AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, May 18, 2016, 6:30 PM,
Lake Park Town Hall
535 Park Avenue

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

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

A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. SPECIAL PRESENTATIONS/REPORTS

1. **Proclamation Staverline Julien** — **Tab 1**
2. **Proclamation Lieutenant Nicholas Vassalotti** — **Tab 2**

D. PUBLIC COMMENT:

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

E. CONSENT AGENDA: All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal

sequence on the agenda. Any person wishing to speak on an agenda item is asked to complete a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.

3. Regular Commission Meeting Minutes of May 4, 2016 **Tab 3**

F. PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:
None

G. PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:
None

H. BOARD MEMBERSHIP NOMINATION:

4. Guadalupe Lawrence – Nominated for re-appointment to the Library Board as a Regular Member **Tab 4**

5. Anthony "Tony" Bontrager – Nomination for appointment to the Planning & Zoning Board as a Regular Member **Tab 5**

I. NEW BUSINESS:

6. Resolution No. 20-05-16 Authorizing the Town Manager to Sign the Request for Verification of An Exemption Application with DEP. **Tab 6**

7. Professional Landscape Architecture Services for a Site Evaluation and Summary Report of Current Conditions at Lake Shore and Kelsey Parks **Tab 7**

8. Town Manager Evaluation **Tab 8**

J. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

K. ADJOURNMENT:

Next Scheduled Regular Commission Meeting will be held on Wednesday, June 1, 2016

Special Presentations /Reports

Proclamations

TAB 1

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 18th, 2016 **Agenda Item No.** Tab 1

Agenda Title: A Proclamation in Recognition of Town Resident, Staverline Julien

[X] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON FIRST READING
[ ] NEW BUSINESS
[ ] OTHER: _____

Approved by Town Manager _____ **Date:** 4-29-16

Karen Mahnk / Library Director
Name/Title

Originating Department: **Library**	Costs: N/A Funding Source: Acct. # [ ] Finance _____	**Attachments:** **Copy of Proclamation**
Advertised: Date: _____ Paper: _____ **[X] 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 KM or Not applicable in this case__ **Please initial one.**

Summary Explanation/Background:
The purpose of this item is to recognize Town resident, Staverline Julien for service, academic scholarship and leadership with a Proclamation of Recognition presented by the Mayor.

Recommended Motion:
For the Mayor to present the attached Proclamation of Recognition to Staverline Julien with her family.

PROCLAMATION
RECOGNIZING STAVERLINE JULIEN

WHEREAS, it has been brought to the attention of the Town of Lake Park that ***Staverline Julien,*** a 17 year old resident of Lake Park attending Palm Beach Gardens High School, has demonstrated athletic, scholastic and leadership abilities which have earned her recognition and elite awards; *and*

WHEREAS, Staverline Julien excels academically, having received the Excellence Award in English I, the Excellence Award in Geography; is a scholar of the Johnson Scholarship Foundation program, and inducted into the National Honor Society, November 23rd, 2015 at Palm Beach Gardens High School for Scholarship, Service, Leadership and Character; *and*

WHEREAS, as a member of the Track Team at Palm Beach Gardens High School, since Fall Season, 2014, ***Staverline Julien*** has won individual medalist in events including District and Regional Champion, has finished in the top 4 in all of her races and is ranked 5th in the county having achieved a new record for the 300 meter hurdle in 47.18 seconds and has received congratulatory recognition from State Representative Kevin Rader for achieving Honorable Mention in State Girls Track and Field; *and*

WHEREAS, Staverline Julien has demonstrated leadership, character and support for her home Town by participating in numerous community service projects and organizations including the Palm Beach County Substance Abuse Leadership Summit; Palm Beach Gardens High School Black Student Union, the 4-H Club; volunteer at the Lake Park Public Library; volunteer algebra tutor at Palm Beach Gardens High School and successfully completed Junior Leadership Corp Training Program to receive her certificate in JLC Training.

NOW, THEREFORE, I, James DuBois, Mayor of the Town of Lake Park, Florida, by the authority vested in me, do hereby on behalf of the citizens of Lake Park, Florida, extend Congratulations and Best Wishes to you,

Staverline Julien

For exceeding the standards with dedication and hard work in scholastics, athletics, volunteerism and your commitment to community.

IN TESTIMONY WHEREOF*, I have hereunto set my hand and caused the Seal of the Town of Lake Park to be affixed this 18th day of May, 2016.*

By: **ATTEST:**

James E DuBois, Mayor **Vivian Mendez, Town Clerk**

TOWN OF LAKE PARK SEAL FLORIDA

TAB 2

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 18, 2016 **Agenda Item No.** Tab 2

Agenda Title: Proclamation in Honor of Lieutenant Nicholas Vassalotti

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON ____ READING
[ ] NEW BUSINESS
[x] OTHER: Proclamation

Approved by Town Manager _____ **Date:** 5-2-16

Name/Title
HUMAN RESOURCES DIRECTOR

Originating Department:	**Costs: $ -0-**	**Attachments:**
Human Resources	Funding Source: Acct. # [ ] Finance _____	**Copy of Proclamation**
Advertised: Date: _____ Paper: _____ **[x] 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** **BMT** or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background:

PROCLAMATION
IN HONOR OF LIEUTENANT NICHOLAS VASSALOTTI

WHEREAS; Nicholas Vassalotti is a law enforcement officer with many years of police experience; and

WHEREAS; Nicholas Vassalotti has devoted more than 28 years of such service to the Palm Beach County Sheriff's Office; and

WHEREAS; Nicholas Vassalotti has been the recipient of several accolades and awards in the area of law enforcement; and

WHEREAS; Nicholas Vassalotti has since June of 2014 served as the Commanding Officer of District 10 Lake Park Palm Beach County Sheriff's Office where his goal has been to serve and protect all citizens equally, maintaining a partnership with the community for the safety and security of all who live, work in and visit the Town of Lake Park; and

WHEREAS; Nicholas Vassalotti has demonstrated his commitment to the needs of Lake Park citizens by achieving this goal and by improving the quality of life of its citizens by working with the Town Commission and Town management in order to make the Town of Lake Park a better place in which to live and to work;

WHEREAS; since November of 2015, ***Nicholas Vassalotti*** has also served as a member of the Advisory Board of Club 100 Charities, which has as its mission improving the quality of life for the under-served people in our community; and

WHEREAS; Nicholas Vassalotti has announced his retirement from the Palm Beach County Sheriff's Office and the Commission of the Town of Lake Park wishes to publicly recognize him for his service to this community and honor him for his achievements.

NOW, THEREFORE, on behalf of the Commission of the Town of Lake Park, I, James DuBois, Mayor of the Town of Lake Park, do hereby publicly commend ***Lieutenant Nicholas Vassalotti*** and express our heartfelt gratitude to him for the services which he has rendered to this community.

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 18th day of May, 2016.*

BY: ATTEST:

Mayor James DuBois *Vivian Mendez, Town Clerk*

TOWN OF LAKE PARK SEAL FLORIDA

Consent Agenda

TAB 3

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **May 18, 2016** **Agenda Item No.** Tab 3

Agenda Title: Regular Commission Meeting Minutes of May 4, 2016

[ ] SPECIAL PRESENTATION/REPORTS **[X] CONSENT AGENDA**
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON ____ READING
[ ] NEW BUSINESS
[ ] OTHER: _____

Approved by Town Manager _____ **Date:** 5-9-16

Vivian Mendez – Town Clerk
Name/Title

Originating Department: **Town Clerk**	Costs: **$ 0.00** Funding Source: Acct. # [ ] Finance _____	**Attachments:** **Agenda** **meeting minutes** **Exhibits "A - C"**
Advertised: Date: _____ Paper: _____ **[X] 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 *VM* **Please initial one.**

Summary Explanation/Background:

Recommended Motion:

To approve the Regular Commission Meeting Minutes of May 4, 2016.

AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, May 4, 2016, 6:30 PM,
Lake Park Town Hall
535 Park Avenue

James DuBois	—	**Mayor**
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Erin T. Flaherty	—	**Commissioner**
Anne Lynch	—	**Commissioner**
Michael O'Rourke	—	**Commissioner**
John O. D'Agostino	—	**Town Manager**
Thomas J. Baird, Esq.	—	**Town Attorney**
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A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. SPECIAL PRESENTATIONS/REPORTS

1. Palm Beach County/Treasure Coast 2-1-1 Program **Tab 1**

D. PUBLIC COMMENT:

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

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

2. Regular Commission Meeting Minutes of April 20, 2016 — Tab 2
3. Proclamation Recognizing May 1-May 7, 2016 as Municipal Clerk's Week — Tab 3

F. PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:
None

PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:
None

G. QUASI-JUDICIAL HEARING(S):
4. Special Exception Application Filed By NZ Consultants, Inc. For The Special Exception Use of A Substance Abuse Treatment Facility (Detox Component) To Be Located in The R-2 Residence District. — Tab 4

H. NEW BUSINESS:
5. Resolution No. 19-05-16 for Approval of the Interlocal Agreement between the Town of Lake Park and the Village of North Palm Beach for the 2016 Summer Camp Program — Tab 5

I. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

J. ADJOURNMENT:

Next Scheduled Regular Commission Meeting will be held on Wednesday, May 18, 2016

Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, May 4, 2016, 6:30 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, May 4, 2016 at 6:30 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Anne Lynch and Michael O'Rourke, Town Manager John O. D'Agostino, Attorney Thomas Baird, and Town Clerk Vivian Mendez.

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

SPECIAL PRESENTATIONS/REPORTS

1. Palm Beach County/Treasure Coast 2-1-1 Program

Community Relations Specialist Patrice Schroeder explained the Palm Beach County 2-1-1 Program. She explained that the program was a non-profit organization mainly funded by The United Way and Palm Beach County. She highlighted many of the programs that are available. Brochures of the different programs were provided to the Commission and extra copies were left in the Commission Chamber for the public. The Commission expressed gratitude for the services the 2-1-1 Program provides.

PUBLIC COMMENT:

None

CONSENT AGENDA:

2. Regular Commission Meeting Minutes of April 20, 2016

3. Proclamation Recognizing May 1-May 7, 2016 as Municipal Clerk's Week

Commissioner O'Rourke pulled item number 3 on the consent agenda.

Motion: Commissioner O'Rourke moved to approve item number 2 on the consent agenda; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

Commissioner O'Rourke felt remise if the Commission recognized Municipal Clerk's Week without recognizing Vivian Mendez on the great job she does as the Lake Park Town Clerk.

Motion: Commissioner O'Rourke moved to approve item number 3 on the consent agenda; Commissioner Lynch seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

PUBLIC HEARING(S) – ORDINANCE ON FIRST READING:
None

PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:
None

QUASI-JUDICIAL HEARING(S):

4. Special Exception Application Filed By NZ Consultants, Inc. For The Special Exception Use of A Substance Abuse Treatment Facility (Detox Component) To Be Located in The R-2 Residence District.

Mayor DuBois opened the Public Hearing and explained the process. Attorney Baird swore in all witnesses. The Commission disclosed the following Ex-Parte Communication:

Commissioner Lynch had no ex-parte communication to disclose.

Commission Flaherty had no ex-parte communication to disclose.

Commissioner O'Rourke had no ex-parte communication to disclose.

Vice-Mayor Glas-Castro had no ex-parte communication to disclose.

Mayor DuBois had no ex-parte communication to disclose.

Community Development Director Nadia DiTommaso presented the item (see Exhibit "A"). NZ Consultant Principal Nilsa Zacarias representing Silver Beach Wellness, LLC (the applicant) gave a presentation (see Exhibit "B"). She introduced Mr. and Mrs. Bhatt, owners of 143 Silver Beach Road and residents of the Town of Lake Park for the past 16 years. She introduced each of the team members: Land Research Management Jim Fleischman; Real Estate Appraiser Ted Brown; Dr. Ashwin Bhatt, and Attorney Justin Claud.

Commissioner Flaherty asked what other businesses operate 24 hours a day. Community Development Director DiTommaso explained that hours of operation are not set for the Commercial Districts, but there are restrictions on alcohol sales. Commissioner Flaherty asked if the property were to go from rental to a business, what type of Business Tax Receipt (BTR) would be required. Community Development Director DiTommaso explained that a BTR would be required and was not sure the cost of such receipt. She stated that BTR's range from $100 to $200.

Commissioner O'Rourke stated that Mr. Fleischman remarked that he performed the Market Analysis, but was not a Property Appraiser. Mr. Fleischman explained that he was not a Property Appraiser. He explained that the request was for a market study and he was a market analysist. He explained the request had been to conduct a neighborhood study and determine if the project would not have negative impact. He explained that it was not a traditional study. He explained that he did research on the existing characteristic of the neighborhood with the resources that were available to him. Commissioner O'Rourke stated that the residential district was ignored when conducting the study. Mr. Fleischman stated that he did not ignore that the property was in a residential area. He explained that he did not identify Residential 2 District as the only district in the area; it was only a portion of the area.

Attorney Justin Claud asked if two (2) additional presentation would be allowable as the presentation would be brief. The Commission allowed the additional presentation. Dr. Bhatt explained his credentials and medical background. He explained detox, the controlled flow of admissions, and that it would not be a high traffic facility.

Attorney Justin Claud explained that the staff report references an incapability with the surrounding area and the Town's Comprehensive Plan. He stated that the Town's zoning Code already analysis and considered this type of application to be consistent with certain uses.

Town Attorney Baird explained the Florida State Statue regarding Comprehensive Plans. He stated that zoning must be consistent with the Comprehensive Plan and if a zoning application was not consistent, then it might not be permitted. He explained what procedure the Commission was expected to follow based on the evidence presented.

Commissioner Lynch asked what the medical supervision was. Dr. Bhatt stated that the medical supervision consisted of a nursing team of one Registered Nurse and one Nurses support per State regulations. Commissioner Lynch asked if the Doctor would be "on-call". Dr. Bhatt stated that the Doctor or the Nurse Practitioner would visit depending on the rotation. Commissioner Lynch asked what the procedure was for an emergency. Dr. Bhatt stated that they use 9-1-1. Commissioner Lynch asked if they would be using street marketers. Dr. Bhatt stated that street marketers would not be used. He explained that they use the internet, the radio, or other marketing products.

Commissioner Flaherty asked what type of vehicles would be used for transport. Dr. Bhatt stated that a normal mid-size vehicle would be used that would not attract attention.

Mayor DuBois asked for verification that the Town of Jupiter only had 28 non-emergency calls in one-year. Ms. Zacarias verified that the Town of Jupiter only had 28 police non-medical calls in one-year. Mayor DuBois asked how many calls were medical emergencies. Ms. Zacarias stated that she did not have that information.

Public Comment Open:
Walter Cunningham, Silver Beach Road expressed concern with this type of facility in his neighborhood.
Public Comment Closed:

Ms. Zacarias made a closing statement asking for approval of the project.

Town Attorney Baird explained the difference between Permitted Uses and Special Exceptions. He explained that in zoning law a Permitted Use was a use that was permitted by right in a zoning district, meaning that if it meets all the dimensional criteria, such as lots size, etc. then that use was permitted to be located there. Special Exception uses are different because by their nature are only permitted in a zoning district if they meet all six (6) criteria that exist in the Town Code. He stated that the Commission were to evaluate all of the evidence that were presented and make a determination based on that evidence whether they believe all six (6) of the Special Exception criteria were met.

Motion: Commissioner O'Rourke moved to adopt the recommendation of staff and deny the application; Commissioner Lynch seconded the motion.

Vice-Mayor Glas-Castro gave her credentials as a professional planner accredited by the American Institute of Certified Planners, based upon her review of the agenda packet presented by staff, she agrees with staff's recommendation. She professionally disagreed with the applicant's professionals who seem to overlook Town Code Section 78-2 that says Special Exception means a use that generally not be appropriate. She stated that the facility was appropriate for a commercial area not a Residential 2 (R2) District. She agreed with staff that it was inconsistent with the Town's Comprehensive Plan Goal 3.4.1 (see page 11 of Exhibit "A"). She stated that the use of this facility was not consistent with the Town's Comprehensive Plan under the criteria for Special Exception. She stated that it would have detrimental impact to the area and the City of Riviera Beach has requested that the Town deny it because it could have a negative impact on their residents on Silver Beach. She pointed out that it would not help the redevelopment objectives of the Federal Highway Corridor. She concurred with staff analysis.

Mayor DuBois stated that based on the Planning & Zoning Board and staff's recommendation to deny, he would not support the application.

Vote on Motion:

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

Mayor DuBois	X		

Motion passed 5-0.

Town Attorney Baird stated that he would prepare a final order with the Commission's Findings of Fact and conclusions of law consistent with the Commission's vote tonight.

Mayor DuBois closed the Public Hearing.

NEW BUSINESS:

5. Resolution No. 19-05-16 for Approval of the Interlocal Agreement between the Town of Lake Park and the Village of North Palm Beach for the 2016 Summer Camp Program.

Town Manager D'Agostino explained the item (see Exhibit "C"). Commissioner O'Rourke asked if the funded amount of $11,600 was consistent with the summer camp program cost in the past. Town Manager D'Agostino stated "yes" and was not sure how much of those funds would be used for the program this year. He stated that the issue of transportation to the Village of North Palm Beach has not been addressed. Mayor DuBois asked if the Recreation bus could be used to transport the children. Town Manger D'Agostino explained that the Town does not have staff with a CDL license that could transport children. Human Resources Director Turner explained that the Town bus would need to be driven by a staff member to be covered by the Town's insurance plan. She further explained that the CDL license driver would need to have a passenger endorsement.

Motion: Commissioner O'Rourke moved to approve Resolution 19-05-16; Commissioner Lynch seconded the motion.

Vote on Motion:

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

Motion passed 5-0

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird had no comments.

Town Manager D'Agostino reminded the Commission that two (2) Town Board applications were submitted for nomination. One (1) for the Planning & Zoning Board and one (1) for the Library Board. Mayor DuBois nominated Mr. Anthony "Tony" Bontrager to the Planning & Zoning Board. He stated that Mr. Bontrager was a Planning & Zoning Board member several years ago. Commissioner Flaherty nominated Guadalupe Lawrence to the Library Board. Town Clerk Mendez stated she would advance both Board nominations to the next Commission agenda.

Town Manager D'Agostino thanked Janet Perry and staff for another successful Sunset Celebration.

Commissioner Lynch had no comments.

Commissioner Flaherty congratulated Commissioner O'Rourke on winning the Commissioners Chili Cook-Off event, where he had a great time.

Commissioner O'Rourke stated that the Chili Cook-Off and the Sunset Celebrations were great events. He asked if there would be a Sunset Celebration on May 27, 2016, which was the Memorial Day weekend. Town Manager D'Agostino stated "yes".

Vice-Mayor Glas-Castro congratulated Commissioner O'Rourke on winning the Chili Cook-Off event and Kiwanis Club on the generous donation they received. She explained that this week the Palm Beach County Board of County Commissioners voted to change the infrastructure surtax proposal. She explained that they eliminated the Cultural component and the Economic Development component and proposing just that the School Board, Palm Beach County, and all the municipalities share the one-cent surtax. She asked if it changed and warrants the item to be brought back for further discussion by the Commission since the majority were against the surtax. Mayor DuBois would support bringing it back. Commissioner O'Rourke would support discussing the topic again. The Commission came to consensus to bring the item back for further consideration after the Palm Beach County School Board's consideration.

Mayor DuBois thanked staff for the Chili Cook-Off. He asked if the Kiwanis Club of Lake Park had paid their permit deposit. Community Development Director DiTommaso stated that payment was not received. Mayor DuBois congratulated Kiwanis Club of Lake Park for their efforts with the Chili Cook-Off. He stated that the funds raised by Kiwanis comes back to the Lake Park children. He congratulated Commission O'Rourke on winning the Chili Cook-Off. He stated that there would be a Memorial Day Celebration on Monday, May 31, 2016 at 11:00 a.m. in Kelsey Park presented by the Women's Auxiliary. He stated that he would not be available to attend the North Lake Blvd Task Force meeting and asked who would represent the Town. Vice-Mayor Glas-Castro stated that she would attend.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Flaherty and seconded by Commissioner O'Rourke, and by unanimous vote, the meeting adjourned at 8:43 p.m.

_____

Mayor James DuBois

_____

Town Clerk, Vivian Mendez, CMC

Town Seal

Approved on this _____ of _____, 2016

Exhibit "A"

Town of Lake Park
TOWN COMMISSION
Meeting Date: May 4, 2016

Staff Report

SPECIAL EXCEPTION APPLICATION FILED BY NZ CONSULTANTS, INC. FOR THE SPECIAL EXCEPTION USE OF A SUBSTANCE ABUSE TREATMENT FACILITY (DETOX COMPONENT)TO BE LOCATED IN THE R-2 RESIDENCE DISTRICT

A Certified Notice was mailed to all property owners within 300 feet on March 24, 2016. An ad was also placed in the Palm Beach Post on March 25, 2015 and April 22, 2016. (Copies are enclosed)

BACKGROUND INFORMATION:

Applicant:	NZ Consultants [Applicant]
Site:	143 Silver Beach Road [Site]
Owner of Site:	Ashwin Bhatt
Net Acreage:	.30
Legal Description:	KELSEY CITY LTS 21 TO 24 INC BLK 37
Current Zoning:	R-2 Residence District
FLUM land use category:	Commercial/Residential

	Adjacent Zoning
North:	R-1 Residence District
South:	City of Riviera Beach, R-6 Residence District
East:	R-2 Residence District
West:	R-2 Residence District

	Adjacent Existing Land Use
North:	Single Family
South:	City of Riviera Beach, Single Family
East:	Commercial/Residential
West:	Commercial/Residential

FIGURE 1: Aerial View of Site

FIGURE 2: Aerial View of Site within Town with general zoning districts

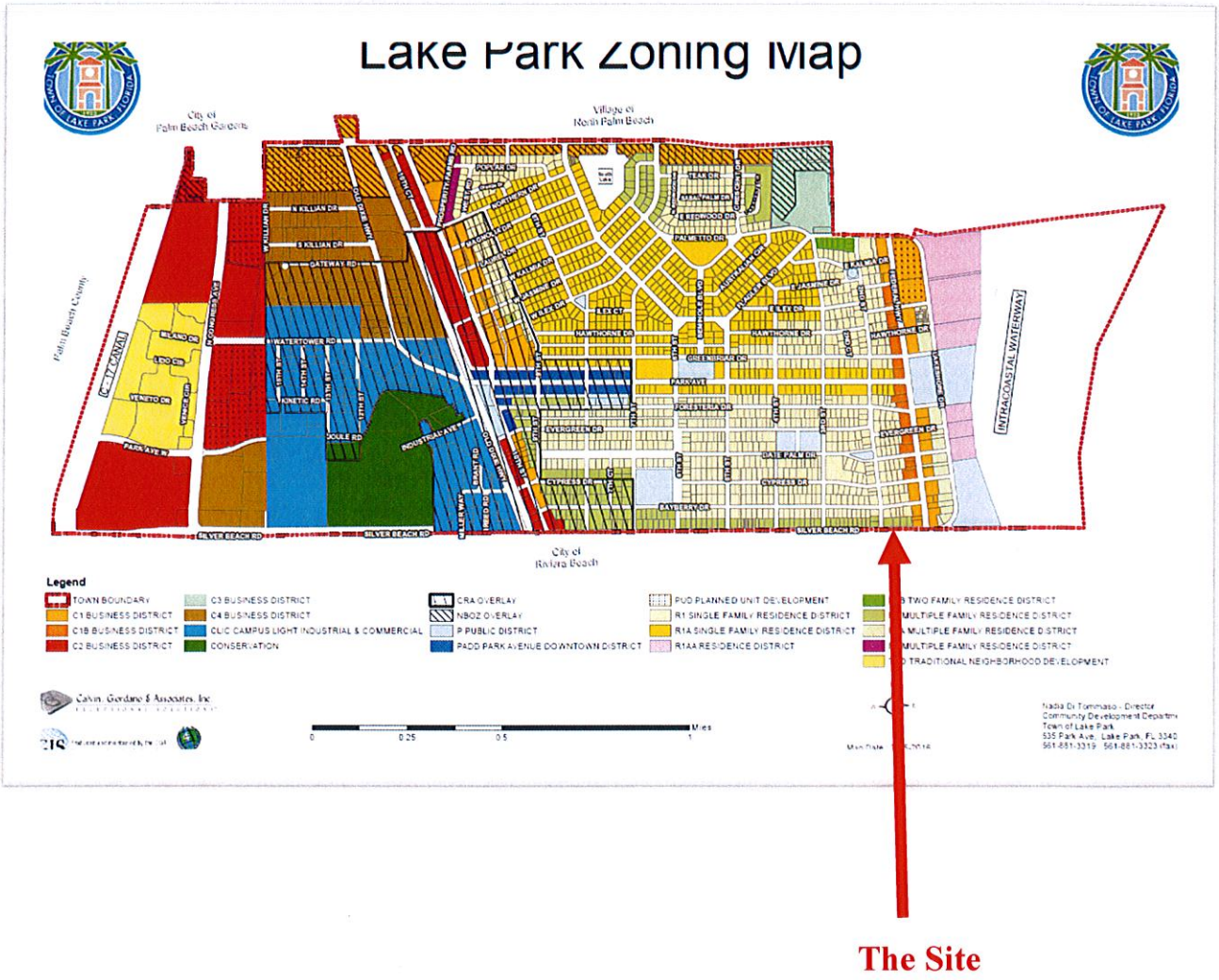
Blue outlined areas are RESIDENTIAL DISTRICTS

Yellow outlined areas are COMMERCIAL DISTRICTS

The Site

Town of Lake Park
TOWN COMMISSION
Meeting Date: May 4, 2016

FIGURE 3: Town Zoning Map



The Site

Town of Lake Park
TOWN COMMISSION
Meeting Date: May 4, 2016

<u>FIGURE 4</u>: Town Future Land Use Map (FLUM)

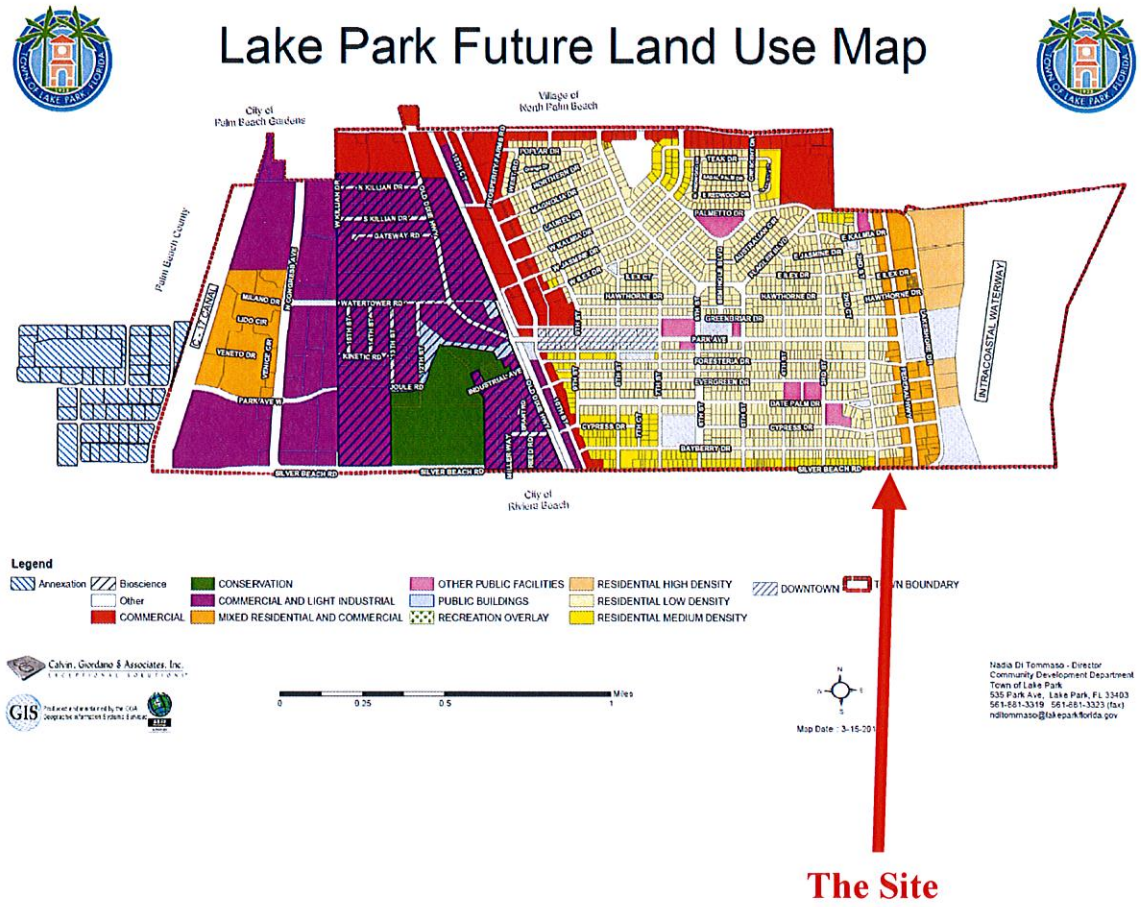


FIGURE 5: View of Site on Silver Beach Road

Town of Lake Park
TOWN COMMISSION
Meeting Date: May 4, 2016

SUMMARY OF REQUEST:

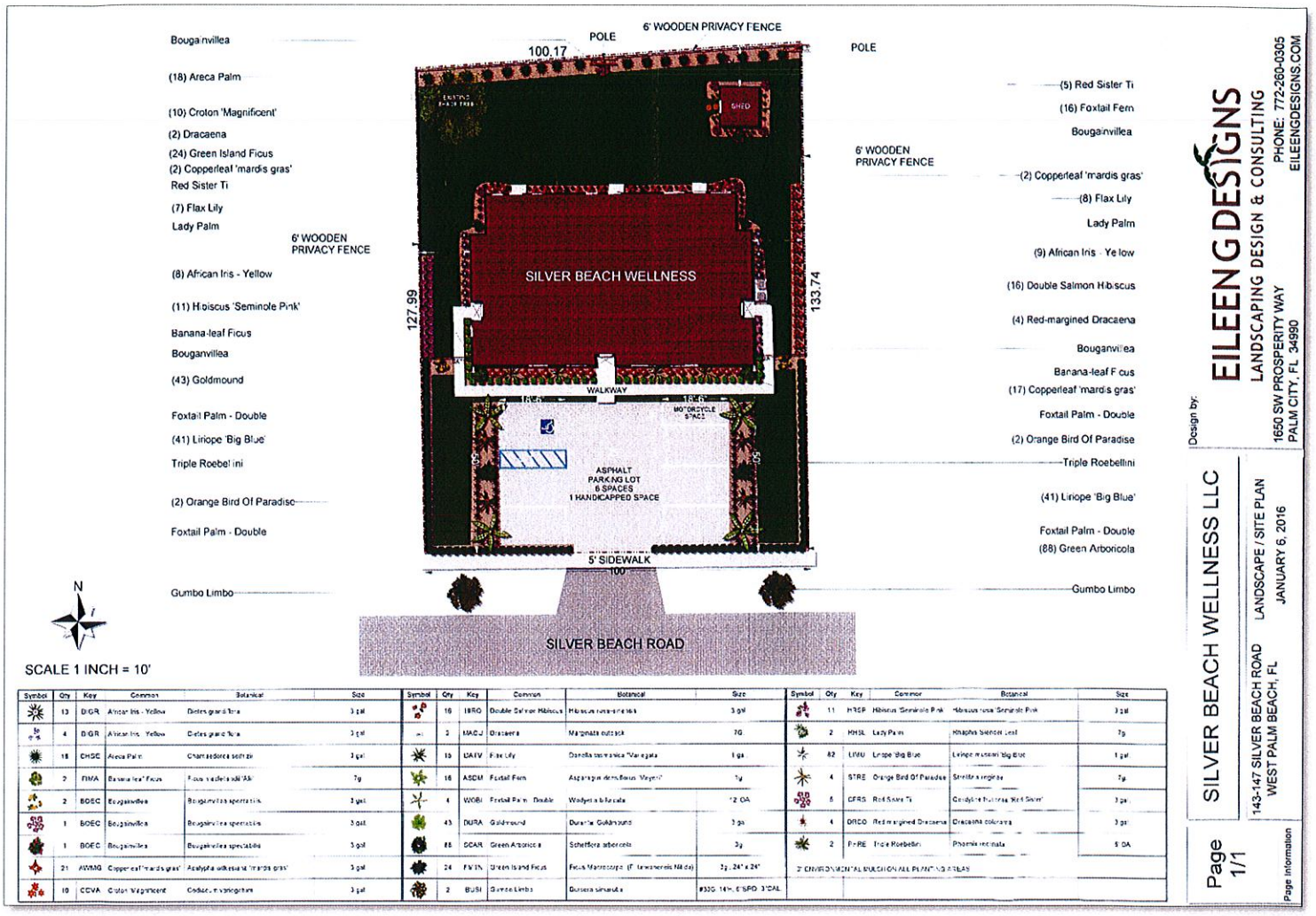
The Applicant proposes to develop a licensed substance abuse treatment facility (the Facility), which includes a licensed component of which is medical detoxification. As is the nature of a medical detoxification Facility, patients will be required to reside on the property for a transitory period. The facility will serve up to 12 clients on site while they receive medical treatment during the time of their detoxification from drugs and/or alcohol. The average patient stay is 5 to 7 days. The Facility provides only the licensed medical detoxification component of treatment. It does not provide additional rehabilitation, therapy, or intensive in patient or outpatient treatment. The Facility will be operated by 1 registered nurse and 1 nurse's assistant on each daily shift. The Facility is staffed with this medical personnel 24 hours a day, 7 days a week. Essentially, the Facility will be staffed by two nurse practitioners, who will rotate daily as part of three, eight hour shifts. Accordingly the Facility will be staffed with a total of 6 medical professionals over 24 hours. A Medical Doctor will be on call. Since 2 employees will be on Staff for every shift, this equates to a total of 14 persons, working or residing on Site (patients + Staff) daily and at any given time.

Existing Conditions

The Site is within the R-2 Residential Zoning District and is located on the north side of Silver Beach Road between Federal Highway and 2nd Street. It is approximately 313 feet west of Federal Highway. The structure was constructed in 1975 as multi-family rental housing, which is a permitted use in the R-2 zoning district. The structure currently has three rental units, each having 2 bedrooms and 1 to 2 bathrooms. The Applicant does not propose to expand the structure's footprint; rather it proposes to convert the interior floor plan to provide a kitchen, two offices, and rooms for the temporary stays of patients. The Applicant proposes to provide landscaping on the exterior of the structure.

Town of Lake Park
TOWN COMMISSION
Meeting Date: May 4, 2016

Figure 6: PROPOSED Site Plan



Symbol	Qty	Key	Common	Botanical	Size
	13	DIGR	African Iris - Yellow	Dietes grandiflora	3 gal
	4	DIGR	African Iris - Yellow	Dietes grandiflora	3 gal
	18	CHSE	Areca Palm	Chamaedorea seifrizii	3 gal
	2	FIMA	Banana-leaf Ficus	Ficus maclellandii 'Alii'	7g
	2	BOEC	Bougainvillea	Bougainvillea spectabilis	3 gal
	1	BOEC	Bougainvillea	Bougainvillea spectabilis	3 gal
	1	BOEC	Bougainvillea	Bougainvillea spectabilis	3 gal
	21	AWMG	Copperleaf 'mardis gras'	Acalypha wilkesiana 'mardis gras'	3 gal
	10	CCVA	Croton 'Magnificent'	Codiaeum variegatum	3 gal

Symbol	Qty	Key	Common	Botanical	Size
	16	IBRO	Double Salmon Hibiscus	Hibiscus rosa-sinensis	3 gal
	3	MACU	Dracaena	Marginata cutback	7G
	15	DATV	Flax Lily	Danella tasmanica 'Variegata'	1 gal
	16	ASDM	Foxtail Fern	Asparagus densiflorus 'Meyeri'	1g
	4	WOBI	Foxtail Palm - Double	Wodyetia bifurcata	12' OA
	43	DURA	Goldmound	Duranta 'Gold mound'	3 gal
	88	SCAR	Green Arboricola	Schefflera arboricola	3g
	24	FIMIN	Green Island Ficus	Ficus Macrocarpa (F. lawanensis Nilida)	3g, 24" x 24"
	2	BUSI	Gumbo Limbo	Bursera simaruba	#33G, 14H, 6'SPD, 3'CAL

Symbol	Qty	Key	Common	Botanical	Size
	11	HRSP	Hibiscus 'Seminole Pink'	Hibiscus rosa 'Seminole Pink'	3 gal
	2	RHSL	Lady Palm	Rhaphis Slender Leaf	7g
	82	LIMU	Liriope 'Big Blue'	Liriope muscari 'Big Blue'	1 gal
	4	STRE	Orange Bird Of Paradise	Strelitzia reginae	7g
	5	CFRS	Red Sister Ti	Cordyline fruticosa 'Red Sister'	3 gal
	4	DRCO	Red margined Dracaena	Dracaena colorana	3 gal
	2	PHRE	Triple Roebellini	Phoenix reclinata	5' OA

2' ENVIRONMENTAL MULCH ON ALL PLANTING AREAS

Figure 7: <u>PROPOSED</u> Exterior Improvements

Town of Lake Park
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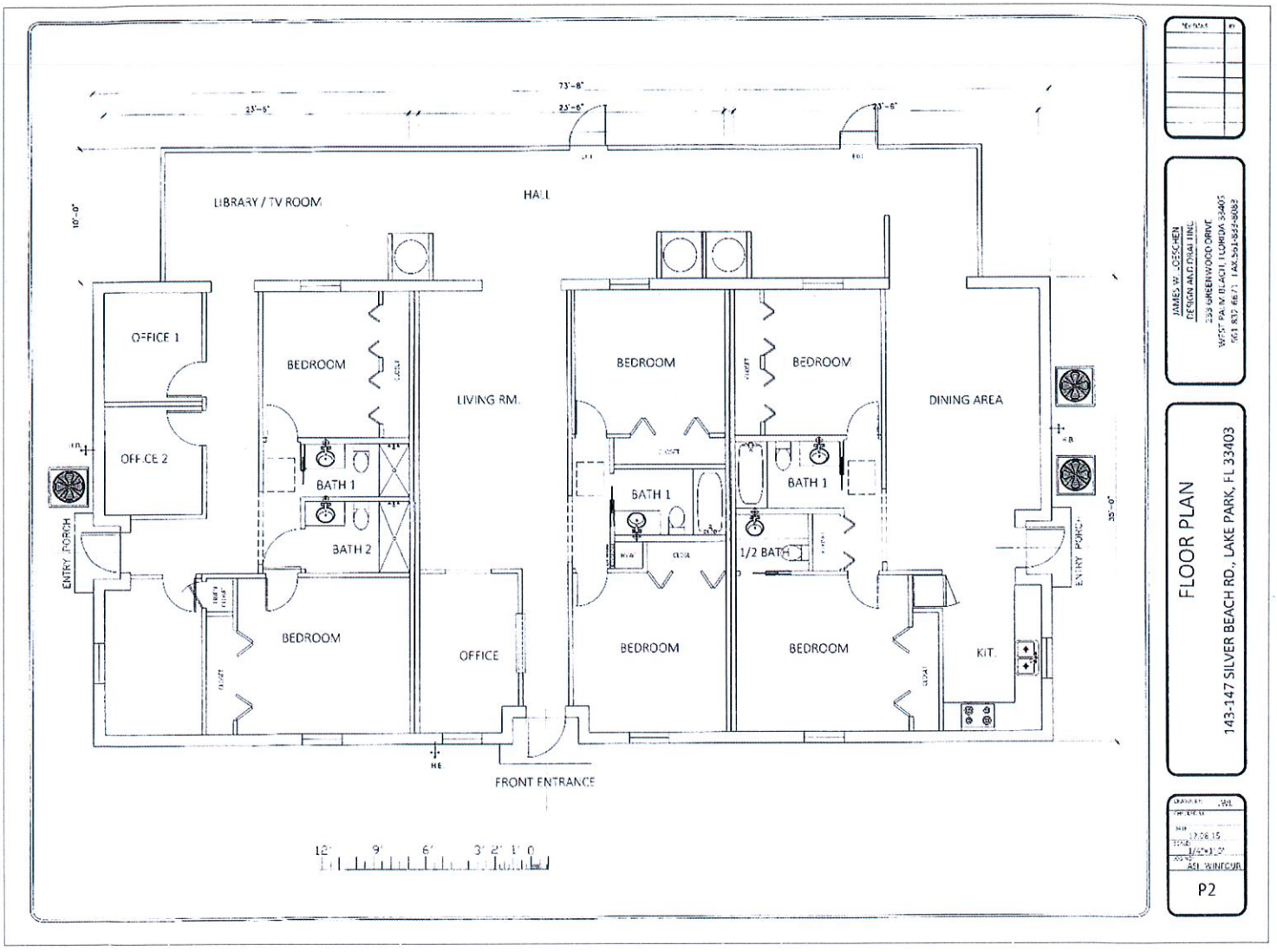
Figure 8: <u>PROPOSED</u> Floor Plan



Town of Lake Park
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ANALYSIS OF SPECIAL EXCEPTION CRITERIA

The six criteria required for the granting of a Special Exception as set forth in Code Section 78-184 and Staff's analysis of same:

Criteria 1

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

Applicable Goals and Objectives:

Staff Comments:

Goal 3.4.1	Ensure that the historic small town character of Lake Park is maintained, ***while fostering development and redevelopment that is compatible with and improves existing neighborhoods and commercial areas.*** The Town shall maintain and seek opportunities to improve its ability to provide: (1) a full range of municipal services; (2) a diversity of housing alternatives consistent with existing residential neighborhoods; (3) commercial, industrial and mixed-use development opportunities that will further the achievement of economic development goals; and (4) a variety of recreational activities and community facilities oriented to serving the needs and desires of the Town. Various land use activities, consistent with these Town character parameters, will be located to maximize the potential for economic benefit and the enjoyment of natural and man-made resources by residents and property owners, ***while minimizing potential threats to health, safety and welfare posed by hazards, nuisances, incompatibles land uses and environmental degradation***.
3.4, Objective 1, Policy 1.1(b):	Land Development Regulations shall be amended as necessary to contain specific and detailed provisions required to implement the adopted Comprehensive Plan and which as a minimum: b. Regulate the ***use*** and intensity of land development consistent with this element to ***ensure the compatibility of adjacent land uses***;
3.4, Objective 1, Policy 1.5:	The Town shall encourage the development and redevelopment of activities which will substantially increase the tax base ***while minimizing negative impacts on natural and historic resources, existing neighborhoods and development***, and adopted Levels of Service standards.
3.4, Objective 4:	The Town shall ***coordinate with appropriate governments and agencies*** to minimize and mitigate potential mutual adverse impacts of future development and redevelopment activities.
3.4, Objective 5:	As a substantially built-out community in an urbanized area, the Town

	shall ***promote redevelopment and infill development in a manner that is considerate to existing neighborhoods and uses***, the built and natural environments, ***and neighboring jurisdictions***.
3.4, Objective 5, Policy 5.1:	***The Town shall protect, preserve, maintain and improve its core residential neighborhoods*** and historic resources, and protect these areas from physical degradation and the ***intrusion of incompatible uses.***
3.4, Objective 9, Policy 9.4:	A Commercial or multifamily (including duplexes) expansion or development project that extends to the west more than 175 feet beyond the Federal Highway frontage line shall only occur through a design-unified mixed use redevelopment project as defined in the zoning code. Any such project must have commercial frontage on Federal Highway. *Staff Note:* A Substance Abuse Treatment Facility catering to detoxification and having a live-in component is still a commercial use that is being proposed to be developed onto the subject Site.

STAFF COMMENTS:
The proposed special exception use is **not** consistent with the Goal, Objectives and Policies of the Town's Comprehensive Plan recited above based upon the following staff analysis:

Policy 9.4 of the Future Land Use Element of the Comprehensive Plan has established the future land use and vision for parcels, including the Site, which extend more than 175 feet west of Federal Highway under Policy 9.4. This policy states that a commercial use may only be developed in this area as part of a unified mixed use redevelopment project. As part of any redevelopment, the policy envisions that the commercial component of the mixed use project would be on Federal Highway. The use proposed by the Applicant is exclusively a commercial facility which includes offices and temporary housing serving the patients of the Facility. It would not be reasonable to suggest that the temporary housing of patients makes the Facility "mixed use" even if the Site fronted Federal Highway, or was part of a mixed use development that extended west from Federal Highway.

Per Objective 1, Policy 1.1(b) and 1.5, the proposed Facility is **not** consistent with Policy 1.1(b) of the Future Land Use Element. Specifically, the use and intensity of the Facility is not compatible with the adjacent residential neighborhood to the north and west. The character of this general area is predominantly single family residential. To the extent the Facility could be considered to have a residential component to it, this component is *overly* transient and will result in the turnover of patients every 3-5 days. The nature of the Facility is likely to result in increased calls for law enforcement services, and ambulatory activity at the Site, as demonstrated by the statistical data produced by PBSO based upon its experience with similar facilities elsewhere in the County. See **Appendix 'A'**. The transient use by patients of the Facility is markedly different from the residential use permitted in the R-2 Zoning District. The R-2 zoning permits the use of "a dwelling that has a turnover in occupancy of more two times a year...." The nature of this zoning district is to accommodate short term rentals of not less than six months, or seasonal residential rental properties. In comparison, the proposed use is more in the nature of a medical facility (like a hospital, but not nearly

at the same scale) and has a potential turnover of 624-876 patients annually (12 patients having an average stay of 5-7 days).

The proposed use is **not** consistent with Objectives 4 and 5 of the Intergovernmental Coordination Element of the Comprehensive Plan. Pursuant to these Objectives, the Town is required to communicate and coordinate land use with adjacent jurisdictions. The purpose of these objectives is to ensure that potential land uses in the Town do not adversely impact adjacent jurisdictions, in this case the City of Riviera Beach (City). Silver Beach Road is the boundary line between the Town and the City. The Town contacted the City regarding the proposed Facility when the Applicant made its initial application to the Town. The City responded on June 12 and June 29, 2015 indicating that it did not support the proposed use. The Applicant submitted a subsequent application on January 20, 2016. Staff provided the City with the new application and the City again responded on February 16, 2016, and maintained its objection to the proposed use. The City's letters are attached as **Appendix 'B'**.

FINDING: CRITERIA NOT MET

Criteria 2

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

<table>
<tr><td>Parking
78-145(g)</td><td>Section 78-142(c)(5)(f) states that if a particular land use is not included within Section 78-142 that the community development director may assign parking standards for a similar use. Since this section does not contain specific parking standards for the term 'substance abuse treatment facility', Staff has applied standards for "convalescent and nursing homes", the most similar (for parking-related purposes ONLY given the patient beds/staff environment) use to this proposal.

Parking spaces for this use are calculated as follows:
<table>
<tr><th>Requirement</th><th>Calculation</th><th>Required parking spaces</th></tr>
<tr><td>One space per four beds of patient capacity plus one space per employee at maximum shift</td><td>Patient Capacity: 12 Beds
Staff (maximum shift: 2 Staff Persons</td><td>3 Spaces
2 Spaces</td></tr>
<tr><td></td><td>TOTAL</td><td>5</td></tr>
</table>
The Applicant is providing 6 parking spaces, inclusive of 1 ADA space, and therefore would meet the minimum required parking spaces for a proposed commercial facility of this size.</td></tr>
<tr><td>Paving
78-142(c)(10)(f)
&
Striping
78-142(c)(10)(a)(i):</td><td>The proposed Facility would be able to meet the minimum paving standards; however, it order to accommodate the commercial nature of the Facility it would have to be restriped in accordance with current dimensional standards of the Town's Code.

➢ The Applicant proposes sealcoat and restripe the front parking lot pursuant to Site Plan submitted on 1/20/16 (improvements have been made in advance of this approval to simply bring the paving up to Code).</td></tr>
<tr><td>Parking screening
78-253(1):</td><td>The Applicant's Site Plan meets the parking screening requirements of Section 78-253(c).</td></tr>
<tr><td>Landscaping
78-253(a):</td><td>The Applicant's Site Plan meets landscape requirements of Section 78-253(b) (improvements have been made in advance of this approval).</td></tr>
<tr><td>Signage
70-103(5):</td><td>The Applicant is not proposing signage; therefore, this section of code is not applicable.</td></tr>
<tr><td>Building Height, Building Site Area, Minimum Floor Area & Setbacks
78-71(2),(3), (4), & (5):</td><td>The structure on the Site meets the requirements of the R-2 Zoning District as it relates to building height, building Site area, minimum floor area, and setbacks.</td></tr>
</table>

STAFF COMMENTS:

Criteria 2 is met if the Applicant improves the Site consistent with the plans submitted on 1/20/16.

FINDING: CRITERIA MET

Town of Lake Park
TOWN COMMISSION
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Criteria 3

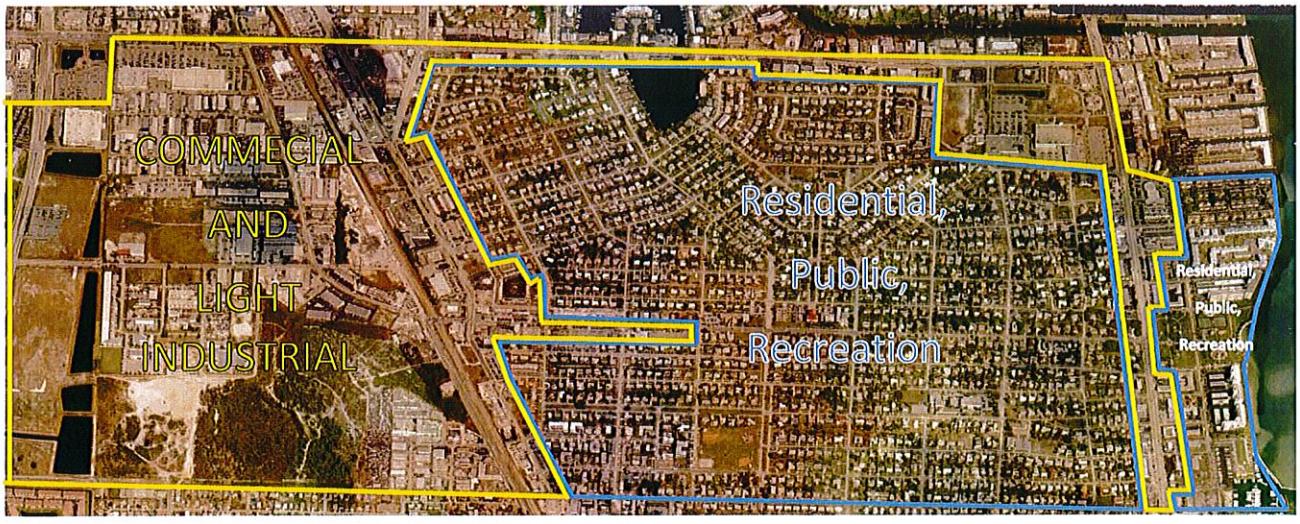
The proposed special exception use is compatible with the character and use (existing and future) of the surrounding properties in its function; hours of operation; type and amount of traffic to be generated; building location, mass, height and setback; and other relevant factors peculiar to the proposed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

Zoning & Future Land Use:
(Not Satisfied)

The Site is located in the R-2 Residential District, which is comprised of single and multi-family residences. It is abutted by the R-1 Residential District to the North, the R-6 Residential District to the South (Riviera Beach's jurisdiction), and the R-2 District to the east and west. This area is comprised solely of residential uses. The proposed Facility is not consistent with the R-2 Zoning District due to its predominately commercial use. To the extent there is a "residential component" to the Facility, this component is substantially different in its function from the adjacent residential uses. Moreover, the Facility's residential component is not for purposes of residential living, rather its purpose is for medical treatment purposes.

While the Future Land Use Map assigns a Residential/Commercial future land use to the Site, it does so contemplating that future redevelopment of properties west of Federal Highway will be developed as mixed-use with the commercial uses fronting Federal Highway and the mixture of commercial and residential uses extending west along Silver Beach Road for 175 feet.

The Town is believed to be Florida's first zoned community, and as such was designed in a manner that separated commercial, residential, and industrial uses into separate districts. This plan remains evident today. The map below depicts the division of uses today. There is a strong core residential district made up primarily of single family and some multi-family housing. Surrounding the core residential district are lands zoned commercial and industrial. The current Zoning Map clearly separates commercial uses away from the residential core uses. The application and redevelopment of the multi-family residential use to a commercial use is not consistent with the historical vision of the Town nor with the current zoning.



Hours of Operation:
(Not Satisfied)

Furthermore, while a component of the proposed Facility is described as "residential style", the proposed use, in particular its business operation being 24/7, is not consistent with the residential character of this area of the Town or the City. This is

	highlighted by the fact that the business will require 6 staff persons changing shifts three times a day, the arrival and departure of patients, and the deliveries of food and medical supplies. Additionally, based on experience, PBSO anticipates that there will be emergencies requiring an increased need for police assistance. (See **Appendix 'A'** – PBSO Statistics).
Traffic: (Not Satisfied)	The Applicant submitted a traffic statement to the County. Although the County confirmed that the proposed use will not impact the level of service (LOS) for Silver Beach Road, this review is only concerned with the actual capacity of the roadway to accommodate traffic. It is a quantitative measure, not qualitative. Evaluating the Facility based upon a qualitative planning perspective, Staff has concluded that the proposed Facility will introduce increased traffic from commercial delivery vehicles, employees, and perhaps neighboring ambulatory and police emergencies into the surrounding residential neighborhoods in the Town and the City. Therefore, the proposed special exception use **will** have a detrimental impact on surrounding properties based on the amount and flow of traffic in the vicinity around the clock. See **Appendix 'A'** – PBSO & PBCFR Information
Location\Mass\ Setbacks\Other: (Satisfied)	The proposed use would not require any modifications to the structure's massing, or its location on the Site. Thus, it meets these standards.

STAFF COMMENTS:
Staff finds that the proposed special exception use is ***not*** compatible with the character and use of the surrounding properties based on the hours of operation and existing and future land use.

*FINDING: CRITERIA **NOT** MET*

Criteria 4

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

STAFF COMMENTS:
While there are no other substance abuse treatment facilities located within a 1,200 foot radius of the Site, Staff is of the opinion that the introduction of this medical facility into this residential area could lead to the proliferation of other licensed substance abuse components and the proliferation of recovery residences to serve the patients of these facilities as they progress through various treatment protocols. The Town has struggled with the proliferation of recovery residences because the housing stock in the Town is attractive to investors. Therefore, to the extent the proposed Facility might accelerate the concentration and proliferation of medical facilities and recovery residences in the Town, staff is of the opinion that the nature of the Facility would be incompatible with the predominately single family residential character of the Town west of Federal Highway.
*FINDING: CRITERIA **NOT** MET*

Criteria 5

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

(a) The Site is 0.3 acres (13,068 s.f.). The existing use is a three-family dwelling. The proposed Facility would have 14 individuals using, temporarily residing (for treatment purposes), or working on the Site (patients + Staff). As previously noted, the proposed Facility would have a potential turnover of patients and staff resulting in 624-876 persons per year coming and going from the Site. This turnover is out of character with the turnover of persons using the current three-family dwelling, and is not compatible with the surrounding residential uses and intensities.

Therefore, the proposed Facility **would** have a detrimental impact on, and be out of character with, the surrounding residential properties because of the number of persons working, using and residing at the Site.

(b) Noise:
Based on the nature of the medical services provided and the known potential for emergencies requiring police assistance and possible ambulatory services (**see Exhibit 'A'**), noise is likely to increase and not be consistent with the surrounding residential uses. The potential for 624-876 patients per year and the coming and going of, 2,190 employees annually, is also likely to generate substantially more noise for neighboring residential uses. Therefore, the proposed special exception use **would** have a detrimental impact on surrounding properties based on noise generated activities at the Site.

Odor:
The proposed Facility **would not** have a detrimental impact on surrounding properties based on odor that is generated by the activities on Site.

Visual:
From outside appearances, the proposed Facility **would not** have a detrimental impact on surrounding properties based on visual nuisance.

(c) See the response to Criteria # 3 under "Traffic." Based upon this analysis, Staff finds that the proposed Facility **would** have a detrimental impact on surrounding properties based on the amount and flow of traffic in the vicinity.

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

*FINDING: CRITERIA **NOT** MET*

Criteria 6

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

(a) The proposed special exception use **would not** reduce light or air to adjacent properties since the application does not propose any additions or renovations to alter building height and mass.

(b) The Applicant submitted a market analysis with its application that was prepared by LRM, Inc. (LRM). The LRM report demarcates the neighborhood boundaries as: "Bayberry Drive to the north, West 37th Street to the south, Federal Highway to the east and 2nd Street to the west."

The boundary used by LRM with its inclusion of the strip commercial parcels along Federal Highway should be differentiated from the residential core of the Town which extends from Federal Highway west along Silver Beach Road where the Site is located. The Site is actually four parcels west of Federal Highway, or approximately 313 feet. This area is entirely residential in nature. Staff finds the inclusion of the commercial uses on Federal Highway is from a market analysis perspective, inconsistent with the properties west of Federal Highway along Silver Beach Road.

Further, the LRM market analysis mistakenly identifies the beginning of the R-2 District's eastern boundary as Federal Highway, not 115 Silver Beach Road. The commercial parcels located along Federal Highway included in the LRM market analysis are actually located in the C-1 Business District (and applicable Commercial District of Riviera Beach) and not the R-2 Residence District. Therefore, Staff is of the opinion that the boundaries demarcated in the LRM market analysis should not have included the predominantly commercial neighborhoods.

(c) Based on the LRM market analysis, Staff finds the proposed Facility **would** be a deterrent to the improvement, development or redevelopment of surrounding properties because, as the LRM report observes: "...the introduction of a dissimilar land use within a homogenous residential neighborhood consisting solely of owner-occupied single-family homes may have a detrimental impact..."

(d) The Facility **would not** have an impact on natural systems or public facilities.

(e) The Facility **would not** include pedestrian amenities, including, but not limited to, benches, trash receptacles, and/or bicycle parking.

*FINDING: CRITERIA **NOT** MET*

Town of Lake Park
TOWN COMMISSION
Meeting Date: May 4, 2016

PLANNING & ZONING BOARD RECOMMENDATION

PLEASE REFER TO THE ENCLOSED P&Z BOARD MINUTES. The Planning and Zoning Board concluded that the Application did not meet the Special Exception Use Criteria and has recommended that the Commission deny the special exception use of a substance abuse treatment facility to be located at 143 Silver Beach Road.

STAFF RECOMMENDATION

In order for an application for a special exception use to be approved, the Commission must determine that each of the six criteria set forth in Code Section 78-184 have been met. Staff's analysis concludes that the application for the special exception use of a substance abuse facility does not meet Criteria 1, 3, 4, 5 and 6 of Code Section 78-184. Therefore, Staff recommends **denial.**

Should the Town Commission determine that all six criteria have been met, Staff recommends the Commission incorporate the following as conditions of the Development Order:

1. The site plan dated 1/20/16 shall be fully adhered to; and,
2. Seacoast Utility Authority will require a review of the change in land use at the Site.

Appendix 'A'

PBSO & PBCFR Statistics

Palm Beach County Sheriff's Office (PBSO)

Nursing Home and Detox Facility

Palm Beach County Sheriff's Office (PBSO) provided statistics of police activity for two sites in the County for a period covering one year. One site, Sunrise Detox, a 33 bed detoxification facility located at 3185 Boutwell Road in Lake Worth, and the second site, Northlake Rehabilitation and Health, an 85 bed nursing home that is located at 750 Bayberry Drive in Lake Park.

The average number of police activity incidents were similar for both sites (the nursing home has 3 times the amount of beds) over the period, but the distinguishing factor, however, is the nature of the incidents requiring police assistance. PBSO **responded to 11 additional categories of calls that can, according to PBSO, be considered to be a threat or nuisance to the general safety and welfare of the community immediately adjacent to or nearby the site.** Those categories of calls are highlighted in **red** in the table below.

Staff met with Lieutenant Vassalotti on March 22, 2016 to review these statistics and to talk about comparisons between the types of police activity and the volume that is associated with a substance abuse treatment facility (particularly the Applicant's application for a detox center), a nursing home, and residential sites. Lieutenant Vassalotti stated that the nature and volume of calls received from a substance abuse treatment facility is very different and not comparable to the type of calls received from a nursing home or even a residential site. Further, it was his opinion that a substance abuse treatment facility was not a compatible use to be located within a residential neighborhood and should be located in a purely commercial zoning district because it is not a residence, but a for-profit business that will generate a level of police activity not consistent with what is found in a residential area.

Police Activity by PBSO
Period March 22, 2015 through March 19, 2016

Sunrise Detox (Detoxification Facility)
3185 Boutwell Road, Lake Worth – 33 Beds

Type	Type of Call Received	Number
S/13P	Suspicious Person	1
S/19	Misdemeanor	1
S/20	Mentally Disturbed Person	1
S/22	Disturbance	5
S/22IP	Disturbance in Progress	2
S/30	Theft/Larceny	2
S/36	Fight	1
S/66	Civil Matter	13
S/79	Suspicious Incident	2
S/80	Unwanted Guest	4
S/8	Missing Person	3
S/68	Police Service Call	10
S/73	Man Down/Sick Person	3
S/87	Welfare Check	4
S/11	Abandoned Vehicle	1
S/76	Assist to Another Dept.	1
S/32A	Suicide Attempt	3
S/14	Information	3
10-67	Serving Civil Process	1
n/a	911	4
	TOTAL	**65**

Northlake Rehabilitation and Health (Nursing Home)
750 Bayberry Drive, Lake Park – 85 Beds

Type	Type of Call Received	Number
S/31	Assault	5
S/81	Verbal Threat	2
S/78	Obscene/Harassing Phone Call	1
10-14	Convoy Escort	3
10-38	Roadblock or Obstruction	1
10-63	Business/Residence Check	1
10-73	Open Gate	3
S/16A	Adult Abuse/neglect	5
S/32A	Suicide Attempt	1
S/67	Accidental Injury	1
S/68	Police Service Call	8
S/76	Assist to Another Dept.	4
S/84	Welfare Check	2
10-20	Location	3
10-53	Coming by Office (paperwork)	1
10-22	Disregard	7
n/a	911	11
	TOTAL	**55**

Appendix 'A'

PBSO & PBCFR Statistics

Residential Properties on Silver Beach Rd.

Staff also requested records of four single and multi-family properties that are adjacent to the Site of the proposed special exception use to compare with above findings. During the same one-year period the three multi-family and one single family properties had just two incidents requiring police assistance that did not appear to be a result of the activity of the actual residents, since both incidents were burglary of the residence.

Police Activity by PBSO
Period March 22, 2015 through March 19, 2016
Adjacent Residential Sites

Address	Type	Type of Call Received	Number
115 Silver Beach Road	n/a	n/a	0
135 Silver Beach Road	S/21R	Burglary - Residence	2
143 Silver Beach Road	n/a	n/a	0
205 Silver Beach Road	n/a	n/a	0
		TOTAL	**2**

All Sites Comparative Table

Activity by PBCFR
Period March 22, 2015 through March 19, 2016
All Sites

Type/Name	Address	Number
Single Family Residential	115 Silver Beach Road	0
Residential Duplex	135 Silver Beach Road	2
Residential Triplex	143 Silver Beach Road	0
Residential Duplex	205 Silver Beach Road	0
Sunrise Detox	3185 Boutwell Road, Lake Worth	*65*
Northlake Rehab. Nursing Home750	Bayberry Drive, Lake Park	55

Palm Beach County Fire Rescue (PBCFR)

Staff requested call statistics from PBCFR for the same sites and they were not able to release data on private residences due to HIPPA Regulations. At the time this report was released, Fire Rescue was still preparing a statement regarding the differences in Fire Rescue activity among single/multi-family homes vs. substance abuse facilities and nursing homes. Based on our verbal communications, PBCFR indicated there is a difference. Staff hopes to present their official statement at the Town Commission meeting on May 4th.

Conclusion

Sunrise Detox was selected for review because no detox facility existed with the Town and since it was providing the same or similar services as the proposed special exception use. The nursing home at 750 Bayberry Dr. was selected because it has one of the lowest bed capacities in the County, per the Florida Agency for Health Care Administration (AHCA). While these two samples both have a higher bed capacity than the proposed special exception use, the data sample does, however, confirm the comparative type of police activity and the comparative potential volume that is associated with each land use. While the actual numbers cannot be predicted for this proposal, and while the total numbers may be lower since the proposal is for a 12 bed facility, it will be greater than your standard residential or nursing home type of use. PBSO confirmed with staff that the data they provided regarding the type of calls and volume are all consistent with the policing needs of this type of facility and they fully anticipate, should it be approved, that the Town will see an increase in calls for assistance that is consistent with this data. This is also clear when comparing the sample location statistics to those of single and multi-family residential. PBCFR statement is also forthcoming.

Appendix 'B'

CITY OF RIVIERA BEACH

OFFICE OF
COMMUNITY DEVELOPMENT

DEPARTMENT OF COMMUNITY DEVELOPMENT
600 WEST BLUE HERON BLVD. • RIVIERA BEACH, FLORIDA 33404
(561) 845-4060 FAX: (561) 845-4038

February 16, 2016

Scott Schultz, Planner
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

RE: 143 Silver Beach Road Site Plan Application

Dear Mr. Schultz:

On February 16, 2016, the City of Riviera Beach received a request from the Town of Lake Park to provide comments for the proposed special exception application by Ashwin Bhatt at 143 Silver Beach Road (PCN: 36-43-42-20-01-037-0210) to develop a 24/7 substance abuse treatment facility onsite. On June 12, 2015, the City provided comments on the proposed special exception application. The intent of this letter is to inform you that City staff has completed review for the Ashwin Bhatt's Special Exception Use Application and confirms the original comments as follow:

- The proposed use is not compatible with and is inconsistent with the adjacent single family residential future land use and zoning designations.
- The proposed use is a more intensive use than the existing multi-family units. As such, the City has a major concern with the increase of traffic along the Silver Beach Road corridor that will be associated with the proposed substance abuse facility. The City also has a major concern with the parking needed to support a facility such as a substance abuse facility on the referenced parcel.
- The proposed use operating a 24/7 facility creates a public safety concern for the residents in the area.

The City of Riviera Beach is not in support of approving the proposed substance abuse facility located at 143 Silver Beach Road. Please feel free to contact my office at (561) 845-4060 should you have any questions regarding this matter.

Sincerely,

Mary McKinney, AICP
Director of Community Development

Appendix 'B'

CITY OF RIVIERA BEACH

OFFICE OF
COMMUNITY DEVELOPMENT

DEPARTMENT OF COMMUNITY DEVELOPMENT
600 WEST BLUE HERON BLVD. • RIVIERA BEACH, FLORIDA 33404
(561) 845-4060 FAX: (561) 845-4038

June 29, 2015

Scott Schultz, Planner
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

RE: 143 Silver Beach Road Site Plan Application

Dear Mr. Schultz:

On June 2, 2015, the City of Riviera Beach was requested to provide comments for the proposed special exception application by Ashwin Bhatt at 143 Silver Beach Road (PCN: 36-43-42-20-01-037-0210) to develop a 24/7 substance abuse treatment facility onsite. On June 12, 2015, the City provided comments on the proposed special exception application. On June 23, 2015, the City received a letter from the applicant Ashwin Bhatt regarding the City's comments. The intent of this letter is to inform you that City staff has completed review for the Ashwin Bhatt's Special Exception Use Application and confirms the original comments as follow:

- The proposed use is not compatible with and is inconsistent with the adjacent single family residential future land use and zoning designations.
- The proposed use is a more intensive use than the existing multi-family units. As such, the City has a major concern with the increase of traffic along the Silver Beach Road corridor that will be associated with the proposed substance abuse clinic. The City also has a major concern with the parking needed to support a facility such as a substance abuse clinic on the referenced parcel.
- The proposed use operating a 24/7 facility creates a public safety concern for the residents in the area.

The City of Riviera Beach is not in support of approving the proposed substance abuse clinic located at 143 Silver Beach Road. Please feel free to contact my office at (561) 845-4060 should you have any questions regarding this matter.

Sincerely,

Mary McKinney, AICP
Director of Community Development

Appendix 'B'

CITY OF RIVIERA BEACH

OFFICE OF
COMMUNITY DEVELOPMENT

DEPARTMENT OF COMMUNITY DEVELOPMENT
600 WEST BLUE HERON BLVD. • RIVIERA BEACH, FLORIDA 33404
(561) 845-4060 FAX: (561) 845-4038

June 12, 2015

Scott Schultz, Planner
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403

RE: 143 Silver Beach Road Site Plan Application

Dear Mr. Schultz:

On June 2, 2015, the City of Riviera Beach was requested to provide comments for the proposed special exception application by Ashwin Bhatt at 143 Silver Beach Road (PCN: 36-43-42-20-01-037-0210) to develop a 24/7 substance abuse treatment facility onsite. The intent of this letter is to inform you that City staff has completed review for the Ashwin Bhatt's Special Exception Use Application. The City is responding to the Special Exception application with the following comments:

- The proposed use is not compatible with and is inconsistent with the adjacent single family residential future land use and zoning designations.
- The proposed use is a more intensive use than the existing multi-family units. As such, the City has a major concern with the increase of traffic along the Silver Beach Road corridor that will be associated with the proposed substance abuse clinic. The City also has a major concern with the parking needed to support a facility such as a substance abuse clinic on the referenced parcel.
- The proposed use operating a 24/7 facility creates a public safety concern for the residents in the area.

The City of Riviera Beach is not in support of approving the proposed substance abuse clinic located at 143 Silver Beach Road. Please feel free to contact my office at (561) 845-4060 should you have any questions regarding this matter.

Sincerely,

Mary McKinney, AICP
Director of Community Development

Town of Lake Park

TOWN COMMISSION

Silver Beach Wellness, LLC

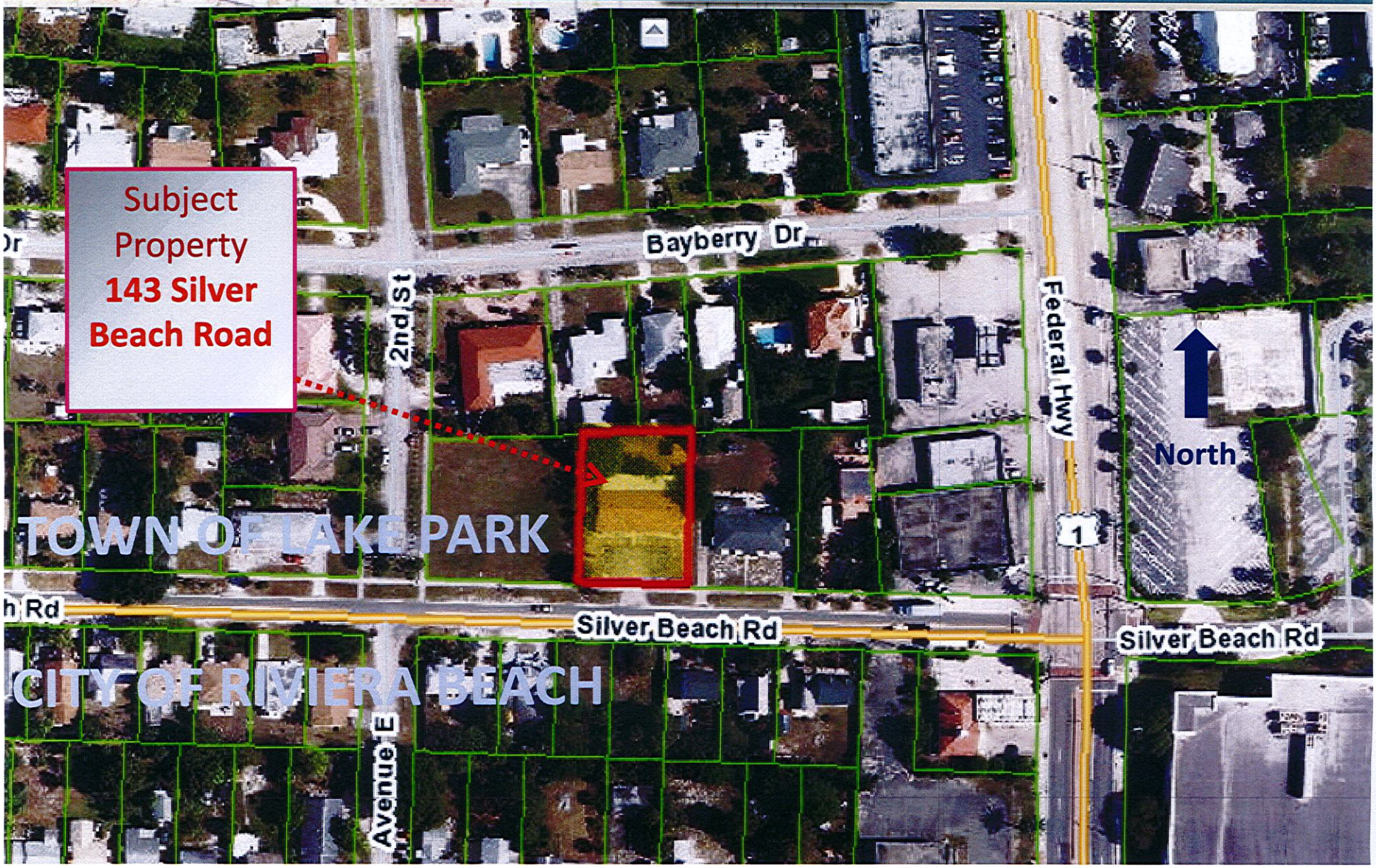
Special Exception Use Application

5.4.16

NZ consultants

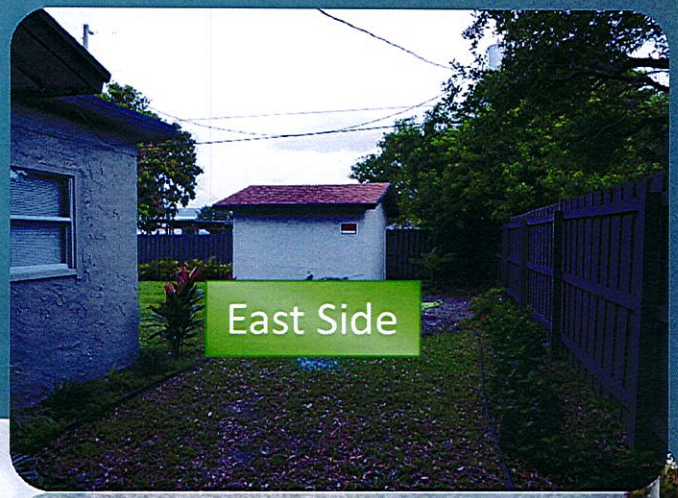
Exhibit "B"

Silver Beach Wellness



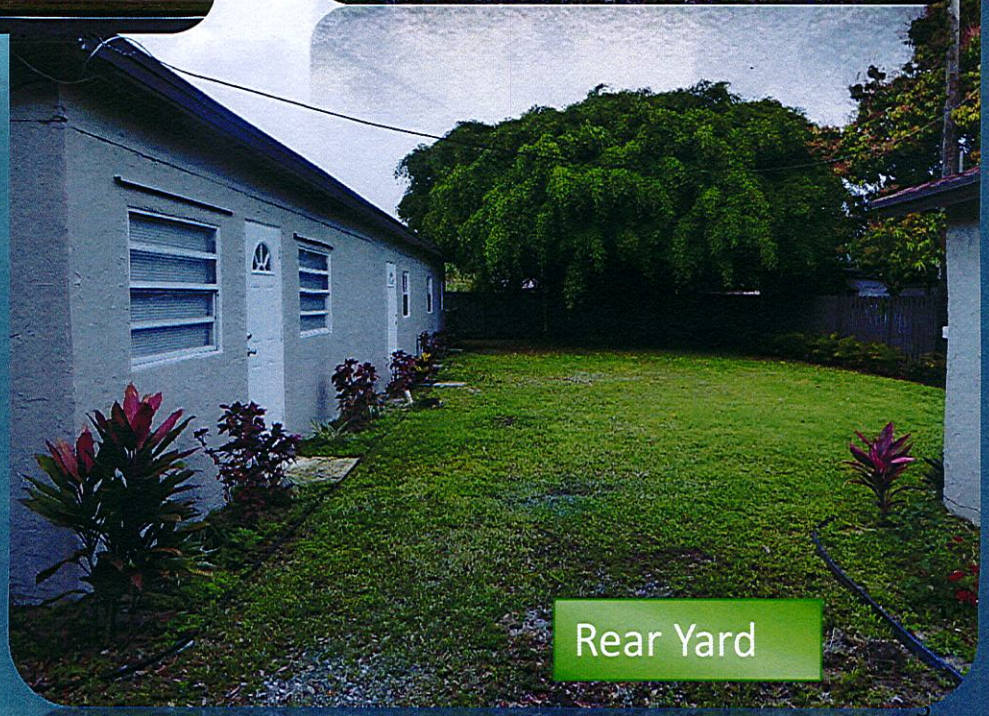
EXISTING CONDITIONS

Front



East Side

West Side



Rear Yard

22.7 million

individuals aged 12 or older

need treatment for an illicit drug or alcohol use problem

2.5 million

receive treatment at a facility

2013 National Survey on Drug Use and Health

FEDERAL GOVERNMENT

SUBSTANCE ABUSE IS A NATIONAL PROBLEM

A PRIORITY

INCREASE IN DEATH DUE TO OVERDOSES

28,648 deaths in 2014

Centers for Disease Control and Prevention (CDC)

$1.1 Billion New Funding

Prescription Opioid Abuse and Heroin Use Epidemic

Help individuals seek treatment

Successfully complete treatment

Sustain recovery

What is Silver Beach Wellness?

How it will contribute to the Town of Lake Park?

ADDICTION RECOVERY

3 CORE STEPS

Silver Beach Wellness

DETOXIFICATION (DETOX)

REHABILITATION (REHAB) NO

INTENSIVE OUTPATIENT TREATMENT (IOP- SOBER HOMES) NO

Dr. Ash Bhatt, MD

American Board of Addiction Medicine
American Board of Psychiatry and Neurology, Adult Psychiatry
American Board of Psychiatry and Neurology, Child and Adolescent Psychiatry

Silver Beach Wellness

Residential Medical Detoxification Facility

individuals seeking treatment for alcohol and substance dependence

Occupy existing 3-unit residential building

Private 12 bed licensed

Licensed/Regulated by Florida Statutes Chapter 397

Florida Administrative Code Chapter 65-30

Silver Beach Wellness
Residential Medical Detoxification Facility

Medically supervised by Board Certified Physician-Medical Director – *On Call*

One nurse and nursing support staff - *On-site at all times*

Average length of stay 5 to 7 days - *Monitored 24/7*

Patients will Not have vehicles

10

Silver Beach Wellness

Residential Medical Detoxification Facility

Individuals Recovering from substance abuse are persons with disability under Title II of the Americans with Disabilities Act

PROHIBITS DISCRIMINATION ON THE BASIS OF DISABILITY BY PUBLIC ENTITIES

11

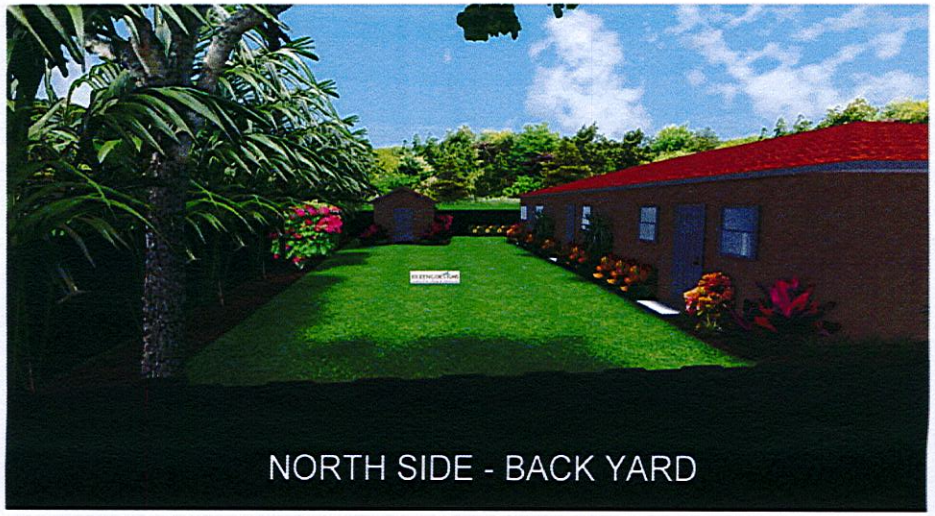
Silver Beach Wellness

Landscape Improvements

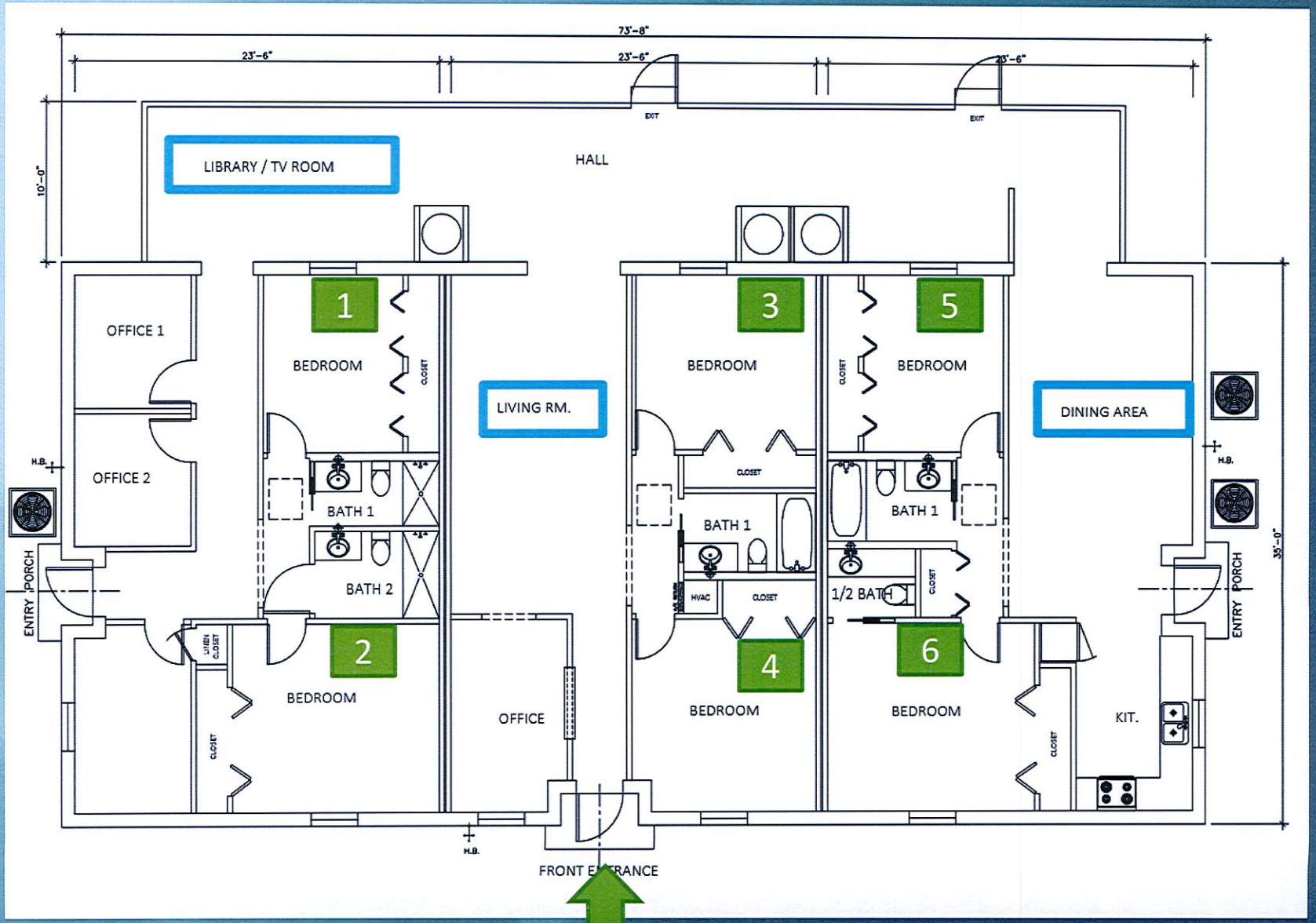
6 Parking Spaces
1 ADA

Silver Beach Wellness

SILVER BEACH WELLNESS LLC



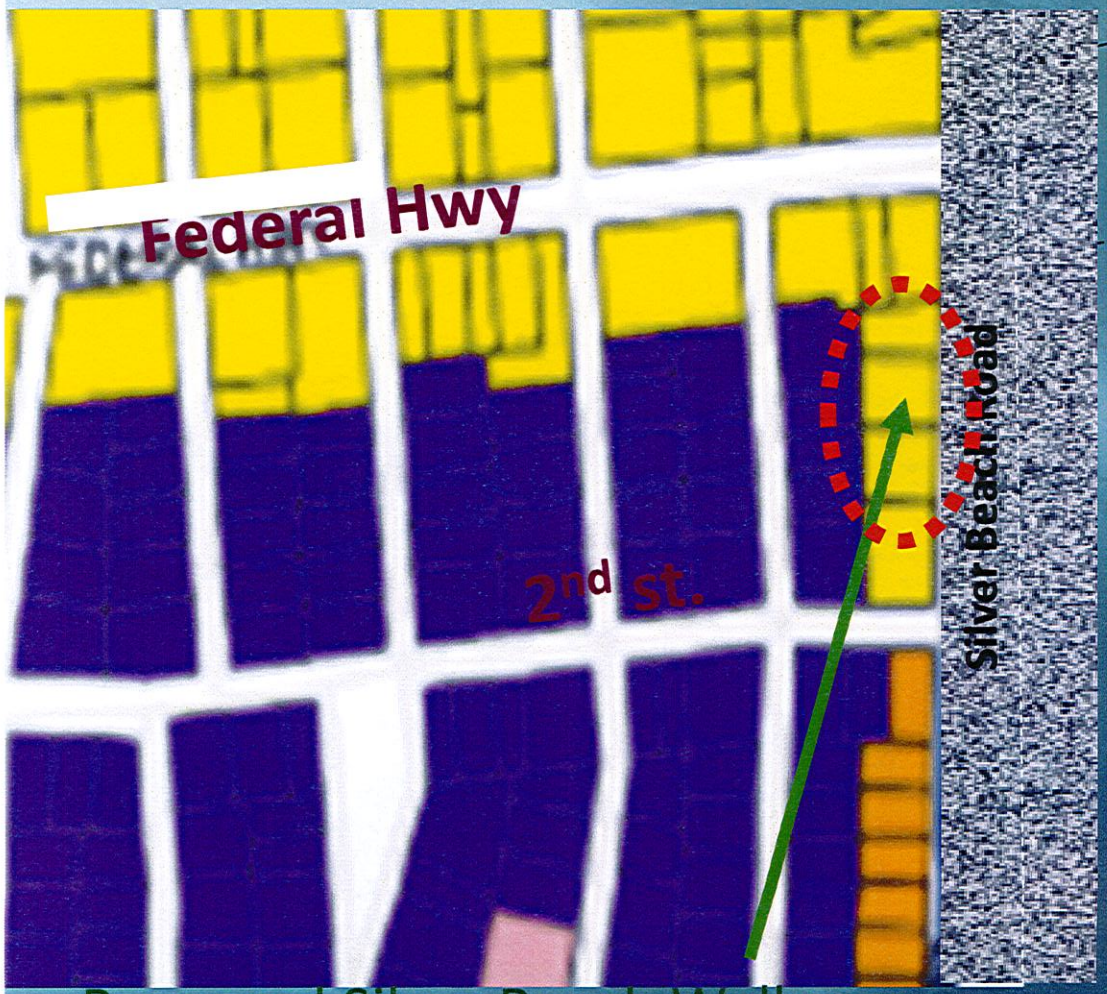
Silver Beach Wellness



SPECIAL EXCEPTION USE CRITERIA

1 CONSISTENCY WITH COMPREHENSIVE PLAN

FUTURE LAND USE ELEMENT



Proposed Silver Beach Wellness

Residential and Commercial

Future Land Use Designation

TRANSITIONAL BLOCK

COMMERCIAL CHARACTER FEDERAL HWY AND RESIDENTIAL DENSITY

Residential Low Density
Future Land Use Designation

1

CONSISTENCY WITH COMPREHENSIVE PLAN

FUTURE LAND USE ELEMENT

SILVER BEACH WELLNESS **IS CONSISTENT WITH THE COMPREHENSIVE PLAN**

- ✓ **Goal 3.4.1.** Contributes to transitional character between commercial nature of Federal Hwy. and residential neighborhood of Silver Beach Road
- ✓ **Objective 3.** Meets required level of service standards
- ✓ **Objective 4.** Provides service to disabled individuals as defined under Title II of Americans with Disabilities Act
- ✓ **Objective 5.** Enhances the aesthetics of existing structure, landscaping, lighting, and parking area

1

CONSISTENCY WITH COMPREHENSIVE PLAN

FUTURE LAND USE ELEMENT

SILVER BEACH WELLNESS **IS CONSISTENT WITH THE COMPREHENSIVE PLAN**

- ✓ **Policy 5.1.** Compatible with Residential and Commercial Future Land Use designation, extends types of services offered by Town, combined commercial and residential use serve as transitional component to neighboring residential uses
- ✓ **Policy 5.2.** Positive impact on neighborhood through property enhancements and greater utility
- ✓ **Policy 5.3.** Fosters redevelopment of a key town corridor and target area
- ✓ **Policy 1.5.** Increases tax base while improving current conditions

1 CONSISTENCY WITH COMPREHENSIVE PLAN

SILVER BEACH WELLNESS **IS CONSISTENT WITH THE COMPREHENSIVE PLAN**

TRANSPORTATION ELEMENT

✓ **Policies 1.1, 1.3, 1.4.** Complies with County Traffic Performance Standards and Town's Level of Service

- Trip generation analysis provides one (1) net new peak hour trip

HOUSING ELEMENT

✓ **Objective 3; Policy 4.3.** Adequate housing services provided for persons with disabilities – Americans with Disabilities Act – Equal Access to Housing

1

CONSISTENCY WITH COMPREHENSIVE PLAN

SILVER BEACH WELLNESS **IS CONSISTENT WITH THE COMPREHENSIVE PLAN**

By Florida Statutes

Chapter 397

Silver Beach Wellness Residential Character

2 CONSISTENCY WITH LAND DEVELOPMENT AND ZONING REGULATIONS

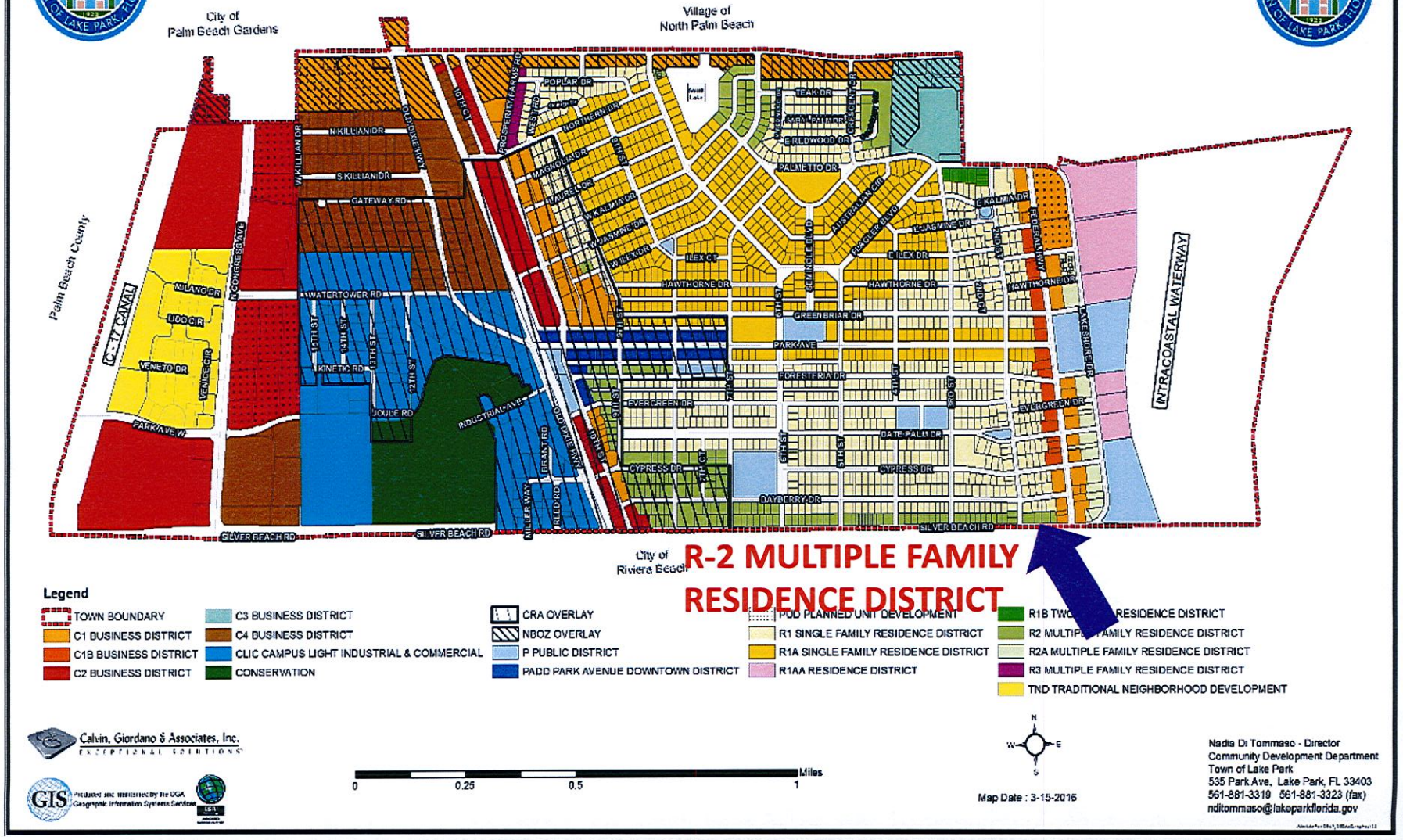
SILVER BEACH WELLNESS **IS CONSISTENT WITH ZONING REGULATIONS**

- ✓ **R-2 RESIDENTIAL ZONING DISTRICT**

- ✓ **Substance Abuse Treatment Facility Permitted by Special Exception Use → Code Section 78-66(1)(m)**

"substance abuse treatment facility that provides room and board for seven to fourteen residents, provided that it is not located within a radius of 1,200 feet of another such existing substance abuse treatment facility, *and further provided that the operator of any such facility obtains a business tax receipt from the town"*

Lake Park Zoning Map



Similar Uses Permitted "by Right" in R-2 Residence Districts

Uses
Community Residential Home
Group Home
Nursing or Convalescent Homes
Transient Residential Use

2 CONSISTENCY WITH LAND DEVELOPMENT AND ZONING REGULATIONS

SILVER BEACH WELLNESS **IS CONSISTENT WITH ZONING REGULATIONS**

✓ **R-2 RESIDENTIAL ZONING DISTRICT**

ZONING	Max. Building Height	Max. No. of Stories	Min. Building Site Area	Min. Floor Area	Minimum Setback Regulations		
					Front	Side	Rear
Required	30 feet	2	12,000 sq. ft.	1,980 sq. ft.	30 ft.	10 ft.	7 ft.
Provided	20 feet	1	13,068 sq. ft.	3,250 sq. ft.	50 ft.	10.4 ft.	11.2 ft.

2 CONSISTENCY WITH LAND DEVELOPMENT AND ZONING REGULATIONS

SILVER BEACH WELLNESS **IS CONSISTENT WITH ZONING REGULATIONS**

✓ **Meets parking requirements** per Code Sec. 78-142(c)(5), and 78-145 Congregate Living Facilities (comparable use)

PARKING	Minimum 1 space per 4 Residents	Minimum 1 space per Employee	Total
Required	3	2	5
Provided	**3**	**3**	**6**

3 Compatibility with Character and Use of Surrounding Properties

SILVER BEACH WELLNESS **IS COMPATIBLE WITH SURROUNDING PROPERTIES**

Silver Beach Wellness blends in,
and it is consistent with the neighborhood character

3 Compatibility with Character and Use of Surrounding Properties

SILVER BEACH WELLNESS **IS COMPATIBLE WITH SURROUNDINGS**

Neighborhood Character – *Market Analysis*

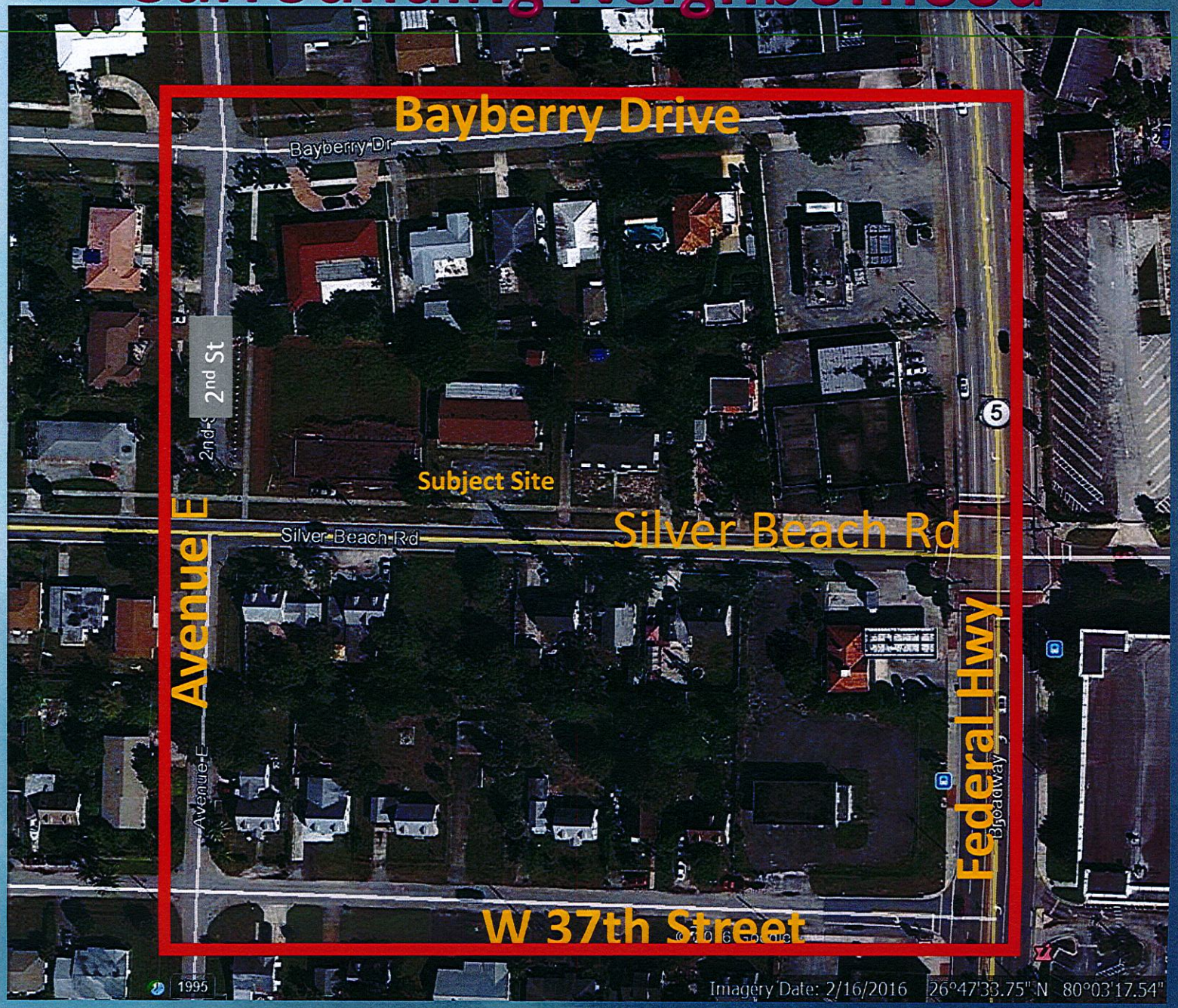
- Mix of uses of owner/renter occupied
- Residential single/multi-family units
- Commercial properties, not single uses
- Proximity to high impact commercial uses
- Older residential structures – *Lack of maintenance*
- Low property values

3 Compatibility with Character and Use of Surrounding Properties

SILVER BEACH WELLNESS **IS COMPATIBLE WITH SURROUNDING PROPERTIES**

Market analysis Impact to the Neighborhood indicates **proposed facility will not** negatively impact the "neighborhood," including property values

Surrounding Neighborhood



Surrounding Neighborhood

7.2 Acres

28 Properties

Bisected by "Urban Collector" Roadway

Use	Quantity	Percent
Single-Family	15	53%
Two- or Three-Family	5	18%
Multi-Family Under Development	1	4%
Commercial	5	18%
Vacant	2	7%

Residential → High Renter Occupancy

Commercial → Includes 2 gas stations with convenience stores

4 Does Not Create Concentration or Proliferation

SILVER BEACH WELLNESS **IS IN COMPLIANCE**

Code Section 78-66(1)(m) restricts proximity of medical detox facilities to each other, **code compliance will prevent proliferation** ***"substance abuse treatment facility that provides room and board for seven to fourteen residents, provided that it is not located within a radius of 1,200 feet of another such existing substance abuse treatment facility"***

5 Impact to Surrounding Properties Based on:

SILVER BEACH WELLNESS **IS IN COMPLIANCE**

a. **The number of persons anticipated to be using, residing, or working**

12-bed medically supervised patients

1 nurse and 1 nurse support staff – *on site*

b. **The degree of noise, odor, visual, or other potential nuisance factors generated**

No impact – Outdoor lighting and monitoring camera

5 Impact to Surrounding Properties Based on:

SILVER BEACH WELLNESS **IS IN COMPLIANCE**

C. The effect on the amount and flow of traffic within the vicinity

Clients will be transported to and from the proposed facility by a transportation service – ***No vehicles***

Trip generation analysis- predict impact on AM Peak Hour and PM Peak Hour conditions – ***One net new peak hour trip***

Palm Beach County Traffic Division reviewed Traffic Statement – ***Meets the Traffic Performance Standards***

The Palm Beach County Traffic Division has reviewed the Traffic Statement for the above referenced project, dated December 11, 2015, pursuant to the Traffic Performance Standards in Article 12 of the Palm Beach County Unified Land Development Code (ULDC). The project involves converting an existing 3-Unit apartment complex to a 12-Bed Detox facility. The project is summarized as follows:

Municipality: Town of Lake Park
Location: On Silver Beach Rd, W of US 1
PCN #: 36-43-42-20-01-037-0210
Existing Uses: Apartment=3 DU
Proposed Uses: Nursing Home=12 Beds

Palm Beach County
Board of County
Commissioners

Mary Lou Berger, Mayor

Existing Uses: Apartment=3 DU
Proposed Uses: Nursing Home=12 Beds
Access: NA
New Daily Trips: 10
New PH Trips: -3 (0/-3) AM and 1 (0/1) PM

New Daily Trips: 10
New PH Trips: -3 (0/-3) AM and 1 (0/1) PM
Build-Out: December 31, 2018

Based on the review, the Traffic Division has determined that the traffic study meets the Traffic Performance Standards of Palm Beach County.

Professional Engineer – Traffic Division

QAB:saf
ec: Addressee
Maria Tejera, P.E. – Senior Professional Engineer – Traffic Division

6 Effects on Adjacent Property

SILVER BEACH WELLNESS **IS IN COMPLIANCE**

a. **Does not significantly reduce light and air to adjacent properties**

Compliance with required setbacks and lighting requirements for R-2 zoning. Proposed facility **will not reduce light or air to adjacent properties**

b. **Does not adversely affect property values in adjacent areas:**

Proposed facility **will not negatively impacts the neighborhood including property values**

6 Effects on Adjacent Property

SILVER BEACH WELLNESS **IS IN COMPLIANCE**

C. Would not be deterrent to the improvement, development or redevelopment of surrounding properties

Compliance with Residential and Commercial Future Land Use and R-2 zoning district regulations

Proposed facility **will *not*** negatively impact future improvements, development, or redevelopment of surrounding properties

Aesthetic improvements: landscaping, parking lot paving, and painting positive impact on surrounding properties and character of neighborhood - ***Contribute to a more attractive environment for new development***

Exhibit "C"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 4, 2016 **Agenda Item No.** Tab 5

Agenda Title: Resolution for Approval of the Interlocal Agreement between the Town of Lake Park and the Village of North Palm Beach for the 2016 Summer Camp Program

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON ____ READING
[x] NEW BUSINESS
[ ] OTHER: _____

Approved by Town Manager [signature] **Date:** 4-25-16

[signature]
Name/Title
HUMAN RESOURCES DIRECTOR

Originating Department: **Mayor James DuBois**	Costs: $ 11,600 Funding Source: Budgeted Acct. # 600-57220 [X] Finance BKR	**Attachments:** **(1) Resolution; and** **(2) Interlocal Agreement**
Advertised: Date: _____ Paper: _____ **[x] 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** **BMT** **Please initial one.**

Summary Explanation/Background:

At the March 16, 2016 Commission meeting, it was announced by the Town Manager that due to the vacancy in the position of Recreation Director and the lack of Recreation Department staff, the Town will not be able to host its annual summer camp program this year. The question was raised by the Mayor as to whether the Town could collaborate with another municipality to enable Lake Park children to attend that municipality's summer camp program at a reduced fee to enable Town residents to pay that municipality's summer rate. He asked the Town Manager to reach out to neighboring municipalities. The Town Manager suggested that the funds budgeted for Fiscal Year 2016 for the summer camp program could be used to subsidize the fee for Lake Park residents.

On March 24, 2016, the Town Manager met with the North Palm Beach Village Manager to discuss such an arrangement between the Town of Lake Park and the Village of North Palm Beach for children of Lake Park families who meet certain income guidelines. The outcome of this meeting was the development of an Interlocal Agreement between the Town of Lake Park and the Village of North Palm Beach Pertaining to the Village of North Palm Beach's Summer Camp Program setting forth the terms and conditions according to which such arrangement will take place.

Such arrangement will result in a cost to the Town in the amount of $11,600, which will enable the Town to subsidize up to 15 children per week for the Village's eight week summer camp program.

The purpose of this agenda item is the approval of this Interlocal Agreement. Once the Town has approved this agreement, it will be brought up for consideration by the North Palm Beach Village Council at a later meeting.

Recommended Motion: I move to approve Resolution 19-05-16.

Board Membership

TAB 4

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **May 18, 2016** **Agenda Item No.** Tab 4

Agenda Title: **Guadalupe Lawrence – Nominated for re-appointment to the Library Board as a Regular Member**

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON ____ READING
[ ] NEW BUSINESS
[X] OTHER: Board Membership Nomination

Approved by Town Manager _____ **Date:** 5-5-16

Vivian Mendez, Town Clerk, CMC
Name/Title

Originating Department: Town Clerk	Costs: $ **0.00** Funding Source: Acct. # [ ] Finance _____	**Attachments:** • Nomination by Commissioner Flaherty at the May 4, 2016 Regular Commission Meeting. • Commission-Appointment Board Volunteer List Memo. • Applicant's Town Board Application.
Advertised: Date: _____ Paper: _____ **[X] 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 *VM* **Please initial one.**

Summary Explanation/Background: The Town Clerk's Office received a volunteer board application for reappointment to a Town Board. The candidate's biographical information for this appointment has been placed in the Town Commission Dropbox.

Commissioner Flaherty has made a nomination at the May 4, 2016 regular Commission meeting to reappoint the following applicant to the Library Board:

Guadalupe Lawrence

Recommended Motion: In order for the nomination to go forward, there must be a second to the nomination and a majority vote of the Commission for the nominee.

Office of the
Town Clerk

April 20, 2016

Commission-appointed Board Volunteer List:

On August 21, 2013 the Town Commission adopted Ordinance No. 10-2013 Board Nomination Process, which modified the self appointed process for filling vacancies on Commission-appointed boards.

In section 2-2112 (i)" Nomination for action on vacancies" states that the clerk shall prepare a list of volunteers, including members seeking reappointments. Below is the list of volunteers for Commission-appointed boards.

New applicant:
Anthony "Tony" Bontrager has applied for Planning & Zoning Boards as a regular member. The Planning & Zoning Boards has two (2) regular membership opening. Mr. Bontrager was a Planning & Zoning Board member from 2010-2012

Re-Appointment:
Lupe Lawrence has applied to be reappointed to the Library Board as a regular member. The Library Board has two (2) regular membership opening.

A nomination to fill a vacancy may be made by any member of the Commission. For a nominee to be appointed or reappointed there must be a second and majority vote of the Commission.

If you have any questions regarding the volunteer list please contact me.

535 Park Avenue
Lake Park, FL 33403
Phone: (561) 881-3311
Fax: (561) 881-3314

www.lakeparkflorida.gov

RECEIVED

APR 2 0 2016

Town Clerk's Office
TOWN OF LAKE PARK

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 when your nomination to be on a board has been made.

Please print the following information:

Name: Lawrence Guadalupe
Last First Middle

Address: 128 E Allen Dr. Lake Park FL 33403

Birthday: Month: 12 Day: 12

Telephone: home _____ work _____ cell 561 452-1737

E-Mail Address Lupelawrence@yahoo.com

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

Please indicate your preference by number "1" through "3" of which board you wish to serve, with #1 being the most desired and #3 being the least desired.

Active Boards:

Choice #	Board	Choice #	Board
☐ _____	CRA Board (Community Redevelopment Agency)	☐ _____	Planning & Zoning/Historic Preservation Board *
☐ _____	Library Board		

Inactive Boards:

Code Compliance	Construction Board of Adjustments & Appeals
Harbor Marina Advisory Board	Tree Board

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: _____

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 necessary. 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: 4/20/16

Town Of Lake Park
Town Clerk's Office

FEB 20 2013

RECEIVED

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: Lawrence Guadalupe
Last First Middle

Address: 128 E Olex Dr. Lake Park

Telephone: home 561 842 7463 work 3 cell 561 452-1737

E-Mail Address lupelawrence@yahoo.com

	Yes	No
Are you a resident of Lake Park	✓	
Are you a non-resident business owner in Lake Park		✓
Are you a registered voter (Response to this question is not mandatory)	✓	
Do you currently serve on a Town Board or Committee		✓
If so, which one(s):		
Have you been convicted of a crime		✓
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
☐	Code Compliance *	☐	Tree Board
☐	CRA Board (Community Redevelopment Agency)	☐	Planning & Zoning/Historic Preservation Board *
☐	Harbor Marina Advisory Board	☑ ✓	Library Board
☐	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)

LupeLawrence21@gmail.com

Your Name: Lupe Laurence

Please indicate the reason for your interest in your first and second choices:
I interested in seeing the Town prosper and seeing more events at the Library

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)
P.B. Garden H.S.

What is/was your profession or occupation: Artist / teacher

How long: 7 years

Please indicate employment experience that you feel relates to your desired service on an advisory board or committee: employed w ~~[illegible]~~ Norton Museum & Artist Showcase of P.B. Const

Please indicate other general experience or community involvement that you feel qualifies you to serve on the boards you have chosen: had several events at the Libraries and attended some of their book sales

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: [signature] Date: 2/20/2013

SUBMIT

TAB 5

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **May 18, 2016** **Agenda Item No.** Tab 5

Agenda Title: **Anthony "Tony" Bontrager – Nominated for appointment to the Planning & Zoning Board as a Regular Member**

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON ____ READING
[ ] NEW BUSINESS
[X] OTHER: Board Membership Nomination

Approved by Town Manager _____ **Date:** 5-6-16

Vivian Mendez, Town Clerk, CMC
Name/Title

Originating Department:	Costs: $ **0.00**	**Attachments:**
Town Clerk	Funding Source: Acct. # [ ] Finance _____	• Nomination by Mayor DuBois at the May 4, 2016 Regular Commission Meeting. • Commission-Appointment Board Volunteer List Memo. • Applicant's Town Board Application.
Advertised: Date: _____ Paper: _____ **[X] 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 *VM* **Please initial one.**

Summary Explanation/Background: The Town Clerk's Office received a volunteer board application for reappointment to a Town Board. The candidate's biographical information for this appointment has been placed in the Town Commission Dropbox.

Mayor DuBois has made a nomination at the May 4, 2016 regular Commission meeting to appoint the following applicant to the Planning & Zoning Board:

Anthony "Tony" Bontrager

Recommended Motion: In order for the nomination to go forward, there must be a second to the nomination and a majority vote of the Commission for the nominee.

Office of the
Town Clerk

April 20, 2016

Commission-appointed Board Volunteer List:

On August 21, 2013 the Town Commission adopted Ordinance No. 10-2013 Board Nomination Process, which modified the self appointed process for filling vacancies on Commission-appointed boards.

In section 2-2112 (i)" Nomination for action on vacancies" states that the clerk shall prepare a list of volunteers, including members seeking reappointments. Below is the list of volunteers for Commission-appointed boards.

New applicant:
Anthony "Tony" Bontrager has applied for Planning & Zoning Boards as a regular member. The Planning & Zoning Boards has two (2) regular membership opening. Mr. Bontrager was a Planning & Zoning Board member from 2010-2012

Re-Appointment:
Lupe Lawrence has applied to be reappointed to the Library Board as a regular member. The Library Board has two (2) regular membership opening.

A nomination to fill a vacancy may be made by any member of the Commission. For a nominee to be appointed or reappointed there must be a second and majority vote of the Commission.

If you have any questions regarding the volunteer list please contact me.

535 Park Avenue
Lake Park, FL 33403
Phone: (561) 881-3311
Fax: (561) 881-3314

www.lakeparkflorida.gov

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: Bontrager (Last) Anthony (First) "Tony" L. (Middle)

Address: 1505 Crescent Circle A14

Telephone: home _____ work _____ cell 561-701-5877

E-Mail Address TonyBontrager25@gmail.com

	Yes	No
Are you a resident of Lake Park	X	
Are you a non-resident business owner in Lake Park		X
Are you a registered voter (Response to this question is not mandatory)	X	
Do you currently serve on a Town Board or Committee		X
If so, which one(s): _____		
Have you been convicted of a crime		X
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
X 3	Code Compliance *	☐	Tree Board
☐	CRA Board (Community Redevelopment Agency)	X 1	Planning & Zoning/Historic Preservation Board *
☐	Harbor Marina Advisory Board		
☐	Construction Board of Adjustments & Appeals	X 2	Library Board

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: Tony Bontrager

Please indicate the reason for your interest in your first and second choices:
I'm a teacher & love to read and would love to help with helping ~~improving~~ improve the library.

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)
Graduate school - former planning & zoning board member

What is/was your profession or occupation: Teacher

How long: 16 years

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

Please indicate other general experience or community involvement that you feel qualifies you to serve on the boards you have chosen: former planning and ~~zoing~~ zoning board member and miss being involved in our community.

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 V Bontrager Date: 1/19/16

SUBMIT

New Business

TAB 6

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **May 18, 2016** **Agenda Item No.** Tab 6

Agenda Title: Resolution Authorizing the Town Manager to Sign the Request for Verification of An Exemption Application with DEP.

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON ____ READING
[X] NEW BUSINESS
[ ] OTHER: _____

Approved by Town Manager _____ **Date:** 5-9-16

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

Originating Department: **Town Manager**	Costs: $100.00 Funding Source: General Fund Acct. # 800-33200 X Finance BKR	**Attachments:** • **Request for Verification of an Exemption Application to DEP** • **Resolution authorizing the Town Manager to sign the DEP Exemption Application.**
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case ____ JOD **Please initial one.**

Summary Explanation/Background: The Town of Lake Park Harbor Marina must seek a determination from the Department of Environmental Protection a "de minimis" exemption in accordance with Section 373.406 (6) of the Florida State Statute. The pylons currently in place for the designated boat lifts (five in total) will be moved to accommodate the boat lifts. However, since the pylons already exist and new ones may not be added, but relocated the Town of Lake Park

Harbor Marina is seeking a "de minimis" exemption from the Regional DEP Office in West Palm Beach.

The Request is to have the Town Manager sign the Request for Verification of an Exemption application.

Recommended Motion: Move to allow the Town Manager to sign and submit to DEP the Application Requesting a Verification of an Exemption.

REQUEST FOR VERIFICATION OF AN EXEMPTION

Instructions: submit this form to request verification whether an activity qualifies for an exemption from the Environmental Resource Permit (ERP) requirements of Part IV of Chapter 373, F.S., and Chapter 62-330.050-0511, F.A.C. With some exceptions, notice is **not required** to conduct an activity that qualifies for an exemption from permitting under Sections 373.406, 373,4145, or 403.813, F.S., or Rules 62-330.050 through 62-330.0511, F.A.C. Exceptions where prior notice to the Agency is required prior to conducting an exempt activity are:

- Activities having minimal impact under Section 373.406(6), F.S., often referred to as a "*de minimis*" exemption.
- Section 403.813(1)(f), F.S., when maintenance dredging within previously dredged portions of natural water bodies within drainage rights-of-way or drainage easements which have been recorded in the public records of the county.
- Section 403.813(1)(t), F.S., for the repair, stabilization, or paving of existing county maintained roads and the repair or replacement of bridges that are part of the roadway.
- Section 403.813(1)(u), F.S., for an individual, residential property owner to remove organic detrital material from freshwater rivers or lakes that have a natural sand or rocky substrate and that are not located in an Aquatic Preserve.
- Section 403.813(3), F.S., for maintenance dredging at seaports.
- Rule 62-330.0511, F.A.C., for minor silvicultural surface water management systems

In accordance with Chapter 253, F.S., and Chapter 18-21, F.A.C., (April 14, 2008) activities conducted on state-owned submerged lands also must be authorized by the Board of Trustees of the Internal Improvement Trust Fund (BOT). Certain activities on state-owned submerged lands may qualify for Consent by Rule under paragraph 18-21.005(1)(b), F.A.C. All authorized activities on state-owned submerged lands must comply with the General Conditions for Authorizations under subsection 18-21.004(7), F.A.C. The Agency will use this form to determine if an additional authorization to perform works on these lands is required.

Requests to "self certify" a private, single-family dock must be submitted to the Department's Internet site at: http://www.dep.state.fl.us/secretary/portal/permit.htm and CANNOT be made using this notice. However requests to verify construction of a dock that does not qualify for self certification may be made using this form.

In addition to the information described in this form, any submittal requesting verification of an exemption, must also include:

- Location map(s) of sufficient detail to allow someone who is unfamiliar with the site to travel to and locate the specific site of the activity.
- One set of plans and drawings, calculations, environmental information, and other supporting documents that clearly and legibly depict and describe the proposed activities in sufficient detail to demonstrate that the work qualifies for the exemption.
- The required fee.

Please identify the exemption you are requesting to use:	
☐	Subsection/Paragraph 62-330._____ (_____), F.A.C.
☑	Section 373.406(6), F.S. (known as the "*de minimis*" exemption — see section 3.4.3.7(c) of Applicant's Handbook Volume I for additional information)
☐	Section 373. 4145(6) (_____), F.S. (for certain "grandfathered" activities)
☐	Section 403.813(1)(_____), F.S. (generally, "dredge and fill" exemptions)
☐	I do not know the exemption number

REQUEST FOR VERIFICATION OF AN EXEMPTION

Please provide numbers for additional Exemptions if you are requesting to use more than one:

None as no dredging is anticipated. Jetting of piling will be required.

PART 1: GENERAL INFORMATION

A. CONTACT		
Name: Last: D'Agostino	First: John	Middle: O.
Title: Town Manager	Company: Town of Lake Park (Municipal Agency)	
Address: 535 Park Avenue		
City: Lake Park	State: Florida	Zip: 33403
Home Telephone:	Work Telephone: (561) 881-3300	
Cell Phone:	Fax: (561) 881-3314	
E-mail Address: jd'agostino@lakeparkflorida.gov		
Preferred correspondence method: ■ email ☐ US Mail		

B. Location of proposed activities:	Tax Parcel Identification Number:	36434221000040010
Address: 105 Lake Shore Drive		
City: Lake Park, Fl.	County: Palm Beach	Zip: 33403
Latitude (DMS) 26 ° 47 ' 38.34 "	Longitude (DMS) 80 ° 3 ' 8.48 "	
C. Date activity is proposed:	To Commence: 02/01/2017	To be Completed: 03/31/2017

D. Proposed Activities (be specific; use additional sheets as necessary)

Describe in general terms the proposed project, system, or activity (including materials to be used and construction methods:

The project proposes to retrofit five(5) wet boat dockage slips to lifts.

The Lake Park Harbor Marina has 26 boat slips which are configured in a manner which make them difficult for the public to use. The difficulty in use is due to the finger piers being at a high fixed elevation and short for boats 25'-30' in length. The Town has applied for FIND grant funding of 50% of the project cost to retrofit five existing boat slips with boat lifts which will provide a unique and safe boat storage option to the boating public who use the Intracoastal Waterway. Each proposed lift will require the removal of existing mooring pile and the jetting-in of four new treated wood pile to support the cradle and lift mechanism. Boat lifts capable of lifting 16,000 lb. are being proposed.

E. Is any work proposed in wetlands or other surface waters? [x] Yes [ ] No. If yes, please specifically describe, with specific references as to how the limits of the proposed work will comply with the terms and conditions of the above exemption:

The Lake Park Harbor Marina is an existing operational marina on submerged lands deeded to the Town by the Trustees of the Internal Improvement Fund. Boat slips currently exist. The proposed retrofit of five existing boat slips to boat lifts will be within the confines of the Marina property and in particular, effectively within the areas currently used as boat slips.

A marine contractor will be retained to remove existing piling, install new piling and install the boat lift equipment. Jetting of twenty plus piling will most likely require the installation of turbidity screen.

F. Please provide a description of all sediment and erosion controls to be used during the completion of this activity (such as use of turbidity and erosion controls):

See comment above regarding use of marine contractor.

PART 2: ACKNOWLEDGEMENT

I understand this notice is being provided solely to seek verification of qualification to use this exemption(s), and that I am NOT requesting the Agency to process this notice as an application for a permit.

I hereby understand that the Agency will undertake reasonable efforts to determine, within 30 days of receipt of this notice, whether the activity contained in this notice qualifies for the above exemption. If it does not, the Agency will provide its determination that the requested activity does not meet the terms and conditions of the exemption, at which time I may provide a new notice with additional or modified information, or I may submit an application for an Environmental Resource Permit. In either case, denial of qualification to use an exemption will be made without prejudice, pending submittal of clarification of any errors or omissions contained in this notice or other information that demonstrates compliance with the terms and conditions of the exemption.

John D'Agostino		
Typed/Printed Name	Signature	Date

Reset Form Save & Print

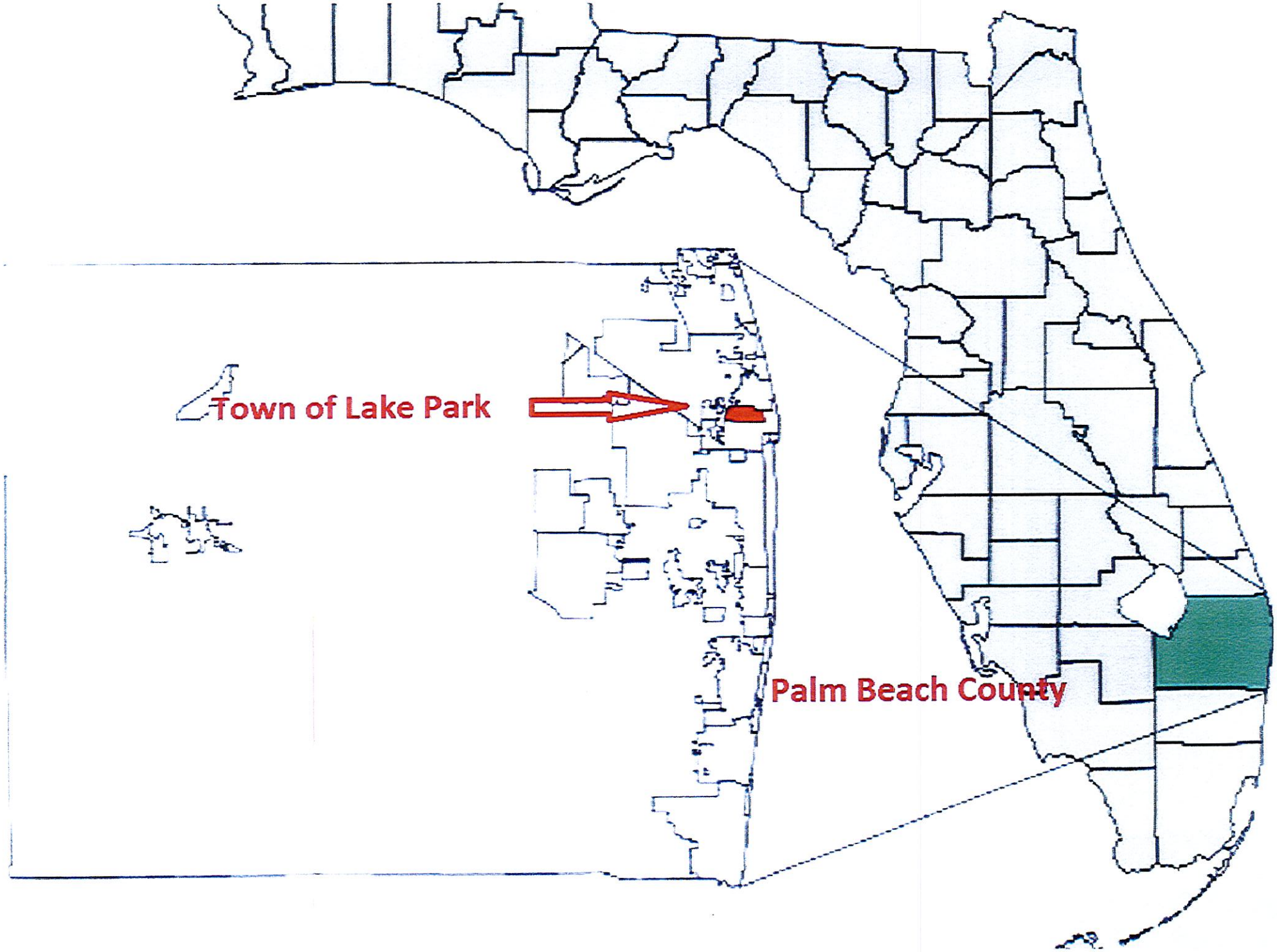
SUBMITTAL AND FEES

This notice and the appropriate fee, should be submitted to the agency having regulatory authority for the activity. Operating Agreements between the Department and the water management districts spell out which agency will process any given application. For more information go to http://www.dep.state.fl.us/water/wetlands/erp/wmd.htm .

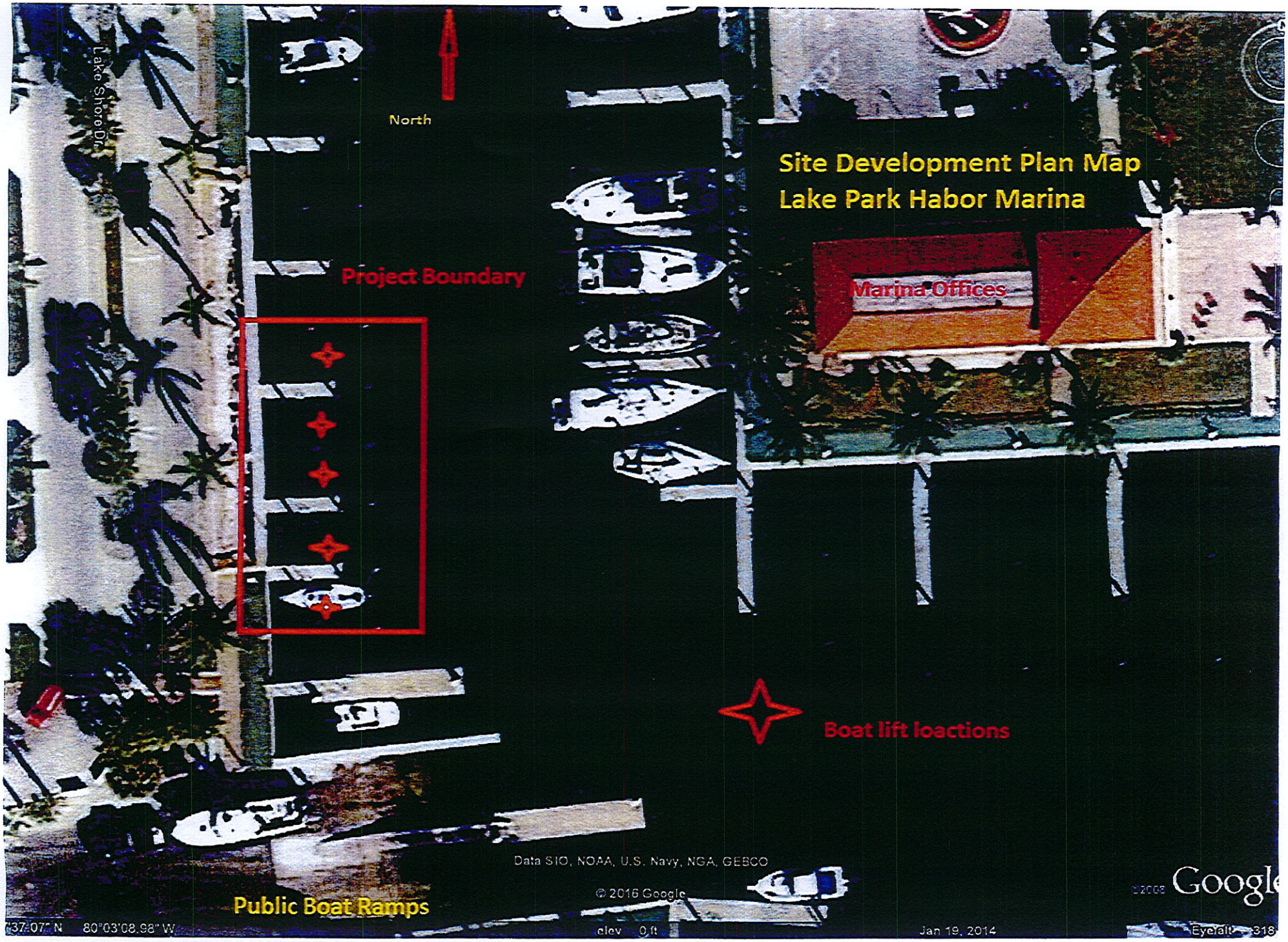
Several agencies now allow this application form to be submitted electronically on the Internet; in those cases, follow the on-line submittal requirements of that agency:

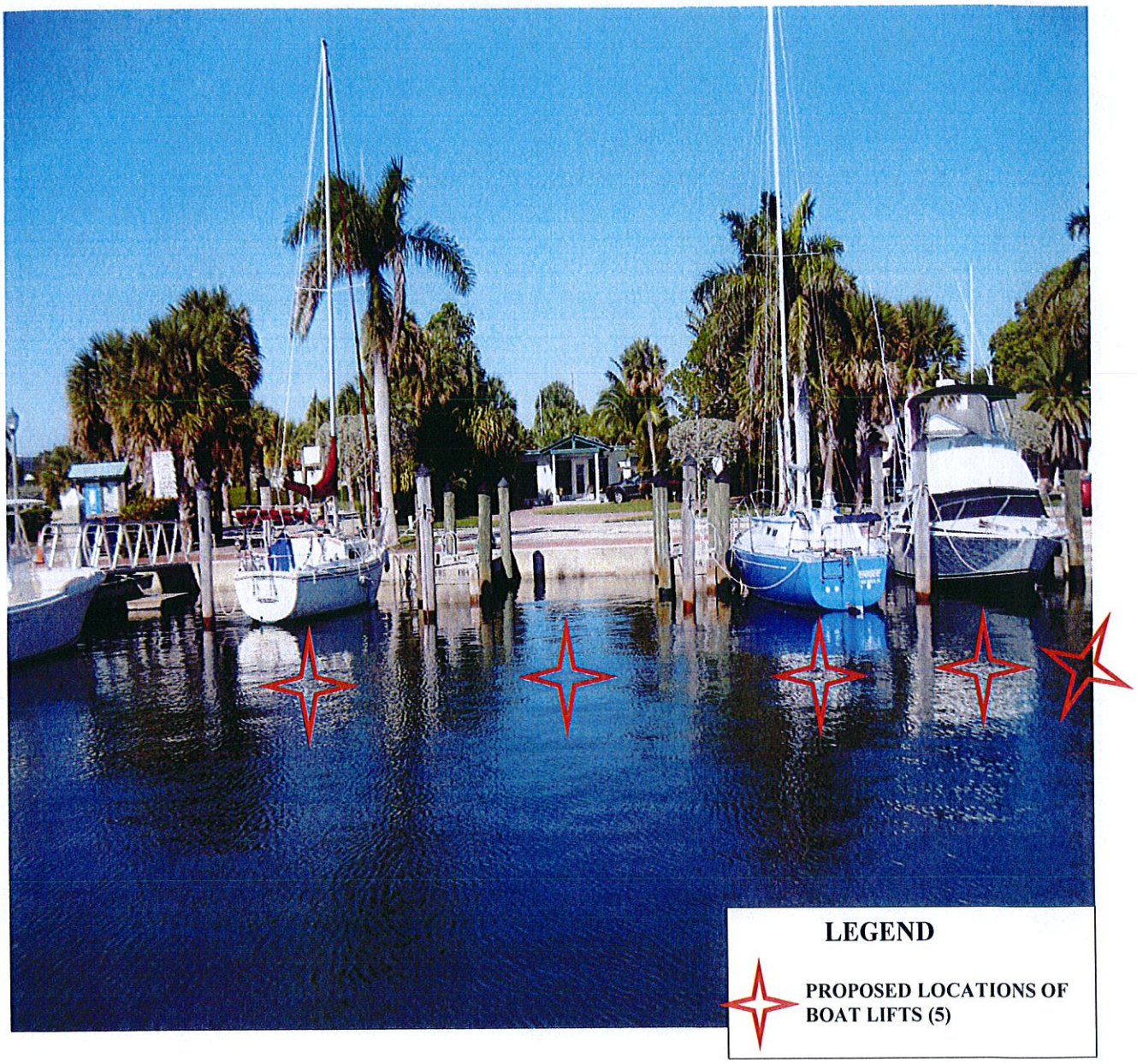
- **Northwest Florida Water Management District: http://www.nwfwmd.state.fl.us/permits/erp/epermit_home.html**
- **St. Johns River Water Management District: https://permitting.sjrwmd.com/epermitting/jsp/AccountOverview.do?command=init**
- **Southwest Florida Water Management District: http://www.swfwmd.state.fl.us/permits/epermitting/**
- **South Florida Water Management District: http://my.sfwmd.gov/ePermitting/MainPage.do**

If submitting a paper application, please see (Appendix A) of the Environmental Resource Permit Applicant's Handbook Volume I for submittal locations.


Town of Lake Park
Palm Beach County

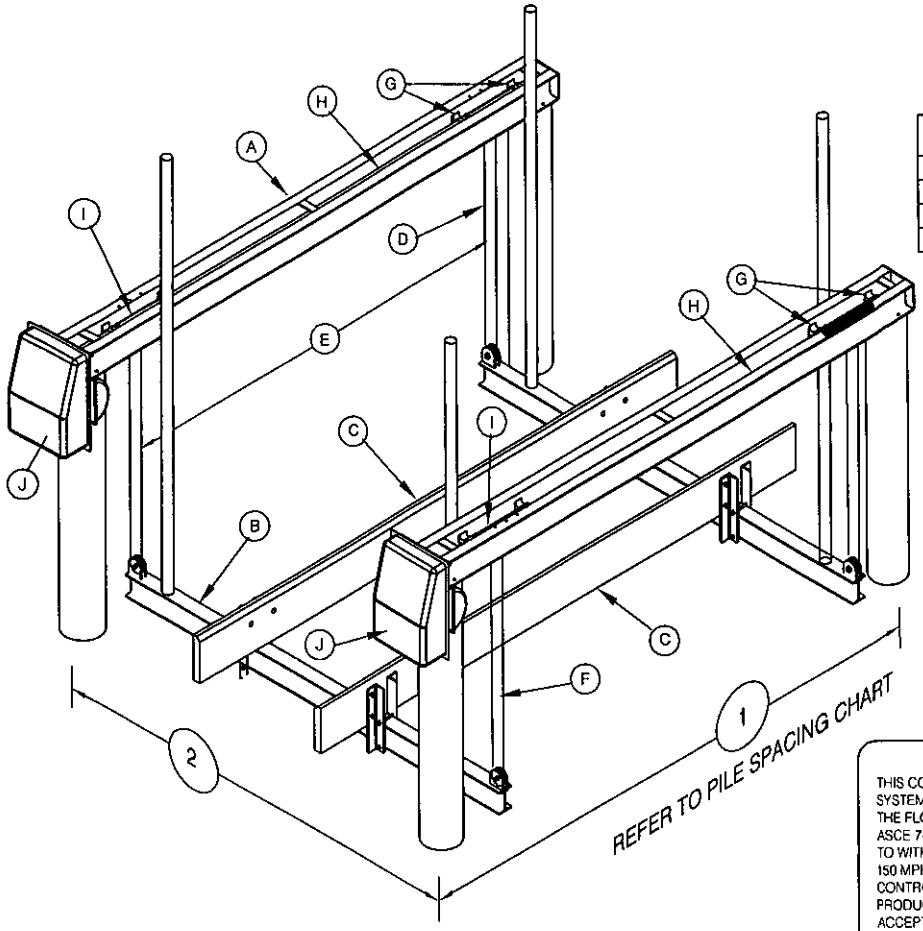
LAKE PARK HARBOR MARINA
105 Lake Shore Drive
Lake Park, FL 33304
PROJECT SITE
MAP &
BOUNDARY
North
To ICW
Date Palm Dr
Cypress Dr
Bayberry Dr
2nd St
A1A
Silver Beach Rd
Avenue E
W 37th St
Broadway
Palm Dr
Shore Dr
Data SIO, NOAA, U.S. Navy, NGA, GEBCO
© 2016 Google
Jan 19, 2014
Eye alt 2216 ft
Google


Site Development Plan Map
Lake Park Habor Marina
North
Project Boundary
Marina Offices
Boat lift loactions
Public Boat Ramps
Lake Shore Dr
Data SIO, NOAA, U.S. Navy, NGA, GEBCO
© 2016 Google
Google
Jan 19, 2014
80°03'08.98" W



LOCATION
PROPOSED BOAT LIFTS
LAKE PARK HARBOR MARINA

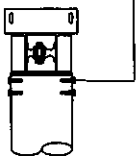
GOLDEN ENGINEERED "RUN ABOUT"
4 POST, 2 MOTOR BOAT LIFTS



PILE SPACING CHART
The boat center of gravity needs to be set in the center of the top beam

Lift Capacity	"1" Dimension	"2" Dimension	Recommended Pile Diameters
4,500 #	8'-4"	10'-0"	(4) 8"ø (min)
5,500 #		12'-0"	
9,000 #	11'-9"		
12,000 #		12'-6"	

STAINLESS STEEL PILING MOUNT BRACKET, 4 – 3/8" STAINLESS STEEL LAG SCREWS USED TO CONNECT THE BRACKETS TO THE PILING AND 2 – 3/8" CARRIAGE BOLTS USED TO CONNECT THE BRACKETS TO THE LIFT CHANNELS



STRUCTURAL ENGINEERING REVIEW

THIS CONSTRUCTION HAS BEEN DESIGNED AS A MAIN WIND FORCE RESISTING SYSTEM, WITH CALCULATED GRAVITY AND WIND LOADS IN COMPLIANCE WITH THE FLORIDA BUILDING CODE 2004, WITH 2006 REVISIONS, SECTION 1609 AND ASCE 7-02 "MINIMUM DESIGN LOADS FOR BUILDINGS AND OTHER STRUCTURES" TO WITHSTAND THE WIND LOADS ASSOCIATED WITH A BASIC WIND SPEED OF 150 MPH, EXPOSURE "C". ARNOLD/SANDERS CONSULTING ENGINEERS HAS NO CONTROL OF THE MANUFACTURING, PERFORMANCE, OR INSTALLATION OF THIS PRODUCT. THESE GENERIC PLANS WERE ENGINEERED IN ACCORDANCE WITH ACCEPTED ENGINEERING PRACTICES AND DATA PROVIDED BY THE MANUFACTURER.

Trevor Johnson — Date:
Reg. Florida No 65624
Arnold/Sanders Consulting Engineering, Inc.
Certificate of Authorization 9451
16681 McGregor Blvd. Suite 102, Ft. Myers, Fl 33908
239-267-3666 Fax:239-267-2771
SIGNATURE NOT VALID WITHOUT RAISED SEAL

NOTE: THIS STRUCTURE WILL WITHSTAND WIND LOADS ASSOCIATED WITH BASIC WIND SPEEDS OF 150MPH CALCULATED PER F.B.C. 2004 AND ASCE 7–02. BOATS SHALL NOT BE STORED ON LIFT DURING HIGH WIND EVENTS

IN GENERAL, PILING PENETRATION TO BE 10' INTO THE SAND BOTTOM OR 5' INTO THE ROCK STRATA. SUB–SURFACE CONDITIONS CAN VARY GREATLY, THE CONTRACTOR SHALL VERIFY ALL PILE CAPACITIES. ALL PILINGS TO BE 2.5 C.C.A. TREATED

	Ⓐ	Ⓑ	Ⓒ	Ⓓ	Ⓔ	Ⓕ	Ⓖ	Ⓗ	Ⓘ	Ⓙ		
LIFT CAPACITY	TOP BEAM CHANNEL 2 EACH	CRADLE I-BEAM 2 EACH	BUNK BOARDS (PT)	STAINLESS STEEL CABLE	CABLE SPREAD	GUIDE POST HGTH	BRGS	DRIVE SHAFT	WINDER	MOTOR HP VOLTAGE	INCHES OF LIFT PER MIN	RECOM PILING SIZES
4,500 #	4" H x 0.15 2" W x 0.23 108" O.A.L.	6" H x 0.19 4" W x 0.29 120" O.A.L.	2x8 x 12'–0" CARPETED ON CAP	(4) ¼"ø x 15'–0" 1 PART	78"	80"	(8) 1.5" EXTENDED 6061–T ALUM.	1–½" SCHEDULE 80 GALVANIZED STEEL PIPE	2" SCHEDULE 80 6061–T6 ALUM. PIPE	¾ HP 1725 RPM	48"	(4) 8"ø (min)
5,500 #		6" H x 0.19 4" W x 0.29 144" O.A.L.		(4) ¼"ø x 25'–0" 2 PART							24"	
9,000 #	5" H x 0.15 2.25" W x 0.26 150" O.A.L.	6" H x 0.21 4" W x 0.35 144" O.A.L.			120"						13.5"	
12,000 #	6" H x 0.17 2.25" W x 0.29 150" O.A.L.	8" H x 0.23 5" W x 0.35 150" O.A.L.		(4) 5/16"ø x 25'–0" 2 PART							13.5"	

RESOLUTION NO. 20-05-16

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING THE TOWN MANAGER TO SIGN AND SUBMIT A REQUEST FOR VERITIFICATION OF EXEMPTION TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION IN ACCORDNACE WITH SECTION 373.406(6).

WHEREAS, the Town of Lake Park (Town) has made a "Request for Verification of Exemption" application to the Florida Department of Environmental Protection (FDEP) which proposes a "de minimis" exemption permitting the Town to make improvements to 5 existing wet boat dockage slips to add five boat lifts at the Lake Park Harbor Marina (the Marina); and

WHEREAS, the location of the five boat lifts are near the two existing Boat Launch Ramps, as shown and designated in Exhibit A, which is attached hereto and incorporated herein; and

WHEREAS, the location of the slips which will contain the five boat lifts are in an area of the Marina that is difficult for 25'-30' vessels to use because the finger piers are at a high elevation; and

WHEREAS, the Town has applied for a grant from the Florida Inland Navigation District (FIND) which would reimburse the Town 50% of the estimated cost of the instillation of said boat lifts; and

WHEREAS, each boat lift would require the removal of the existing mooring piles and the jetting-in of four new treated wood piles to support the cradle and lift mechanisms at each of the five proposed locations shown in Exhibit A; and

WHEREAS, the Town Commission has approved a business plan for the Marina that calls for the instillation of the five boat lifts; and

WHEREAS, the instillation of the five new boat lifts would provide a unique and safe boat storage option to the boating public using the Intracoastal Waterway.

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

Section 1. The whereas clauses are true and correct and are incorporated herein.

Section 2. The Town Commission hereby authorizes the Town Manager to sign the Request for Verification of an Exemption application and to submit same to the Florida Department of Environmental Protection.

Section 3: This Resolution shall become effective immediately upon adoption.

EXHIBIT "A"

LEGAL DESCRIPTION

LAKE PARK ADDITION NO 2 LOT 5 BLOCK 132, LAKE PARK, FLORIDA, according to the Plat thereof on file in the Office of the Clerk of the Circuit Court in and for Palm Beach County, Florida, recorded in Plat Book 25, Page 214.

TAB 7

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 18, 2016 **Agenda Item No.** Tab 7

Agenda Title: Professional Landscape Architecture Services for a Site Evaluation and Summary Report of Current Conditions at Lake Shore and Kelsey Parks

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON ____ READING
[X] NEW BUSINESS
[ ] OTHER: _____

Approved by Town Manager _____ **Date:** 5-3-16

_____
David Hunt / Public Works Director

Originating Department: **Public Works**	**Costs: $11,200.00** **Funding Source: General Fund, Public Works Grounds Maintenance Division** **Acct. #406-31000** **[X] Finance** _____	**Attachments:** **-Town Engineering Consultant's Professional Services Proposal** **-Lake Shore Park Landscape Site Plan** **-Kelsey Park Landscape Site Plan**
Advertised: Date: _____ Paper: _____ **[X] 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 landscape designs for Kelsey and Lake Shore Parks were created in 1999 and 2007 respectively. Over time, due to various environmental conditions such as aging, disease, and insects some of the plant stock has deteriorated and has been removed. Budget constraints have limited one for one replacements leading to park conditions that do not resemble the original design. Town codes require that all commercial sites remain true to their submitted and approved site plans.

A survey of current conditions by a professional landscape architect, taking into account the problems that the maintenance staff regularly runs into, will lead to a summary report that includes the following:
- A summary of existing conditions with a list of missing materials (including quantities). Recommendations for re-sets (taking into account historic maintenance problems with the original design). A list of materials that have been substituted for original materials. The development of a cost estimate for bringing parks back to their original design, incorporating equivalent alternatives more conducive to site conditions and maintenance capabilities while avoiding 'value engineering'.
- A determination as to whether or not the site plans have significantly strayed from the originals and if suggested changes will require approval from the Town's Planning and Zoning Board and Commission.

The summary report will also include cost estimates for the replacement of missing materials. These estimates will be used in the preparation of the Fiscal Year 2017 Budget.

The funds in the amount of $11,200.00 for this professional services project have not been budgeted. The costs will be accounted for during the mid-year budget adjustment process.

Recommended Motion: I move to approve the Professional Landscape Architecture Services contract with the Town's Engineering Consultant, Calvin Giordano & Associates, for the evaluation and summary report of the site conditions at Kelsey and Lake Shore Parks.

Calvin, Giordano & Associates, Inc.
EXCEPTIONAL SOLUTIONS™

Additional Services Agreement

DATE: April 12, 2016
RE: Town of Lake Park Kelsey and Lake Shore Park Evaluations
CLIENT: Town of Lake Park
535 Park Avenue
Lake Park, FL 33403
ATTENTION: Mr. Dave Hunt
CGA NO.: 15-2748.12

CGA HAS BEEN ADVISED TO PROCEED WITH THE FOLLOWING ADDITIONAL SERVICES:

Due to the client's request for work outside the original scope of services, Calvin, Giordano & Associates, Inc. will provide the following additional services:

I. Professional Landscape Architecture Services

A. Based upon the comments the Town received from Lake Shore and Kelsey Park's Landscape Architect of Record, CGA shall provide the following professional services:

1. A site inspection of Lake Shore and Kelsey Parks comparing existing vegetation with the respective 2007 and 1999 site plans.

2. A red line markup of the site plans indicating areas of substantial deviation from the original design. An existing conditions plan will be developed utilizing this information.

3. A site meeting with Town staff, including the Grounds Maintenance Foreman, to discuss maintenance issues that may have contributed to modifications of the original plans.

B. A summary of the findings shall be prepared which includes the following:

Building Code Services
Coastal Engineering
Code Enforcement
Construction Engineering and Inspection
Construction Services
Contract Government
Data Technologies and Development
Emergency Management Services
Engineering
Environmental Services
Facilities Management
Indoor Air Quality
Landscape Architecture
Municipal Engineering
Planning
Public Administration
Redevelopment and Urban Design
Surveying and Mapping
Traffic Engineering
Transportation Planning

GSA Contract Holder

1800 Eller Drive
Suite 600
Fort Lauderdale, FL 33316
954.921.7781 phone
954.921.8807 fax

www.cgasolutions.com

1. A summary of existing conditions with a list of missing materials (including quantities). Recommendations for re-sets (taking into account historic maintenance problems with the original design). A list of materials that have been substituted for original materials. The development of a cost estimate for bringing the parks back to their original design, incorporating equivalent alternatives more conducive to site conditions and maintenance capabilities while avoiding 'value engineering'.

2. A determination as to whether or not the site plans have significantly strayed from the originals and if suggested changes will require approval from the Town's Planning and Zoning Board and Commission.

- A proposal for the outlined services.

- A proposal for semi-annual site inspections that will include a report on current conditions and recommendations for proactive treatments.

COST OF THESE SERVICES (Lump Sum)		
I	**Professional Landscape Architecture Services**	**$11,200.00**
II	**Meetings not included in I thru I**	**Hourly**
	TOTAL (Plus Hourly Services)	**$11,200.00**

AUTHORIZATION

Kindly sign and return this authorization at your earliest convenience.
Calvin, Giordano & Associates, Inc.
will proceed upon receipt of authorization..

By: _____ By: _____

Mr. Dave Hunt
Public Works Director

Shelley Eichner, AICP
Senior Vice President

Date: _____ Date: _____

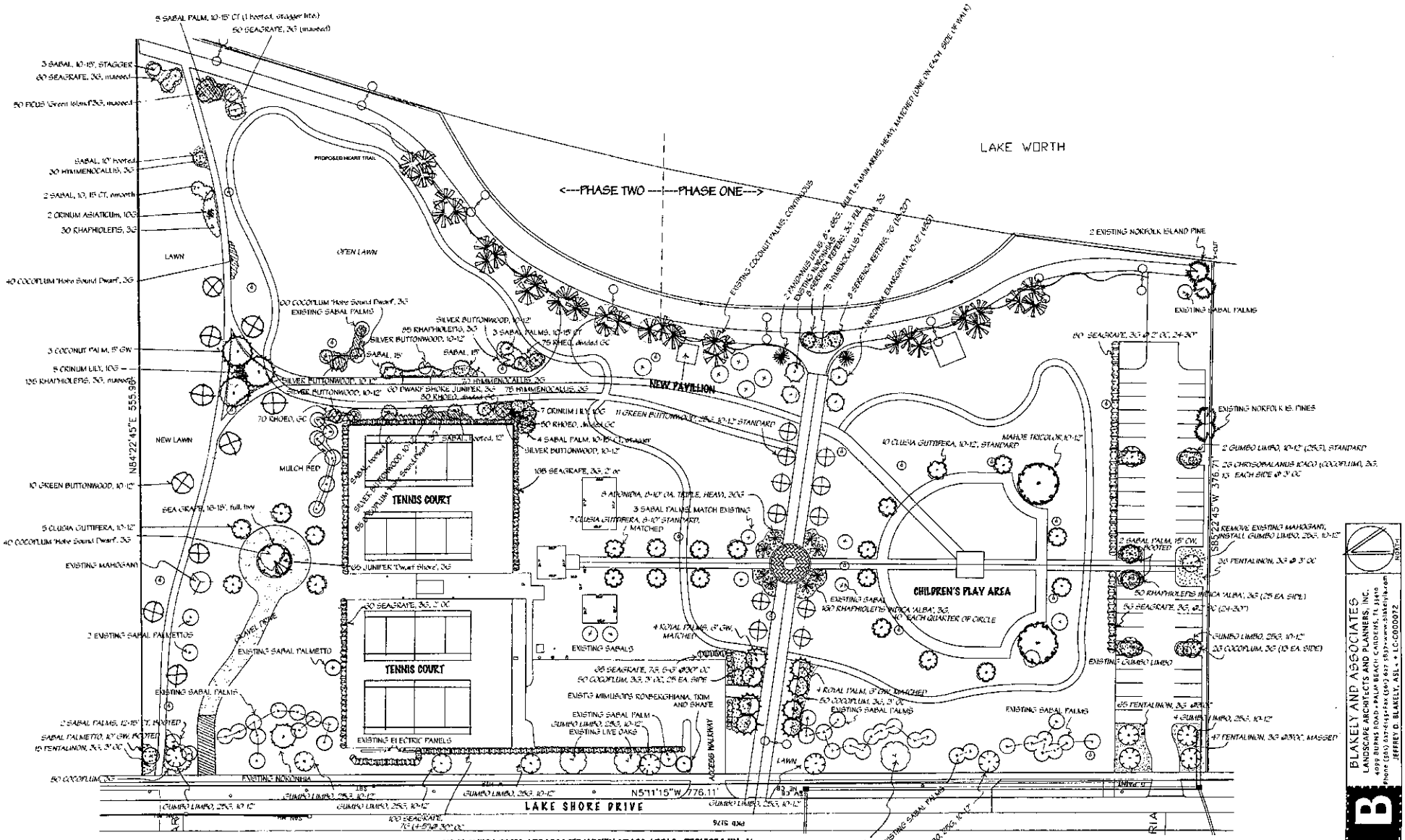
PROPOSED SCHEDULE OF FEES

I. Professional Landscape Architecture Services

A site inspection of Lake Shore and Kelsey Parks comparing existing vegetation with the respective 2007 and 1999 site plans. An existing conditions plan will be developed from this site inspection.	$1,600.00
A red line markup of the site plans indicating areas of substantial deviation from the original design. A list of missing materials (including quantities) shall be developed.	$3,880.00
A site meeting with Town staff, including the Grounds Maintenance Foreman, to discuss maintenance issues that may have contributed to modifications of the original plans. Anticipated to be a four hour meeting.	$660.00
Recommendations for re-sets (taking into account historic maintenance problems with the original design) Utilizing the list of missing materials above a cost estimate shall be developed. A list of materials that have been substituted for the original materials shall also be included.	4,600.00
A determination as to whether or not the site plans have significantly strayed from the originals and if suggested changes will require approval from the Town's Planning and Zoning Board and Commission. Note that this scope includes the development of a Power Point Presentation	$460.00
Total	**$11,200.00**

Upon completing the scope above, Additional Services shall include the following:

A proposal for the outlined services based upon addressing the findings above	$0
A proposal for semi-annual site inspections that will include a report on current conditions and recommendations for proactive treatments.	$0
A proposal for CGA to incorporate a landscape design into an area of Kelsey Park that is slated for the construction of a new restroom building. This design shall utilize the landscaping pallet that was originally specified. This design will mirror the existing materials for placement around the new structure. Possibly use the new construction as an opportunity to address lost plant stock in the form of an 'equivalent alternative'.	$0



NOTE: WHEN TREES ARE LOCATED WITHIN GRASS AREAS. PROVIDE MIN. 4' CIRCLE (CIRCUMFERENCE) OF OPEN MULCHED AREAS TO PROVIDE PROTECTION FROM MECHANICAL DAMAGE.

ALL NEW LAWN AREAS TO BE IDENTIFIED IN THE FIELD. LAWN TO BE STENOTAPHRUM SECUNDATUM VAR. 'FLORATAM'.

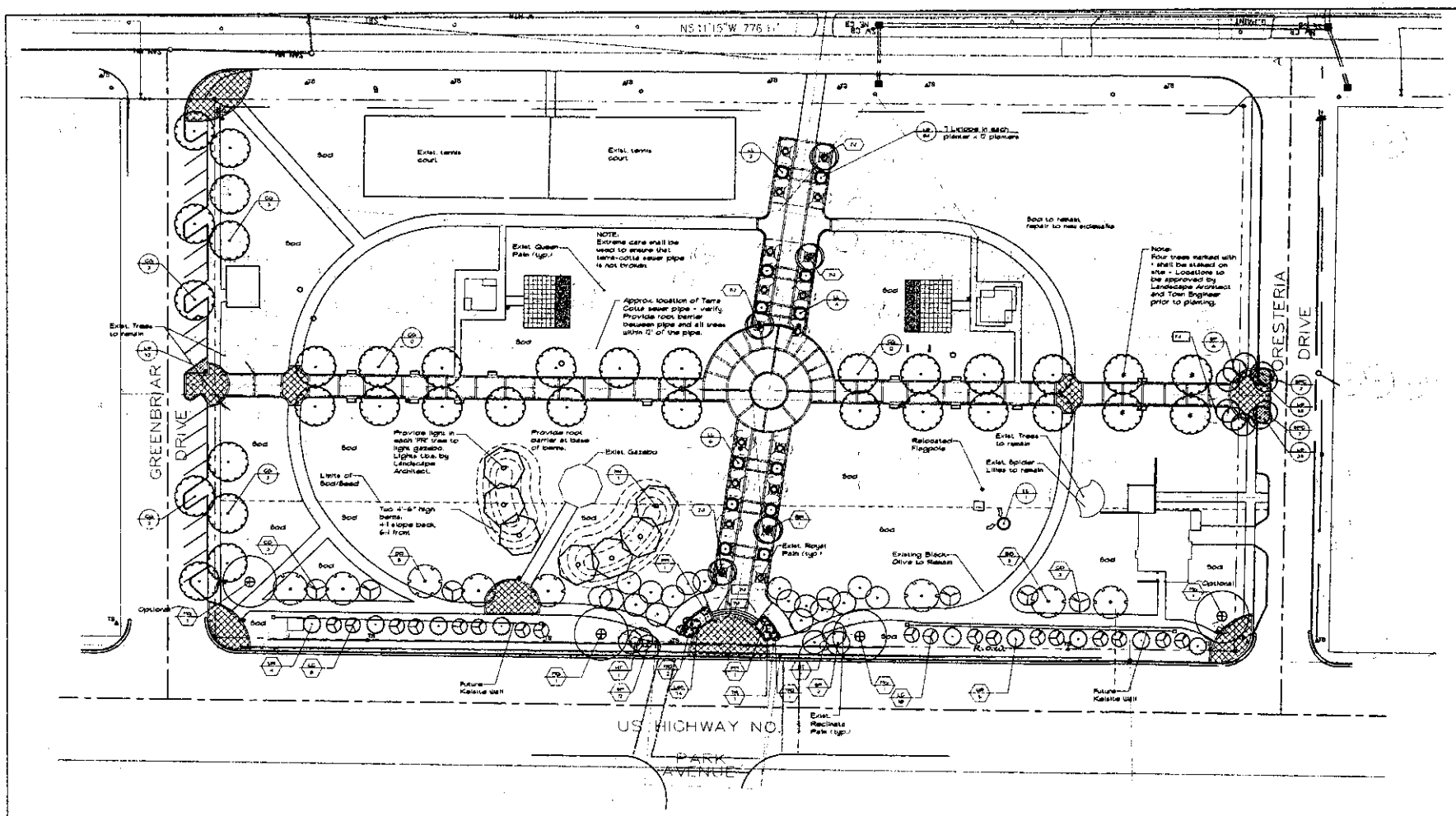
BLAKELY AND ASSOCIATES
LANDSCAPE ARCHITECTS AND PLANNERS, INC.
4099 BURNS ROAD • PALM BEACH GARDENS, FL 33410
Phone (561) 627-6155 • Fax (561) 627-5837 • www.blakelyla.com
JEFFREY D. BLAKELY, ASL • • LC-C000072

Lakeshore Park

Lake Shore Drive, Lake Park, Florida 33403

LANDSCAPE SITE PLAN

Scale: 1/30" June 30, 2007 SHEET: L-1



Beautiful Palm Beaches Grant Plant List

SYM	QTY	BOTANICAL	COMMON	SIZE	SPACING
BB	5	BACCHA SHERRIE	BLACK BLTHE	36-36" HEAVY	
CP	4	COCOSLOBA BINNEDIFOLIA	PIGEON PLUM	16-18'OA'	
LC	2	[illegible]	[illegible]	25	30" O.C.
LC	15	LITHOTONIA CHAMMEROP	CHINESE FAN PALM	6' OA' - MATCHED	6' O.C.
MG	1	MAGNOLIA GRANDIFLORA	SOUTHERN MAGNOLIA	40FT OA/CONTAINER GROW	
PR	2	PORCOPIDIA MACROPHYLLUS	PODOCARPUS	15'OA/5' MATCHED COLUMN	
RE	1	RHAPHIDIA HEDDA	DWARF PALM	10' DU	
SP	24	SABAL PALMETTO	SABAL PALM	18-24' OA' CLEARED TRUNK	
TP	2	THRINAX PARVIFLORA	KEY THATCH PALM	12' O.A.	
TRE	2	THRINAX RADIATA MORRIS	KEY THATCH PALM MIX	12' O.A.	
WB	9	WASHINGTONIA ROBUSTA	MEXICAN FAN PALM	30' OA MATCHED	
AF	ACTVE	ST.AUGS.FLORAYON SOLFT.	SOD	100% FV	
CI	67	ACALYPHA HISPIDA CH.TRIL.	CHENILLE PLANT	VERSIFY	

Kelsey Park Plant List

SYM	QTY	BOTANICAL	COMMON	SIZE	SPACING
BB	25	BOUGAINVILLEA SPECTABILIS	BRAZIL BUTTERWOOD	14-16'HT; 3" DIA.	APPROX.
CB	7	FICUS BENJAMINA 'NATIONA'	CUBAN LAUREL FIG	14-18' X 6-8', 6' C.T.	
FG3	36	ELEO VERNICIA BONELLIANA	PARTY HOLLY	#3 FULL	24" O.C.
LL	13	LITOPTERIA LUCIOUS	ALBURY PRIVET	12-14'HT	3'FCAL
LS	102	LIRIOPE SPICATA GIANT	LIRIOPE, STRIPEGRASS	#1	18" O.C.
LMS	137	LIRIOPE/MUSCARI MIX	LIRIOPE/MUSCARI MIX	#1 FULL	18" O.C.
SP	4	SABAL PALMETTO	SABAL PALM	18' O.A. MATCHED	
SPC	1	SABAL PALMETTO-CLUMPED	SABAL PALM-CLUMPED	30-34'O.A. MINIMUM CLUMP	
SL	MULCH	ST.AUGS.FLORAYON SOLFT.	SOD	HEALTHY	
SO	40	BELGIANA PLACE CH.TRIL.	BELGIANA PLACE	HEALTHY	

Kelsey Park FRDAP Grant Plant List

SYM	QTY	BOTANICAL	COMMON	SIZE	SPACING
BB	9x4	BOUGAINVILLEA SPECTABILIS	BOUGAINVILLEA	#3	30" O.C.
FG	2	FICUS BENJAMINA 'NATIONA'	CUBAN LAUREL FIG	14-18' X 6-8', 6' C.T.	

Legend

- Kelsey Park Plants
- Beautiful Palm Beaches Plants

ROY-FISHER ASSOCIATES, INC.

LANDSCAPE ARCHITECTURE & LAND PLANNING

38 TEQUESTA DRIVE
TEQUESTA FL. 33469
PHONE (561) 747-3402
FAX (561) 747-4228

SCALE	1"=30'-0"
DESIGNED BY	CF
DRAWN BY	MMR, DJ
CHECKED BY	CRF
CAD DWG.	
DATE	2-2-99
REVISIONS	4-1-99

KELSEY PARK

LAKE PARK, FLORIDA

LANDSCAPE PLAN-PRELIMINARY

TAB 8

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 18, 2016 **Agenda Item No.** Tab 8

Agenda Title: Review of the Town Manager's Annual Performance Evaluation for the Period of May 1, 2015 to May 1, 2016

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON ____ READING
[x] NEW BUSINESS
[ ] OTHER: _____

Approved by Town Manager _____ **Date:** 5-3-16

_____
Name/Title
HUMAN RESOURCES DIRECTOR

Originating Department: **Human Resources**	**Costs: $ -0-** Funding Source: Acct. # [ ] Finance _____	**Attachments:** **Copies of Completed Town Manager Evaluation Forms**
Advertised: Date: _____ Paper: _____ **[x] 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:** **BMT** _____ or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background:

Pursuant to Section 8 of the April 6, 2015 Employment Agreement between the Town of Lake Park and Town Manager John O. D'Agostino, the Commission is required to conduct its first annual review to evaluate the performance of the Town Manager six months following the completion of the initial performance review. Such review is due for the period of May 1, 2015 to May 1, 2016.

At the April 6, 2016 Commission meeting, the Town Commission was provided with the Town Manager evaluation forms to be completed for the above period, and attached are the completed evaluation forms which have been received. The purpose of this agenda item is the review of such completed evaluation forms.

Copy

Town of Lake Park

ANNUAL PERFORMANCE EVALUATION FORM
TOWN MANAGER
JOHN D'AGOSTINO

Each member of the Town Commission should complete this form, rating the Town Manager's performance in each of the areas noted below. The Manager's tasks are divided into five (5) categories and provide for the rating of each item in the category using the evaluation scale shown. Spaces are also provided for additional comments.

_____
Evaluator 's Name

EVALUATION PERIOD **5/01/2015 to 5/01/2016**

EVALUATION SCALE

5	Outstanding	Consistently achieves and exceeds all standards/objectives of work performance.
4	Very Effective	Regularly meets and frequently exceeds standards of work performance.
3	Effective	Regularly meets standards of work performance.
2	Marginally Effective	Often fails to meet standards of work performance.
1	Ineffective	Clearly and consistently fails to meet standards of work performance.

RECEIVED
BY: HR

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

5 ____ Maintains open and informative communications with the Town Commission
____ Knowledgeable of current developments affecting the local government management field.
____ Effectively implements and enforces Town policies and procedures
____ Demonstrates a capacity for innovation and creativity
____ Anticipates problems and develops effective approaches for solving them.
____ Maintains a work atmosphere conducive to productivity and efficiency
____ Takes responsibility for staff actions.
____ Encourages department heads to make decisions within their own areas without the Town Manager's approval, yet maintains general control of operations
____ Motivates Town staff to work as a team and seek ways to be innovative and oriented toward effective problem solving
____ Properly controls the Town's operational and functional activities and motivates others to maximum performance
____ Effectively recruits professional staff

COMMENTS:
Staff and administrator operate well together

2. FISCAL MANAGEMENT

5 ____ Possesses knowledge of governmental accounting/budget procedures
____ Prepares a balanced budget to provide services at a level directed by the Town Commission
____ Strives to make the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
____ Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting
____ Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the Town

5 ____ Expenditures are made within budget limitations according to established policy

COMMENTS:

_____

_____

_____

_____

3. PERSONAL SKILLS/COMMUNICATIONS

5

____ Willing to commit time necessary to complete required tasks
____ Demonstrates high concern for ethical behavior
____ Skillful in verbal communication
____ Skillful in written communication
____ Informs the Commission of current issues and administrative developments
____ Encourages a positive attitude regarding the Town
____ Receptive to constructive criticism and advice
____ Manages stress effectively

COMMENTS:

_____

_____

_____

_____

4. RELATIONS WITH THE TOWN COMMISSION

5

____ Works with the Commission to establish annual goals and objectives and provides regular reports. Provides regular reports to the Commission on the status of Commission directives.
____ Carries out the directives of the Commission as a whole, rather than those of any one member
____ Assists the Commission in establishing policy, while acknowledging the ultimate authority of the Commission to set policy
____ Supports the action of the Commission after a decision has been reached, both inside and outside Town Hall
____ Offers workable revisions to the Commission for changes in policy when an existing policy or ordinance is impractical.

COMMENTS:

Town Manager works well with Commission but Commissioners are poor at communicating with Town Manager

5. COMMUNITY RELATIONS

5

____ Effectively addresses and accommodates citizen complaints
____ Shows a sensitivity to and appreciation of diversity of the Town's population
____ Responsive to issues of both commercial and residential populations
____ Takes a "hands-on" approach when necessary
____ Maintains an effective working relationship with other local governments
____ Takes a diplomatic approach to problem solving
____ Projects a positive image on behalf of the Town of Lake Park
____ Provides management support to Town Boards
____ Effectively informs residents of Town news through Town produced media. i.e. Newsletter.

COMMENTS:

ADDITIONAL SUMMARY COMMENTS:

OVERALL RATING:

5 - Outstanding
4 - ~~Very~~ Effective
3 - Effective
2 - Marginally Effective
1 - Ineffective

EVALUATOR'S SIGNATURE

4-18-16
DATE

Copy

Town of Lake Park

ANNUAL PERFORMANCE EVALUATION FORM
TOWN MANAGER
JOHN D'AGOSTINO

Each member of the Town Commission should complete this form, rating the Town Manager's performance in each of the areas noted below. The Manager's tasks are divided into five (5) categories and provide for the rating of each item in the category using the evaluation scale shown. Spaces are also provided for additional comments.

Kim Glas-Castro

Evaluator 's Name

EVALUATION PERIOD **5/01/2015 to 5/01/2016**

EVALUATION SCALE

5	Outstanding	Consistently achieves and exceeds all standards/objectives of work performance.
4	Very Effective	Regularly meets and frequently exceeds standards of work performance.
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2	Marginally Effective	Often fails to meet standards of work performance.
1	Ineffective	Clearly and consistently fails to meet standards of work performance.

RECEIVED

BY: .....

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

3 Maintains open and informative communications with the Town Commission
3 Knowledgeable of current developments affecting the local government management field.
3 Effectively implements and enforces Town policies and procedures
3 Demonstrates a capacity for innovation and creativity
3 Anticipates problems and develops effective approaches for solving them.
3 Maintains a work atmosphere conducive to productivity and efficiency
3 Takes responsibility for staff actions.
3 Encourages department heads to make decisions within their own areas without the Town Manager's approval, yet maintains general control of operations
3 Motivates Town staff to work as a team and seek ways to be innovative and oriented toward effective problem solving
3 Properly controls the Town's operational and functional activities and motivates others to maximum performance
3 Effectively recruits professional staff

COMMENTS: John's interest in progressing the Town is refreshing. Hopefully his energy is affecting staff to adopt the same attitude.

2. FISCAL MANAGEMENT

3 Possesses knowledge of governmental accounting/budget procedures
3 Prepares a balanced budget to provide services at a level directed by the Town Commission
3 Strives to make the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
3 Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting
3 Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the Town

3 Expenditures are made within budget limitations according to established policy

COMMENTS:

John understands our fiscal limitations & understands the incremental improvements needed to move the Town forward

3. PERSONAL SKILLS/COMMUNICATIONS

3 Willing to commit time necessary to complete required tasks
3 Demonstrates high concern for ethical behavior
3 Skillful in verbal communication
3 Skillful in written communication
3 Informs the Commission of current issues and administrative developments
3 Encourages a positive attitude regarding the Town
3 Receptive to constructive criticism and advice
3 Manages stress effectively

COMMENTS:

Communication with Commission is improving; interaction with other agencies, nonprofits & businesses is improving

4. RELATIONS WITH THE TOWN COMMISSION

3 Works with the Commission to establish annual goals and objectives and provides regular reports. Provides regular reports to the Commission on the status of Commission directives.
3 Carries out the directives of the Commission as a whole, rather than those of any one member
3 Assists the Commission in establishing policy, while acknowledging the ultimate authority of the Commission to set policy
3 Supports the action of the Commission after a decision has been reached, both inside and outside Town Hall
___ Offers workable revisions to the Commission for changes in policy when an existing policy or ordinance is impractical.

COMMENTS: Regular weekly calls have dramatically enhanced sharing of information that shouldn't wait for bimonthly meetings

5. COMMUNITY RELATIONS

3 Effectively addresses and accommodates citizen complaints
3 Shows a sensitivity to and appreciation of diversity of the Town's population
3 Responsive to issues of both commercial and residential populations
3 Takes a "hands-on" approach when necessary
3 Maintains an effective working relationship with other local governments
3 Takes a diplomatic approach to problem solving
3 Projects a positive image on behalf of the Town of Lake Park
3 Provides management support to Town Boards
3 Effectively informs residents of Town news through Town produced media. i.e. Newsletter.

COMMENTS: Communication with residents/businesses needs improvement; but John is working on this objective as the budget allows

ADDITIONAL SUMMARY COMMENTS: John's energy & personal interest in the Town will bring about the change that is needed - it's just a matter of time & continued effort.

OVERALL RATING:

5 - Outstanding
4 - Very Effective
3 - Effective
2 - Marginally Effective
1 - Ineffective

K D Costo
EVALUATOR'S SIGNATURE

4.27.16
DATE

Copy

Town of Lake Park

ANNUAL PERFORMANCE EVALUATION FORM
TOWN MANAGER
JOHN D'AGOSTINO

Each member of the Town Commission should complete this form, rating the Town Manager's performance in each of the areas noted below. The Manager's tasks are divided into five (5) categories and provide for the rating of each item in the category using the evaluation scale shown. Spaces are also provided for additional comments.

Michael O'Rourke
Evaluator 's Name

EVALUATION PERIOD **5/01/2015 to 5/01/2016**

EVALUATION SCALE

5	Outstanding	Consistently achieves and exceeds all standards/objectives of work performance.
4	Very Effective	Regularly meets and frequently exceeds standards of work performance.
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RECEIVED

BY: .....

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

4 Maintains open and informative communications with the Town Commission
4 Knowledgeable of current developments affecting the local government management field.
3 Effectively implements and enforces Town policies and procedures
5 Demonstrates a capacity for innovation and creativity
4 Anticipates problems and develops effective approaches for solving them.
5 Maintains a work atmosphere conducive to productivity and efficiency
4 Takes responsibility for staff actions.
5 Encourages department heads to make decisions within their own areas without the Town Manager's approval, yet maintains general control of operations
5 Motivates Town staff to work as a team and seek ways to be innovative and oriented toward effective problem solving
4 Properly controls the Town's operational and functional activities and motivates others to maximum performance
4 Effectively recruits professional staff

COMMENTS:
The management style of Mr. DiAgostino is one of his strongest assets. He seems to use a team building approach that allows staff to offer suggestions to resolve issues. That's very positive!

2. FISCAL MANAGEMENT

4 Possesses knowledge of governmental accounting/budget procedures
4 Prepares a balanced budget to provide services at a level directed by the Town Commission
4 Strives to make the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
4 Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting
4 Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the Town

4 Expenditures are made within budget limitations according to established policy

COMMENTS:
The strength of this town's fiscal managment lies with the financial department and Director Blake Rane. The Town Manager has the sense to understand this and works well with the Director.

3. PERSONAL SKILLS/COMMUNICATIONS

5 Willing to commit time necessary to complete required tasks
5 Demonstrates high concern for ethical behavior
4 Skillful in verbal communication
4 Skillful in written communication
4 Informs the Commission of current issues and administrative developments
5 Encourages a positive attitude regarding the Town
4 Receptive to constructive criticism and advice
4 Manages stress effectively

COMMENTS:
Mr. DiAgostino has shown a real commitment to this town. Something that we residents have not had from a town Manager in a while. He lives here and is part of who we are.

4. RELATIONS WITH THE TOWN COMMISSION

4 Works with the Commission to establish annual goals and objectives and provides regular reports. Provides regular reports to the Commission on the status of Commission directives.
3 Carries out the directives of the Commission as a whole, rather than those of any one member
4 Assists the Commission in establishing policy, while acknowledging the ultimate authority of the Commission to set policy
5 Supports the action of the Commission after a decision has been reached, both inside and outside Town Hall
4 Offers workable revisions to the Commission for changes in policy when an existing policy or ordinance is impractical.

COMMENTS:

I have a great deal of respect for our Town Manager. The one lower score I gave him concerns my feeling that the Mayor's opinion weighs more heavily than the other Commissioners.

5. **COMMUNITY RELATIONS**

4 Effectively addresses and accommodates citizen complaints
5 Shows a sensitivity to and appreciation of diversity of the Town's population
4 Responsive to issues of both commercial and residential populations
4 Takes a "hands-on" approach when necessary
4 Maintains an effective working relationship with other local governments
4 Takes a diplomatic approach to problem solving
5 Projects a positive image on behalf of the Town of Lake Park
4 Provides management support to Town Boards
3 Effectively informs residents of Town news through Town produced media. i.e. Newsletter.

COMMENTS:

Communication through town produced media needs to be improved. This however, may have more to do with the budget restraints than the manager. Mr. DiAgostino's is very sensitive to this town's diversity considerations. [redacted]

ADDITIONAL SUMMARY COMMENTS:

As a commissioner, I am so pleased with our Manager. He is open to suggestions and communication and allows his staff to do their job.

OVERALL RATING: 4.2

5 - Outstanding
4 - Very Effective
3 - Effective
2 - Marginally Effective
1 - Ineffective

EVALUATOR'S SIGNATURE

4/25/16
DATE