



# REVISED AGENDA

Lake Park Town Commission  
Town of Lake Park, Florida  
Regular Commission Meeting  
Wednesday, April 7, 2010,  
Immediately Following the  
CRA Board Meeting,  
Lake Park Town Hall  
535 Park Avenue

<b>Desca DuBois</b>	—	<b>Mayor</b>
<b>Patricia Osterman</b>	—	<b>Vice-Mayor</b>
<b>Steven Hockman</b>	—	<b>Commissioner</b>
<b>Jeanine Longtin</b>	—	<b>Commissioner</b>
<b>Kendall Rumsey</b>	—	<b>Commissioner</b>
<hr style="border-top: 1px dotted black;"/>		
<b>Maria V. Davis</b>	—	<b>Town Manager</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Town Attorney</b>
<b>Vivian M. Lemley, CMC</b>	—	<b>Town Clerk</b>

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**
- B. **INVOCATION**
- C. **PLEDGE OF ALLEGIANCE**
- D. **ROLL CALL**
- E. **ADDITIONS/DELETIONS - APPROVAL OF AGENDA**
- F. **PUBLIC and OTHER COMMENT**

This time is provided for audience members to address 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.

- G. **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.

**For Approval:**

1. Regular Commission Meeting Minutes of March 17, 2010 Tab 1
  2. Resolution No. 14-04-10 Bank Signatures Tab 2
  3. Resolution No. 15-04-10 Memorandum Of Understanding of Support for Treasure Coast & South Florida Regional Planning Council's Joint Application for the Federal Sustainable Communities Initiative (SCI) Funding Tab 3
  4. Resolution No. 16-04-10 Florida Department of Environmental Protection Parks and Recreation Division Land & Water Conservation Grant Submission for Ball Field Storage & Playground Tab 4
  5. Board Membership Listings Tab 5
  6. Arbor Day Proclamation Tab 6
  7. Letter of Support for Community Outreach Center Tab 7
- H. **BOARD APPOINTMENTS:**
8. Applicants for the Planning & Zoning Board Tab 8
- I. **ORDINANCE ON 1<sup>ST</sup> READING**
9. **ORDINANCE NO. 04-2010 – Amendment to the Reasonable Accommodations Ordinance Clarifying the Definition of “Qualifying Entity” and Process for Proof of Disability** Tab 9
- AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AMENDING SECTION 78-6(1) OF THE LAKE PARK TOWN CODE ENTITLED “REASONABLE ACCOMMODATION PROCEDURES”; PROVIDING FOR AN AMENDMENT TO THE DEFINITION OF THE TERM “QUALIFYING ENTITY”; PROVIDING FOR THE REQUIREMENT THAT THOSE SEEKING A REASONABLE ACCOMMODATION SUBMIT THEIR LEGAL NAMES AND PROOF OF THEIR DISABILITY OR HANDICAP; PROVIDING FOR THE AMENDMENT OF SECTION 78-6(1) TO REQUIRE QUALIFYING ENTITIES TO SUBMIT PROOF THAT THEY ARE LICENSED SERVICE PROVIDERS AS DEFINED IN SECTION 397.311(18), FLORIDA STATUTES; PROVIDING FOR REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**
- J. **GENERAL APPROVAL OF ITEM**

- 10. Recommendation of Appointment of Commissioner Kendall Rumsey as an Alternate Member to the Bioscience Land Protection Advisory Board Tab 10
- 11. Replacement of Northlake Boulevard Task Force Representative Tab 11
- 12. Appointment of Planning and Zoning Board Commission Liaison Tab 12
- 13. Appointment of Library Board Commission Liaison Tab 13
  
- K. DISCUSSION AND POSSIBLE ACTION:
  - 14. Discussion Regarding Traffic Along Flagler Blvd. Tab 14
  - 15. Placement of Four Way Stop Sign on the Corner of Jasmine Drive & Palmetto Drive Tab 15
  - 16. Parking Meter Cash Key Tab 16
  
- L. COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:
  
- M. ADJOURNMENT:

# **Consent Agenda**

# TAB 1

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: **April 7, 2010**

Agenda Item No. **1**

- |  |   |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING              | <input type="checkbox"/> RESOLUTION                       |
| <input type="checkbox"/> Ordinance on Second Reading |   |
| <input type="checkbox"/> Public Hearing              | <input type="checkbox"/> DISCUSSION                       |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input type="checkbox"/> BID/RFP AWARD                    |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM    | <input checked="" type="checkbox"/> <b>CONSENT AGENDA</b> |
| <input type="checkbox"/> Other:                      |   |

**SUBJECT:** Regular Commission Meeting Minutes of March 17, 2010.

**RECOMMENDED MOTION/ACTION:** Approve the Regular Commission Meeting Minutes of March 17, 2010.

Approved by Town Manager *W. Davis*

Date: *3/30/10*

*Judith Stadel*  
Deputy Clerk

*3/25/10*  
Date of Actual Submittal

<b>Originating Department:</b> Town Clerk	Costs: \$ N/A Funding Source. Acct. #	<b>Attachments:</b>
<b>Department Review:</b> <input type="checkbox"/> City Attorney <input type="checkbox"/> Community Affairs ____ <input type="checkbox"/> Community Development	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input checked="" type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <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 _____ OR Not applicable in this case <input checked="" type="checkbox"/> _____:  Please initial one.

**Summary Explanation/Background:**



**Minutes**  
**Town of Lake Park, Florida**  
**Regular Commission Meeting**  
**Wednesday, March 17, 2010, 7:00 p.m.**  
**Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, March 17, 2010 at 7:00 p.m. Present were Mayor DuBois, Vice-Mayor Carey, Commissioners Daly, Rumsey and Osterman, Commissioners-Elect Hockman and Longtin, Town Manger Maria Davis, Town Attorney Thomas Baird, and Town Clerk Vivian Lemley.

Mayor DuBois led the Invocation and the Pledge of Allegiance.  
 Town Clerk Vivian Lemley performed the Roll Call.

**ADDITIONS/DELETIONS/APPROVAL OF AGENDA**  
 None

**Motion: A motion was made by Vice-Mayor Carey to approve the agenda;  
 Commissioner Osterman made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Daly	X		
Commissioner Osterman	X		
Commissioner Rumsey	X		
Vice-Mayor Carey	X		
Mayor DuBois	X		

Motion passed 5-0

**RESOLUTION(S) - ACCEPTING ELECTION RESULTS**

**RESOLUTION NO. 13-03-10 Accepting the Certified Results of the Election**  
**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, CERTIFYING THE RESULTS OF THE GENERAL ELECTION HELD ON MARCH 9, 2010 FOR THE FOUR COMMISSIONER SEATS.**

**Public Comment Open.**

*None*

**Public Comment Closed.**

**Motion: A motion was made by Vice-Mayor Carey to approve Resolution No. 13-03-10; Commissioner Rumsey made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Daly	X		
Commissioner Osterman	X		
Commissioner Rumsey	X		
Vice-Mayor Carey	X		
Mayor DuBois	X		

Motion passed 5-0

**PROCLAMATIONS**

**Edward Daly**

Mayor DuBois read the proclamation to Edward Daly.

Mr. Daly accepted his proclamation.

**Jeffery Carey**

Mayor DuBois read the proclamation to Jeffery Carey.

Mr. Carey accepted his proclamation and stated that it had been an honor to represent the Town of Lake Park for the last six years. He thanked residents for voting and supporting the Commission. He wished the new Commissioners the best of luck.

**SWEARING IN CEREMONY:**

**Swearing in Ceremony for Commissioners conducted by Town Clerk Vivian Lemley**

Town Clerk Vivian Lemley swore in Patricia Osterman as Commissioner.

Town Clerk Vivian Lemley swore in Kendall Rumsey as Commissioner.

Town Clerk Vivian Lemley swore in Steven Hockman as Commissioner.

Town Clerk Vivian Lemley swore in Jeanine Longtin as Commissioner.

**APPOINTMENT OF A VICE-MAYOR**

**Motion:** A motion was made by Commissioner Longtin to **appoint** Commissioner Rumsey as Vice-Mayor.

Commissioner Rumsey declined the nomination.

**Motion:** A motion was made by Commissioner Rumsey to **appoint** Commissioner Osterman as Vice-Mayor;

**Mayor DuBois** passed her gavel to **Commissioner Longtin**.

**Mayor DuBois** seconded the motion.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman		X	
Commissioner Longtin	X		
Commissioner Rumsey	X		
Vice-Mayor Osterman	X		
Mayor DuBois	X		

Motion passed 4-1

**Public and Other Comments:**

None

**Public Comment Closed.**

**Consent Agenda:**

1. Regular Commission Meeting Minutes of March 3, 2010
2. Reimbursement Agreement with Palm Beach County

**Public Comment Open.**

*None*

**Public Comment Closed.**

Commissioner Longtin asked that item #2 be pulled from the Consent Agenda for discussion.

**Motion:** A motion was made by Commissioner Rumsey to approve item #1 of the Consent Agenda; Commissioner Longtin made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner Rumsey	X		
Vice-Mayor Osterman	X		
Mayor DuBois	X		

Motion passed 5-0

Commissioner Longtin stated that the Reimbursement Agreement only spoke of Silver Beach Road and not Bayberry Drive.

Town Manager Davis explained that the Reimbursement Agreement was only for Silver Beach Rd. The agreement was between Palm Beach County and the Town of Lake Park. Palm Beach County Commissioner Addie Green approached the Town and asked if the Town would be willing to allow the County to install ten street lights on the western boundary of Silver Beach Rd. The County agreed to pay for the installation and maintenance for the next twenty years.

**Public Comment Open.**

*None*

**Public Comment Closed.**

**Motion: A motion was made by Commissioner Rumsey to approve item #2 of the Consent Agenda; Vice-Mayor Osterman made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner Rumsey	X		
Vice-Mayor Osterman	X		
Mayor DuBois	X		

Motion passed 5-0

**DISCUSSION AND POSSIBLE ACTION**

**Use of the Mirror Ballroom for a Piano Recital**

**Public Comment Open.**

*None*

**Public Comment Closed.**

**Motion: A motion was made by Commissioner Rumsey to approve the use of the Mirror Ballroom for a piano recital; Vice-Mayor Osterman made the second.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Hockman	X		
Commissioner Longtin	X		
Commissioner Rumsey	X		
Vice-Mayor Osterman	X		
Mayor DuBois	X		

Motion passed 5-0

**BOARD APPOINTMENTS:**

**Applicants Reapplying for the Library Board**

The following applicants were re-appointed to the Library Board:

Peter Braun – Regular Member

Lisa Colgan – Regular Member

Louise Fullerton – Regular Member

**COMMENTS BY COMMISSION, TOWN MANAGER, TOWN ATTORNEY**

**Commissioner Hockman** thanked everyone for coming out and voting. He stated that he would publicly abstain from voting on any issue regarding the lawsuit that was currently taking place with the Marina due to a conflict to interest.

He stated that he enjoyed speaking with residents during his campaign and wished he could talk to more residents. He stated that he wanted to discuss a couple of issues. He stated that there has been a problem with speeding on Flagler Blvd. He stated that he spoke with Town Manager Davis regarding the problem. He discussed the problems and issues he's witnessed with drivers on Flagler Blvd. He asked Town Manager Davis to look into installing speed bumps or additional stop signs. He stated that there have been

issues with drivers not stopping at the stop signs and there was a bus stop at the end of the street which posed a great safety issue to the children.

He stated that he looked forward to working with the Commission.

**Commissioner Longtin** thanked everyone who voted for her, helped her and prayed for her. She thanked Ed Daly and Jeffery Carey for their service to the Town. She asked Joseph Lorelli, Brendan Beard and Hollis Langer to stay involved in the community. She stated that she represented the entire community despite color, race or gender and she may not agree with some members of the Commission but the Commission represents the entire community. She wished everyone a Happy St. Patrick's Day.

**Commissioner Osterman** thanked everyone who voted for and supported her. She welcomed the two new Commissioners and thanked the former Commissioners for their service to the Town. She stated that residents have spoken to her about another problem intersection in the Town which was at Jasmine Dr. and Palmetto Street. Residents have requested a four way stop sign because they have witnessed several near accidents.

She requested that Commissioner Hockman give more details and specific information with regards to the conflict of interest he has with the Town's Marina Lawsuit.

**Mayor DuBois** asked Town Attorney Baird if more would be requested of Commissioner Hockman than just stating that he has a conflict of interest.

**Town Attorney Baird** explained that a Commissioner who has a conflict of interest is legally required by Florida Statutes to abstain from voting on that item when it comes before the Commission. A Commissioner is permitted to participate in a discussion on that item but under the law they may not advocate a particular position if they have a conflict, but they do have to declare at the beginning of the discussion their conflict, the nature of the conflict, and at the conclusion of the discussion, abstain from voting.

**Mayor DuBois** stated that there was a form that a Commissioner is required to fill out when they abstain from voting.

**Commissioner Osterman** asked Attorney Baird if Mr. Hockman could be present during legal sessions regarding the Marina lawsuit.

**Attorney Baird** explained that Mr. Hockman is permitted to participate in any Commission meeting but must abstain from voting on the issue in which he has a conflict of interest.

**Commissioner Longtin** stated there were issues that come up in which Commissioners should abstain from voting and do not or abstain on issues that they do not have to abstain from. She stated that Mr. Hockman should have discussions with Attorney Baird for guidance.

**Commissioner Rumsey** stated that he would like to see what availability the Town would have for residents to purchase parking cards with up to a 25% discount for

parking. He asked Town Manager Davis to research the idea and bring it back to the next Commission Meeting. He also asked for a complete list of Town boards and board appointments which included term expirations and dates of service. He congratulated Brendan Beard and Joseph Lorelli for getting involved in the political process. He thanked former Commissioner Daly and Vice-Mayor Carey for their excellent example of their leadership to the Community. He welcomed new Commissioner's Longtin and Hockman. He stated that he hoped that they could find common ground when making decisions for the Town.

**Mayor DuBois** welcomed new Commissioner's Hockman and Longtin. She expressed the importance of voting and thanked those who voted in the election. She stated that she would be attending the Bioscience Land Advisory Board Meeting tomorrow. She gave an update and explanation of the Army Corps of Engineers' interest in purchasing and utilizing the Town's Bioscience Land. She stated that Congressman Alcee Hastings' assistant would be at the meeting to speak on the Town's behalf. She stated that there were two bills in progress in Tallahassee that addressed sober housing. She stated that it looked like there would finally be action taken on the issue.

**Town Attorney Baird** gave an update on the sober housing issues in the Town. He stated that there were two Reasonable Accommodations hearings set for two different properties in the Town. He thanked former Commissioner Daly and Vice-Mayor Carey for their service to the Town. He congratulated new Commissioner's Hockman and Longtin and returning Commissioner's Osterman and Rumsey. He wished everyone a "Happy St. Patrick's Day".

**Town Manager Davis** thanked former Commissioner Daly and Vice-Mayor Carey for their service to the Town. She welcomed new Commissioner's Longtin and Hockman and stated that she looked forward to working with them. She congratulated returning Commissioner's Osterman and Rumsey.

She announced that the Town's Easter Egg Hunt would be taking place on April 3, 2010 beginning at 9:30 a.m. at Kelsey Park. She stated that a "Music Together" class was back. She asked Recreation Director Greg Dowling to explain.

**Recreation Director Greg Dowling** explained that the Music Together class originally took place two years ago. He stated that Ms. Linda was the teacher and has come back to teach the class again. The class was for 10 weeks at a cost of \$170 and would take place on Tuesdays at 9:30 a.m., 10:30 a.m. and 12 a.m. and on Wednesdays at 9:30 a.m. and 10:30 a.m. The class was for the development of music in young children ages 3 months to 5 years.

**Town Manager Davis** announced that registration for the "Send a Kid to Camp" raffle would end on March 31, 2010. She stated that tickets were \$5 a piece and you could purchase 5 tickets for \$20. The prize would be a men's watch valued at \$600 donated by Shamrock Jewelers. She encouraged residents to participate in the raffle.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Osterman and seconded by Commissioner Rumsey, and by unanimous vote, the meeting adjourned at 7:43 p.m.

\_\_\_\_\_  
Mayor Desca DuBois

\_\_\_\_\_  
Deputy Town Clerk, Jessica Shepherd, CMC

Town Seal

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2010

# TAB 2

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: April 7, 2010

Agenda Item No. 2

- |  |  |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING              | <input checked="" type="checkbox"/> RESOLUTION     |
| <input type="checkbox"/> Ordinance on Second Reading |  |
| <input type="checkbox"/> Public Hearing              | <input type="checkbox"/> DISCUSSION                |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input type="checkbox"/> BID/RFP AWARD             |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM    | <input checked="" type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other:                      |  |

**SUBJECT:** Signature Resolution

**RECOMMENDED MOTION/ACTION:** Approve attached resolution.

Approved by Town Manager W. Davis Date: 3/30/10

Annem. Costello  
Name/Title Finance Director

3/30/10  
Date of Actual Submittal

<b>Originating Department:</b>  Finance	Costs: \$ No cost  <b>Funding Source:</b> Acct. #	<b>Attachments:</b> Copy of Resolution
<b>Department Review:</b> <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____	<input checked="" type="checkbox"/> Finance <u>PMC 3132110</u> <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> 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 _____:  Please initial one.

**Summary Explanation/Background:**

This resolution is necessary to change the authorized signatories on the specified bank accounts to conduct Town Business.

**RESOLUTION NO. 14-04-10**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, APPOINTING MAYOR DESCA DUBOIS, VICE MAYOR PATRICIA OSTERMAN, COMMISSIONER KENDALL RUMSEY AND FINANCE DIRECTOR ANNE M. COSTELLO AS AUTHORIZED SIGNATORIES ON NATIONAL CITY BANK ACCOUNTS PAYABLE ACCOUNT # 1201423864, PAYROLL ACCOUNT #1201624885, REVENUE ACCOUNT #1201634645 AND NOW ACCOUNT #1203185468 REMOVING ANY UNAUTHORIZED SIGNATORY ON SAID ACCOUNTS, ANY PERSON PREVIOUSLY APPOINTED AS SUCH AND NOT NAMED HEREIN; DIRECTING THAT ALL AUTHORIZED SIGNATORIES ON SAID ACCOUNTS COMPLETE AND EXECUTE SIGNATURE CARDS, FACSIMILE SIGNATURE CARD, AND RESOLUTIONS AND/OR OTHER BANK DOCUMENTS NECESSARY TO EFFECT THE IMPLEMENTATION OF THIS RESOLUTION; DIRECTING THE TOWN CLERK TO PROVIDE CERTIFIED COPY OF THIS RESOLUTION TO THE BANKING INSTITUTION NAMED HEREIN; PROVIDING AN EFFECTIVE DATE.**

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AS FOLLOWS:**

**Section 1.** The following persons are hereby appointed as authorized signatories on National City Bank Accounts Payable Account #1201423864, Payroll Account #1201624885, Revenue Account #1201634645 and NOW Account #1203185468:

Mayor Desca DuBois

Vice Mayor Patricia Osterman

Finance Director Anne M. Costello

Commissioner Kendall Rumsey

**Section 2.** All persons named herein as authorized signatories on said accounts are hereby directed to complete and execute signature cards, facsimile signature card, bank resolutions and/or other bank documents necessary to effect the implementation of this Resolution.

**Section 3.** The Town Clerk is hereby directed to provide a certified copy of this Resolution to the banking institution named herein.

**Section 4.** This Resolution shall become effective immediately upon its adoption.

# TAB 3

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: **April 7, 2010**

Agenda Item No. **3**

- |  |  |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING<br><input type="checkbox"/> Ordinance on Second Reading<br><input type="checkbox"/> Public Hearing<br><br><input type="checkbox"/> ORDINANCE ON FIRST READING<br><br><input type="checkbox"/> GENERAL APPROVAL OF ITEM | <input checked="" type="checkbox"/> <b>RESOLUTION</b><br><br><input type="checkbox"/> DISCUSSION<br><br><input type="checkbox"/> BID/RFP AWARD<br><br><input checked="" type="checkbox"/> <u>CONSENT AGENDA</u><br><br><input checked="" type="checkbox"/> <b>Other: Memorandum of Understanding (MOU)</b> |
|--|--|

**SUBJECT:** Resolution and MOU of support for Treasure Coast and South Florida Regional Planning Council's joint application for the Federal Sustainable Communities Initiative (SCI) funding.

RECOMMENDED MOTION/ACTION: Approval

Approved by Town Manager

*M. Davis*

Date:

*3/30/10*

<b>Originating Department:</b> Community Development	Costs: \$ N/A  Funding Source:  Acct. #	<b>Attachments:</b> Resolution MOU Background Material
<b>Department Review:</b> <input checked="" type="checkbox"/> Town Attorney <i>[Signature]</i> <input type="checkbox"/> Community Affairs <i>[Signature]</i> <input checked="" type="checkbox"/> Community Development <i>[Signature]</i>	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <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>[Signature]</i> Or <span style="float: right;">3/23/2010</span> Not applicable in this case _____:  Please initial one.

**Summary Explanation/Background:** On June 16, 2009, the U.S. Department of Housing and Urban Development (HUD) joined with the U.S. Environmental Protection Agency (EPA) and the U.S. Department of Transportation (DOT) to help improve access to affordable housing, more transportation options, and lower transportation costs while protecting the environment in communities nationwide. Congress provided a total of \$150,000,000 for the SCI program to encourage regional planning efforts that integrate housing and transportation decisions, and increase State, regional and local capacity to incorporate livability, sustainability and social equity principles into land use and zoning. From that total amount, \$100,000,000 is being made available to encourage metropolitan regions to develop integrated regional plans that articulate a vision for growth that federal housing, transportation and other federal investments can support.

The plan is to have seven counties from Monroe to Indian River join together to apply for this money. The combined counties will make up the fifth largest metropolitan area in the United States. This will provide significant leverage in funding applications as money becomes available. This resolution and MOU is simply pledging support for the regional approach. Actual funding opportunities will be discussed in the future. The regional planning councils will be developing a regional plan and vision identifying critical projects and infrastructures to improve the region's sustainability and to be used as a guide by federal funding agencies to prioritize and focus future federal investment.

Staff recommends approval.

March \_\_\_\_, 2010

*(Addressed to attached list)*

Subject: Federal Sustainable Communities Initiative

At their most recent board meetings, the South Florida Regional Planning Council and Treasure Coast Regional Planning Council adopted the attached resolutions directing the Councils to work together in preparing a comprehensive joint application for Federal Sustainable Communities Initiative funding. In a second action, the Councils instructed that: 1) any application for federal funding under the Sustainable Communities Initiative should be a cooperative effort among the regional planning councils, water resource, housing, environmental and transportation agencies; local governments, nonprofits, academia, and private sector organizations; and 2) letters or resolutions of support should be requested from all partner agencies to accompany the joint funding application.

By way of this letter, the Councils are requesting the cooperation of your agency and a letter or resolution of support to be included in the federal funding application. Additional information about the Sustainable Communities Initiative as well as a sample draft letter/resolution of support is provided for your information and convenience.

The Councils would appreciate receiving your agency's letter or resolution of support no later than April 30, 2010. If you would like Council staff to attend your Board meeting, please let us know.

The South Florida and Treasure Coast Regional Planning Councils look forward to collaborating with you on a successful application and a sustainable regional plan, to include a full range of critical infrastructure projects designed to focus future federal investment in Southeast Florida.

If there are questions or a need for additional information, please call Michael Busha at (772) 221-4060 or Carolyn Dekle at (954) 985-4416.

Sincerely,

Sincerely,

Samuel J. Ferreri, Chair  
Treasure Coast Regional Planning Council

Joseph Scuotto, Chair  
South Florida Regional Planning Council

Attachments



# *The Town of Lake Park*

April 7, 2010

The Honorable Samuel Ferreri, Chair  
Treasure Coast Regional Planning Council  
421 SW Camden Avenue  
Stuart, FL 34994

The Honorable Joseph Scutto, Chair  
South Florida Regional Planning Council  
3440 Hollywood Boulevard, Suite 140  
Hollywood, FL 33021

Subject: Federal Sustainable Communities Initiative

Dear Chairman Ferreri and Chairman Scutto:

At a recent meeting, the Town Commission of the Town of Lake Park, Florida adopted the attached resolution directing the South Florida and Treasure Coast Regional Planning Council to work together in preparing a comprehensive joint application for Federal Sustainable Communities Initiative funding; and to establish a working partnership agreement with appropriate water resource, housing, environmental and transportation agencies, local governments, nonprofits, academia, and private sector organizations to collaborate on the application and the funded project.

If you have any questions please don't hesitate to call.

Sincerely,

Desca Dubois, Mayor  
Town of Lake Park

Attachment



## **SOUTHEAST FLORIDA PARTNERSHIP**

**Monroe – Miami-Dade – Broward – Palm Beach – Martin – St. Lucie – Indian River**

### **HUD SUSTAINABLE COMMUNITIES PLANNING GRANT PROGRAM PRE-NOFA COMMENTS**

**MARCH 12, 2010**

#### **GENERAL COMMENTS**

#### **FUNDING**

**Population Threshold** - The population threshold of 500,000 for "Large metropolitan areas" is very low. Defining "Large metropolitan areas" as those with a population threshold of only 500,000 does not acknowledge the unique needs and resources required by substantially larger regions for planning purposes. Depending on the functionality of existing environmental, transportation and human systems, a region may encompass a significant population of several million people that require unification under a common vision in order to develop an effective Regional Plan for Sustainable Development.

Local governments within large complex regions may be enticed to seek separate funding for eligible population thresholds within what should be considered one region for regional planning purposes. Creating low population thresholds for the development of a regional plan for sustainable development may result in a disjointed effort and contradict the intent of the program.

HUD should consider planning grants not in excess of \$10 million for very large metropolitan areas with unique characteristics which would provide additional challenges in the development of the Regional Plan for Sustainable Development. These unique characteristics, may include but are not necessarily limited to, regions:

- with a population in excess of 5 million residents;
- that have multiple Metropolitan and Micropolitan Statistical Areas;
- whose resident population is diverse (countries of origin, language, income, etc.)
- where the geography of the region provides unique challenges in the development of the Regional Plan for Sustainable Development, i.e. linear regions as opposed to regions organized around a center community

**Criteria for Coastal Communities / Climate Change Vulnerability** - HUD should consider establishing scoring criteria for coastal communities and/or for regions that proactively consider risks from disasters, sea level rise and climate change in their regional plan.

**Multiple Funding Categories** - HUD should allow for funding requests in multiple funding categories as part of the same application. It should not fund smaller metropolitan areas within a larger region independent of the larger metropolitan areas grant within the same category.

**Mini-Sub Awards** - HUD should permit mini-sub-awards to single jurisdiction partners for local research, initiatives, etc. in support of the regional vision.

## **PERFORMANCE GOALS / METRICS**

The HUD Grant program should create a common set of performance goals/metrics. If there are any evaluation models to measure progress and success that have been embraced by HUD, DOT, and EPA, these models should be described in the NOFA. However, the program should not predetermine the desired measurement to be achieved by each community for a given goal or metric, only the categories for them.

Performance measures for Regional Plans for Sustainable Development should take into consideration the character of the community, including the existing built environment, the diversity of the community, fiscal realities, and the ability to measure near term results. Most communities, especially large metropolitan areas, do not have the luxury of planning a sustainable community from a "blank slate." In a developed, metropolitan region, an important measure could be how well the Regional Plan for Sustainable Development will integrate already existing communities, infrastructure, transportation, housing, education centers, etc. In its vision and plan to increase overall sustainability. One measure of success for plans developed by communities with existing challenges is how well the issues have been defined and what strategies make sense given the market realities, fiscal restraints and the conditions of the current built and natural environment that face the community.

If sustainable economic growth, improvements to the natural and built environment, and the improvements in quality of life for all Americans are three overarching goals, then the metrics should have ways to quantify such growth and improvements. These metrics include reducing threats of disasters; reducing greenhouse emissions; reducing traffic congestion by reducing vehicle miles traveled; reducing pedestrian traffic accident deaths; reducing traffic accident deaths; reducing obesity due to increases in large scale walking distances within larger scale walking built environments; reducing poverty; reducing low birth weight babies; increasing high school graduation rates; increasing college degrees awarded; increasing post graduate degrees awarded; reducing divorce rates; reducing the number of people who move out of the region or any part thereof; reducing births out of wedlock; reducing family violence; reducing violent crime rates; reducing homelessness; reducing health care costs; increasing availability of quality health care to all socio-economic classifications of residents within the region; reducing joblessness; increasing wages and salaries earned across all socio-economic classifications of residents within the region; increases in agricultural production; water quality improvements (freshwater, drinking water, coastal ocean); decontamination of soils; increases in wildlife population and wildlife habitat; increasing urban adapted wildlife population and habitat; increasing longevity and health for elderly populations; and other yet to be defined measurable changes in the economic, social, and environmental conditions of the region.

## **FUNDING FOR PROJECTS THAT LOGICALLY WOULD FIT INTO A REGIONAL PLAN FOR SUSTAINABLE DEVELOPMENT**

There are many projects that have been developed and approved pursuant to collaborative, multi-jurisdictional processes. These projects, many of which are under implementation or poised for implementation, can reasonably be expected to be important components of the Regional Plan for Sustainable Development. It is important that the ongoing development of the Regional Plan for Sustainable Development not preclude the implementation of “demonstration projects” that are ready to be implemented, provide important linkages between existing communities and significant destinations and supportive of the overall direction of a Regional Plan for Sustainable.

Local governments often undertake sustainability initiatives and then struggle with their implementation, especially at the regional scale. Funding should support the integration of various jurisdictional plans to create a cohesive regional framework that achieves the overall goal of fund sources.

**ADDITIONAL FEDERAL PARTNERS** – Similar to the National Brownfields Showcase Communities Initiative, additional federal partners should be encouraged to participate in the Sustainable Communities Initiative and support multi-jurisdictional, regional, integrative planning efforts through funding and technical assistance.

For example:

The US Dept. of Agriculture could support job creation including small businesses/cottage industries, to improve environment, markets and community gardens with emphasis on locally grown foods and nutrition.

The US Dept. of Health could assist with improved access to care, especially in underserved communities; promote active living/fitness, nutrition and healthy eating enhancements for schools that would improve the environment while helping to reduce childhood obesity, pulmonary and cardiovascular disease.

The US Dept. of Energy could provide increased support for alternative fueled vehicles and infrastructure; incentives for green building standards (LEED, Green Globes) and local production of energy.

The US Dept of Commerce / Economic Development Administration could assist with additional funds or lowered match for Revolving Loan Funds for small business loans in communities with Regional Plans for Sustainable Development.

### **CATEGORY 1: REGIONAL PLANS FOR SUSTAINABLE DEVELOPMENT**

- 1. What specific types of eligible activities would support this effort and which parties should be part of the regional planning process?**

We believe this category provides the most cost effective use of funds to energize the conversation across the country about what sustainability is about from a comprehensive standpoint and the guidelines that would encompass a successful sustainable plan. We

also believe this would provide the most beneficial use of dollars since development of good, comprehensive and focused plans, with US HUD's guidance, will ultimately have the best chance of being funded and implemented and therefore benefit the greatest number of people. Building the right model is critical as a first step and this category provides for that opportunity.

In this initial round of funding, priority should be given to grants in categories one and two so as to make the funding stretch further in assisting regions throughout the country.

Funding should be made available for the initial steps and activities that must be undertaken in the development of a collaborative regional visioning process.

Competitive grants should be flexible and multi-year, and emphasis should be placed on existing regional planning organizations that are at varying points within comprehensive planning development and implementation processes as applying agencies.

Place-based Decision-Making – It is important to stay true to the emphasis on place-based decision-making and avoid a "one size fits all type of program."

#### **Examples of suggested eligible activities:**

##### **Regional Partnership Development Activities**

- Identifying members and component organizations of the Partnership and who they represent
- Identifying and convening a broad based group of stakeholders such as private, public, nonprofit sector groups, the research community and academia, and philanthropic foundations, including organizations representing underserved populations and neighborhood collaborations
- Development of the Partnership including agreement on common goals and objectives, memorandums of understanding
- Funding should provide local governments and regional planning organization opportunities for training, support, peer-to-peer exchange, technical assistance, capacity building and analysis. This should include assistance in collaborating intra-jurisdictionally with staff, research personnel, and elected officials across a very large metropolitan area to identify mutually-beneficial sustainable planning and implementation initiatives.

##### **Formulation, documentation and formalization of a regional "vision"**

- Understanding the components and multiple regional systems that must be integrated to create a Regional Vision and Plan for Sustainable Development. The goal should be to break down and integrate traditional planning and investment "silos" to better identify areas of regional consensus, maximize opportunities, and identify areas that require additional discussion and consensus among the Partnership members, community leaders, and other regional stakeholders.
- Collection and analysis of existing "visioning" and investment plans
- Integration / overlay of existing plans to identify areas of commonality and divergence

- Analysis of, and modifications to, as necessary, to existing local plans to integrate housing, transportation, and land use planning for purposes of growing a new American economy
- Support for partners to begin or further, as appropriate, the development and analysis of expected climate change scenarios to assist with long-term land use planning and infrastructure development
- Communication tools such as a shared web-based site to facilitate organization, access and sharing of documents to be consolidated and produced; the maximum use of technology should be encouraged, especially for large regions that cover a vast geographic area
- The production of assessments and vision documents
- Collection and analysis of local economic development trends that apply on a regional level
- Support for the alignment of activities undertaken pursuant to local/state/federal programs with the Regional Plan for Sustainability.
- Activities that support the formal adoption of the Regional Plan for Sustainable Development by a broad based group of regional stakeholders
- The Regional Plan for Sustainable Development should reflect broad based regional consensus, not just government consensus, and be a physical plan

**Evaluation and documentation of progress and success**

- The development of benchmarks, measurable outcomes and evaluation processes tied to the livability principles
- HUD should support the development of a measurement tools and a tracking website

**Outreach, Communication and Community Engagement / Achieving Integration, Communication, and Equity between communities of different character**

- The development of regional outreach plans and strategies particularly for underserved, hard to reach communities
- The development of communication plans utilizing traditional, non-traditional, and emerging communication tools and venues such as print media, radio, television, cable, social networking sites, internet, personal communication devices of all types, and all other forms of new communications technology.
- Funding to support the development and implementation of regional outreach and communication strategies in diverse communities
- The development of mechanisms to connect rural, urbanizing, and urban areas of the region to ensure a regional dialogue and equitable flow of opportunities for underserved communities and investments within the entire region
- Resources to understand how evolving technology, transportation systems, educational programs, and economic development opportunities and demands may affect underserved, hard to reach communities

**2. What elements should be part of the plan, such as a region-wide vision and statement of goals, long term development and infrastructure investment map, implementation strategy and / or funding plan?**

Regional Plans for Sustainable Development with accompanying regional infrastructure investment plans, should be comprehensive and demonstrate integration of elements such as, but not limited to, transportation, housing, human systems, environmental improvements, water and sewer, economic, community and educational / workforce investments. These investments should take into consideration projected climate change impacts to ensure that infrastructure investments reflect adaptation considerations.

Regional Plans for Sustainable Development should, to the greatest extent possible and where appropriate, be built upon the foundation of work that has been accomplished and undertaken in the region where existing plans, partnerships, and processes enhance regional planning, coordination and efficiency, reduce unnecessary duplication of effort and responsibilities, and add clarity and accountability to implementation processes.

The complete "package" of what supports fiscally and environmentally sustainable infrastructure should be considered, including minimum levels of density or intensity for future development and how these built environments should be organized to optimally meet goals to reduce climate change impacts.

**3. How can citizens best participate, such as through a requirement for participation in a minimum number of public meetings to ensure broad regional consensus?**

Citizen participation should be inclusive and accessible. There should not be a requirement for a minimum of public meetings. Instead, grant recipients should be encouraged to explore a range of public involvement strategies and public venues to ensure meaningful public involvement and input into the development of Regional Plans for Sustainable Development. These need to reflect community cultures and best practices unique to different parts of the country.

These strategies include, but are not limited to, working with non-governmental organizations to further public involvement via outreach to places of worship, homeowners and civic associations, business chambers; innovative television and cable network programming; internet "town hall" meetings; web-based surveys and other internet related social communication formats; and weekend meetings. Grantees should be encouraged to participate in events sponsored by other organizations to reach residents who otherwise might not choose to participate in a stand alone "regional visioning" event. The objective is to be creative in outreach efforts and go where the public is instead of relying on attracting the public to special "regional visioning" events. The maximum use of technology and social networking strategies should be encouraged, especially for large regions that cover a vast geographic area.

Specific methodologies that can support and build meaningful and lasting community and civic engagement include, but are not limited to: 1 – use of dialogue and action circles that inform residents on issues of sustainability and engage them in designing and implementing action strategies for personal and collective participation in solutions; 2 –

use of mini-grants to support community generated civic action related to sustainability solutions; 3 – support for regional meetings of engaged community and civic leaders to share experiences, encourage collaboration, and celebrate success; 4 – development and utilization of behavioral change and game theory approaches that create ownership, synergy and lead to tipping points in community culture that support sustainability practices.

- 4. Should Regional Plans for Sustainable Development be expected to harmonize and be consistent with HUD, DOT, and EPA-required plans and if so, how? Should Regional Plans for Sustainable Development show a linkage to local formula-based programs supported by HUD, DOT, and EPA; and, if so, to what extent should such linkage be required?**

This planning program represents an opportunity to emphasize “placed-based decision making” and further the implementation of plans that represent the communities and region in which they are developed and embraced. Grants and planning activities should promote the desires of the local governments and community and regional stakeholders and provide choice in achieving common goals. HUD, DOT, and EPA-required plans should be expected to harmonize, be compatible, further the livability principles, and support the implementation of the Regional Plan for Sustainable Development. Formula based programs from the federal government should be flexible and used to support Regional Plans for Sustainable Development.

## **CATEGORY 2: DETAILED EXECUTION PLANS & PROGRAMS**

- 1. What specific types of activities should be eligible for funding in this category?**

We recommend that HUD allow applications that request funding under multiple categories as part of the same application. Some partners in a regional partnership may be further along in comprehensive and sustainability planning and others may require more ‘groundwork’ in this area before there can be a consolidation for a regional vision. It would be beneficial to allow for funding for developing regional detailed execution plans and programs at the same time so work can begin in this area for smaller groupings within the region.

Some projects may incorporate elements from all three Categories. Plans that incorporate elements from all three Categories should receive greater weight.

Applicants should demonstrate inclusion of traditionally marginalized populations and the advancement of economic and social equity through the engagement of multi-jurisdictional, cross-sector partnerships as identified by HUD.

- 2. What criteria should be used to evaluate whether a previously adopted regional vision is consistent with the Livability Principles discussed above?**

Applicants should substantively address each of the six Livability Principles and show broad representation of key stakeholders in multi-jurisdictional, cross-sector partnerships. Additionally, Livable Communities should reasonably demonstrate a convergence of health, housing, educational, land use, and transportation planning, and smart growth

strategies including premium public transit systems and the implementation of transit-oriented development to help achieve health, safety, economic and environmental objectives.

To be eligible for funding the applicants should demonstrate a commitment to regional cooperation and collaboration. This could be demonstrated, for example, by the adoption of a Memorandum of Understanding (MOU). The MOU should include the specific roles and responsibilities for each participant.

Regional needs vary. Local conditions should be fair, open, and inclusive. Evaluation criteria should be tailored to allow for flexibility that addresses variance in the different regions.

Every region will have different local conditions to accomplish sustainability measures. Sustainability measures will reflect the unique regional context including, but not limited to, GHG/climate change, peak oil, agriculture, transportation, educational opportunities and economic development. International and national best practice guidelines and minimum regional incentivized standards should be implemented.

- 3. Should the amount of local and contributed resources to support, expand, and enhance the development of implementation strategies be rewarded in application scoring or are there other means to leverage other funds and resources?**

The resources committed to date, and for the future project, should be considered. There should be a demonstrated commitment by elected leadership and other policymakers to take well-developed plans and move them into implementation. Extra consideration should be given to in-kind services given the current economic situation. Additional match over the 20% should be considered but not drive the award process. Projects should be high quality projects.

### **CATEGORY 3: IMPLEMENTATION INCENTIVES**

- 1. Would "pre-certification" be an added value and, if so, what programs should this approach apply to? What criteria should be considered for meeting the "pre-certification" status?**

No, all should be considered equally.

- 2. Is the direct support of implementation activities appropriate within this Program given the limited amount of resources and the expected modest size of grants?**

Yes, but such expenditures should be limited to very strategic, cost effect, and innovative projects of small size relative to total expenditures.

- 3. What criteria should be used to judge that an applicant successfully demonstrates that it has an adopted regional vision and that the project for funding under this category is truly catalytic?**

The criteria should consider whether the Regional Plan for Sustainable Development supports the Livability Principles, and whether implementation of the project is likely to spin off additional significant benefits.

**4. Specifically, what criteria should be considered for a project to be catalytic?**

The criteria should include the number of Livability Principles encompassed in the plan and whether implementation of the project is likely to spin off additional significant benefits.

**5. What types of activities might be included, the timeframe by what time the project should be completed, and how much leveraging should be considered appropriate for demonstrating that the proposed investment will serve as a region's commitment to a sustainable future?**

All activities required to implement a project should be included. Applicants and local partners should be able to show commitment in other ways, not just dollars.

### **POTENTIAL ELIGIBLE ENTITIES**

**1. Should certain entities be required partners in multi-jurisdictional regions such as metropolitan planning organization as defined in 23 CFR 450.104, or a rural planning organization or network of rural planning organizations in a rural area?**

There should not be specific required partnerships. Multi-jurisdictional organizations and planning agencies are varied in their structure throughout the U.S. and what works in one region may not be appropriate in another. Requiring specific entities within a partnership may become an obstacle to moving forward. Although these organizations should all be involved in the process of developing and implementing these plans, there should not be a requirement for "partnership."

HUD should define or provide guidance in reference to the term "region" as it relates to eligibility for funding.

**2. What definitions should HUD use to define a rural multi-jurisdictional region eligible for funding?**

N/A

**3. What units of government should be allowed to serve as a lead agency for funding purposes?**

Multi-purpose, multi-jurisdictional, audited organizations with the capacity to undertake and successfully implement a regional, collaborative process should serve as the lead agency for funding purposes.

**4. What should demonstrate commitment on the part of each member organization, and whether there should be a minimum number of member organizations?**

A memorandum of understanding or partnership agreement might be used to demonstrate commitment on the part of each member organization. There should not be a minimum number of organizations or a required level of funding from each organization. Each application should be evaluated on whether it truly represents a regional, broad based approach. That will differ depending on the region and organizations already in place.

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**RESOLUTION NO. 15-04-10**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK FLORIDA SUPPORTING THE REGIONAL PLANNING COUNCILS OF SOUTHEAST FLORIDA IN PREPARING A COMPREHENSIVE JOINT APPLICATION UNDER THE FEDERAL SUSTAINABLE COMMUNITIES INITIATIVE AND ESTABLISHING A WORKING PARTNERSHIP AGREEMENT WITH APPROPRIATE WATER RESOURCE, HOUSING, ENVIRONMENTAL AND TRANSPORTATION AGENCIES, LOCAL GOVERNMENTS AND PRIVATE SECTOR ORGANIZATIONS.**

**WHEREAS**, On June 16, 2009, the U.S. Department of Housing and Urban Development (HUD), the U.S. Department of Transportation (DOT) and the U.S. Environmental Protection Agency (EPA) announced a new partnership to coordinate federal housing, environmental protection and transportation planning and investment; and

**WHEREAS**, the U.S. HUD, DOT and EPA partnership is looking to multidisciplinary regional councils of government to identify and coordinate regional strategies to ensure that housing, land use, and transportation goals are met while simultaneously protecting the environment, promoting economic development, and helping to address the challenges of energy efficiency and climate change; and

**WHEREAS**, the Regional Planning Councils of Southeast Florida comprised of Treasure Coast and South Florida Regional Planning Councils request the Town of Lake Park's support to establish a comprehensive strategic regional plan or vision identifying critical projects and infrastructure to improve the Region's sustainability and to be used as a guide by federal funding agencies to prioritize and focus future federal investment; and

**WHEREAS**, the Regional Planning Councils of Southeast Florida will commit resources necessary within the limits of their budgets and work program to prepare and submit a joint application under the Federal Sustainable Communities Initiative to U.S. HUD's Office of Sustainability Housing & Communities prior to the anticipated "Notice of Funding Available" in March 2010; and

**WHEREAS**, the Town Commission of the Town of Lake Park, Florida is aware that the Federal Sustainable Communities Initiative identifies the need for a comprehensive regional plan or vision for growth, identifying critical projects and

infrastructure to improve the Region's sustainability which will guide future federal funding critical to Southeast Florida; and

**WHEREAS**, the Town Commission of the Town of Lake Park, Florida supports the Regional Planning Councils of Southeast Florida submitting a joint application under the Federal Sustainable Communities Initiative prepared in consultation with the appropriate water resource, housing, environmental and transportation agencies, local governments and private sector organizations; and

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, THAT:**

**Section I.** The foregoing recitals are true and correct and are expressly incorporated herein by reference and made a part hereof.

**Section II.** The Town of Lake Park hereby expresses its desire to support the Regional Planning Councils of Southeast Florida in preparing a comprehensive joint application under the Federal Sustainable Communities Initiative and establishing a working partnership agreement with appropriate water resource, housing, environmental and transportation agencies, local governments and private sector organizations.

**SUSTAINABLE COMMUNITIES INITIATIVE  
MEMORANDUM OF UNDERSTANDING  
FOR THE  
SOUTHEAST FLORIDA REGION**

**I. Purpose**

The purpose of this Memorandum of Understanding (MOU) is to provide a mutual understanding in support of the signatory agencies, organizations, governments, and individuals that will be working in cooperation to: 1) prepare a successful Sustainable Communities Initiative (SCI) grant application; and 2) complete the work funded under the SCI grant.

**II. Background**

On June 16, 2009, the U.S. Department of Housing and Urban Development (HUD) joined with the U.S. Environmental Protection Agency (EPA) and the U.S. Department of Transportation (DOT) to help improve access to affordable housing, more transportation options, and lower transportation costs while protecting the environment in communities nationwide. A set of guiding livability principles and a federal interagency partnership agreement is intended to guide their efforts in coordinating federal housing, transportation, and other infrastructure investments designed to protect the environment, promote equitable development, and help to address the challenges of climate change.

Congress provided a total of \$150,000,000 to U.S. HUD for the SCI program to encourage regional planning efforts that integrate housing and transportation decisions, and increase State, regional and local capacity to incorporate livability, sustainability and social equity principles into land use and zoning. From that total amount, \$100,000,000 is being made available to encourage metropolitan regions to develop integrated regional plans that articulate a vision for growth that federal housing, transportation and other federal investments can support.

More importantly, the three federal agencies have made a commitment to utilize the integrated regional plans or visions to guide their planning and funding decision-making. Funding to these metropolitan regions would generally be directed towards programs and projects identified in “Regional Plans for Sustainability” aimed at increasing transportation choices, reducing combined housing and transportation costs for American families, improving the quality of life in communities, and improving the natural and built environment.

### **III. Agreement**

*Whereas*, there is a recognized need among the signatories for a coordinated, collaborative regional effort to prepare and carry out a successful SCI grant application and work program; and

*Whereas*, an SCI grant application and work program will be prepared and managed by the Treasure Coast and South Florida Regional Planning Councils in cooperation with the MOU signatories, including, but not limited to, the Town of Lake Park, with the intent of establishing a comprehensive regional plan or vision identifying critical projects and infrastructure to: 1) improve the Region’s sustainability; and 2) assist and guide federal funding agencies in prioritizing and focusing future federal investment in Southeast Florida; and

*Whereas*, the signatories agree to the best of their abilities and within the limits of their budgets to work cooperatively on the grant application and funded project; and

*Whereas*, any private sector organization, non-profit, academic or research institution, philanthropic partner, community organization, governmental entity, individual, or intermediary agency that bears responsibility for or has an interest in the sustainable development and redevelopment of Southeast Florida may be a partner and signatory to this MOU; and

*Whereas*, each of the signatories to this MOU understands urban redevelopment and the promotion of infill development in Southeast Florida represents environmental, transportation, social, and economic and community development strategies for restoration of the Everglades ecosystem and advancing the goals of the federal SCI program; and

*Whereas*, each of the signatories to this MOU is committed to following the Livability Principles relating to the sustainable development and redevelopment of Southeast Florida:

1. **Provide more transportation choices.** Develop safe, reliable and economic transportation choices to decrease household transportation costs, reduce our nation's dependence on foreign oil, improve air quality, reduce greenhouse gas emissions, and promote public health.
2. **Promote equitable, affordable housing.** Expand location-and energy-efficient housing choices for people of all ages, incomes, races and ethnicities to increase mobility, and lower the combined cost of housing and transportation.
3. **Enhance economic competitiveness.** Improve economic competitiveness through reliable and timely access to employment centers, educational opportunities, services, and other basic needs by workers as well as expanded business access to markets.
4. **Support existing communities.** Target funding toward existing communities through such strategies as transit-oriented, mixed-use development and land recycling – to increase community revitalization, improve the efficiency of public works investments, and safeguard rural landscapes.
5. **Coordinate policies and leverage investment.** Align policies and funding to remove barriers to collaboration, leverage funding, and increase the accountability and effectiveness of all levels of government to plan for future growth, including making smart energy choices such as locally generated renewable energy.

6. **Value communities and neighborhoods.** Enhance the unique characteristics of all communities by investing in healthy, safe, and walkable neighborhoods – rural, urban or suburban.

*Whereas*, any regional plan document developed under the SCI grant will support these Livability Principles and should, to the greatest extent possible and where appropriate, be built upon the foundation of work that has been accomplished and undertaken in the region where existing plans, partnerships, and processes enhance regional planning, coordination and efficiency, reduce unnecessary duplication of effort and responsibilities, and add clarity and accountability to implementation processes.

*Now, Therefore*, this MOU is established to create a framework for coordinating efforts related to the preparation of a successful SCI grant application and successfully completing the work funded under the SCI grant.

#### **IV. Programming, Budgeting, Funding and Reimbursement Arrangement**

- a. This MOU is neither a fiscal nor a funds obligation document. Any transfer of funds between parties may take place through existing authorities and procedures.
- b. Generally, any endeavor involving the transfer of funds will follow normal procurement or other appropriate processes and will be affected in writing by representatives of the organizations involved.
- c. This MOU in no way restricts the signatories from participating in similar activities or arrangements with other entities or agencies.
- d. Nothing in this MOU shall obligate the signatories to expend appropriations, obligate funds or enter into any contract or other agreement.

**V. Effective Date**

This MOU will become effective upon signature by any two parties. Any Party may terminate its participation in this MOU upon written notice to the other Parties. The provisions of the MOU will be reviewed periodically, as appropriate, and amended or supplemented as may be mutually agreed upon.

**VI. Other Memorandum of Understandings**

There are no superseding MOUs on this topic among the Parties hereto.

**VII. Signatures**

This MOU may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Each Party has signed this five-page agreement on a separate page. The original signature pages are on file at the South Florida Regional Planning Council, 3440 Hollywood Boulevard, Suite 140, Hollywood, FL 33021; (954) 985-4416.

**SUSTAINABLE COMMUNITIES INITIATIVE  
MEMORANDUM OF UNDERSTANDING  
FOR THE  
SOUTHEAST FLORIDA REGION**

By my signature below, my organization/agency becomes a signatory to the Sustainable Communities Initiative Memorandum of Understanding for the Southeast Florida Region, dated \_\_\_\_\_, 2010. I understand that the MOU will be executed in one or more counterparts, each of which will be deemed an original, but all of which shall constitute one and the same instrument. This original signature page will be kept on file at the South Florida Regional Planning Council.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Organization/Agency

\_\_\_\_\_  
Date

**Please return to:**

South Florida Regional Planning Council  
3440 Hollywood Boulevard, Suite 140  
Hollywood, Florida 33021

# TAB 4

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: April 7, 2010

Agenda Item No. 4

- |  |   |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING                        | <input checked="" type="checkbox"/> RESOLUTION          |
| <input type="checkbox"/> ORDINANCE ON FIRST READING<br>READING | <input type="checkbox"/> ORDINANCE ON SECOND<br>READING |
| <input type="checkbox"/> BID/RFP Award                         | <input type="checkbox"/> DISCUSSION                     |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM              | <input checked="" type="checkbox"/> CONSENT AGENDA      |
| <input type="checkbox"/> Other:                                |   |

SUBJECT: Florida Department of Environmental Protection Parks and Recreation  
Division, Land and Water Conservation Grant Submission

RECOMMENDED MOTION/ACTION: Authorize the Town Manager to submit a grant application to the Land and Water Conservation Grant Program

Approved by Town Manager *W. Davis* Date: *3/30/10*

Virginia Martin/Grants Writer  
Name/Title

03/23/2010  
Date of Actual Submittal

<b>Originating Department:</b>  Grants	Costs: \$ 140,000.00 Funding Source: \$70,000 Community Development Block Grant (already submitted) \$70,000 Land and Water Conservation Grant Acct. #	<b>Attachments: Resolution</b>
<b>Department Review:</b> <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____	<input type="checkbox"/> Fire Dept _____ <input checked="" type="checkbox"/> Grants <u><i>GM</i></u> _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Town Clerk _____ <input checked="" type="checkbox"/> Town Manager _____
<b>Advertised:</b> 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 <u><i>GM</i></u> :  Please initial one.

Summary Explanation/Background: Each year, the Florida Department of Environmental Protection makes funding available to Florida communities for parks and recreation

infrastructure. Communities can apply for up to \$200,000 with a dollar for dollar local community match. We are requesting to apply for \$70,000 to replace the playground at Bert Bostrom Park, build dug-outs for the ball-fields, refurbish the basketball courts, and purchase soccer goals. This funding will be matched by our annual Community Development Block Grant funding that will be used to tear down existing bathrooms and storage area at the field, replace them with Americans with Disabilities Compliant restrooms and new storage area for \$70,000. The total project cost is \$140,000.

**RESOLUTION NO. 16-04-10**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AUTHORIZING AND DIRECTING THE TOWN MANAGER TO SUBMIT A FUNDING PROPOSAL TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, DIVISION OF PARKS AND RECREATION, LAND AND WATER CONSERVATION GRANT PROGRAM FOR THE PURPOSE OF RENOVATING AND FURTHER DEVELOPING THE INFRASTRUCTURE AT BERT BOSTROM PARK FOR THE BENEFIT OF THE CITIZENS AND CHILDREN OF THE TOWN.**

**WHEREAS**, the Town of Lake Park ("Town") is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

**WHEREAS**, the Town desires to provide the citizens and children of Lake Park with appropriate venues for sporting and recreational activities; and

**WHEREAS**, the Town lacks the available financial resources to independently carry out a recreational development project at this time; and

**WHEREAS**, the State of Florida, through the Florida Department of Environmental Protection, Division of Parks and Recreation, Land and Water Conservation Grant Program has monies available for the development of ball fields and recreational sites,

**NOW, THEREFORE, BE IT RESOLVED** by the Town Commission of the Town of Lake Park, Florida:

**SECTION 1.** The Town Commission has determined that it is in the best interests of the citizens of the Town to seek funding to renovate and further develop Bert Bostrom Park.

**SECTION 2.** The Town Manager is hereby authorized and directed to submit a funding proposal to the State of Florida Department of Environmental Protection Agency, Division of Parks and Recreation, Land and Water Conservation Grant Program for the renovation and further development of Bert Bostrom Park.

**SECTION 3.** This Resolution shall take effect immediately upon its adoption.

# TAB 5

**Town of Lake Park Town Commission  
Agenda Request Form**

**Meeting Date:** April 7, 2010

**Agenda Item No.** 5

- |  |   |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING              | <input type="checkbox"/> RESOLUTION                       |
| <input type="checkbox"/> ORDINANCE ON SECOND READING | <input type="checkbox"/> DISCUSSION                       |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input type="checkbox"/> BID/RFP AWARD                    |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM    | <input checked="" type="checkbox"/> <b>CONSENT AGENDA</b> |
| <input type="checkbox"/> Other:                      |   |

**SUBJECT:** Board Membership Listing

**RECOMMENDED MOTION/ACTION:** N/A

Approved by Town Manager W. Davis Date: 3/30/10  
V. Lemby 3/30/10  
 Name/Title Date of Actual Submittal

<b>Originating Department:</b>  Town Clerk	Costs: \$  Funding Source:  Acct. #	<b>Attachments:</b> Board Membership Listing Each Board Responsibilities, and Blank Board Application
<b>Department Review:</b> <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____ <input type="checkbox"/> LI PROSO _____	<input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input checked="" type="checkbox"/> Town Clerk <u>WML</u> <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> 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 <u>n/a</u> <b>Please initial one.</b>

**Summary Explanation/Background:** At the March 17<sup>th</sup> Regular Commission Meeting Commissioner Rumsey and Vice-Mayor Osterman requested copies of the master list of Board Memberships. Several residents have expressed an interest in volunteering for a Town board. The Town Commission requested the list in order to provide guidance to residents who inquire about a

position on a board. The attached spreadsheet provides the relevant information requested. Copies of the Town code which describe the responsibilities of the boards are attached.

Current Board Membership List

Member Name	Oath date	Expired date
CRA Mayor Desca DuBois	March, 2008	March, 2011
CRA Commissioner Steven Hockman	March, 2010	March, 2013
CRA Commissioner Kendall Rumsey	March, 2010	March 9, 2013
CRA Vice-Mayor Patricia Osterman	March, 2010	March 9, 2013
CRA Commissioner Jeanine Longtin	March, 2010	March 9, 2013
CRA Christiane Francois	August 2, 2006	August 2, 2010
CRA Michelle McKenzie- Suiter	August 2, 2006	August 2, 2010
Tree Board		
There are currently no board members for this board to meet		
Library Board		
Braun, Peter Regular Member	March 17, 2010	March 17, 2012
Library Board Colgan, Lisa Regular Member, Secretary	March 17, 2010	March 17, 2012
Library Board Dow, Robert Alternate Member	November 4, 2009	November 4, 2011
Library Board Fullerton, Louise Regular Member	March 17, 2010	March 17, 2012
Library Board Lewis, Antony Regular Member	May 7, 2008	May 7, 2010

Current Board Membership List

Library Board  
Moss, Candace  
Regular Member

September 2, 2009 September 2, 2011

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Planning & Zoning  
Blakely, Jeff  
Regular Member

May 1, 2009 May 1, 2011

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Planning & Zoning  
Brown, Mason  
2nd alternate

May 1, 2009 May 1, 2010

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Planning & Zoning  
Dry, Todd  
Regular Member

May 1, 2009 May 1, 2011

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Planning & Zoning  
Gambino, Mary  
Regular Member

May 1, 2008 May 1, 2010

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Planning & Zoning  
Maibach, Robin  
1st alternate

May 1, 2009 May 1, 2010

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Planning & Zoning  
Stevens, Tim  
Regular Member

May 1, 2009 May 1, 2011

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Planning & Zoning  
Thomas, Judith  
Regular Member

May 1, 2008 May 1, 2010

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Construction Board of Adjustments & Appeals

There are currently no board members for this board

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## Inactive Boards

This board is currently inactive

Harbor Marina Cohen, Ronnie Lee Regular Member	August 1, 2007	August 1, 2010
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Harbor Marina Lloyd, James Regular Member	June 2, 2005	June 2, 2008
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Harbor Marina Maibach, Robin Regular Member	April 18, 2007	April 18, 2010
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Harbor Marina McDow, William Regular Member	January 4, 2006	January 5, 2009
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Harbor Marina Small, Ernie 1st alternate	March 1, 2006	March 1, 2009
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Harbor Marina Wexler, Joseph 2nd alternate	May 17, 2006	May 17, 2009
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This Board is currently inactive

Code Compliance Bursey, Barbara Regular Member	August 16, 2006	August 16, 2009
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Code Compliance Fernandez, Otto Regular Member	April 18, 2007	April 18, 2010
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Code Compliance Maibach, Robin Regular Member	January 19, 2005	January 19, 2008
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Your Name: \_\_\_\_\_

Please indicate the reason for your interest in your first and second choices:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Meetings of the above boards you have attended in the past six months: \_\_\_\_\_

Your educational background: (High school, College, Graduate School or other training)

\_\_\_\_\_  
\_\_\_\_\_

What is/was your profession or occupation: \_\_\_\_\_

How long: \_\_\_\_\_

Please indicate employment experience that you feel relates to your desired service on an advisory board or committee: \_\_\_\_\_

\_\_\_\_\_

Please indicate other general experience or community involvement that you feel qualifies you to serve on the boards you have chosen: \_\_\_\_\_

\_\_\_\_\_

Feel free to attach additional sheets if required. Also, please attach your resume, if available.

Please return your completed form to the Office of the Town Clerk, 535 Park Avenue, Lake Park, Florida 33403

**I HEREBY CERTIFY THAT THE STATEMENT AND ANSWERS PROVIDED ARE TRUE AND ACCURATE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE CAUSE FOR REMOVAL FROM A BOARD OR COMMITTEE, IF APPOINTED:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(g) *Profile sheet.* Each person seeking an initial appointment to a board shall be required to complete a profile sheet. The form for such profile sheet shall be approved by the commission. Any current regular member or alternate member seeking appointment or reappointment shall also be required to complete a profile sheet if one has not been completed within the previous three years. A profile sheet shall be due no later than 48 hours prior to the regular town commission meeting at which the appointment is scheduled to occur.

(h) *Appointment of alternate members.* The town commission shall appoint two alternates for each board. Alternate members of a board shall be appointed as first alternate and second alternate and shall serve in that order when necessary. Alternate members shall be permitted to participate in all board discussions. When an alternate member serves, the alternate member shall have all the powers and duties of a regular member including the right to vote on any matter before the board.

(i) *Ballot for action on vacancies.* The clerk shall prepare the ballot for commission action on a vacancy. The ballot shall include the name of each person seeking the appointment for which a profile sheet has been timely received. Each person seeking appointment shall be identified as a current member, current first alternate member, current second alternate member or new applicant, as appropriate. The clerk shall receive, tally and announce the results at the town commission meeting at which the balloting occurs. Thereafter, the clerk shall notify each applicant in writing of the town commission's action upon the applicant's request for appointment.

(j) *Election of chairperson and vice-chairperson.* Each board shall elect a new chairperson and vice-chairperson on an annual basis.

(k) *Residency requirement.* All members of town boards shall be residents of the town. However, unless otherwise prohibited by law, the town commission may appoint no more than two (including alternate members) town business owners to the boards of the town, excepting the

planning and zoning board, and all appointments to said boards shall be made by the town commission.

(Ord. No. 33-1974, §§ I—III, 11-20-1974; Ord. No. 10-1979, § 1, 8-1-1979; Ord. No. 8-1982, § 1, 3-3-1982; Ord. No. 16-1990, § 1, 9-5-1990; Ord. No. 4-1991, § 1, 2-6-1991; Ord. No. 11-1994, § I, 5-18-1994; Ord. No. 6-1995, § I, 3-1-1995; Ord. No. 12-2001, § 1, 8-15-2001; Code 1978, § 2-57; Ord. No. 22-2004, § 2, 11-17-2004; Ord. No. 31-2004, § 2, 1-19-2005; Ord. No. 12-2006, § 2, 11-1-2006)

### Sec. 2-113. Scheduled board meetings; hours.

All meetings of the various town boards shall be conducted after 5:00 p.m.

(Ord. No. 8-1985, § 1, 5-1-1985; Code 1978, § 2-58)

### Secs. 2-114—2-150. Reserved.

## DIVISION 2. LIBRARY BOARD\*

### Sec. 2-151. Established.

There is hereby established a library board for the town.

(Ord. No. 5-1968, § I, 4-15-1968; Code 1978, § 12-16)

### Sec. 2-152. Composition.

The library board shall consist of five members who shall be appointed by the town commission.

(Ord. No. 5-1968, § I, 4-15-1968; Code 1978, § 12-17)

### Sec. 2-153. Qualifications.

Members of the library board shall be residents of the town; however, neither the mayor nor any member of the town commission shall be eligible to be a member of the library board.

(Ord. No. 5-1968, § II, 4-15-1968; Code 1978, § 12-18)

\*State law references—Public libraries and state archives, F.S. ch. 257; municipal grants, F.S. § 257.19 et seq.

**Sec. 2-154. Term of members.**

Members of the library board shall be appointed for a term of two years or until their successors have been appointed and qualified.

(Ord. No. 5-1968, § I, 4-15-1968; Code 1978, § 12-19)

**Sec. 2-155. Removal of members.**

Members of the library board may be removed by an affirmative vote of a majority of the total members of the town commission.

(Ord. No. 5-1968, § VI, 4-15-1968; Code 1978, § 12-20)

**Sec. 2-156. Vacancies.**

In the case of vacancy on the library board by resignation, removal or otherwise, the town commission shall fill such vacancy for the unexpired term.

(Ord. No. 5-1968, § I, 4-15-1968; Code 1978, § 12-21)

*Cross reference*—Vacancies on certain boards, § 2-112.

**Sec. 2-157. Compensation.**

No member of the library board shall receive any pay or compensation for any services rendered as a member of the library board.

(Ord. No. 5-1968, § II, 4-15-1968; Code 1978, § 12-22)

**Sec. 2-158. Meetings.**

In the performance of its duties set forth in this article, the library board shall hold at least one regular meeting every two months. Special meetings may be called by the board chairperson upon prior notification. Minutes shall be kept during all meetings of the library board and a copy given to the town manager and the town commission.

(Ord. No. 5-1968, § V, 4-15-1968; Code 1978, § 12-24)

**Sec. 2-159. Quorum.**

Three members of the library board shall constitute a quorum.

(Ord. No. 5-1968, § III, 4-15-1968; Code 1978, § 12-25)

**Sec. 2-160. Rules and regulations.**

The library board may make and adopt such bylaws, rules and regulations for its own guidance and for the government and operation of any municipal library and reading room in the town as the library board may deem expedient, subject to the approval, supervision and control of the town commission and not inconsistent with law.

(Ord. No. 5-1968, § III, 4-15-1968; Code 1978, § 12-26)

**Sec. 2-161. Powers and duties.**

Subject to the control and direction of the town commission, the library board shall:

- (1) Act in an advisory capacity (nonadministrative) to the town commission, to ensure representation of the ideas of citizens and taxpayers of the town relative to the function and operation of a municipal library and reading rooms in the town, and such advisory assistance shall include, but not be limited to, recommendations relative to control of expenditures of moneys collected, or donated to the credit of a municipal library in this town, and the supervision, care and custody of the grounds, rooms, property and buildings constructed, leased, or set aside for municipal library purposes;
- (2) Make recommendations for the appointment of a suitable librarian and assistants and their respective rates of compensation; establish regulations for the government and control of a municipal library as may be deemed necessary for its preservation and to maintain its usefulness and efficiency; fix and impose by general rules, penalties and forfeitures for failure to return any book or for violation of any bylaws or regulation of the library board;
- (3) Annually in an advisory capacity assist the town manager in preparing a budget for the maintenance and expansion of municipal library facilities;
- (4) Keep records, inventories and accounts, budgetary or otherwise, of all of the activ-

ities of the library board and the municipal library system and make annual reports to the town manager and the town commission relative thereto or whenever requested to do so by the town commission.

(Ord. No. 5-1968, § IV, 4-15-1968; Code 1978, § 12-27)

**Secs. 2-162—2-180. Reserved.**

### DIVISION 3. TREE BOARD

#### **Sec. 2-181. Definitions.**

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Board* means the town tree board.

*Park trees* means trees, shrubs, bushes and all other woody vegetation in public parks having individual names, and all areas owned by the town, or to which the public has free access as a park.

*Street trees* means trees, shrubs, bushes and all other woody vegetation on land lying within the public rights-of-way of the town.

(Ord. No. 3-1991, § 6, 2-6-1991; Code 1978, § 31-25)

**Cross reference**—Definitions generally, § 1-2.

#### **Sec. 2-182. Creation and establishment of a town tree board.**

There is hereby created and established a town tree board, which shall consist of five persons appointed by the town commission.

(Ord. No. 3-1991, § 6, 2-6-1991; Ord. No. 18-1991, § 1, 11-20-1991; Code 1978, § 31-26)

#### **Sec. 2-183. Term of office.**

The terms of office of members of the board shall be three years. The members of the board shall be appointed by the town commission so as to stagger the terms of office.

(Ord. No. 3-1991, § 6, 2-6-1991; Ord. No. 18-1991, § 1, 11-20-1991; Code 1978, § 31-27)

#### **Sec. 2-184. Compensation.**

Members of the board shall serve without compensation.

(Ord. No. 3-1991, § 6, 2-6-1991; Code 1978, § 31-28)

#### **Sec. 2-185. Duties and responsibilities.**

(a) *Tree inventory.* It shall be the responsibility of the board to develop an inventory of all trees on public property within the town. Such inventory will identify trees by type, number, and location and shall be provided, in writing, with appropriate maps and symbols, as necessary to delineate the information specified herein. The inventory shall be completed no later than January 1, 1993, and shall be updated and amended annually thereafter to reflect and additions of trees.

(b) *Care guide.* It shall be the responsibility of the board to assist the community development director to study, investigate, counsel, and develop and/or update annually, and administer a written care guide for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas.

(c) *Annual work plan.* It shall be the responsibility of the board to develop an annual work plan in accordance with the Tree City U.S.A. guidelines. Such work shall include, but not be limited to, tree related projects and tasks as well as an implementation schedule for such projects and tasks.

(d) *Submission of plan and expenses.* The annual work plan shall be submitted to the town commission not later than June of each year and shall include a list of estimated expenses for the followings calendar year. The town commission may approve such plan by resolution, subject to the provision of necessary funding in the town budget.

(e) *Special matters and questions.* The board, when requested by the town commission, shall consider, investigate, make findings, report and recommend upon any special matter or question coming within the scope of the board's work.

(Ord. No. 3-1991, § 6, 2-6-1991; Ord. No. 18-1991, § 3, 11-20-1991; Code 1978, § 31-29)

**Sec. 2-186. Operation.**

The board shall choose officers, make rules and regulations, and keep a journal of the board's findings. A majority of the members of the board shall be a quorum for the transaction of business. (Ord. No. 3-1991, § 6, 2-6-1991; Code 1978, § 31-30)

**Sec. 2-187. Reserved.**

**Editor's note**—Section 2 of Ord. No. 04-2009, adopted Feb. 18, 2009, repealed § 2-187, which pertained to street tree species to be planted and derived from the 1978 Code; Ord. No. 3-1991, adopted Feb. 6, 1991; Ord. No. 7-1991, adopted Apr. 3, 1991; and Ord. No. 18-1991, adopted Nov. 20, 1991.

**Sec. 2-188. Reserved.**

**Editor's note**—Section 2 of Ord. No. 04-2009, adopted Feb. 18, 2009, repealed § 2-188, which pertained to spacing of street trees and derived from the 1978 Code; and Ord. No. 3-1991, adopted Feb. 6, 1991.

**Sec. 2-189. Reserved.**

**Editor's note**—Section 2 of Ord. No. 04-2009, adopted Feb. 18, 2009, repealed § 2-189, which pertained to distance of street trees from curbs and sidewalks and derived from the 1978 Code; and Ord. No. 3-1991, adopted Feb. 6, 1991.

**Sec. 2-190. Reserved.**

**Editor's note**—Section 2 of Ord. No. 04-2009, adopted Feb. 18, 2009, repealed § 2-190, which pertained to distance of street trees from street corners and fireplugs and derived from the 1978 Code; and Ord. No. 3-1991, adopted Feb. 6, 1991.

**Secs. 2-191—2-220. Reserved.****ARTICLE V. FINANCES\*****DIVISION 1. GENERALLY****Sec. 2-221. Fiscal year.**

The fiscal year of the town shall begin on October 1 and end on September 30 of each year.

**\*Cross references**—Any ordinance promising or guaranteeing the payment of money for the town, or authorizing the issuance of any bonds of the town or any evidence of the town's indebtedness saved from repeal, § 1-6(1); any appropriation ordinance or ordinance providing for the levy of taxes or for an annual budget saved from repeal, § 1-6(2); any

(Laws of Fla. ch. 61-2375, art. IX, § 6; Code 1978, § 2-89)

**State law reference**—Mandate for fiscal year, F.S. § 166.241.

**Sec. 2-222. Signatures required on town checks.**

All checks issued by the town, except those checks used for bond redemptions and interest coupons, shall require three signatures. The required signatures are those of the mayor, vice-mayor and the finance director. In the event of unavailability of the mayor or the vice-mayor for signatures, the signature of a third commissioner shall be required. The town commission may by resolution designate the third commissioner who shall sign the checks in the absence or disability of the mayor or vice-mayor.

(Ord. No. 8-1986, § 1, 5-7-1986; Code 1978, § 2-90)

**Sec. 2-223. Service fee for dishonored checks.**

A service fee for dishonored checks is hereby established in an amount not to exceed the service fees authorized under F.S. § 832.08(5) or five percent of face amount of the dishonored check, draft, or other order for the payment of money to the town. The service fee shall be in addition to all other penalties imposed by law. Proceeds from this fee, if imposed, shall be retained by the town. (Ord. No. 18-1989, § 1, 9-6-1989; Code 1978, § 2-91)

**State law reference**—Authority for this section, F.S. § 166.251.

**Sec. 2-224. Recording and inventory of certain property.**

Fixtures and other tangible personal property of a nonconsumable nature, the value of which is \$750.00 or more and the normal expected life of which is one year or more, acquired on or after October 1, 1988, shall be recorded, marked and inventoried in accordance with the provisions of

ordinance approving, authorizing or otherwise relating to any contract, agreement, lease, deed or other instrument saved from repeal, § 1-6(6); taxation, ch. 28.

**State law references**—Municipal borrowing, F.S. § 166.101 et seq.; municipal finance and taxation, F.S. § 166.201 et seq.; financial matters pertaining to political subdivision, F.S. ch. 218.

**Secs. 55-36—55-60. Reserved.**

**ARTICLE III. PLANNING AND ZONING BOARD\***

**Sec. 55-61. Created.**

The planning and zoning board is hereby created.

(Ord. No. 7-1993, § II, 2-3-1993; Code 1978, § 33-71)

**Sec. 55-62. Membership; terms; meetings.**

(a) *Membership generally.* The planning and zoning board shall consist of five members who shall serve for two-year terms and two alternates who shall serve for a one-year term. At the first appointment of members to the planning and zoning board, three regular members shall be appointed for a term of two years, two regular members shall be appointed for a term of one year, and thereafter each appointment shall be for two-year terms. All terms shall take effect on May 1 of each year. Alternate members of the planning and zoning board shall be appointed on the same day that regular members are appointed. Whenever possible, the planning and zoning board shall consist of one land use planner or architect, one architect, one civil engineer, one person engaged in business within the corporate limits of the town, and a fifth member who need not be engaged in any particular business or profession.

(b) *Vacancies; alternate members.* All vacancies on the planning and zoning board shall be filled within 30 days so as to maintain the composition of the planning and zoning board as set forth above. Alternate members of the planning and zoning board shall be appointed as first alternate and second alternate and shall serve in that order when necessary.

(c) *Members to serve at pleasure of town commission.* The members of the planning and zoning board shall serve at the pleasure of the town commission.

\*Cross reference—Boards and commissions, § 2-111 et seq.

(d) *Compensation.* The members of the planning and zoning board shall serve without compensation.

(e) *Appointment of professionals.* In the event it becomes impractical or impossible for the town commission to appoint members to the planning and zoning board who are architects, land planners or civil engineers, the town commission may appoint members who are not architects, land planners or civil engineers.

(f) *Chairperson.* The members of the planning and zoning board shall elect a chairperson from among their members.

(g) *Quorum.* The presence of three or more members shall constitute a quorum of the planning and zoning board.

(h) *Meetings; notice.* The planning and zoning board shall meet at least once each month on a date to be determined by the board. If no business is pending for review by the planning and zoning board, the director of community development shall notify the board of such, and no meeting shall be held.

(Ord. No. 7-1993, § II, 2-3-1993; Ord. No. 7-2002, 3, 3-6-2002; Code 1978, § 33-72)

**Sec. 55-63. Powers and duties; variances.**

The planning and zoning board shall have the following powers and duties:

- (1) Act in an advisory capacity to the town commission on the following matters:
  - a. The planning and zoning board shall review the town comprehensive plan as required by section 55-3.
  - b. The planning and zoning board shall perform any duties which lawfully may be assigned to it by the town commission.
  - c. The planning and zoning board shall perform any other duties which may be assigned to it under this Code.
  - d. The planning and zoning board is hereby designated as the governmental entity to act as the "Local Planning Agency" in accordance with F.S. ch. 163.

- e. The planning and zoning board shall obtain and maintain information on population, property values, the land economy, land use and other information necessary to assess the amount, direction and type of development to be expected in the town.
- f. The planning and zoning board shall, with advice from the community development department, monitor and oversee the operation, effectiveness and status of these regulations and recommend amendments to the town commission that are consistent with the town comprehensive plan.
- g. The town commission may ask the planning and zoning board for advice about specific land use issues and policies.
- h. The planning and zoning board shall keep the town commission and the general public informed and advised on the land use policies of the town.
- i. The planning and zoning board shall conduct public hearings to gather information necessary for the drafting, establishment, amendment and maintenance of the various elements of the town comprehensive plan and provisions of these regulations.
- j. The planning and zoning board may recommend or request special studies on the location, condition and adequacy of specific facilities of the town, including housing, commercial and industrial facilities, parks, playgrounds, beaches and other recreational facilities, schools, public buildings, public and private utilities, transportation and parking.
- k. The planning and zoning board shall review redevelopment plans prepared under F.S. ch. 163, pt III (F.S. §§ 163.330—163.463).
- l. Each final action of the planning and zoning board is advisory to the town commission, and the planning and zoning board may not in any manner

obligate the town. A person may not rely upon any comment concerning the proposal made by any planning and zoning board member except during a duly constituted meeting, as a representation or implication that the particular proposal will be ultimately approved or disapproved in any form.

- m. The planning and zoning board shall review such plans for development and related matters as are submitted for its review according to the discretion of the community development director.
- n. The planning and zoning board shall serve as the historic preservation board as provided in section 66-4.

(2) Act as a quasijudicial board on variance requests.

(Ord. No. 7-1993, § II, 2-3-1993; Ord. No. 7-2002, § 3, 3-6-2002; Code 1978, § 33-73)

**Sec. 55-64. Certified mail notice to adjacent owners.**

A certified mail notice of public hearings on development applications conducted by the planning and zoning commission and hearing of the town commission shall be mailed by the town return receipt requested, at the applicant's expense, to the owners of record of property within a radius of 300 feet of the property described in the application, ten days prior to the meeting. The notice shall state the date, time and place of the meeting, the name of the owner of the property, the name of the project and/or applicant, and a general written description of the request and the location, or specific street address of the property. Failure to receive such notice, however, shall not affect any action or proceeding taken thereon, nor is it intended to supplement the required notice provisions of state law for due process or any other purposes.

(Ord. No. 17-2003, § 2(33-74), 11-5-2003)

*Editor's note*—Section 2 of Ord. No. 17-2003, adopted Nov. 5, 2003, enacted provisions to be designated as § 33-74. In order to maintain the categorical standards of the Code, said provisions have been redesignated as § 55-64.

110.4.2 Storage and factory-industrial occupancies. It shall be the responsibility of the owner, agent, proprietor or occupant of Group S and Group F occupancies, or any occupancy where excessive floor loading is likely to occur, to employ a competent architect or engineer in computing the safe load capacity. All such computations shall be accompanied by an affidavit from the architect or engineer stating the safe allowable floor load on each floor in pounds per square foot uniformly distributed. The computations and affidavit shall be filed as a permanent record of the building division.

110.4.3 Signs required. In every building or part of a building used for storage, industrial or hazardous purposes, the safe floor loads, as reviewed by the building official on the plan, shall be marked on plates of approved design which shall be supplied and securely affixed by the owner of the building in a conspicuous place in each story to which they relate. Such plates shall not be removed or defaced, and if lost, removed or defaced, shall be replaced by the owner of the building.

*Section 111. Tests.*

The building official may require tests or test reports as proof of compliance. Required tests are to be made at the expense of the owner, or agent, by an approved testing laboratory or other approved agency.

*Section 112. Construction board of adjustments and appeals.*

112.1 *Appointment.* There is hereby established a board to be called the Construction Board of Adjustments and Appeals, which shall consist of seven members and two alternates. The Town Commission shall appoint the Board unless the Town Commission contracts with another local government to use their Board as the Town's Board.

112.2 *Membership and Terms.*

112.2.1 *Membership.* The Construction Board of Adjustments and Appeals shall consist of seven members. Such board members shall be composed of individuals with knowledge and experience in the technical codes to include, when feasible, an architect, engineer, general contractor, electrical contractor, HVAC contractor, plumbing contractor, and any other contractor licensed category. In addition to the regular members, there should be two alternate members, one member with the qualifications referenced above and one member at large from the public. A board member shall not act in a case in which he has a personal or financial interest.

112.2.2 *Terms.* The terms of office of the board members shall be staggered so no more than one-third of the board is appointed or replaced in any 12-month period. The two alternates, if appointed, shall serve one-year terms. Vacancies shall be filled for an unexpired term in the manner in which original appointments are required to be made. Three absences of any member from required meetings of the board shall in a 12-month period, at the discretion of the applicable governing body, render any such member subject to immediate removal from office.

112.2.3 *Quorum and voting.* A simple majority of the board shall constitute a quorum. In varying any provision of this code, the affirmative votes of the majority present, but not less than three affirmative votes, shall be required. In modifying a decision of the building official, not less than four affirmative votes, but not less than a majority of the board, shall be required. In the event that regular

members are unable to attend a meeting, the alternate members, if appointed, shall vote.

112.2.4 Secretary of board. The building official or his/her authorized representative shall act as secretary of the board and shall make a detailed record of all of its proceedings, which shall set forth the reasons for its decision, the vote of each member, the absence of a member, and any failure of a member to vote.

112.3 Powers. The Construction Board of Adjustments and Appeals shall have the power, as further defined in 112.4, to hear appeals of decisions and interpretations of the building official and consider variances of the technical codes. The Board shall constitute the Contractor Regulatory Board of the Town of Lake Park pursuant to Chapter 489 F.S. for hearings on the performance of state licensed certified contractors.

#### 112.4 Appeals.

##### 112.4.1 Decision of the building official.

The owner of a building, structure or service system, or duly authorized agent, may appeal a decision of the building official to the Construction Board of Adjustments and Appeals whenever any one of the following conditions are claimed to exist:

1. The building official rejected or refused to approve the mode or manner of construction proposed to be followed or materials to be used in the installation or alteration of a building, structure or service system.
2. The provisions of this code do not apply to this specific case.
3. That an equally good or more desirable form of installation can be employed in any specific case.
4. The true intent and meaning of this code or any of the regula-

tions hereunder have been misconstrued or incorrectly interpreted.

112.4.2 Variances. The Construction Board of Adjustments and Appeals, when so appealed to and after a hearing, may vary the application of any provision of this code to any particular case when, in its opinion, the enforcement thereof would do manifest injustice and would be contrary to the spirit and purpose of this or the technical codes or public interest, and also finds all of the following:

1. That special conditions and circumstances exist which are peculiar to the building, structure or service system involved and which are not applicable to others.
2. That the special conditions and circumstances do not result from the action or inaction of the applicant.
3. That granting the variance requested will not confer on the applicant any special privilege that is denied by this code to other buildings, structures or service system.
4. That the variance granted is the minimum variance that will make possible the reasonable use of the building, structure or service system.
5. That the grant of the variance will be in harmony with the general intent and purpose of this code and will not be detrimental to the public health, safety and general welfare.

112.4.2.1 Conditions of the variance. In granting the variance, the board may prescribe a reasonable time limit within which the action for which the variance is required shall be commenced or completed or both. In addition, the board may prescribe appropriate conditions and safeguards in conformity with this code. Violation of the

conditions of a variance shall be deemed a violation of this code.

112.4.3 Notice of appeal. Notice of appeal shall be in writing and filed within 30 calendar days after the building official renders the decision failing which, the appeal shall be rendered untimely and summarily dismissed by the Board and may not be heard by the Board.

112.4.4 Application for appeal. All appeals of administrative decisions shall be made by completing and submitting a technically complete appeal form using forms prescribed by the Town together with the payment of the appeal filing fee. The filing fee is an administrative cost that has been established by resolution of the Town Commission and which may be amended from time to time. The aggrieved party or appellant may provide additional information and documentation in addition to the information requested on the Town form. The appeal shall specify at a minimum the following:

1. A detailed description of the decision, interpretation, requirement or determination which is being appealed;
2. A copy of the written decision, interpretation, requirement or determination which is being appealed which also reflects the date when such action was taken by the building official;
3. The form of relief that the aggrieved party ("appellant") is requesting;
4. A statement as to whether any code enforcement proceedings have been initiated by the Town that involve the subject matter of the appeal and if the subject

of the appeal has been heard and ruled upon by the Town's special magistrate;

5. The sections of the Town Code and/or the Florida Building Code that are at issue.
6. The appeal application form must be executed, sworn to under oath and notarized by the owners of at least 75 percent of the property described in the application. If the appeal is submitted by an agent of the property owner or an agent of a tenant or contract purchaser, or other person aggrieved by the decision, the appeal must be accompanied by a written power of attorney appointing the agent to act on behalf of the appellant in the proceedings. The power of attorney shall be subject to review as to form and legal sufficiency by the Town Attorney, and may be rejected if the document is not deemed legally sufficient in the sole discretion of the Town attorney.
7. Attach all documents and other tangible evidence to support your position in the appeal.
8. If an aggrieved party/appellant fails to submit a technically sufficient appeal using the application form provided by the Town, the appeal will not be scheduled for hearing until a technically complete appeal has been submitted. The submission of an appeal that is not technically sufficient, does not toll the running of the 30-days appeal period, and unless a sufficient appeal is received with the 30-day period, the appeal will be forever time barred.
9. All properties described in one application must be contiguous and immediately adjacent to one

another, and the administrative official may require more than one application if the property concerned contains more than ten acres or if the fee paid for one application would not equal the cost of processing the application.

10. Only applications which the board is authorized to consider and act upon shall be accepted for filing, and no application shall be considered or construed to be filed until the required fee has been paid.

112.4.5 Unsafe or dangerous buildings or service systems. In the case of a building, structure or service system, which in the opinion of the building official, is unsafe, unsanitary or dangerous, the building official may, in the order, limit the time for such appeals to a shorter period.

112.5 *Procedures of the board.*

112.5.1 Rules and regulations. The board shall establish rules and regulations for its own procedure not inconsistent with the provisions of this code. The board shall meet on call of the chairman. The board shall meet within 30 calendar days after notice of appeal has been received.

112.5.2 Decisions. The Construction Board of Adjustments and Appeals shall, in every case, reach a decision without unreasonable or unnecessary delay. Each decision of the board shall also include the reasons for the decision. If a decision of the board reverses or modifies a refusal, order, or disallowance of the building official or varies the application of any provision of this code, the building official shall immediately take action in accordance with such decision. Every decision shall be promptly filed in writing in the office of the building official and shall be open to public inspection.

A certified copy of the decision shall be sent by mail or otherwise to the appellant and a copy shall be kept publicly posted in the office of the building official for two weeks after filing. Every decision of the board shall be final; subject however to such remedy as any aggrieved party might have at law or in equity.

*Section 113. Severability.*

If any section, subsection, sentence, clause or phrase of this code is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

*Section 114. Violations and penalties.*

Any person, firm, corporation or agent who shall violate a provision of this code, or fail to comply therewith, or with any of the requirements thereof, or who shall erect, construct, alter, install, demolish or move any structure, electrical, gas, mechanical or plumbing system, or has erected, constructed, altered, repaired, moved or demolished a building, structure, electrical, gas, mechanical or plumbing system, without full compliance with applicable codes, laws, ordinances, rules and regulations, shall be guilty of a misdemeanor. Each such person shall be considered guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of applicable codes, laws, ordinances, rules and regulations is committed or continued, and upon conviction of any such violation such person shall be punished within the limits and as provided by state laws. Nothing in this section shall prevent the authority having jurisdiction from imposing fines, liens, or seek injunction relief, or exercising other enforcement powers as permitted by law. Code enforcement and the penalties of 162 Florida Statutes Part I may be employed if building work begins without payment of all required fees.

*Section 115. Reserved.*

(Ord. No. 12-1991, § 2, 8-20-1991; Ord. No. 27-1993, § II, 12-15-1993; Ord. No. 3-1996, § II,

2-21-1996; Code 1978, § 7-18; Ord. No. 3-2005, § 3(7-18), 7-20-2005; Ord. No. 14-2007, § 3, 8-1-2007)

**Secs. 54-9—54-30. Reserved.**

## **ARTICLE II. LIGHTING REQUIREMENTS**

### **Sec. 54-31. Scope.**

The provisions of this article shall apply to the various occupancy classifications as listed in Table 500 with the exception of one-family and two-family dwellings and are intended to increase security without causing unwarranted light pollution.

(Ord. No. 11-1996, § II, 10-16-1996; Code 1978, § 7-31)

### **Sec. 54-32. Certification.**

Inspecting and testing the initial installation of the lighting security system shall be performed by the design professional who will issue certification attesting to functional compliance with this article. This certification will be required by the authority having jurisdiction prior to issuing a certificate of occupancy for the structure the lighting security system serves.

(Ord. No. 11-1996, § III, 10-16-1996; Code 1978, § 7-32)

### **Sec. 54-33. Illumination levels.**

The minimum-maintained illumination levels in Table 500 expressed in footcandles shall not exceed a 12 to one maximum to minimum uniformity ratio.

(Ord. No. 11-1996, § IV, 10-16-1996; Code 1978, § 7-33)

### **Sec. 54-34. Overspill.**

Outdoor lighting fixtures providing light to any parcel of land adjacent to any residentially zoned parcel of land, whether adjoining or not, shall emit no more than one-third footcandle of light at the property line of the adjacently zoned parcel measured horizontally six feet above grade level.

(Ord. No. 11-1996, § V, 10-16-1996; Code 1978, § 7-34)

### **Sec. 54-35. Permitted lighting sources.**

All lighting sources shall be energy efficient whenever possible, utilizing a light source that allows for the general distinguishing of colors.

(Ord. No. 11-1996, § VI, 10-16-1996; Code 1978, § 7-35)

# TAB 6

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: April 7, 2010

Agenda Item No. 6

- |  |  |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING              | <input type="checkbox"/> RESOLUTION                |
| <input type="checkbox"/> Ordinance on Second Reading |  |
| <input type="checkbox"/> Public Hearing              | <input type="checkbox"/> DISCUSSION                |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input type="checkbox"/> BID/RFP AWARD             |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM    | <input checked="" type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other:                      |  |

**SUBJECT: Arbor Day Proclamation**

**RECOMMENDED MOTION/ACTION: Proclaim April Arbor Month and Celebrate Arbor Day on April 30, 2010 at Lottie Mae Miller Park at 10:30 a.m.**

Approved by Town Manager *W. J. Davis*  
Date: 3/15/10

<b>Originating Department:</b>  <b>Public Works</b>	<b>Costs: \$150.00</b>  Funding Source:  <b>Acct. # 406-52000</b>	<b>Attachments:</b>  <b>Proclamation</b>
<b>Department Review:</b> <input type="checkbox"/> City Attorney <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <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 _____ OR Not applicable in this case _____:  Please initial one.

**Summary Explanation/Background: Each year school children from local schools are invited to participate in the Town's Arbor Day Event, which is hosted by the Public Works Department. The celebration consists of children participating with poems, songs and drawings honoring trees. The attached proclamation will be read during the event.**

**Additionally, a tree will be donated by Chris Wayne and Associates and will be planted on that day. This is one of many annual activities required to maintain the Town's "Tree City USA" status.**

**PROCLAMATION  
TOWN OF LAKE PARK, FLORIDA  
ARBOR MONTH PROCLAMATION**

**WHEREAS;** in 1871 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees and this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

**WHEREAS;** Arbor Day is now observed throughout the nation and the world and trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

**WHEREAS;** trees are a renewable resource which provides the materials necessary to produce paper, construct our homes, fuel our fires and manufacture countless other wood products, and

**WHEREAS;** trees increase property values, enhance the economic vitality of business areas and improve the overall aesthetic appeal of our community, and

**WHEREAS;** trees, wherever they are planted, are a source of joy and spiritual renewal, and

**WHEREAS;** efforts to protect our trees and woodlands by planting trees to promote the well-being of this and future generations should be supported by all persons,

**NOW, THEREFORE;** on behalf of the Commission of the Town of Lake Park, I, Desca DuBois, Mayor of the Town of Lake Park, Florida do hereby publicly recognize April 30, 2010 as National Arbor Day. The Town Commission invites all citizens to celebrate "ARBOR DAY" and the 2009 designation of Lake Park as a TREE CITY, USA by attending and participating in our 2010 ARBOR DAY observance on April 30, 2010 at Lottie Mae Miller Park at 10:30 A.M.

**IN WITNESS WHEREOF,** I have hereto set my hand and caused the official Seal of the Town of Lake Park, Florida to be affixed this 7th day of April, 2010.

BY: \_\_\_\_\_  
*Mayor Desca DuBois*

**ATTEST:**

\_\_\_\_\_  
*Vivian Mendez, Town Clerk*

# TAB 7

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: **April 7, 2010**

Agenda Item No. **7**

- |  |  |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING<br><input type="checkbox"/> Ordinance on Second Reading<br><input type="checkbox"/> Public Hearing<br><br><input type="checkbox"/> ORDINANCE ON FIRST READING<br><br><input checked="" type="checkbox"/> GENERAL APPROVAL OF ITEM<br><br><input type="checkbox"/> Other: | <input type="checkbox"/> RESOLUTION<br><br><input type="checkbox"/> DISCUSSION<br><br><input type="checkbox"/> BID/RFP AWARD<br><br><input checked="" type="checkbox"/> CONSENT AGENDA |
|--|--|

**SUBJECT:** Letter of Support for Community Learning Outreach Center

**RECOMMENDED MOTION/ACTION:** approval

Approved by Town Manager *W. Davis* Date: *3/30/10*

<b>Originating Department:</b> Community Development	Costs: \$ N/A  Funding Source:  Acct. #	<b>Attachments:</b> <b>Letter</b>
<b>Department Review:</b> <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Community Affairs _____ <input checked="" type="checkbox"/> Community Development <i>A. [Signature]</i>	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <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>[Signature]</i> Or <span style="float: right;">3/30/2010</span> Not applicable in this case _____:  Please initial one.

**Summary Explanation/Background:** The Community Learning Outreach Center has plans to build a "green" charter school on 4 acres of land at the end of 13<sup>th</sup> Street. They are requesting a letter of support in order to help them secure future grants and other funding. Staff supports this request.

April 7, 2010

Community Learning Outreach Center  
Attn: Mr. Vincent Kendrick, Executive Director  
2101 Vista Parkway, Ste. 306  
West Palm Beach, FL 33411

Dear Mr. Kendrick,

The Town of Lake Park is excited to pledge its support for the development of the "Green" Community Learning Outreach Center project your organization is undertaking and would like you to consider us as one of your "Strategic Partners" for this project. The opportunity to utilize the project as an "educational demonstration" and "economic revitalization" vehicle for the community demonstrates your commitment to the community.

We applaud your efforts and vision for making the Center available to our community and providing an opportunity that will offer educational resources to Lake Park that will be focused on "Sustainable Green" development principals, products and practices. We recognize the potential positive impact it can have on all sectors of our community's future. We would also welcome the opportunity to participate in any of the educational based programs and resources that become available from the project to help our community become more "green".

Please keep us informed on your project and programs as it moves forward and we look forward to the ribbon cutting.

Sincerely,

Desca DuBois, Mayor  
Town of Lake Park

# **Board Membership**

# TAB 8

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: **April 7, 2010**

Agenda Item No. **8**

- |  |   |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING              | <input type="checkbox"/> RESOLUTION               |
| <input type="checkbox"/> Ordinance on Second Reading | <input type="checkbox"/> DISCUSSION               |
| <input type="checkbox"/> Public Hearing              | <input type="checkbox"/> BID/RFP AWARD            |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input type="checkbox"/> GENERAL APPROVAL OF ITEM |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM    | <input type="checkbox"/> CONSENT AGENDA           |
- [ X ] BOARD MEMBERSHIP**

SUBJECT: Board Membership Appointments

RECOMMENDED MOTION/ACTION: To appoint two regular members and two alternate members to the Planning & Zoning Board.

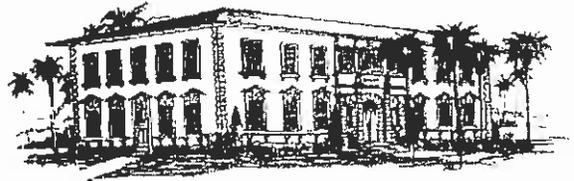
**Approved by Town Manager** *M. Davis* **Date:** *3/30/10*  
*Jessie Stehler* *3/30/10*  
 Name/Title Deputy Clerk Date of Actual Submittal

<b>Originating Department:</b> Town Clerk	Costs: \$ _____ Funding Source: _____ Acct. # _____	<b>Attachments:</b> Board Applications
<b>Department Review:</b> <input type="checkbox"/> City Attorney _____ <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input checked="" type="checkbox"/> Town Clerk <i>yml</i> <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <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 _____ OR Not applicable in this case _____; Please initial one.

**Summary Explanation/Background:** The Planning & Zoning Board currently has five regular members and two alternate members. Four of those members have a term expiration date of May 1, 2010. Those four members, Mason Brown (alternate member), Robin Maibach (alternate member), Mary Gambino (regular member) and Judith Thomas (regular

member) have expressed their interest in being reappointed for another term on the Planning & Zoning Board.

There is also one new applicant, Anthony Bentrager who has expressed interest in being a member of the board. All of these board applications are attached.



# The Town of Lake Park

LAKE PARK TOWN HALL

NATIONAL HISTORIC SITE

*"Jewel of the Palm Beaches"*

## Application to Serve on Town Boards and Committees

This application serves as an information file of the skills, talents and interests of citizens who are willing to serve on advisory boards and committees for the *Town of Lake Park*. When an opening occurs on one of the Boards on which you have indicated a desire to serve, your application will be submitted to the Town Commission. You will be notified by mail when appointment has been made.

Please print the following information:

Name: VANBACH ROBIN LYNN  
Last First Middle

Address: 226 DATE PALM DR LAKE PARK FL 33403

Telephone: home <sup>561</sup>842-4890 work <sup>561</sup>655-8344 cell <sup>561</sup>962-9969

	Yes	No
Are you a resident of Lake Park	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you a non-resident business owner in Lake Park	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you a registered voter (Response to this question is not mandatory)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you currently serve on a Town Board or Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If so, which one(s): <u>Harbor Marina Advisory Board</u>		
Have you been convicted of a crime	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If so, when? _____ where? _____		

Please indicate your preference by number "1" through "5" of no more than five boards on which you wish to serve, with #1 being the most desired and #5 being the least desired.

<u>Choice #</u>	<u>Board</u>	<u>Choice #</u>	<u>Board</u>
<input type="checkbox"/>	Code Compliance *	<input type="checkbox"/>	Pension Trust Fund (Police)
<input type="checkbox"/>	CRA Board (Community Redevelopment Agency)	<input checked="" type="checkbox"/>	Planning & Zoning/Historic Preservation Board *
<input type="checkbox"/>	Harbor Marina Advisory Board	<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Library Board	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Merit Board		
<input type="checkbox"/>	Construction Board of Adjustments & Appeals		

Please note: Membership on these (\*) Boards require members to complete an annual financial disclosure form pursuant to F.S. 112.3145 (1)(a), (2)(b), (7)

Your Name: Robin S. Maibach

Please indicate the reason for your interest in your first and second choices:

I have lived in & purchased 4 historical homes. Historic preservation is a personal hobby

Number of Meetings of the above boards you have attended in the past six months: 6

Your educational background: (High school, College, Graduate School or other training)

Bachelors Degree

What is/was your profession or occupation: Sales + marketing 25 years

How long: Social Services 19 years

Please indicate employment experience that you feel relates to your desired service on an advisory board or committee:

I have been involved in historical preservation in neighborhood groups in Virginia Highland Atlanta GA, Midtown Atlanta, Atlanta GA, Buckheads Atlanta GA & Brookhaven Atlanta GA

Please indicate other general experience or community involvement that you feel qualifies you to serve on the boards you have chosen:

I have worked in Social Services for 10 years & have a good understanding of marketing & sales techniques.

Feel free to attach additional sheets if required. Also, please attach your resume, if available.

Please return your completed form to the Office of the Town Clerk, 535 Park Avenue, Lake Park, Florida 33403

**I HEREBY CERTIFY THAT THE STATEMENT AND ANSWERS PROVIDED ARE TRUE AND ACCURATE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE CAUSE FOR REMOVAL FROM A BOARD OR COMMITTEE, IF APPOINTED:**

Signature: Robin Maibach

Date: 10-10-08



LAKE PARK TOWN HALL

NATIONAL HISTORIC SITE

*"Jewel of the Palm Beaches"*

# The Town of Lake Park

## Application to Serve on Town Boards and Committees

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Please print the following information:

Name: Thomas Judith E  
Last First Middle

Address: 204 East Jasmine Drive

Telephone: home \_\_\_\_\_ work \_\_\_\_\_ cell (561) 723-7337

- |   | Yes                                 | No                                  |
|---|-------------------------------------|-------------------------------------|
| Are you a resident of Lake Park   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Are you a non-resident business owner in Lake Park                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Are you a registered voter (Response to this question is not mandatory) | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Do you currently serve on a Town Board or Committee                     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

If so, which one(s): \_\_\_\_\_

Have you been convicted of a crime?  Yes  No

If so, when? \_\_\_\_\_ where? \_\_\_\_\_

Please indicate your preference by number "1" through "5" of no more than five boards on which you wish to serve, with #1 being the most desired and #5 being the least desired.

- | <u>Choice #</u>          | <u>Board</u>                                | <u>Choice #</u>                     | <u>Board</u>                                    |
|--------------------------|---|-------------------------------------|---|
| <u>3</u>                 | Code Compliance *                           | <input type="checkbox"/>            | Pension Trust Fund (Police)                     |
| <u>2</u>                 | CRA Board (Community Redevelopment Agency)  | <input checked="" type="checkbox"/> | Planning & Zoning/Historic Preservation Board * |
| <u>5</u>                 | Harbor Marina Advisory Board                | <input checked="" type="checkbox"/> | Tree Board                                      |
| <input type="checkbox"/> | Library Board                               | <input type="checkbox"/>            | Other: _____                                    |
| <input type="checkbox"/> | Merit Board                                 |                                     |   |
| <input type="checkbox"/> | Construction Board of Adjustments & Appeals |                                     |   |

Please note: Membership on these (\*) Boards require members to complete an annual financial disclosure form pursuant to F.S. 112.3145 (1)(a), (2)(b), (7)

Your Name: Judith E. Thomas

Please indicate the reason for your interest in your first and second choices:

With my background in City planning, I believe I could be an asset to the Planning & Zoning & CRA boards

Number of Meetings of the above boards you have attended in the past six months: 2

Your educational background: (High school, College, Graduate School or other training)

Graduate degree in Urban & Regional Planning

What is/was your profession or occupation: Consultant / City Planner  
How long: 15 years

Please indicate employment experience that you feel relates to your desired service on an advisory board or committee:

I was formerly the Planning & Zoning Administrator for the City of Riviera Beach

Please indicate other general experience or community involvement that you feel qualifies you to serve on the boards you have chosen:

I have been involved at the inception of the Bioscience Subcommittee / Scripps Research Center in Palm Beach County. I am well aware of the dynamics of working w/ multi-tier government

Feel free to attach additional sheets if required. Also, please attach your resume, if available.

Please return your completed form to the Office of the Town Clerk, 535 Park Avenue, Lake Park, Florida 33403

**I HEREBY CERTIFY THAT THE STATEMENT AND ANSWERS PROVIDED ARE TRUE AND ACCURATE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE CAUSE FOR REMOVAL FROM A BOARD OR COMMITTEE, IF APPOINTED:**

Signature: Judith E. Thomas Date: 3/31/08

RECEIVED

APR - 9 2008

TOWN OF LAKE PARK

*The Town of Lake Park*



LAKE PARK TOWN HALL

NATIONAL HISTORIC SITE

*"Jewel of the Palm Beaches"*

**Application to Serve on Town Boards and Committees**

This application serves as an information file of the skills, talents and interests of citizens who are willing to serve on advisory boards and committees for the *Town of Lake Park*. When an opening occurs on one of the Boards on which you have indicated a desire to serve, your application will be submitted to the Town Commission. You will be notified by mail when appointment has been made.

Please print the following information:

Name: GAMBINO MARY FRANCES  
Last First Middle

Address: 250 FORESTERIA DR

Telephone: home 561-844-6584 work 561-881-1475 cell (561) 723-4773

Are you a resident of Lake Park	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a non-resident business owner in Lake Park	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are you a registered voter (Response to this question is not mandatory)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you currently serve on a Town Board or Committee	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If so, which one(s): <u>HISTORICAL SOCIETY</u>		
Have you been convicted of a crime	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, when? _____ where? _____		

Please indicate your preference by number "1" through "5" of no more than five boards on which you wish to serve, with #1 being the most desired and #5 being the least desired.

<u>Choice #</u>	<u>Board</u>	<u>Choice #</u>	<u>Board</u>
<input type="checkbox"/>	Code Compliance *	<input type="checkbox"/>	Pension Trust Fund (Police)
<input type="checkbox"/>	CRA Board (Community Redevelopment Agency)	<input checked="" type="checkbox"/>	Planning & Zoning/Historic Preservation Board *
<input type="checkbox"/>	Harbor Marina Advisory Board	<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Library Board	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Merit Board		
<input type="checkbox"/>	Construction Board of Adjustments & Appeals		

Please note: Membership on these (\*) Boards require members to complete an annual financial disclosure form pursuant to F.S. 112.3145 (1)(a), (2)(b), (7)

Your Name: MARY FRAN GAMBINO

Please indicate the reason for your interest in your first and second choices:

I LIVE IN A HISTORICAL HOME. I WANT TO BE ACTIVELY INVOLVED. I THINK MY BACKGROUND WILL SUPPORT POSITIVE CHANGE.

Number of Meetings of the above boards you have attended in the past six months: 0

Your educational background: (High school, College, Graduate School or other training)

COMMERCIAL ART DEGREE/B.O.C.E.S, N.Y 1979; AA-LANDSCAPE TECH+DESIGN @ BCC FLA 1989; FAUX FINISHING SCHOOL VERO BEACH FL 2001-04, 13 HR GROUP FITNESS INSTRUCTOR

What is/was your profession or occupation: FAUX FINISHING/INTERIOR DESIGN

How long: 8 YRS

Please indicate employment experience that you feel relates to your desired service on an advisory board or committee:

VISUAL+GRAPHIC DESIGN EXPERIENCE, ORGANIZING PEOPLE TO EXECUTE+COMPLETE PROJECTS EXECUTE

Please indicate other general experience or community involvement that you feel qualifies you to serve on the boards you have chosen:

I'VE LIVED IN LAKE PARK FOR 15 YRS. FORMALLY A TREEBOARD MEMBER, CURRENTLY V.P HISTORICAL SOCIETY.

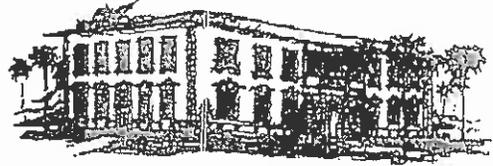
Feel free to attach additional sheets if required. Also, please attach your resume, if available.

Please return your completed form to the Office of the Town Clerk, 535 Park Avenue, Lake Park, Florida 33403

**I HEREBY CERTIFY THAT THE STATEMENT AND ANSWERS PROVIDED ARE TRUE AND ACCURATE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE CAUSE FOR REMOVAL FROM A BOARD OR COMMITTEE, IF APPOINTED:**

Signature: Mary Fran Gambino

Date: April 8, 2009



LAKE PARK TOWN HALL

NATIONAL HISTORIC SITE

"Jewel of the Palm Beaches"

# The Town of Lake Park

## Application to Serve on Town Boards and Committees

This application serves as an information file of the skills, talents and interests of citizens who are willing to serve on advisory boards and committees for the *Town of Lake Park*. When an opening occurs on one of the Boards on which you have indicated a desire to serve, your application will be submitted to the Town Commission. You will be notified by mail when appointment has been made.

Please print the following information:

Name: Brown Mason B.  
Last First Middle

Address: 131 Hawthorne Dr - Lake Park, FL 33408

Telephone: home 561-848-7571 work \_\_\_\_\_ cell 561-718-3668

- Are you a resident of Lake Park  Yes  No
- Are you a non-resident business owner in Lake Park  Yes  No
- Are you a registered voter (Response to this question is not mandatory)  Yes  No
- Do you currently serve on a Town Board or Committee  Yes  No
- If so, which one(s): \_\_\_\_\_
- Have you been convicted of a crime  Yes  No
- If so, when? \_\_\_\_\_ where? \_\_\_\_\_

Please indicate your preference by number "1" through "5" of no more than five boards on which you wish to serve, with #1 being the most desired and #5 being the least desired.

Choice #	Board	Choice #	Board
<input type="checkbox"/>	Code Compliance *	1	Pension Trust Fund (Police)
<input type="checkbox"/>	CRA Board (Community Redevelopment Agency)	2	Planning & Zoning/Historic Preservation Board *
<input type="checkbox"/>	Harbor Marina Advisory Board	<input type="checkbox"/>	Tree Board
<input type="checkbox"/>	Library Board	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Merit Board		
3	Construction Board of Adjustments & Appeals		

Please note: Membership on these (\*) Boards require members to complete an annual financial disclosure form pursuant to F.S. 112.3145 (1)(a), (2)(b), (c)

535 Park Avenue, Lake Park, Florida 33403  
Lake Park Board Application

(361) 881-3311 FAX (361) 881-3313

page 2

Your Name: Mason B. Brown

Please indicate the reason for your interest in your first and second choices:

I am a Certified General Contractor and I feel that I can be an asset to my town and the residents.

Number of Meetings of the above boards you have attended in the past six months: 0

Your educational background: (High school, College, Graduate School or other training)

College Grad

What is/was your profession or occupation: Gen Contractor - Business Developer  
How long: 5yr, 40+ yrs

Please indicate employment experience that you feel relates to your desired service on an advisory board or committee:

Ownership Own Business for the past 30 yrs Plus - Excellent at Managing People & Working with them

Please indicate other general experience or community involvement that you feel qualifies you to serve on the boards you have chosen:

I'm Very Active in my Church

Feel free to attach additional sheets if required. Also, please attach your resume, if available. Please return your completed form to the Office of the Town Clerk, 535 Park Avenue, Lake Park, Florida 33403

**I HEREBY CERTIFY THAT THE STATEMENT AND ANSWERS PROVIDED ARE TRUE AND ACCURATE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE CAUSE FOR REMOVAL FROM A BOARD OR COMMITTEE, IF APPOINTED:**

Signature:

Mason B. Brown

Date:

7/1/08



# The Town of Lake Park

LAKE PARK TOWN HALL

NATIONAL HISTORIC SITE

*"Jewel of the Palm Beaches"*

## Application to Serve on Town Boards and Committees

This application serves as an information file of the skills, talents and interests of citizens who are willing to serve on advisory boards and committees for the *Town of Lake Park*. When an opening occurs on one of the Boards on which you have indicated a desire to serve, your application will be submitted to the Town Commission. You will be notified by mail when appointment has been made.

Please print the following information:

Name: Bontrager Anthony "Tony" L  
Last First Middle

Address: 1505 Crescent Circle A14, Lake Park, FL 33403

Telephone: home \_\_\_\_\_ work \_\_\_\_\_ cell 561-714-8943

E-Mail Address Tony Bontrager 25@gmail.com

	Yes	No
Are you a resident of Lake Park	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you a non-resident business owner in Lake Park	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you a registered voter (Response to this question is not mandatory)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you currently serve on a Town Board or Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If so, which one(s): _____		
Have you been convicted of a crime	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If so, when? _____ where? _____		

Please indicate your preference by number "1" through "5" of no more than five boards on which you wish to serve, with #1 being the most desired and #5 being the least desired.

<u>Choice #</u>	<u>Board</u>	<u>Choice #</u>	<u>Board</u>
<input type="checkbox"/> _____	Code Compliance *	<input type="checkbox"/> <u>2</u>	Tree Board
<input type="checkbox"/> _____	CRA Board (Community Redevelopment Agency)	<input type="checkbox"/> <u>3</u>	Planning & Zoning/Historic Preservation Board *
<input type="checkbox"/> <u>5</u>	Harbor Marina Advisory Board	<input type="checkbox"/> <u>4</u>	Library Board
<input type="checkbox"/> <u>1</u>	Construction Board of Adjustments & Appeals		

Please note: Membership on these (\*) Boards require members to complete an annual financial disclosure form pursuant to F.S. 112.3145 (1)(a), (2)(b), (7)

Your Name: Anthony Bontrager

Please indicate the reason for your interest in your first and second choices:

I have an interest in the construction in Lake Park. I'd like to see more businesses moving in. I would also like to work with the public works regarding the tree board.

Number of Meetings of the above boards you have attended in the past six months: 1

Your educational background: (High school, College, Graduate School or other training)

Capital University - undergrad  
Lynn University - graduate

What is/was your profession or occupation: Teacher

How long: 10yrs

Please indicate employment experience that you feel relates to your desired service on an advisory board or committee: Social Studies teacher

Please indicate other general experience or community involvement that you feel qualifies you to serve on the boards you have chosen: Being on a board would allow me to bring real life situations to my classroom, thereby encouraging my students to become active in their communities

Feel free to attach additional sheets if required. Also, please attach your resume, if available.

Please return your completed form to the Office of the Town Clerk, 535 Park Avenue, Lake Park, Florida 33403

**I HEREBY CERTIFY THAT THE STATEMENT AND ANSWERS PROVIDED ARE TRUE AND ACCURATE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE CAUSE FOR REMOVAL FROM A BOARD OR COMMITTEE, IF APPOINTED:**

Signature: Anthony Bontrager Date: 3/17/10

# TAB 9

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: **April 7, 2010**

Agenda Item No. **9**

- |   |   |
|---|---|
| <input type="checkbox"/> PUBLIC HEARING                               | <input type="checkbox"/> RESOLUTION     |
| <input type="checkbox"/> Ordinance on Second Reading                  | <input type="checkbox"/> DISCUSSION     |
| <input type="checkbox"/> Public Hearing                               | <input type="checkbox"/> BID/RFP AWARD  |
| <input checked="" type="checkbox"/> <b>ORDINANCE ON FIRST READING</b> | <input type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM                     |   |
| <input type="checkbox"/> Other:                                       |   |

**SUBJECT:** Amendment to the Reasonable Accommodation ordinance clarifying the definition of "Qualifying Entity" and process for proof of disability

**RECOMMENDED MOTION/ACTION:** Approval

Approved by Town Manager *W. Davis* Date: *3/30/10*

<b>Originating Department:</b> Community Development	Costs: \$ N/A Funding Source: Acct. #	Attachments: <b>Resolution</b>
<b>Department Review:</b> <input checked="" type="checkbox"/> Town Attorney <i>[Signature]</i> <input type="checkbox"/> Community Affairs <i>[Signature]</i> <input checked="" type="checkbox"/> Community Development <i>[Signature]</i>	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <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>[Signature]</i> Or <u>3/29/2010</u> Not applicable in this case _____: Please Initial one.

**Summary Explanation/Background:** There has been considerable confusion about the statement in the ordinance that states: "a qualifying entity *may* mean..." This amendment will clarify that statement by changing *it* to "...all qualifying entities *shall* submit as part of an application... proof of the licensable service component the qualifying entity holds pursuant to Chapter 397, Florida Statutes." This will clarify for the magistrate the intent of the ordinance to require a qualifying entity to be licensed by the state. The second change requires the submittal of legal names and documentation of the specific handicap during the application process.

**ORDINANCE NO. 04 -2010**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AMENDING SECTION 78-6(1) OF THE LAKE PARK TOWN CODE ENTITLED "REASONABLE ACCOMMODATION PROCEDURES"; PROVIDING FOR AN AMENDMENT TO THE DEFINITION OF THE TERM "QUALIFYING ENTITY"; PROVIDING FOR THE REQUIREMENT THAT THOSE SEEKING A REASONABLE ACCOMMODATION SUBMIT THEIR LEGAL NAMES AND PROOF OF THEIR DISABILITY OR HANDICAP; PROVIDING FOR THE AMENDMENT OF SECTION 78-6(1) TO REQUIRE QUALIFYING ENTITIES TO SUBMIT PROOF THAT THEY ARE LICENSED SERVICE PROVIDERS AS DEFINED IN SECTION 397.311(18), FLORIDA STATUTES; PROVIDING FOR REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to Article VIII, §2(b) of the Constitution of the State of Florida and Chapter 166, Florida Statutes, the Town Commission of the Town of Lake Park, Florida (the "Town") has the home rule authority to establish such regulations as it deems necessary to advance and protect the health, safety, morals and general welfare of the Town; and

**WHEREAS**, the Town Commission has adopted provisions which have been codified in Chapter 78 of the Town Code pertaining to land use and zoning within the Town, including procedures to be followed by those seeking a reasonable accommodation from these provisions; and

**WHEREAS**, the Town Commission has previously adopted Ordinances Nos. 18-2007 and 16-09 which have been codified in Town Code Section 78-6 establishing reasonable accommodation procedures in the event a disabled individual(s) or a qualifying entity requests a reasonable accommodation from the Town's laws; and

**WHEREAS**, the Town Commission has determined that it is in the best interests of the

Town's residents to further clarify the meaning of the term "qualifying entity" to explicitly state that this term shall have the same meaning as the term "licensed service provider" as that term is defined by Section 397.311 (18), Florida Statutes ; and

**WHEREAS**, the Town Commission has determined that subsection (1) of Section 78-6, should be amended to clarify that reasonable accommodation applicants must submit their legal names and proof of the specific nature of their handicap or disability; and

**WHEREAS**, the Town Commission has determined that it is necessary to amend subsection (1) of Section 78-6, to require that any Qualifying Entity submitting an application on behalf of one or more handicapped or disabled individuals must submit proof of the licensable service component held by the Qualifying Entity pursuant to Section 397.311 (18), Florida Statutes ; and

**WHEREAS**, the Town Commission, after due notice and public hearings, deems it to be in the interest of the public health, safety, and general welfare to amend Chapter 78, Article I, Section 78-6 (1) of the Town's Code, as more specifically provided herein.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA:**

**Section 1.** The foregoing recitals are adopted herein as true and correct and shall constitute the legislative findings of the Town Commission.

**Section 2.** Chapter 78, Article I, Section 78-6 (1) is hereby amended to read as follows:  
Sec. 78-6. Reasonable accommodation procedures.

(1) This section implements the policy of the town for processing requests for reasonable accommodation from the town's ordinances, rules, policies, practices, and procedures for persons with disabilities as provided by the federal Fair Housing Amendments Act (42 U.S.C. 3601 et. seq.) ("FHA") and Title II of the Americans with Disabilities Act (42 U.S.C. Section 12131 et. seq.) ("ADA"). For purposes of this section, a "disabled individual" or a "disabled person" means an individual that qualifies as disabled and/or handicapped under the FHA and/or ADA. Any person who is disabled (or a qualifying entity) may apply for a reasonable accommodation with

respect to the town's land use or applicable zoning district's laws, rules, land use policies, or other relevant practices and/or procedures as provided by the FHA and the ADA by submitting an application for a reasonable accommodation pursuant to the procedures set forth in this section. For purposes of this section, a qualifying entity ~~may shall~~ mean, ~~for some applications, an a~~ entity licensed by the Department of Children and Families as a Level 1-5 treatment service provider in the State of Florida as defined by Section 397.311 (18), Florida Statutes. All qualifying entities shall submit as part of an application for a reasonable accommodation, proof of the licensable service component the qualifying entity holds pursuant to Chapter 397, Florida Statutes. Applicants for a reasonable accommodation ~~either whether~~ individually, or, ~~if applicable,~~ through a qualifying entity, must submit ~~to the special magistrate~~ proof that he or she requires a reasonable accommodation because he or she is disabled and/or handicapped under the FHA and/or ADA, including the persons legal name and documentation demonstrating the nature of the handicap or disability.

### **Section 3. Codification.**

The provisions of this Ordinance shall become and be made part of the Code of Laws and Ordinances of the Town of Lake Park.

### **Section 4. Severability.**

If any section, phrase, sentence or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

### **Section 5. Repeal of Laws in Conflict.**

All ordinances or parts of ordinances of the Town of Lake Park, Florida, which are in conflict herewith are hereby repealed to the extent of such conflict.

**Section 6. Effective Date.** This Ordinance shall take effect immediately upon adoption.

# TAB 10

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: April 7, 2010

Agenda Item No. 10

- |   |   |
|---|---|
| <input type="checkbox"/> PUBLIC HEARING                             | <input type="checkbox"/> RESOLUTION     |
| <input type="checkbox"/> Ordinance on Second Reading                | <input type="checkbox"/> DISCUSSION     |
| <input type="checkbox"/> Public Hearing                             | <input type="checkbox"/> BID/RFP AWARD  |
| <input type="checkbox"/> ORDINANCE ON FIRST READING                 | <input type="checkbox"/> CONSENT AGENDA |
| <input checked="" type="checkbox"/> <b>GENERAL APPROVAL OF ITEM</b> |   |
| <input type="checkbox"/> Other:                                     |   |

**SUBJECT:** Recommendation of Appointment of Commissioner Kendall Rumsey as an Alternate Member to the Bioscience Land Protection Advisory Board.

**RECOMMENDED MOTION/ACTION:** Approval

Approved by Town Manager *W. DuBois* Date: *3/30/10*

<b>Originating Department:</b> Mayor DuBois	Costs: \$ N/A Funding Source: Acct. #	Attachments:
<b>Department Review:</b> <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <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 _____ OR Not applicable in this case _____:  Please initial one.

**Summary Explanation/Background:** the Bioscience Board consists of seven members with the Governor of the State of Florida; Palm Beach County; the Towns of Jupiter, Lake Park, and Mangonia Park; and the Cities of Palm Beach Gardens and Riviera Beach each appointing one regular member and one alternate member. Each appointment shall follow the same formal procedure the Town uses for commission appointments. The alternate member shall sit on behalf of the Town and have a vote only when the regular member is absent. Mayor DuBois is the regular member of the Board. Former commissioner Ed Daly was the alternate member and the Commission needs to fill that vacancy to be in compliance with the by-laws of the Bioscience Land Protection Advisory Board.

# TAB 11

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: April 7, 2010

Agenda Item No. 11

- |   |   |
|---|---|
| <input type="checkbox"/> PUBLIC HEARING<br><input type="checkbox"/> Ordinance on Second Reading<br><input type="checkbox"/> Public Hearing<br><br><input type="checkbox"/> ORDINANCE ON FIRST READING<br><br><input checked="" type="checkbox"/> <b>GENERAL APPROVAL OF ITEM</b><br><br><input type="checkbox"/> Other: | <input type="checkbox"/> RESOLUTION<br><br><input type="checkbox"/> DISCUSSION<br><br><input type="checkbox"/> BID/RFP AWARD<br><br><input type="checkbox"/> CONSENT AGENDA |
|---|---|

**SUBJECT:** Recommendation of Appointment of an Alternate Member to the Northlake Boulevard Task Force.

**RECOMMENDED MOTION/ACTION:** Approval

Approved by Town Manager *W. Davis* Date: 3/30/10

<b>Originating Department:</b> Mayor DuBois	Costs: \$ N/A  Funding Source:  Acct. #	Attachments:
<b>Department Review:</b> <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <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 _____ or Not applicable in this case _____:  Please initial one.

**Summary Explanation/Background:** the Northlake Boulevard Task Force consists of four member entities with Lake Park, Palm Beach Gardens, North Palm Beach and Palm Beach County. Each entity appoints one regular member and one alternate member. Each appointment shall follow the same formal procedure the Town uses for commission appointments. The alternate member shall sit on behalf of the Town and have a vote only when the regular member is absent. The Community Development Director is the regular member of the Board. Former commissioner Jeff Carey was the alternate member and the Commission needs to fill that vacancy to be in compliance with the by-laws of the Northlake Boulevard Task Force. The Commission is requested to nominate and appoint a member of the Commission to the Task Force.

# TAB 12

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: April 7, 2010

Agenda Item No. 12

- |  |   |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING                      | <input type="checkbox"/> RESOLUTION     |
| <input type="checkbox"/> Ordinance on Second Reading         |   |
| <input type="checkbox"/> Public Hearing                      | <input type="checkbox"/> DISCUSSION     |
| <input type="checkbox"/> ORDINANCE ON FIRST READING          | <input type="checkbox"/> BID/RFP AWARD  |
| <input checked="" type="checkbox"/> GENERAL APPROVAL OF ITEM | <input type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other:                              |   |

**SUBJECT:** Appointment of Planning and Zoning Board Commission Liaison

**RECOMMENDED MOTION/ACTION:** Nominate and Appoint a Commissioner

Approved by Town Manager W. Davis Date: 4/7/10

Name/Title \_\_\_\_\_

Date of Actual Submittal \_\_\_\_\_

<b>Originating Department:</b> Mayor Dubois	<b>Costs:</b> Funding Source: Acct. #	<b>Attachments:</b>
<b>Department Review:</b> <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <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 _____ or Not applicable in this case _____:  Please initial one.

**Summary Explanation/Background:** A vacancy exists for the Planning and Zoning Board Commission Liaison. The Commission is requested to nominate and appoint a Commissioner.

# TAB 13

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: April 7, 2010

Agenda Item No. 13

- |  |   |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING                      | <input type="checkbox"/> RESOLUTION     |
| <input type="checkbox"/> Ordinance on Second Reading         |   |
| <input type="checkbox"/> Public Hearing                      | <input type="checkbox"/> DISCUSSION     |
| <input type="checkbox"/> ORDINANCE ON FIRST READING          | <input type="checkbox"/> BID/RFP AWARD  |
| <input checked="" type="checkbox"/> GENERAL APPROVAL OF ITEM | <input type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other:                              |   |

**SUBJECT:** Appointment of Library Board Commission Liaison

**RECOMMENDED MOTION/ACTION:** Nominate and Appoint a Commissioner

Approved by Town Manager W. P. Davis Date: 4/6/10

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Date of Actual Submittal

<b>Originating Department:</b> Mayor Dubois	<b>Costs:</b> Funding Source: Acct. #	<b>Attachments:</b>
<b>Department Review:</b> <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <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 _____ OR Not applicable in this case _____:  Please initial one.

**Summary Explanation/Background:** A vacancy exists for a Library Board Commission Liaison. The Commission is requested to nominate and appoint a Commissioner to fill this vacancy.

# TAB 14

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: **April 7, 2010**

Agenda Item No. **14**

- |   |   |
|---|---|
| <input type="checkbox"/> PUBLIC HEARING<br><input type="checkbox"/> Ordinance on Second Reading<br><input type="checkbox"/> Public Hearing<br><br><input type="checkbox"/> ORDINANCE ON FIRST READING<br><br><input type="checkbox"/> GENERAL APPROVAL OF ITEM<br><br><input type="checkbox"/> Other: | <input type="checkbox"/> RESOLUTION<br><br><input checked="" type="checkbox"/> <b>DISCUSSION</b><br><br><input type="checkbox"/> BID/RFP AWARD<br><br><input type="checkbox"/> CONSENT AGENDA |
|---|---|

SUBJECT: Traffic calming along Flagler Blvd

RECOMMENDED MOTION/ACTION: None

Approved by Town Manager *W. Davis* Date: *3/30/10*

<b>Originating Department:</b>  <b>Commissioner Hockman</b>	Costs: \$ N/A  Funding Source:  Acct. #	Attachments:
<b>Department Review:</b> <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Community Affairs _____ <input checked="" type="checkbox"/> Community Development <i>A. Hockman</i>	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <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>A. Hockman</i> Or 3/19/2010 Not applicable in this case _____:  Please initial one.

**Summary Explanation/Background:** Commissioner Hockman requested that the Commission set aside some time to discuss traffic issues on Flagler Blvd.

## **Maria Davis**

---

**From:** ReeceD@pbso.org  
**Sent:** Tuesday, March 30, 2010 5:28 PM  
**To:** Maria Davis  
**Subject:** RE: Flagler Drive

Maria,

Since 3/18/10 we have conducted traffic enforcement on Flagler Blvd Mon-Fri, between the hours of 7:00 am to 8:00 am. Deputies have written one citation and five written warnings. The consensus from the deputies is there is not much of a speeding issue. The warnings were written to those traveling just over the speed limit (5 mph or less). The purpose of the enforcement was to be educational to those stopped and not to issue citations unless they were a considerable amount over the limit (10 or more). I have also included an email below from a Traffic Unit deputy who also ran radar on Flagler Blvd on 3/29/10. When we complete the two weeks of traffic enforcement I will deploy our radar trailer for a few days.

**From:** Cahl, Michael N.  
**Sent:** Monday, March 29, 2010 9:57 AM  
**To:** Whalen, Michael  
**Cc:** Cahl, Michael N.  
**Subject:** RE: Traffic Division Request Form

On 03-29-10 from 0800-0900 at Flagler and Ilex, I ran stationary radar both North and South Bound. No citations were issued as the fastest speed recorded was 35mph in a 30 mph zone. While conducting this enforcement a Lake Park zone car stopped and told me that they also have been providing enforcement in this area. I will continue to monitor this area in the future.

Let me know if you need anything else.

Respectfully,

**Captain Douglas C. Reece**  
Palm Beach County Sheriff's Office  
District 10 - Town of Lake Park  
700 6<sup>th</sup> Street  
Lake Park, FL 33403  
Office: 561.881.3325  
Fax: 561.881.3327  
[reeced@pbso.org](mailto:reeced@pbso.org)

# TAB 15

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: **April 7, 2010**

Agenda Item No. **15**

- PUBLIC HEARING
- Ordinance on Second Reading
- Public Hearing

RESOLUTION

**DISCUSSION**

ORDINANCE ON FIRST READING

BID/RFP AWARD

GENERAL APPROVAL OF ITEM

CONSENT AGENDA

Other:

SUBJECT: Placement of stop sign at corner of Jasmine and Palmetto

RECOMMENDED MOTION/ACTION: None

Approved by Town Manager

*W. J. Davis*

Date:

**3/30/10**

<p><b>Originating Department:</b></p> <p style="text-align: center;"><b>Commissioner Osterman</b></p>	<p>Costs: \$ N/A</p> <p>Funding Source:</p> <p>Acct. #</p>	<p>Attachments:</p>
<p>Department Review:</p> <p><input type="checkbox"/> Town Attorney _____</p> <p><input type="checkbox"/> Community Affairs _____</p> <p><input checked="" type="checkbox"/> Community Development <i>A. H. H. H.</i></p>	<p><input type="checkbox"/> Finance _____</p> <p><input type="checkbox"/> Fire Dept _____</p> <p><input type="checkbox"/> Library _____</p> <p><input type="checkbox"/> PBSO _____</p>	<p><input type="checkbox"/> Personnel _____</p> <p><input type="checkbox"/> Public Works _____</p> <p><input type="checkbox"/> Town Clerk _____</p> <p><input type="checkbox"/> Town Manager _____</p>
<p><b>Advertised:</b></p> <p>Date: _____</p> <p>Paper: _____</p> <p><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 _____ <i>A. H. H. H.</i></p> <p>Or <b>3/19/2010</b></p> <p>Not applicable in this case _____:</p> <p>Please initial one.</p>

**Summary Explanation/Background:** Request from Commissioner Osterman to have the Commission discuss whether to make the corner of W Jasmine Drive and Palmetto Drive a four way stop.

# TAB 16

**Town of Lake Park Town Commission  
Agenda Request Form**

Meeting Date: April 7, 2010

Agenda Item No. 16

- |  |  |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING              | <input type="checkbox"/> RESOLUTION            |
| <input type="checkbox"/> Ordinance on Second Reading | <input checked="" type="checkbox"/> DISCUSSION |
| <input type="checkbox"/> Public Hearing              |  |
| <input type="checkbox"/> ORDINANCE ON FIRST READING  | <input type="checkbox"/> BID/RFP AWARD         |
| <input type="checkbox"/> GENERAL APPROVAL OF ITEM    | <input type="checkbox"/> CONSENT AGENDA        |
| <input type="checkbox"/> Other:                      |  |

**SUBJECT: Cash Keys for Single Space Parking Meters**

**RECOMMENDED MOTION/ACTION: Provide direction to staff.**

Approved by Town Manager W. Davis Date: 3/30/10  
Ann M. Costello 3/30/10  
 Name/Title Finance Director Date of Actual Submittal

<b>Originating Department:</b>  Commissioner Rumsey	Costs: \$ \$1,426.85 plus the cost of keys (est. \$240.00 to \$480.00)  Funding Source: Acct. # Contingency	Attachments:
Department Review: <input type="checkbox"/> Town Attorney _____ <input type="checkbox"/> Community Affairs _____ <input type="checkbox"/> Community Development _____	<input checked="" type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> 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 _____:  Please initial one.

**Summary Explanation/Background:**

At the request of Commissioner Rumsey, the following information on a "Cash Key Program" is provided:

The single space meters installed along the streets in the waterfront areas of the Town have the capability of accepting payments via a pre-programmed cash key. The multi-space meter kiosks do not have this technology available. At the time of installation, it was decided to postpone the implementation of this program due to cost. However, staff took this capability into consideration when ordering the single space meters. The meters were ordered "cash key ready" whereby, after the purchase of the hardware and corresponding software, it would only require the removal of a plug on each meter. The following costs would apply:

Hardware:	
Key Loader	\$875.00
Master Key	\$ 32.10 (only one is required)
Cash Keys	\$ 24.00 each
Software	\$519.75 (no monthly or annual fees)

A one-time expenditure in the amount of \$1,426.85 would be required to implement this program along with the purchase of a stock of cash keys at \$24.00 each. If this program is implemented, it is recommended that a refundable deposit of \$30.00 be required upon issuance of a cash key to cover the cost of replacement in the event of loss. Parking allotments can be purchased at the Finance Department either at cost or at a discounted rate as directed by the Commission.

Duncan Technologies has advised that the Master Key and Cash Keys are on backorder and are not available until **at least** July, possibly later due to a technological upgrade that is being implemented. This upgrade does not affect the key loader or software.