Provides pedestrian amenities, including, but not limited to, benches, trash receptacles, and/or bicycle parking.

- (a) The proposed special exception use **will not** reduce light or air to adjacent properties since the application does not propose any additions or exterior renovations that will alter building height and mass.
- (b) The proposed special exception **will not** affect property values in the surrounding area.
- (c) The proposed special exception use **will not** be a deterrent to the improvement, development or redevelopment of surrounding properties.
- (d) The proposed special exception use **will not** have an impact on natural systems or public facilities since the proposed special exception use is required to meet all wastewater and runoff requirements during the permitting phase as imposed by the Town of Lake Park Public Works Department and Seacoast Utility Authority.
- (e) n/a

FINDING: CRITERIA MET

FINDINGS OF FACT – STAFF RECOMMENDATION

Staff finds that this application for a special exception use meets each of the six criteria required for the granting of a special exception use. Staff recommends **approval** with the following condition:

1. The Owner shall develop the Subject Property in accordance with Site Plan SP-1, received by Mr. Haroon Sulaiman and dated 02-03-16 by the Community Development Department.



Town of Lake Park Town Commission

Agenda Request Form Exhibit "E"

Meeting Date: February 17, 2016

Agenda Item No. Tab 12

Agenda Title: Agreement for Town Attorney Services for the Town of Lake Park

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON _____ READING
- NEW BUSINESS
- OTHER: _____
- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *J. O. D'Agostino* Date: 2-11-16
 John O. D'Agostino, Town Manager

Name/Title

Originating Department: Town Manager	Costs: \$250/hr. Contract Services from \$190.00 per hour Funding Source: General Fund Acct. # 500-311-000 <input checked="" type="checkbox"/> Finance <i>BWR</i>	Attachments: <ul style="list-style-type: none"> Amended Agreement for Legal Services with three year automatic renewal periods
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case _JOD_ Please initial one.

Summary Explanation/Background: Town Attorney Services Contract establishes a new hourly rate of \$250.00 per hour. The last hourly rate increase was several years ago. The Contract also has an automatic renewal for three years each. A four fifths vote of the Commission is required to terminate service with a 120 day notification period.

Recommended Motion: Move to accept the Town Attorney Services Contract.



Town of Lake Park Town Commission

Agenda Request Form Exhibit "F"

Meeting Date: February 17, 2016

Agenda Item No. Tab 13

Agenda Title: Request for Approval of the Renewal of the License Agreement between the Town of Lake Park and the Burt Reynolds Institute of Film and Theatre (BRIFT)

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON ____ READING
- NEW BUSINESS**
- OTHER: _____

Approved by Town Manager *J. D'Agostino* Date: 2-8-16

John O. D'Agostino, Town Manager
Name/Title

Originating Department: Town Manager	Costs: 0 Funding Source: General Fund Acct. # <input type="checkbox"/> Finance _____	Attachments: <ul style="list-style-type: none"> • License Agreement
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case JOD _____ Please initial one.

Summary Explanation/Background:

Since November of 2012, the Burt Reynolds Institute for Film and Theatre (BRIFT) has been able pursuant to a License Agreement between the Town and BRIFT to use the Mirror Ballroom and the Commission Chambers and a small office off of the Commission Chamber to operate their school and store their equipment. Such agreement was renewed in February of 2014 and has now expired. The purpose of this agenda item is to request approval of the renewal of this License Agreement.

The important components of this License Agreement are as follows;

- Annual lease fee is \$1.00;
- The license shall renew on its anniversary date for successive one year terms unless either party provides written notice of termination at least thirty days prior to the expiration date;
- BRIFT must designate a Facilities Manager who must be on site at all times during BRIFT's use of the facilities;
- BRIFT must pay the Town for a Town staff member to be present at all times during its use of the facilities;
- Hours of operation are Monday, Tuesday and Thursdays until 10:00 pm and until 11:30 pm on Fridays; Saturday mornings from 9:00 am until 12:01 pm; and, Sunday afternoons from 1:00 pm until 6:00 pm. Use is prohibited during Commission Meetings, Workshops and during board and committee meetings and during such time that the Town has rented the Mirror Ballroom;
- BRIFT's Facilities Manager will be issued one key fob and two non-duplicative keys for entrances to Town Hall, the Commission Chamber and the Mirror Ballroom. The Facilities Manager for BRIFT shall have sole responsibility for maintaining process of the fobs and the keys;
- BRIFT will promote the Town in all of its advertising materials including, but not limited to, the Newsletter of the Palm Beach County Film and Television Commission and must sponsor Town open house events to which all Lake Park residents shall be invited to observe the inner workings of BRIFT. Lake Park residents shall also be given a discount off class fees upon providing BRIFT with proof of residency; and
- BRIFT shall maintain the required insurance coverage during the full period of the License Agreement.

I believe that BRIFT's use of a small office, classroom space and the stage in the Mirror Ballroom within Town Hall would help to further Town residents' and the general public's access to and enjoyment of the arts. BRIFT would like this arrangement to continue until it is able to find a permanent home.

A copy of the License Agreement is attached.

Recommended Motion: I move to authorize the Mayor to sign the License Agreement between the Town of Lake Park and the Burt Reynolds Institute of Film and Theater, Inc.



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, February 17, 2016, 6:30 p.m.
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kimberly Glas-Castro	—	Vice-Mayor
Erin T. Flaherty	—	Commissioner
Michael O'Rourke	—	Commissioner
Kathleen Rapoza	—	Commissioner
.....		
John O. D'Agostino	—	Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian Mendez, CMC	—	Town Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. SPECIAL PRESENTATIONS/REPORTS

1. Proclamation Recognizing Palm Beach County Sheriff's Office Deputy Sherry Baker Tab 1
2. Proclamation Recognizing Palm Beach County Sheriff's Office Deputy Tom McElroy Tab 2
3. Proclamation Recognizing Palm Beach County Sheriff's Office Volunteer Seth Poignant Tab 3
4. Update Presentation by the Palm Beach County Sheriff's Office Citizens on Patrol (C.O.P) Tab 4

D. PUBLIC COMMENT:

This time is provided for addressing items that **do not** appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a **TOTAL** of three minutes.

E. CONSENT AGENDA: All matters listed under this item are considered routine and action will be taken by **one** motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and **considered in its normal sequence on the Agenda.** Any person wishing to speak on an Agenda item is asked to complete a public comment card located on either side of the Chambers and given to the Town Clerk. **Cards must be submitted before the item is discussed.**

5. Joint Workshop between Library Board and Town Commission Minutes of February 3, 2016

Tab 5

6. Regular Commission Meeting Minutes of February 3, 2016

Tab 6

7. Proclamation Recognizing Eating Disorders Awareness Week from February 22 - 28, 2016

Tab 7

8. Resolution No 07 -02-16 Supporting municipalities to cooperate with other Local Governments to Develop a Boat lift at the C51 Canal also known as the Blue Wave Initiative.

Tab 8

F. PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:

None

G. PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:

9. Ordinance No. 02-2016 Creating Chapter 71 Entitled Murals, Providing for the Authorization of Building Owners within the Town’s Park Avenue Downtown District to display Murals on their Buildings.

Tab 9

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA CREATING CHAPTER 71 OF THE TOWN CODE ENTITLED “MURALS”; PROVIDING FOR THE AUTHORIZATION OF BUILDING OWNERS WITHIN THE TOWN OF LAKE PARK’S PARK AVENUE DOWNTOWN DISTRICT TO DISPLAY MURALS ON THEIR BUILDINGS; PROVIDING FOR THE CRITERIA TO BE APPLIED FOR THE DISPLAY OF MURALS ON BUILDINGS; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

10. Ordinance No. 03-2016 Creating Article IV of Chapter 22 Entitled Panhandling Tab 10

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, CREATING ARTICLE IV OF CHAPTER 22 ENTITLED “PANHANDLING”; PROVIDING FOR AN INTENT; PROVIDING FOR DEFINITIONS; PROVIDING FOR THE REGULATION OF CERTAIN CONDUCT; PROVIDING FOR CODIFICATION; PROVIDING FOR

SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

H. QUASI-JUDICIAL HEARING(S) – RESOLUTION:

******* OPEN PUBLIC HEARING *******

11. Resolution No. 06-02-16 A Site Plan and the Special Exception Use of a Laundromat for the property located in the C-2 Zoning District at 1440 10th Street. Tab 11

- A. Staff Report**
- B. Public Comments**
- C. Commission Deliberation**

******* CLOSE PUBLIC HEARING *******

I. OLD BUSINESS:

12. Agreement for Town Attorney Services for the Town of Lake Park Tab 12

J. NEW BUSINESS:

13. Request for Approval of the Renewal of the License Agreement between the Town of Lake Park and the Burt Reynolds Institute of Film and Theatre (BRIFT) Tab 13

K. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

L. ADJOURNMENT:

Next Scheduled Regular Commission Meeting will be held on Wednesday, March 2, 2016