



# AGENDA

Lake Park Town Commission  
 Town of Lake Park, Florida  
 Regular Commission Meeting  
 Wednesday, June 3, 2015,  
 Immediately Following the  
 CRA Board Meeting,  
 Lake Park Town Hall  
 535 Park Avenue

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

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

**A. CALL TO ORDER/ROLL CALL**

**B. PLEDGE OF ALLEGIANCE**

**C. SPECIAL PRESENTATIONS/REPORTS**

**1. Proclamation of Appreciation to Bambi McKibbon-Turner for Serving as Interim Town Manager**

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 May 20, 2015

Tab 2

3. Proclamation Honoring the Port of Palm Beach Centennial

Tab 3

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

4. Ordinance No. 07-2015 20-Year Water Supply Facilities Work Plan Comprehensive Plan Amendments

Tab 4

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING ITS COMPREHENSIVE PLAN TO ADOPT AN UPDATED 20-YEAR WATER SUPPLY FACILITIES WORK PLAN AS REQUIRED BY 163.3177, *FLORIDA STATUTES*; PROVIDING FOR THE ADOPTION OF AMENDMENTS TO THE TOWN'S COMPREHENSIVE PLAN TO IMPLEMENT THE UPDATED WATER SUPPLY PLAN; PROVIDING FOR ADOPTION OF UPDATED OBJECTIVES AND POLICIES WITHIN THE COMPREHENSIVE PLAN SANITARY SEWER/SOLID WASTE/DRAINAGE/POTABLE WATER/NATURAL GROUNDWATER AQUIFER RECHARGE, INTERGOVERNMENTAL COORDINATION, CONSERVATION AND CAPITAL IMPROVEMENTS ELEMENTS; PROVIDING FOR TRANSMITTAL TO THE STATE LAND PLANNING AGENCY, DEPARTMENT OF ECONOMIC OPPORTUNITY; PROVIDING THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

5. Ordinance No. 08-2015 Amending Article IV, Section 3 of the Town Charter Pertaining to the Date of Regular Town Elections

Tab 5

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING ARTICLE XVI, SECTION 18 OF THE TOWN OF LAKE PARK'S CHARTER PERTAINING TO FILING DATES FOR THE ELECTION OF THE OFFICES OF MAYOR OR TOWN COMMISSIONER WHEN A REGULAR ELECTION IS TO BE HELD DURING A YEAR IN WHICH THERE IS A PRESIDENTIAL PRIMARY PREFERENCE ELECTION; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

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

None

**H. NEW BUSINESS:**

**6. Resolution No. 16-06-15 Budget Amendment**

**Tab 6**

**7. Resolution No. 17-06-15 Revision of the Library Director, Recreation Manager,  
and Town Clerk/Deputy Town Manager Job Descriptions**

**Tab 7**

**I. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:**

**J. ADJOURNMENT**

**Next Scheduled Regular Commission Meeting will be held on Wednesday, June 17, 2015**

# **Special Presentations /Reports**

# TAB 1



**Town of Lake Park Town Commission**

**Agenda Request Form**

**Meeting Date: 06/03/2015**

**Agenda Item No. Tab 1**

**Agenda Title: PROCLAMATION BAMBI MCKIBBON-TURNER**

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

**Approved by Town Manager** *John O. D'Agostino* **Date: 5/27/15**

John O. D'Agostino Town Manager

**Name/Title**

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

**Summary Explanation/Background:**

At a previous meeting of the commission staff was directed to complete a Proclamation recognizing Bambi McKibbon-Turner's role and accomplishments during her tenure as Interim Town Manager for the Town of Lake Park.

**Recommended Motion:** I move to approve the Proclamation for Bambi McKibbon-Turner and to have the Mayor and Town Clerk sign the Proclamation on behalf of the Town Commission.

**Proclamation Honoring  
Bambi McKibbon-Turner  
As Interim Town Manager**

**WHEREAS**, Bambi McKibbon-Turner has been employed with the Town of Lake Park for fourteen years; and;

**WHEREAS**, The Town of Lake Park appointed Bambi McKibbon-Turner as Interim Town Manager at the Commission Meeting January 21, 2015; and;

**WHEREAS**, Bambi McKibbon-Turner performed her duties and responsibilities as both the Human Resource Director and the Interim Town Manager faithfully and professionally for three months; and;

**WHEREAS**, Bambi McKibbon-Turner in her role as Interim Town Manager managed the day-to-day affairs of the town with distinction and dedication; and;

**WHEREAS**, Bambi McKibbon-Turner provided valuable guidance and expert advice to the Commission of Lake Park, including outstanding leadership in the search for the Town Manager; and;

**WHEREAS**, The employees and senior staff of Lake Park extend their gratitude to Bambi McKibbon-Turner for her help and guidance as Interim Town Manager; including leadership of the Marina Seawall Remediation project, the rebid of Marina Security Services, bidding of landscape services for both the Marina and the Community Redevelopment Agency, and many other projects; and;

**WHEREAS**, the Mayor and Town Commissioners express their heartfelt appreciation and respect to Bambi McKibbon-Turner as the Town of Lake Park's Interim Town Manager.

**NOW, THEREFORE**, The Town of Lake Park hereby recognizes and congratulates Bambi McKibbon-Turner for her professionalism, dedication and commitment to the Town of Lake Park as the Interim Town Manager.

**IN WITNESS THEREOF**, I, *James DuBois, Mayor* of the Town of Lake Park, have hereto set my hand and caused the official Seal of the Town of Lake Park, Florida to be affixed this 3rd day of June, 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk

# **Consent Agenda**

# TAB 2



**Town of Lake Park Town Commission**

**Agenda Request Form**

**Meeting Date:** June 3, 2015

**Agenda Item No.** Tab 2

**Agenda Title: Regular Commission Meeting Minutes of May 20, 2015**

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

**Approved by Town Manager** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Vivian Mendez – Town Clerk*

Name/Title

<b>Originating Department:</b>  <p style="text-align: center;">Town Clerk</p>	<b>Costs: \$ 0.00</b> <b>Funding Source:</b> <b>Acct. #</b> <input type="checkbox"/> Finance _____	<b>Attachments:</b> <b>Agenda meeting minutes</b> <b>Exhibits "A – J"</b>
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <i>VM</i> <b>Please initial one.</b>

**Summary Explanation/Background:**

**Recommended Motion:**

To approve the Regular Commission Meeting minutes of May 20, 2015.



**Town of Lake Park Town Commission**

**Agenda Request Form**

**Meeting Date:** June 3, 2015

**Agenda Item No.**

**Agenda Title:** Proclamation Honoring the Port of Palm Beach Centennial

- SPECIAL PRESENTATION/REPORTS  **CONSENT AGENDA**
- BOARD APPOINTMENT  OLD BUSINESS
- PUBLIC HEARING ORDINANCE ON FIRST READING
- NEW BUSINESS
- OTHER: \_\_\_\_\_

**Approved by Town Manager** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name/Title

<b>Originating Department:</b>  <p style="text-align: center;"><b>Town Manager</b></p>	<b>Costs: \$ 0.00</b>  <b>Funding Source:</b> Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b>  <b>Proclamation</b> <b>Email from Shea Fink</b> <b>Centennial Committee for the</b> <b>Port of Palm Beach</b>
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> <b>Not Required</b>	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 __  <b>Please initial one.</b>

**Summary Explanation/Background:** In July the Port of Palm Beach will be celebrating its 100 year Anniversary. A part of the Ports Centennial events is to collect proclamations from local, state, and federal bodies along with public and private individuals associated with the Port. A proclamation could recognize the Ports 100 years of economic significance, service and/or partnership. The proclamations will be displayed in open view to the public in the Ports lobby above and around our Centennial time capsule.

**Recommended Motion:** I move to approve the proclamation honoring the Port of Palm Beach Centennial.

**Proclamation Honoring  
Port of Palm Beach Celebrates  
100 Years of Economic Development**

**WHEREAS**, The Port of Palm Beach established in the year 1915 as an independent taxing district under the provisions of the Laws of Florida, Acts of 1915, Chapter 7081, as amended and supplemented; and,

**WHEREAS**, celebrating 100 years of economic growth through international trade & commerce; and,

**WHEREAS**, a self-sustaining port relying solely on the revenue generated from its operations, it has not levied taxes on its district in 38 years; and,

**WHEREAS**, the Port of Palm Beach currently ranks as the fourth busiest container port of Florida's 15 deep water ports, and is one of the top 20 in the nation, and

**WHEREAS**, the Port of Palm Beach is the only South Florida port with on-dock rail, accommodating pier-side box, hopper and intermodal cars operating 24 hours a day, and

**WHEREAS**, the Port of Palm Beach handles more than two million tons of cargo each year; and facilitates the movement of over \$5.3 billion of commodities annually, and

**WHEREAS**, the Port of Palm Beach and its tenants comprise one of the largest employment pools in Palm Beach County, contributing \$185 million in business revenue and \$17.5 million in State and local taxes annually.

**NOW, THEREFORE**, The Town of Lake Park hereby recognizes and congratulates the Port of Palm Beach on its 100 year Centennial Anniversary.

**IN WITNESS THEREOF**, I, *James DuBois, Mayor* of the Town of Lake Park, have hereto set my hand and caused the official Seal of the Town of Lake Park, Florida to be affixed this 3<sup>rd</sup> day of June, 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk

**Vivian Mendez**

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**From:** Shea Fink <sfink@portofpalmbeach.com>  
**Sent:** Wednesday, May 13, 2015 11:08 AM  
**To:** Town Clerk  
**Subject:** Port of Palm Beach Centennial  
**Attachments:** 1Port of Palm Beach Celebrates 100 Years of Economic Development Proclamation.docx; 2Proclamation\_Community.docx; 3Proclamation\_Economic.docx

Good Morning,

In July the Port of Palm Beach will be celebrating its 100 year Anniversary. A part of the Ports Centennial events is to collect proclamations from local, state, and federal bodies along with public and private individuals associated with the Port. A proclamation could recognize the Ports 100 years of economic significance, service and/or partnership. The proclamations will be displayed in open view to the public in the Ports lobby above and around our Centennial time capsule.

Currently I am reaching out to all the municipalities that fall under the Ports District in hopes of their participation in this project. Attached are draft proclamations for town staff & commission to choose from, review and edit to their desires and when complete add to an official letterhead of the town accompanied with the signatures of the commission. The Town is free to use these as drafted, as templates to edit or simply as a reference for your own draft.

Is this something that can be reviewed by staff and approved by the commission within the next 1 to 2 board meetings?

Sincere regards,  
-Shea



**Shea Fink**  
**Centennial Committee**  
Port of Palm Beach  
One East 11<sup>th</sup> Street, Suite 600  
Riviera Beach, FL 33404  
Direct: (561) 383-4122  
Fax: (561) 842-4240  
sfink@portofpalmbeach.com





**Minutes**  
**Town of Lake Park, Florida**  
**Regular Commission Meeting**  
**Wednesday, May 20, 2015, 6:30 PM**  
**Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Regular Commission meeting on Wednesday, May 20, 2015 at 6:30 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, and Kathleen Rapoza, Town Manager John O. D’Agostino, Attorney Thomas Baird, and Town Clerk Vivian Mendez. Commissioner Michael O’Rourke arrived at 6:54 p.m.

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

Mayor DuBois asked that the agenda be reorder to allow the two (2) items on New Business (item 6 and 7) to be presented before Public Comment and the Consent Agenda.

**Motion: Vice-Mayor Glas-Castro moved to approve the reordering of the agenda; Commissioner Rapoza seconded the motion.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O’Rourke			Not present at the time of the vote.
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 4-0

**NEW BUSINESS:**

**6. Resolution No. 15-05-15 Appointment of a Representative to the Seacoast Utility Authority Board.**

Town Manager D’Agostino explained the item (see Exhibit “A”). Mayor DuBois explained that he notified Rim Bishop, Director of the Seacoast Utility Authority (SUA) to explain that the Resolution appointing the Town Manger was scheduled for approval on tonight’s agenda. Mr. Bishop asked if the Resolution was on the SUA form. Mayor DuBois stated that he did not know if the Resolution was on the SUA form, but believes that the form provides instructions on where the monthly payment from SUA should be sent. He requested that the procedure of having the SUA monthly payment continue to be sent to the Town.

**Motion: Vice-Mayor Glas-Castro moved to approve Resolution 15-05-15 and have the payment from Seacoast Utility Authority continue to be sent to the Town; Commissioner Rapoza seconded the motion.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke			Not present at the time of the vote
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 4-0

**7. Award of the Marina Security Services Contract (Unarmed) bid.**

Human Resources Director Bambi Turner presented the item (see Exhibit "B").

**Motion: Commissioner Rapoza moved to award the Marina Security Services Contract (Unarmed) to U.S. Security Associates, Inc.; Commissioner Flaherty seconded the motion.**

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke			Not present at the time of the vote
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 4-0.

**PUBLIC COMMENT:**

Ellen McCormick – expressed concern with the proposed cell tower at the Lake Park Harbor Marina.

**CONSENT AGENDA:**

**1. Regular Commission meeting minutes of May 6, 2015.**

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

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke			Not present at the time of the vote
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 4-0.

Mayor DuBois explained that the presentations for the remaining items on the agenda regarding the Earl Stewart Toyota projects would be combined, but action would be taken separately for each item.

Town Attorney Baird swore in all witnesses.

Ex-parte Communication Disclosure:

Commissioner Rapoza disclosed that she received and responded to many emails regarding the project. She disclosed that she forwarded those emails to staff. She disclosed that she met with the applicant.

Commissioner Flaherty disclosed that he had received and responded to many emails regarding the project. He disclosed that he met with the applicant regarding the architectural design of the project.

Commissioner O'Rourke disclosed that he met with five (5) residents, including Sam Baghdady, regarding the project. He stated that he has not spoken with the applicant.

Vice-Mayor Glas-Castro disclosed that she received and responded to many emails. She disclosed that she forwarded the emails to staff. She disclosed that she met with staff to discuss the project. She disclosed that she drives past the site every day.

Mayor DuBois disclosed that he received and responded to forty-five (45) emails. He disclosed that he met with staff to discuss the project. He disclosed that he met with the design team for the applicant to discuss the project.

Community Development Director Nadia DiTommaso explained that the items (see Exhibits "C, D, E, and F").

Anne Booth with Urban Design Kilday Studios, representing the applicant gave a presentation on the project (see Exhibit "G").

Mayor DuBois explained that Public Comment would now be heard.

Public Comment Opened:

1. Helen Rodriguez, 903 Lake Shore Drive, representing Marina Key Apartments opposed the project.
2. Philip Bathon, 916 Lake Shore Drive, opposed the projects.
3. Karol Wilkens, 7102 Maplewood Drive, supports the projects.
4. JoAnn Doll, 801 Lake Shore Drive read a "Letter to the Editor" she wrote to the Palm Beach Post supporting the projects.
5. Penny Broda, 8 E. Ilex Drive, provided her comments in writing, see Exhibit "H".

6. Rick Kearney 9239 Melody Road, Lake Worth, supports the projects.
7. Jerry Rapoza, 801 Lake Shore Drive, supports the projects.
8. Erica Prochilo, 1612 16<sup>th</sup> Lane, Palm Beach Gardens, supports the projects.
9. Rex Andrews 903 Lake Shore Drive, supports the projects.
10. James Sullivan, 348 Flagler Blvd., supports the projects.
11. Tuyen Le, 1115 Lake Shore Drive, expressed concern with the projects including the water treatment, and suggested that the existing trees be re-planted around the existing parking garage.
12. Can Nguyen, 1155 Lake Shore Drive, expressed concern with the abandonment of E. Jasmine Drive.
13. JoAnn Webb, 912 Lake Shore Drive, expressed concern with the project.
14. Iris Sullivan, 348 Flagler Blvd., supports the projects.
15. Benjamin Valle, 1045 Lake Shore Drive, provided a petition opposing the projects. See Exhibit "I".
16. Doug Bradfield, 16766 123<sup>rd</sup> Terrace, Jupiter, supports the projects.
17. Bethany Clark, 1110 Lake Shore Drive, provided a petition opposing the projects. See Exhibit "J".
18. Eileen Chapman, 1130 Lake Shore Drive, expressed concern with the projects.
19. Lesly Berry, 439 Australian Circle, expressed concern with the projects.
20. Judith Thomas, 204 E. Jasmine Drive, expressed concern with the projects.
21. Charles Johnson, 402 4<sup>th</sup> Court, Palm Beach Gardens, gave a brief history of his career and supports the project.
22. Ronnie Lee Cohen, 142 Evergreen Drive, supports the projects.
23. Steve Hockman, 638 Flagler Blvd., supports the projects.
24. Kevin Middlebrook, 4674 Lakeside Circle, Palm Beach Gardens, supports the projects.
25. Bill Reichel, 5690 High Flyer Road, Palm Beach Gardens, supports the projects.

26. Russ Swift, 12891 S. Shore Drive, Palm Beach Gardens, supports the projects.

Public Comment Closed:

Vice-Mayor Glas-Castro asked how the increased traffic would affect the surroundings streets that filter onto Federal Highway once E. Jasmine Drive were closed. Professional Engineer Rob Rennebaum of Simmons & White gave his opinion on the results reflected in the traffic study. He stated that it seems that the traffic study reflects the worst case scenario using the 2004 traffic study, which was compared to the traffic study conducted in 2013. Vice-Mayor Glas-Castro stated that in the applicant presentation it reflects that the retention pond would be changed to some type of exfiltration or reservoir. She asked if the dealership would accept runoff water from Lake Shore Drive and would that runoff help drainage. Mr. Rennebaum answered the first question of "Does the dealership take drainage from Lake Shore Drive". He stated that the short answer to that question was no. He stated that the abandonment of E. Jasmine Drive would help drainage on Lake Shore Drive. He explained that the Town Code, the Department of Environmental Protection, and South Florida Water Management requires that the runoff water that ends up on site be treated on site before it was discharged. He stated that the applicants' conceptual plans show the water treatment process and a decrease of water leaving E. Jasmine Drive and reaching Lake Shore Drive.

Commissioner O'Rourke asked if the traffic study was conducted in a conservative manner making it unnecessary to have an independent study conducted of each of the side roads. Mr. Rennebaum agreed. Commissioner O'Rourke stated that the Palm Beach County requirements for traffic studies were different from the traffic study conducted in 2004 and 2013. Mr. Rennebaum stated that there are two very different issues regarding traffic being discussed. One was the Palm Beach County concurrency process, which was a completely separate report. Then there was the report that the Town requested from the applicant to address the diversion of traffic off E. Jasmine Drive should that roadway be abandoned. Commissioner O'Rourke stated that the traffic study does not affect the Town because of the Palm Beach County requirements. Mr. Rennebaum stated that the traffic volumes in the Town are low and would not reach the Palm Beach County threshold. Commissioner O'Rourke asked how the drainage issue would be resolved during phase I of construction. Mr. Rennebaum stated that the contractor would be required to provide a means and method for erosion control and a strict plan to protect the Lake Worth Lagoon and the runoff on the site. He stated that during construction there would be different methods to protect the runoff, which would ultimately reach the Lake Worth Lagoon.

Commissioner Flaherty asked if the increased water runoff from the project would be directed into the Town's already non-functioning water drainage system. Mr. Rennebaum stated that the applicant's conceptual plans do address that issue, but additional requirements would be required should the site plan be approved. Commissioner Flaherty stated that the abandonment of E. Jasmine Drive was approved many years ago. He asked if the Ordinance does not pass, what was the timeframe in which the Town would regain that roadway. He asked if the guidelines have remained the same since the original submittal. Community Development Director DiTommaso stated that the Town Code requirements have not changed since the last time the projects were considered.

Vice-Mayor Glas-Castro asked for clarification on the TPS letter, which contains the project construction schedule. Community Development Director DiTommaso stated that the TPS letter build-out date only applies to phase I (which begins soon after adoption) and phase II (interior construction of the existing building). However, there was a condition with dates that were provided by the applicant for the commencement and completion of phase III (parking garage). She explained that Palm Beach County did not include the parking garage structure when they generated their letter because it was being used for storage purposes. Vice-Mayor Glas-Castro expressed concern with the 20 foot height lights poles being proposed on the parking garage roof. Community Development Director DiTommaso stated that she was told that the parking garage would be used for storage and not for public access. Vice-Mayor Glas-Castro expressed concern with the proposed bus shelter and the maintenance of the bus shelter. Community Development Director DiTommaso stated that maintenance of the bus shelters could be included as a condition in the Resolution. Vice-Mayor Glas-Castro asked Ms. Booth if the trellis would be planted. Ms. Booth stated no. Vice-Mayor Glas-Castro asked if the living walls would be proposed for the new parking garage. Ms. Booth stated no and that the proposed landscaping was for the East and South areas of the property. Vice-Mayor Glas-Castro asked for clarification regarding the wing-walls proposed to buffer the sound of the car wash. Ms. Booth explained that the main walls were being extended out four-feet on each side of the building to allow the wing-walls to be built, which would allow any noise to bounce off the wing-walls and buffer the noise. Commissioner Rapoza asked how effective are the wing-walls to buffer the noise. Ms. Booth stated that the walls are four-feet out in each direction. Danny Brown of Glidden Spina Architects explained that they would be using the lowest noise producing blower equipment for the car wash paired with the wing-walls; they expect the carwash noise to be contained.

Commissioner O'Rourke explained that he did not believe that the appraisal done on the property accurately reflects the cost of E. Jasmine Drive. He asked the appraiser to answer questions regarding the appraisal done for E. Jasmine Drive. Mr. Francis T. Brown III, (Ted Brown) owner of Broker of Ted Brown Rothstein introduced himself and explained that he conducted the appraisal for E. Jasmine Drive. Commissioner O'Rourke asked how he arrived at the appraised value of E. Jasmine Drive. Mr. Brown explained that he used a few vacant parcels in Lake Park and extracted values from properties on Federal Highway. He explained that he also used vacant land values adjusting for size of parcels and locations. Mr. Brown explained that he did not have the appraisal in front of him and was recalling the information from memory. Commissioner O'Rourke asked if the formula used to arrive at the appraisal was by taking certain properties that had improvements on them and then deducting the value of the improvements by going to the Palm Beach County Property Appraiser and getting the tax value of the property. Mr. Brown stated that he used a percentage of the Property Appraisers assets value and then applied that percentage to the value estimates. Commissioner O'Rourke asked if the percentage Mr. Brown referred to the percentage that removed the improvements and left a vacant assets of the property. Mr. Brown explained that he used the percentages that assets towards the land. Commissioner O'Rourke asked if Mr. Brown then divided the square footage and applied that as the formula for appraising the property. Mr. Brown stated that he assumed that what Commissioner O'Rourke has stated as the formula was correct. He stated that he did not follow Commissioner O'Rourke's reasoning. Mr. Brown stated that he does appraisals by either square footage or by front footage bases.

Commissioner O'Rourke phrased his question differently and asked if Mr. Brown had used the Property Appraiser value for the land. Mr. Brown stated no. He explained that he used a percentage to other land the he extracted. A discussed ensued between Commissioner O'Rourke and Mr. Brown regarding the appraisal report Mr. Brown provided for E. Jasmine Drive. Mayor DuBois suggested that another appraisal be conducted on the property before this Ordinance was heard on second reading.

Commissioner O'Rourke asked if the displayed parking setback was changed from 30 feet to 25 feet. Community Development Director DiTommaso explained that the displayed parking setback was allowed to be reduced from 25 feet to 15 feet. She stated that there were certain waivers that were included as part of the plan. Commissioner O'Rourke asked if certain waivers were approved as part of the Planned Unit Development (PUD). Vice-Mayor Glas-Castro clarified that staff was of the opinion that the PUD waivers extend out to the new area without consideration from the Commission. Commissioner O'Rourke asked if the waivers would be consolidated into the PUD. Ms. Booth stated yes. She explained that the existing waivers would continue and the proposed waiver for the spacing of the trees on Federal Highway was for the display in visibility of the vehicles that are on display along Federal Highway. She explained that the proposed landscape exceeds the Town requirements. Commissioner O'Rourke asked for clarification regarding what was being proposed tonight and phase III of the project.

Attorney Baird explained that what the Commission would be taking action on this evening would be the three Ordinances. He explained that they would not be taking action on the site plan, which has been the focus of tonight's discussion. He stated that the site plan was dependent on all three Ordinances being adopted. If the three (3) Ordinances are adopted on second reading, then the site plan could be approved. He explained that within the site plan it contains three (3) phases. If the applicant makes any modifications to the site plan, the applicant would have to come back before the Commission to approve the modifications. Commissioner O'Rourke asked if the Commission wanted something different from what was currently being proposed in the site plan, when does the Commission have that opportunity. Attorney Baird stated that the Commission should hash what they want in the site plan now so that the applicant has an opportunity to determine if they want or could make the modifications proposed by the Commission.

Commissioner O'Rourke asked if the applicant had considered moving the phase III structure further west. Ms. Booth stated that moving the structure had been considered, but the landscape treatment has to be reduced around the building. She stated that they felt that the structure itself would help to separate the activities of the dealership from the residents on the East and South sides. She stated that the structure has been designed specifically to place it where it would get the maximum benefit from the 25-foot landscape buffer and provide the maximum screening and separation.

Town Manager D'Agostino asked for clarification regarding the estimation of revenue as a result of the project. He asked if phase III had been considered. Ms. Booth stated that phase III had been considered in the estimation of revenue that would be generated. Town Manager D'Agostino asked when did they estimate to have phase III built. Would it be in 2018 or 2019. Ms. Booth stated that they were not sure when phase III would be

built. She stated that they could come back with an amended assessment. She stated that the values that could be increased would be the land area because it would be taxable land; the improvements to the existing building; improvements to the lot with landscaping, but no structure would be built as part of phase I. Town Manager D'Agostino expressed concern with the estimation, which included phase III but would not be built for quite some time. He stated that he would like to see this project be successful for the applicant and the Town.

Commissioner Flaherty asked what the benefits would be to the dealership to have an exit on Lake Shore Drive. Ms. Booth explained that the curb radius has been modified to allow trucks to circulate within the property. There was no intension of allowing trucks to use Lake Shore Drive. Commissioner Flaherty asked if they wanted to close the access point from Lake Shore Drive. Ms. Booth explained that they would prefer to keep the access point open from Lake Shore Drive because there are other vehicles that would use the access point. Commissioner Flaherty asked for clarification regarding the timelines of phases I and II. Ms. Booth explained that the intension would be to begin construction as soon as possible especially since the temporary use extension on the lot would expires at the end of January 2016. She explained that they need to have enough of the construction completed in order to move the employees out of the temporary lot into the main building. She explained that they are committed to getting this project completed. Commissioner Flaherty asked how long would the construction take once they begin. Ms. Booth stated that her understanding was that once they begin construction that it would take about a year to complete phase I and phase II. She explained that the construction between phase II and phase III at this point was unknown. She explained that phase III would be built if needed, but if they do not succeed then phase III would not be built. Mr. John Glidden from Glidden Spina Architects further clarified the construction timeline. He stated that phase I was the structure to expand the existing building, which would take about a year. He stated that phase II was all interior construction, which could take six (6) months.

Commissioner O'Rourke asked for clarification regarding the lighting proposed on phase III that are 20-feet high and was concern with the lights shining near residents. Mr. Glidden explained that those light are on the existing building, all the lighting would be LED and are proposed to be pointing inward. He explained that they have also committed to tapering the lighting down after a certain hour, so that it would be used more as security lighting.

Mayor DuBois asked if the living walls would be Ivy. Ms. Booth explained that it would be Confederate Jasmine. She explained that it would grow on a mesh trellis that are attached to the wall, so it is off-set from the wall and grows in-between and around the wires and it does not actually attached itself to the wall. Mayor DuBois explained that many improvements have been made to the proposed phase III project. He stated that his impression was that phase III would be necessary, but not proposed to begin construction until 2021. He stated that by 2021 many modification could be made and the applicant might be dealing with many new circumstances. He asked about how much would phase I and II cost. Ms. Booth stated that it was estimated to cost about \$11 million. Mayor DuBois pointed out that many of the current noise issues from Federal Highway would be

eliminated if phase III were built. Mayor DuBois stated that he found the site plan to be complete.

**PUBLIC HEARING(S) – ORDINANCE ON FIRST READING:**

**2. Ordinance No. 02-2015 to Abandon a 0.49-Acre Portion of the East Jasmine Drive Right-of-Way.**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ABANDONING THAT 0.49 ACRE PORTION OF THE EAST JASMINE DRIVE RIGHT OF WAY LOCATED EAST OF FEDERAL HIGHWAY AND TERMINATING AT LAKESHORE DRIVE, DESCRIBED AS AVENUE “J”, ACCORDING TO THE PLAT OF KELSEY CITY RECORDED IN PLAT BOOK 8, PAGES 15 AND 35; PROVIDING FOR THE RECORDING OF THE ORDINANCE IN THE PUBLIC RECORDS OF PALM BEACH COUNTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Motion: Commissioner Flaherty moved to approve Ordinance 02-2015 on first reading including that a second appraisal be conducted on the property before second reading of the Ordinance; Commissioner Rapoza seconded the motion.**

Vote on Motion:

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

Motion passed 5-0

Attorney Baird read the Ordinance by title only.

**3. Ordinance No. 06-2015 Future Land Use Map Amendment of a 0.49-Acre Portion of East Jasmine Drive from a Public Right-of-Way to the Assignment of a Commercial/Residential Future Land Use Designation.**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REZONING THAT 0.49 ACRE PORTION OF EAST JASMINE DRIVE EAST OF FEDERAL HIGHWAY AND THE PROPERTY AT 1017 FEDERAL HIGHWAY TO THE PLANNED UNIT DEVELOPMENT DISTRICT; PROVIDING FOR THE AMENDMENT OF SECTION 78-32 OF THE TOWN CODE TO REFLECT THE REZONING OF THESE PROPERTIES IN THE TOWN'S OFFICIAL ZONING MAP; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Motion: Commissioner Flaherty moved to approve Ordinance 06-2015; Commissioner Rapoza seconded the motion.**

Vote on Motion:

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

Motion passed 5-0

Attorney Baird read the Ordinance by title only.

**4. Ordinance No. 03-2015 to Rezone 1017 Federal Highway from Commercial-1 (C-1), to Planned Unit Development (PUD) and to assign a PUD Zoning District Designation to a 0.49-acre portion of East Jasmine Drive Right-of-Way.**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REZONING THE PROPERTY AT 1017 FEDERAL HIGHWAY AND LEGALLY DESCRIBED IN THE ATTACHED EXHIBIT "A" TO THE PLANNED UNIT DEVELOPMENT DISTRICT PROVIDING FOR THE AMENDMENT OF SECTION 78-32 OF THE TOWN CODE TO INCORPORATE THE TOWN'S OFFICIAL ZONING MAP TO REFLECT THE ASSIGNMENT OF A PLANNED UNIT DEVELOPMENT DISTRICT TO THE PROPERTY AT 1017 FEDERAL HIGHWAY; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Motion: Commissioner Flaherty moved to approve Ordinance 03-2015; Commissioner Rapoza seconded the motion.**

Commissioner O'Rourke asked for clarification regarding the connection of all the properties resulting in a single PUD. Mayor DuBois stated yes. Vice-Mayor Glas-Castro respectfully disagreed with staff's interpretation that the waivers could automatically extend without further analysis of the appropriateness of the waiver to that portion of the PUD. She was in favor of the overall PUD, but could not support the special exception in the site plan. She asked if she should share her comments about the special exception now. Attorney Baird asked if the comments were regarding Ordinance 03-2015 or Resolution 14-05-15, which is the site plan. Vice-Mayor Glas-Castro stated that they are not taking action on the Resolution tonight. Attorney Baird stated that Vice-Mayor Glas-Castro could share her comments regarding the Resolution so that the applicant and staff have some direction as to how they can address her comments. Commissioner O'Rourke stated that staff has already stated that the special exceptions would now apply the new PUD area, which he does not agree with. Attorney Baird explained that the special exceptions and the site plan are part of Resolution 14-05-15 and not part of Ordinance 03-2015. He explained that all Ordinance 03-2015 was doing was assigning PUD zoning to the 0.49-acre into the property at 1017 Federal Highway. Mayor DuBois clarified that it was a PUD zoning with an underlining Commercial 1 (C-1). Vice-Mayor Glas-Castro clarified that it included the waivers. Mayor DuBois stated that it could be negotiated in

the site plan. Attorney Baird reminded the Commission that they would also have second reading to discuss the items. Mayor DuBois stated that if they did nothing with the site plan then the waivers would continue, but the Commission has an option to address the site plan and the waivers after this item. Vice-Mayor Glas-Castro stated that she tried clarifying with staff earlier this week and that was not her understanding. Her understanding was that the waivers are with the PUD not with the site plan. Attorney Baird clarified that waivers are part of the PUD process and typically what happens in the PUD process was that a waiver would be requested and in exchange of that waiver they would provide a public benefit to the Town. He explained that in this case the waivers are merely an extension of the waivers that existed as part of the prior PUD approval. He stated that to his knowledge there are no additional public benefits offered. He explained that it would be appropriate for the Commission to debate at this time the benefits and exchange for the waivers to this Ordinance. Or the Commission could approve the Ordinance on first reading and put the applicant on notice that there was an expectation of something in addition to what has already been given in exchange for waivers because now they are asking to apply those waivers to other properties, including E. Jasmine Drive.

Vice-Mayor Glas-Castro expressed concern that the waivers had not been discussed at all and they have not been given the criteria to consider when considering a waivers or the additional land area and the Commission was just expected to grant the waivers if they apply the PUD to it. She expressed concern that they had a list of the waivers, but there was no backup information regarding the criteria to Section 78-77 on the benefits that were granted. Mayor DuBois asked if the Commission changes the waivers that the applicant received originally then they are going to need to plant the entire front. He reviewed some of the waivers that were granted. Attorney Baird clarified that the Vice-Mayor's point was that the Commission does not have the information in order to make decisions about whether the Commission wants to extend the waivers. He explained the Commission's options: if they were not going to take action on Ordinance 03-2015 tonight they would need to continue the item, which would throw the timing of these items off because they have already approved the previous two Ordinances on first reading. Mayor DuBois stated that if they were not prepared to discuss the waivers on first reading then the Commission would need to have a very detailed discussion when the Ordinance returns for second reading. Mayor DuBois suggested that the Commission consider adopting the Ordinance on first reading and discussing the item in more detail when the Ordinance is heard on second reading. The Commission reviewed all the waivers that are currently included in the Ordinance. Vice-Mayor Glas-Castro stated that she wanted additional things done to the ugly building being proposed, even if that meant considering plantings on the roof. The Commission discussed the waivers that are included in the PUD. Ms. Booth asked for clarification on the Commission's concerns so that they could review those concerns and see if there was a way to make modifications before second reading. Mayor DuBois explained that the Commission would like to review the original waivers on the original PUD and how those would be extended to the new plan and how they would impact the entire project. Ms. Booth agreed.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		

Commissioner O'Rourke		X	
Commissioner Rapoza	X		
Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 4-1

Attorney Baird read the Ordinance by title only.

**PUBLIC HEARING (S) – QUASI-JUDICIAL HEARING:**

**5. Resolution No. 14-05-15 Amending Resolution No. 14-05-03 - the Site Plan for the Earl Stewart Toyota Planned Unit Development (PUD) for the Expansion of the Dealership and with Special Exception Use of a Motor Vehicle Sales Establishment.**

Ms. Booth asked how the continuation of the Resolution would impact the applicants timeline. Attorney Baird explained that the Commission could not take action on the Resolution this evening because the Ordinances effecting the Resolution were heard on first reading. Ms. Booth asked if the Resolution needed only one reading. Attorney Baird stated yes. Mayor DuBois asked when would the Ordinances be heard on second reading. Attorney Baird stated that he would not be attending the June 17, 2015 Regular Commission meeting and that Assistant Attorney Matt Ramenda would attend the meeting. Ms. Booth expressed concern that the delay would impact the time constraints on the temporary use. Mayor DuBois stated that the delay would impact the \$30,000 that the Town has in escrow. Commissioner O'Rourke suggested that the Commission could agree at this meeting that as long as the applicant continues to move forward with the project that they should not be penalized. Mayor DuBois agreed. Mr. Glidden stated that he was confident that they could address the issues at the next meeting and stay on track. Attorney Baird asked why the second reading was being pushed out to June 17<sup>th</sup> instead of the June 3<sup>rd</sup> meeting. Community Development Director DiTommaso explained that staff would not have ample time to receive a second appraisal before the agenda submittal deadline.

**Motion: Commissioner Flaherty moved to continue Resolution 14-05-15 to the Regular Commission meeting of June 17, 2015; Commissioner Rapoza seconded the motion.**

Vote on Motion:

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

Motion passed 5-0

**PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:**

**None**

**TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:**

**Town Attorney Baird** had no comments.

**Town Manager D'Agostino** announced that Prosperity Farms Road and 10<sup>th</sup> Street would be under a water line construction project beginning on May 26, 2015 and would continue for several weeks. Florida Power and Light suspended their work on 3<sup>rd</sup> Street until May 26, 2015. The Library would be starting their Summer Reading Program on June 9, 2015 and would continue until August 14, 2015. There would be an ice cream social on June 2, 2015 at 6:00 p.m. hosted by the Friends of the Library. The Sunset Celebration would be on May 29, 2015 at the Harbor Marina. He announced that the Library would be closed on Saturday, May 23, 2015 in observation of Memorial Day. The Library, Town Hall, and Public Works would be closed on Monday, May 25, 2015 in observation of Memorial Day. He announced that residential sanitation pickup would resume on Tuesday, May 26, 2015. He asked the Commission to review their calendars so that a Visioning Workshop could be held and suggested an evening other than a regular scheduled Commission meeting night. Mayor DuBois suggested that the regular Commission meeting agenda be lightened in order to accommodate a workshop on the same evening.

**Commissioner O'Rourke** had no comments.

**Commissioner Rapoza** had no comments.

**Commissioner Flaherty** had no comments.

**Vice-Mayor Glas-Castro** had no comments.

**Mayor DuBois** congratulated Vice-Mayor Glas-Castro on her re-appointment as the At-Large representative on the Palm Beach County League of Cities. He stated that on May 16, 2015 the Haitian Flag Day event was held. He announced that there would be a Memorial Day Celebration on Sunday, May 24, 2015 at 11:00 a.m. at Kelsey Park.

**ADJOURNMENT**

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Flaherty and seconded by Commissioner Rapoza, and by unanimous vote, the meeting adjourned at 11:05 p.m.

\_\_\_\_\_  
Mayor James DuBois

\_\_\_\_\_  
Town Clerk, Vivian Mendez, CMC

Town Seal

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2015



**Town of Lake Park Town Commission**

**Agenda Request Form**

*Exhibit "A"*

Meeting Date: May 20, 2015

Agenda Item No.

**Agenda Title: Appointment of a Representative to the Seacoast Utility Authority Board**

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON FIRST READING
- NEW BUSINESS - Resolution**
- OTHER: \_\_\_\_\_

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *[Signature]* Date: 5-4-2015

*Vivian Mendez - Town Clerk*

Name/Title

<p><b>Originating Department:</b></p> <p>Town Clerk</p>	<p>Costs: \$ 0.00</p> <p>Funding Source:</p> <p>Acct. #</p> <p><input type="checkbox"/> Finance _____</p>	<p><b>Attachments:</b></p> <p>Resolution 15-05-15</p> <p>Interlocal Agreement</p>
<p><b>Advertised:</b></p> <p>Date: _____</p> <p>Paper: _____</p> <p><input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone _____</p> <p>OR</p> <p>Not applicable in this case <u>U.M.</u></p> <p><b>Please initial one.</b></p>

**Summary Explanation/Background:** The Town entered into an Interlocal Agreement with the Town of Juno Beach; the Village of North Palm Beach; Palm Beach County; the City of Palm Beach Gardens, and Seacoast Water Utility Authority and formed the Seacoast Utility Authority (SUA) Board in August 1988. As part of the Interlocal Agreement, each municipality appoints one (1) representative to the Board to serve a four (4) year term.

In an effort to provide for seamless continuity during the Town Manager, transition period. Mayor DuBois has served as the Town's representative on the SUA Board.

During the Special Call Commission Meeting of March 21, 2015 the Town Commission selected John O. D'Agostino as its new Town Manager, and at the Regular Commission meeting of April 1, 2015 the Commission approved his employment agreement.

**Recommended Motion:** I move to appoint John O. D'Agostino as the Town of Lake Park representative to the Seacoast Utilities Board.



Exhibit "B"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 20, 2015

Agenda Item No.

Agenda Title: Award of the Marina Securities Services Contract (Unarmed)

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

Approved by Town Manager: *[Signature]* Date: 5/14/2015  
*After Approval by the TM*

Name/Title

<p><b>Originating Department:</b></p> <p>Town Manager</p>	<p><b>Costs: \$ 43,722.54</b></p> <p>Funding Source: Marina Fund</p> <p>Acct. # 800-34000</p> <p>[X] Finance <u><i>[Signature]</i></u></p>	<p><b>Attachments:</b></p> <p>Copy of Intent to Award and Bid Tabulation; Copy of Bid Submitted by U.S. Security Associates; copy of Invitation to Bid; and Contract</p>
<p><b>Advertised:</b></p> <p>Date: _____</p> <p>Paper: _____</p> <p><input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone _____</p> <p>or</p> <p><b>Not applicable in this case: BMT</b></p> <p>Please initial one.</p>

**Summary Explanation/Background:**

On Sunday, April 5, 2015, the Town published its Invitation to Bid No. 101-2015 for the provision of Marina Security Services (Unarmed) at the Lake Park Harbor Marina. On April 21, 2015, a publicly noticed mandatory pre-bid conference was held. On April 28, 2015, the submittal deadline, the bids were opened.

The following vendors submitted bids:

- AK Security Services, LLC
- AGG of America LLC (dba Advanced National Security & Investigations)
- U.S. Security Care, Inc.
- Arrow Security Corp.
- Security Alliance LLC
- U.S. Security Associates, Inc.
- United K-9 Special Patrol, Inc.
- Regions Security Services, Inc.

Attached as is a copy of the Notice of Intent to Award which includes the Bid Tabulation.

Since this company was determined to be the lowest bidder, it was allowed (again pursuant to the Town's purchasing Ordinance) to cure the following three deficiencies by submitting the following documents to the Town Clerk by noon on March 13, 2015:

- Three most recent annual financial statements
- Certification of Non-Segregated Facilities; and
- Signed Addendum 1

An Evaluation Committee consisting of the Finance Director, Public Works Director, Human Resources Director and the Project Manager met to review the bids and determined that U.S. Security Associates, Inc. met the above deadline, and is the lowest, responsible and responsive bidder. A copy of the bid submitted by U.S. Security Associates, Inc., as well as the full Invitation to Bid No. 101-2015, are attached as back-up to this agenda item.

Based upon the review of the bid submitted by U.S. Security Associates, Inc., staff recommends award of the contract to this vendor. It should be noted that U.S. Security Associates, Inc. is the current vendor for the provision of unarmed security services at the Lake Park Harbor Marina and has extended its current contract to May 29, 2015.

**Recommended Motion:** I move that the Mayor be authorized and directed to execute the contract with U.S. Security Associates, Inc. for the provision of unarmed security services at the Lake Park Harbor Marina commencing May 30, 2015.



Town of Lake Park Town Commission

Agenda Request Form

*Exhibit "C"*

Meeting Date: May 20, 2015

Agenda Item No.

**Agenda Title:** ORDINANCE TO ABANDON A 0.49-ACRE PORTION OF THE EAST JASMINE DRIVE RIGHT-OF-WAY.

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON 1<sup>st</sup> READING (*continued from April 1, 2015 meeting*)
- NEW BUSINESS
- OTHER
- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *Nadia Di Tommaso* Date: *5/13/2015*  
*As authorized by the TM*

Nadia Di Tommaso / Community Development Director  
 Name/Title

<p><b>Originating Department:</b></p> <p>Community Development</p>	<p>Costs: \$ Application Fee &amp; Certified Letter to Property Owners &amp; Regular Mail Notice to Occupants (Ad will be placed prior to 2<sup>nd</sup> reading) – signs also posted around the property.</p> <p>Funding Source: Applicant</p> <p>Acct. # 4771</p> <p><input type="checkbox"/> Finance _____</p>	<p><b>Attachments:</b></p> <ul style="list-style-type: none"> <li>→ Ordinance 02-2015</li> <li>→ Town Engineer Response Letter</li> <li>→ Town Attorney Legal Letter</li> <li>→ Applicant's Application Packet (includes application form; justification statement; traffic analysis; utility company letters)</li> <li>→ Appraiser Email and Appraisal</li> <li>→ Copy of Certified Letter; Regular Mail Notice and Sign Postings</li> </ul>
<p><b>Advertised:</b></p> <p>Date: <i>N/A by code on 1<sup>st</sup> reading</i></p> <p>Paper:</p> <p><input type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone <u>ND</u></p> <p>or</p> <p>Not applicable in this case _____</p> <p><b>Please initial one.</b></p>

Summary Explanation/Background:

STAFF REPORT

**SEQUENCE OF APPLICATIONS RELATED TO THE EARL STEWART TOYOTA PROPOSED PLANNED UNIT DEVELOPMENT (PUD) EXPANSION:**

- (1) Abandonment Application for a 0.49-acre portion of East Jasmine Drive
- (2) Future Land Use Map Amendment for a 0.49-acre portion of East Jasmine Drive from a public Right-of-Way to a Commercial/Residential land use designation
- (3) Rezoning of a 0.49-acre portion of East Jasmine Drive from a public right-of-way to a PUD and the Rezoning of 1017 Federal Highway from Commercial-1 (C-1) to PUD
- (4) Site Plan application for the expansion of the existing dealership and the special exception use of a vehicles sales establishment.

*\*\*The above applications will be presented as a "package" however, they will require separate motions in the order listed above—All resident letters received have been included with the Site Plan item\*\**

The Town of Lake Park is the fee simple owner ("Owner") of approximately 0.49 acres of the public right-of-way known as East Jasmine Drive ("Subject Property"), which is generally located between North Federal Highway and Lakeshore Drive, within the municipal boundaries of the Town of Lake Park ("Town"). The Subject Property's legal description and its general location is identified in Exhibit A of the proposed Ordinance 02-2015, which is attached hereto. The Subject Property is listed as a "Roadway" for the purposes of the Town's Comprehensive Plan.

The Town received a request from Earl Stewart, LLC and Commercial Investments, LLC to purchase the subject site. Part of the abandonment application involves getting an appraisal, at the expense of the Applicant, for the roadway. The Town retained an appraisal company that valued the roadway at \$300,000 using certain sale comparables that have been guaranteed by the Appraiser as being suitable comparables (follow-up email between staff and the Appraiser is enclosed). The abandonment application (the "Application") was submitted by Mr. Brad Jankowski, P.A. attorney and agent for Earl Stewart, LLC and Commercial Investments, LLC ("Applicant"), requesting that the Town of Lake Park abandon East Jasmine Drive between North Federal Highway and Lakeshore Drive at a sale price of \$300,000, as appraised and required by Town Code. With this abandonment, the Applicant proposes to expand the boundaries of the existing Earl Stewart Toyota Planned Unit Development (PUD) to include an additional sales car showroom with display spaces; additional interior service bays; administrative offices; an enclosed car wash location; as well as a 4 story parking garage structure for additional display spaces and additional landscaping around the entire property. The Master PUD Site Plan approval is contingent on the approval of this abandonment.

Town staff reviewed the Application, and determined that the proposed abandonment is for the most part, consistent with the Town's Code of Ordinances dealing with the abandonment of rights-of way in Chapter 72 of the Town Code. Please refer to the Applicant's Justification Statement.

It has been determined that the right-of-way is no longer required for the public use and convenience specifically due to the evidence provided by the Applicant's traffic engineer and verified by the Town's traffic engineering consultant. Given that the roadway currently serves to separate two separate areas that are functioning as vehicle sales establishments, both operated by Earl Stewart Toyota/Commercial Investments (the "Applicant"), the roadway is primarily being used by the operator of the dealership. Transferring its ownership would also eliminate the Town's responsibilities in maintaining the roadway. In essence, this roadway does not eliminate roadway access to any of the surrounding parcels and therefore it is not anticipated that it will negatively affect their property values based on this factor. More specifically, a traffic analysis rendered by Yvonne Ziel Traffic Consultants (which also references a previous analysis performed by Pinder Troutman Consulting, Inc.) concluded that the closure of East Jasmine Drive between North Federal Highway and Lakeshore Drive will not result in a deterioration of the operations on the adjacent East Ilex Drive.

Some of the public benefits with this abandonment which is needed pursuant to the proposal to expand the boundaries of the Earl Stewart Toyota PUD include:

- (1) Furthers the aesthetics of the Subject Property by providing additional landscaping around the property and specifically on those sides adjacent to residential communities. The result will further insulate the residents living along Lake Shore Drive from the commercial uses, noise, and traffic along North Federal Highway, without limiting their access from Palmetto Road and East Ilex Drive.
- (2) Large commercial carriers would no longer be allowed to use Lake Shore Drive to enter or exit the dealership through conditions of approval on the site plan application, further minimizing commercial impacts along the residential corridor. By combining the lots, the number of access points into the dealership would also be minimized.

- (3) While financial considerations should not be the basis of a public benefit justification, this expansion will foster the redevelopment of an area that is being underutilized and will inherently increase the Town's tax base which is an objective of the Town's Comprehensive Plan and which is a step forward in trying to create a sustainable economic base for the Town for the future.
- (4) As part of the overall proposal, the Applicant proposed to add additional bench seating around the perimeter of the site to promote the area's recreation and public use as well proposes a bus stop shelter for the community on the corner of Federal Highway and Palmetto Road.
- (5) The Applicant proposes to pursue Leadership in Energy and Environmental Design (LEED) certification in their redevelopment efforts in an attempt to promote green initiatives and sustainability and have it serve as the Town 's second LEED certified showcase building in the community (first was Kohl's on Congress Avenue).
- (6) The Town's contracted Engineer also confirms: "With the abandonment of Jasmine Drive right-of-way into the projected area, the stormwater runoff from the Jasmine Drive right-of-way will be incorporated into the onsite exfiltration trench system and will undergo water quality treatment prior to discharge resulting in a net improvement in water quality".

For those reasons listed above, the abandonment request (which is part of the overall site plan application request for the expansion of the dealership) is consistent with the Town's Comprehensive Plan and furthers the health, safety and welfare of the Town's residents. In addition, Policy 1.8 of the Town's Comprehensive Plan states that new development shall be permitted only when central water and wastewater systems are available or will be provided concurrent with the impacts of development. The proposed abandonment with the proposed development plan will not deviate from this requirement. The property is already developed with commercial uses, it is not anticipated that there will be any impacts on the existing water and sewer system.

Written confirmation from all public utility companies confirming that the proposed abandonment would not adversely affect the individual utilities have been received and these include, Comcast, American Telephone and Telegraph (AT&T), Seacoast Utility Authority, Florida Public Utilities (FPU), and Florida Power and Light (FPL). AT&T has included a requirement which is listed as condition of approval #6 below and FPL has also included a requirement listed as condition of approval #7 below (also included in the proposed Ordinance).

#### **NOTICING REQUIREMENTS:**

The proposed abandonment requires a public hearing and notice of the abandonment Ordinance to be published in a newspaper of general paid circulation in the Town and of general readership in the Town, 10 days prior to the adoption hearing. This notice will be placed in Palm Beach Post on or before June 7, 2015. Additionally, in follow-up to the concerns expressed at the April 1, 2015 Town Commission meeting, Town Code Section 72-5 is further described as the following:

#### *Town Code Section 72-5. - Application for abandonment.*

- (5) The names and addresses of the owners, businesses or occupants of real property bounding and abutting the street, alley, or easement sought to be abandoned, AND the property owners located within 250 feet thereof.

The Town had already satisfied the requirement of the Code prior to the Town Commission meeting of April 1. The code provision (above) is separated in two parts in order to provide some clarification. The first part, highlighted in green, requires a paper list of those *owners, businesses or occupants bounding or abutting the street to be abandoned.* The area sought to be abandoned is East Jasmine Drive, and the only two properties bounding or abutting East Jasmine Drive is the applicant themselves, Earl Stewart LLC and Commercial Investments LLC therefore, no additional

parties are required to be on this list.

Secondly, the part highlighted in blue requires a paper list of property owners located within 250 feet. Actually, the Applicant had exceeded this requirement and provided a list of property owners within 300 feet and even though the Code does not require a certified notice to all these property owners, one was sent out prior to the Town Commission meeting of April 1, 2015.

Consequently, the applicant actually exceeded the Code requirement for notification prior to the Town Commission meeting of April 1, 2015. In addition, because there were several concerns expressed on the actual occupants of some the units that are being leased within the neighboring residential communities, following the April 1 meeting, staff asked the applicant to also send regular mail notices to all the occupants of Bay Reach; Marina Key and Cedar Crest, whether they are owner-occupied or renter-occupied. Since this was dependent on the receipt of a list of occupants by the individual residential properties, only Marina Key and Cedar Crest received these additional (regular mail) courtesy notices because the Bay Rach Condo Association opted out and did not provide a list of occupants to the Town. Again, this is not a Code requirement per the above Town Code Section 72-5(5), but rather something that was done as a courtesy based on the concerns that were expressed at the Town Commission meeting of April 1, 2015.

**A copy of the Town's Engineer letter and Town Attorney Memo are also included with this agenda item. In addition to the information provided herein, the Town Commission must determine whether abandoning the right-of-way, with fair compensation, is to the benefit of the community as a whole based on the Applicant's application and both justifications provided by the Applicant and by Staff. The Town Commission may recommend additional conditions as appropriate for the requested abandonment.**

Town staff recommends that the Town Commission recommend **APPROVAL** for the abandonment request of a 0.49-acre portion of East Jasmine Drive between North Federal Highway and Lakeshore Drive, subject to the following conditions:

- (1) The Applicant shall pay to the Town the appraised value of the Subject Property within 90 days of the effective date of this Ordinance. Within five business days of the Applicant's payment to the Town for the Property, the Applicant shall cause to be removed the traffic signs along East Jasmine and Lakeshore Drive, and return these signs to the Town's Department of Public Works.
- (2) The Applicant shall be responsible for the cost of the reconstruction of the east and west sides of the Property adjacent to Lakeshore Drive and North Federal Highway.
- (3) The drainage design for the Subject Property shall be consistent with the future reconstruction plans for Lakeshore Drive.
- (4) Prior to initiating development of the Subject Property, the Applicant shall submit a copy of all permits from all appropriate permitting authorities to the Community Development Department.
- (5) This abandonment is contingent upon the approval of a site plan and the rezoning and amendment of the land use map.
- (6) The Applicant shall provide AT&T with a utility easement. AT&T requires a utility easement in lieu of the R/W occupancy to maintain the facilities as well as 2-4" PVC conduits crossing the property within the utility easement. These conduits would allow AT&T to place cables through the property without interfering with the business and the Applicant is solely responsible for providing this easement and all its appurtenances and associated costs.
- (7) The Applicant shall be responsible for the costs of the removal of the FPL street lights, poles within, or adjacent to the Subject Property.

**Recommended Motion: I MOVE TO APPROVE ORDINANCE \_\_-2015 on 1<sup>st</sup> READING.**



Town of Lake Park Town Commission

Agenda Request Form Exhibit "D"

Meeting Date: May 20, 2015

Agenda Item No.

**Agenda Title:** ORDINANCE FOR THE FUTURE LAND USE MAP AMENDMENT OF A 0.49-ACRE PORTION OF EAST JASMINE DRIVE FROM A PUBLIC RIGHT-OF-WAY TO THE ASSIGNMENT OF A COMMERCIAL/RESIDENTIAL FUTURE LAND USE DESIGNATION.

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING – QUASI-JUDICIAL - ORDINANCE ON 1<sup>st</sup> READING
- NEW BUSINESS
- OTHER
- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *Nadia Di Tommaso* Date: 5/13/2015  
*After Approval by the TCM*  
**Nadia Di Tommaso / Community Development Director**

<b>Originating Department:</b>  Community Development	Costs: \$ Application Fee and Ad will be placed prior to 2 <sup>nd</sup> reading - signs also posted around the property for the overall development proposal. (LPA meeting previously advertised)  Funding Source: <b>Applicant</b>  Acct. # 4771  <input type="checkbox"/> Finance _____	<b>Attachments:</b>  → Ordinance 06-2015 → Applicant Application → Copy of Intergovernmental Plan Amendment Review Notice and Sign Postings
<b>Advertised:</b> Date: <i>N/A on 1<sup>st</sup> reading</i> Paper: <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <u>ND</u> OR Not applicable in this case _____  <b>Please initial one.</b>

Summary Explanation/Background:

STAFF REPORT

**SEQUENCE OF APPLICATIONS RELATED TO THE EARL STEWART TOYOTA PROPOSED PLANNED UNIT DEVELOPMENT (PUD) EXPANSION:**

- (1) Abandonment Application for a 0.49-acre portion of East Jasmine Drive
- (2) Future Land Use Map Amendment for a 0.49-acre portion of East Jasmine Drive from a public Right-of-Way to a Commercial/Residential land use designation
- (3) Rezoning of a 0.49-acre portion of East Jasmine Drive from a public right-of-way to a PUD and the Rezoning of 1017 Federal Highway from Commercial-1 (C-1) to PUD
- (4) Site Plan application for the expansion of the existing dealership and the special exception use of a vehicles sales establishment.

*\*\*The above applications will be presented as a "package" however, they will require separate motions in the order listed above—All resident letters received have been included with the Site Plan item\*\**

On February 2, 2015 and March 2, 2015, the Local Planning Agency members, sitting as the Planning & Zoning Board, considered several applications by Earl Stewart LLC and Commercial Investments LLC (the Applicant) related to the expansion of their existing dealership. These applications included a site plan and special exception use proposal to expand the dealership onto the East Jasmine Drive right-of-way and the 1017 Federal Highway lot, along with a rezoning application for both these areas to a Planned Unit Development (PUD), contingent upon the approval by the Town Commission of both the site plan application and the right-of-way abandonment application for East Jasmine Drive. These applications continued on to the April 1, 2015 Town Commission meeting. At this meeting, the Town Commission expressed their interest in having staff bring back all procedural items related to the proposed expansion as a "package". In other words, it was proposed that the:

- (5) Abandonment Application for a 0.49-acre portion of East Jasmine Drive; *and the*
- (6) Future Land Use Map Amendment for a 0.49-acre portion of East Jasmine Drive from a public Right-of-Way to a Commercial/Residential land use designation; *and the*
- (7) Rezoning of a 0.49-acre portion of East Jasmine Drive from a public right-of-way to a PUD and the Rezoning of 1017 Federal Highway from Commercial-1 (C-1) to PUD; *and the*
- (8) Site Plan application for the expansion of the existing dealership and the special exception use of a vehicles sales establishment.

...**ALL** be presented at the same time before the Town Commission on May 20, 2015. In order to accomplish item #4 above, consideration by the Local Planning Agency was first required:

**LOCAL PLANNING AGENCY RECOMMENDATION:** The Local Planning Agency considered this application at their May 4, 2015 meeting. The overall sequence of the Earl Stewart Toyota PUD applications was discussed and has been provided above. Understanding that this land use map amendment is contingent upon the approval of the abandonment of the right-of-way, the Local Planning Agency recommended approval (3-1) to the Town Commission.

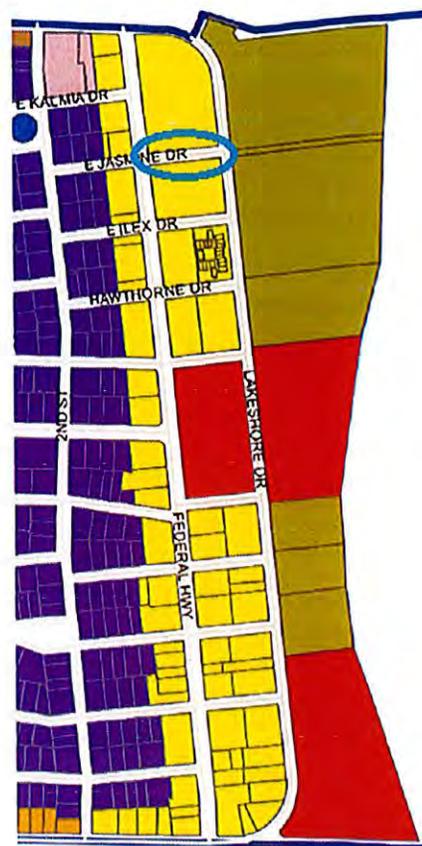
The Applicant is proposing a future land use map amendment for the designation of a Commercial/Residential land use designation to the existing East Jasmine Drive public right-of-way. This proposal is contingent upon the approval of the abandonment of the right-of-way and the site plan which proposes to expand the boundaries of the PUD.



## EXISTING FUTURE LAND USE MAP

### Legend

- |   |                  |   |                      |
|---|------------------|---|----------------------|
|  | Bioscience_2     |  | Downtown             |
|  | Conservation     |  | Comm_Lt_Industrial   |
|  | Annexation       |  | Comm_Residential     |
|  | Condo_density    |  | Lake_Park_Boundary   |
|  | Resi_Low_Density |  | Pub_Bldg_Grounds     |
|  | Resi_medium      |  | Rec_Lands            |
|  | Single_Fam       |  | Other_Pub_Facilities |



Since this request is contingent on the site plan approval for the PUD and the abandonment application for East Jasmine Drive, staff recommends APPROVAL of the small-scale land use map amendment, which would be required as a procedural matter contingent upon the above-referenced approvals. A copy of the Intergovernmental Plan Amendment Review Notice is enclosed with this agenda item. A Notice in the Palm Beach Post is required 10 days prior to the adoption hearing which is tentatively scheduled for June 17, 2015.

According to the Future Land Use Element in the Town's Comprehensive Plan, areas designated as "Commercial/Residential" are:

*"(3.4.3 Future Land Use Classification System)*

*Lands and structures devoted to promoting a compatible mix of residential at up to 20 units per gross acre and commercial uses with a maximum F.A.R. of 2.4 along major thoroughfares. Public schools are a permitted use within this land use designation. Residential uses shall comprise no less than 20 percent, or no more than 80 percent, of the floor area of any vertical mixed use building, and no less than 20 percent and no more than 80 percent of the buildings on a development site or block face.*

*Policy 9.3: A commercial only mixed use project shall **only** be approved through a PUD process as defined and regulated in the zoning code."*

### STAFF RECOMMENDATION

Staff recommends **APPROVAL** of the future land use map amendment for a 0.49 acre portion of East Jasmine Drive for a future land use map designation of Commercial/Residential to the existing public right-of-way.



Town of Lake Park Town Commission

Agenda Request Form

*Exhibit "E"*

Meeting Date: May 20, 2015

Agenda Item No.

**Agenda Title:** ORDINANCE TO REZONE 1017 FEDERAL HIGHWAY FROM COMMERCIAL-1 (C-1), TO PLANNED UNIT DEVELOPMENT (PUD) AND TO ASSIGN A PUD ZONING DISTRICT DESIGNATION TO A 0.49-ACRE PORTION OF THE EAST JASMINE DRIVE RIGHT-OF-WAY.

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING – QUASI-JUDICIAL - ORDINANCE ON 1<sup>st</sup> READING  
*(continued from April 1, 2015 meeting)*
- NEW BUSINESS
- OTHER
- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *[Signature]* Date: 5/12/2015  
*After Audited by the TMM*

Nadia Di Tommaso / Community Development Director  
Name/Title *[Signature]*

<p><b>Originating Department:</b> Community Development</p>	<p>Costs: \$ Application Fee and Ad will be placed prior to 2<sup>nd</sup> reading - signs also posted around the property. Funding Source: Applicant Acct. # 4771 <input type="checkbox"/> Finance _____</p>	<p><b>Attachments:</b> → Ordinance 03-2015 → Applicant Application → Regular Mail Notice and Sign Postings</p>
<p><b>Advertised:</b> Date: <i>N/A on 1<sup>st</sup> reading</i> Paper: <input type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone <u>ND</u> OR Not applicable in this case _____ <b>Please initial one.</b></p>

Summary Explanation/Background:

STAFF REPORT

**SEQUENCE OF APPLICATIONS RELATED TO THE EARL STEWART TOYOTA PROPOSED PLANNED UNIT DEVELOPMENT (PUD) EXPANSION:**

- (1) Abandonment Application for a 0.49-acre portion of East Jasmine Drive
- (2) Future Land Use Map Amendment for a 0.49-acre portion of East Jasmine Drive from a public Right-of-Way to a Commercial/Residential land use designation
- (3) Rezoning of a 0.49-acre portion of East Jasmine Drive from a public right-of-way to a PUD and the Rezoning of 1017 Federal Highway from Commercial-1 (C-1) to PUD
- (4) Site Plan application for the expansion of the existing dealership and the special exception use of a vehicles sales establishment.

*\*\*The above applications will be presented as a "package" however, they will require separate motions in the order listed above—All resident letters received have been included with the Site Plan item\*\**

**OVERALL PROPOSAL:** Urban Design Kilday Studios (“Applicant”) as the authorized agent for Stewart Toyota LLC and Commercial Investments LLC (together referred to herein as “Owner”) is proposing to expand the dealership onto the 0.49-acre portion of East Jasmine Drive and the 1017 Federal Highway property. The dealership currently operates out of 1215 Federal Highway, which is owned by Earl Stewart, LLC and 1017 Federal Highway (the former Journey’s Inn/Colonial restaurant property), owned by Commercial Investments, LLC for the storage and display of vehicles.

## APPLICATION FOR REZONING

The Application to expand the PUD boundaries to include the property at 1017 Federal Highway and the East Jasmine Drive right of way requires the rezoning of these two properties: (1) the rezoning of 1017 Federal highway from Commercial-1 (C-1) to a Planned Unit Development (PUD) District, and (2) the assignment of a Planned Unit Development District to the 0.49-acre portion of East Jasmine Drive.

### Consistency with Town Zoning Code:

As part of the proposed development for the site, the Applicant has applied to rezone the right-of-way and the parcel immediately south of the right of way, which has an address of 1017 Federal Highway. The rezoning is necessary in order to incorporate this overall area into the PUD zoning district designation which has already been assigned to the Earl Stewart Toyota property located at 1215 Federal Highway. Additionally, this rezoning includes a separate Master Site Plan application whereby the Applicant proposes a 3-Phase development plan which is a requirement of the PUD and will be considered as a separate agenda item for approval.

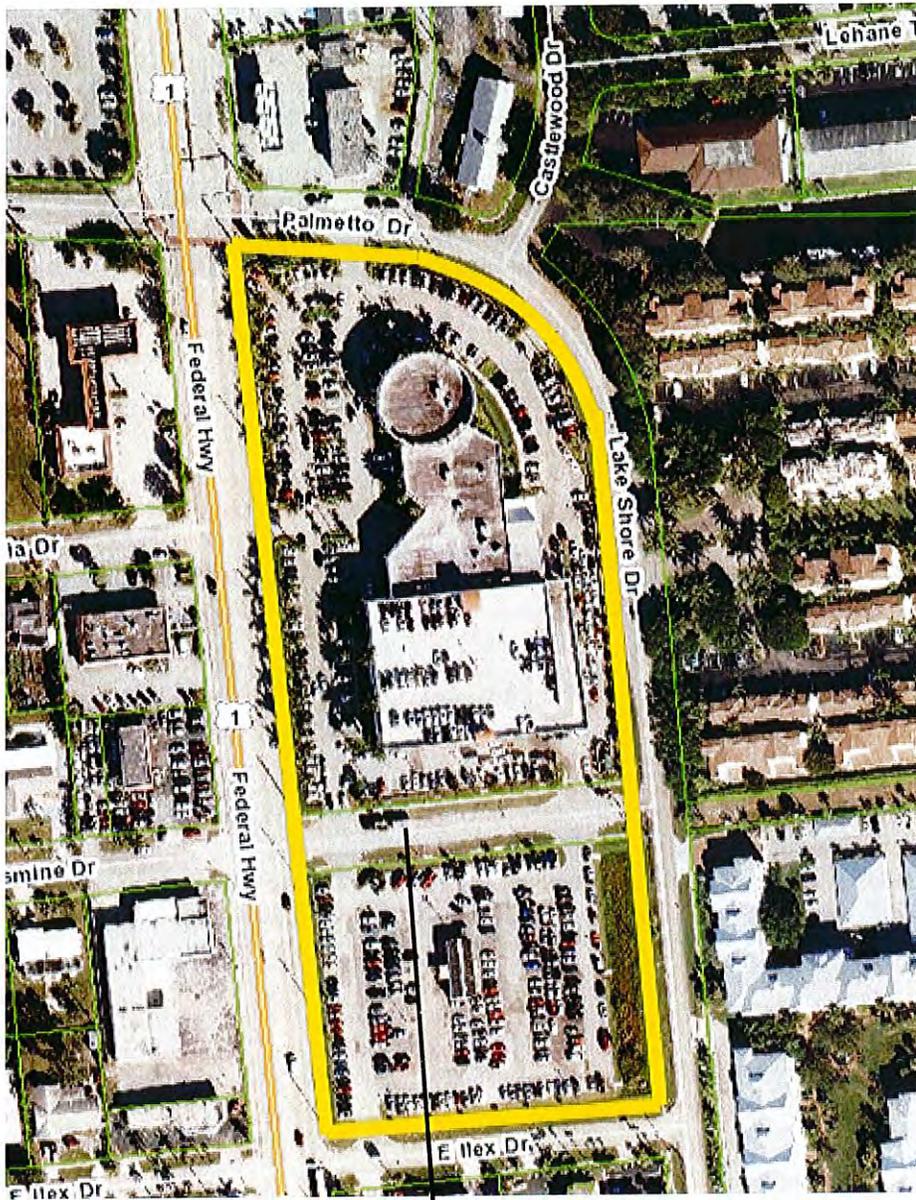
### Consistency with the Town’s Comprehensive Plan:

1017 Federal Highway has a future land use designation of Commercial/Residential which allows for commercial-only PUD developments without a residential component. The proposed expansion of the vehicle sales dealership with a PUD designation is consistent with this future land use designation. The 0.49-acre portion of East Jasmine is also being considered for a future land use map designation of Commercial/Residential and this rezoning is contingent upon the approval of this land use assignment.

**Figure 1: Aerial View of Existing Site**  
(image not to scale; for visual purposes only)

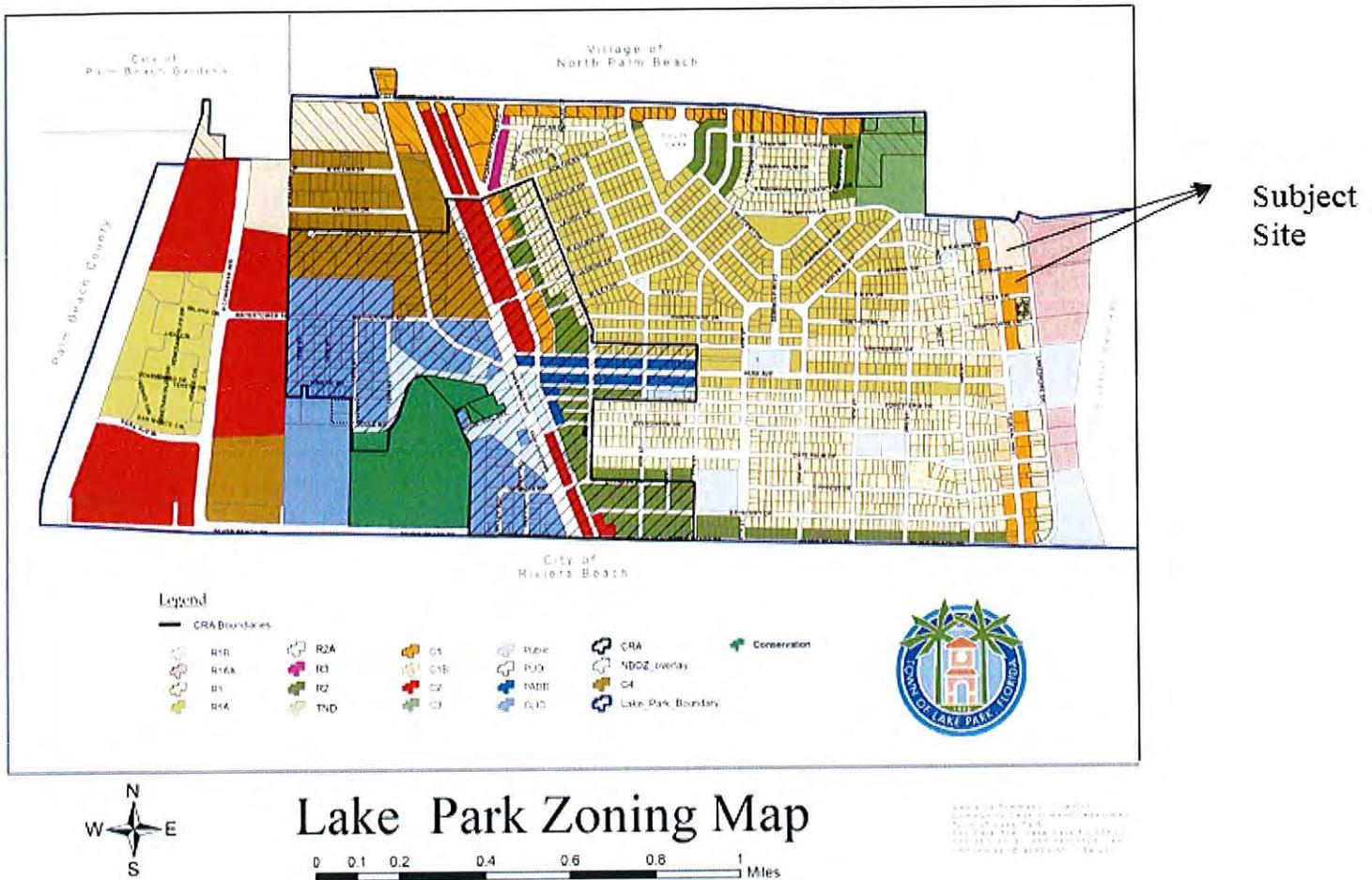


**Figure 2: Aerial Image of Site with Proposed Boundaries**



The East Jasmine Drive right-of-way is being considered separately for abandonment approval. If approved by the Town Commission, a future land use map amendment and rezoning of this area is required.

## LAKE PARK ZONING MAP



### Adjacent Zoning

1215 AND 1017 Federal Highway:

North: Village of North Palm Beach  
 South: Commercial 1 (C-1) Business District/Residential-2A  
 East: Residential 1AA  
 West: Commercial 1 (C-1)/Commercial 1B Business District

### Existing Zoning:

1215 Federal Highway: Planned Unit Development (PUD) with underlying Commercial-1 Business District (C-1)

1017 Federal Highway: Commercial-1 Business District (C-1)

**PLANNING & ZONING BOARD** considered this application at their February 2, 2015 and March 2, 2015 meetings. The items was continued on February 2, 2015 and recommended for APPROVAL (3-1) to the Town Commission on March 2, 2015. Excerpts of the minutes from these meetings are included with the Site Plan agenda item.

**Recommended Motion:** I MOVE TO APPROVE ORDINANCE 03-2015 on 1<sup>st</sup> READING WITH THE CONDITION OF APPROVAL AS LISTED IN THE PROPOSED ORDINANCE.



Town of Lake Park Town Commission

Agenda Request Form *Exhibit "F"*

Meeting Date: May 20, 2015

Agenda Item No.

**Agenda Title:** A RESOLUTION AMENDING RESOLUTION 14-05-03 – THE SITE PLAN FOR THE EARL STEWART TOYOTA PLANNED UNIT DEVELOPMENT (PUD) FOR THE EXPANSION OF THE DEALERSHIP AND THE SPECIAL EXCEPTION USE OF A MOTOR VEHICLE SALES ESTABLISHMENT.

*(ON THIS AGENDA FOR PRESENTATION/DISCUSSION PURPOSES ONLY BECAUSE THE REZONING PUD ORDINANCE RELIES UPON THE PRESENTATION OF THE RESOLUTION FOR THE SITE PLAN – NO OFFICIAL ACTION ON THE SITE PLAN IS REQUIRED UNTIL THE JUNE 17 TOWN COMMISSION MEETING WHEN THE ASSOCIATED ORDINANCES ON 2<sup>ND</sup> READING WILL BE CONSIDERED FOR ADOPTION)*

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON \_\_ READING
- NEW BUSINESS – QUASI-JUDICIAL - RESOLUTION**
- OTHER

Approved by Town Manager *Nadia Di Tommaso* Date: *5/13/2015*  
**Nadia Di Tommaso / Community Development Director**  
 Name/Title *ND*

<b>Originating Department:</b>  Community Development	Costs: \$ Application Fee and Certified Letter to Property Owners & Regular Mail Notice to Occupants (A new Ad will be placed prior to June 17 meeting) – signs also posted around the property.  Funding Source: <b>Applicant</b>  Acct. # 4771  <input type="checkbox"/> Finance _____	<b>Attachments:</b> → Staff Report → Applicant Justification Narrative → Resolution <u>14-05-15</u> → Resolution 14-05-03 → Applicant's Application → Copy of Certified Letter; Regular Mail Notice; Sign Postings → Resident Letters → P&Z Board Minutes 02/02/15 & 03/02/15 <u>**site plan package available in the DropBox**</u>
<b>Advertised:</b> Date: <i>N/A at this stage</i> Paper: <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <u>ND</u> or Not applicable in this case _____  <b>Please initial one.</b>

**Summary Explanation/Background:**

**PLEASE REFER TO THE ENCLOSED STAFF REPORT**  
**SEQUENCE OF APPLICATIONS RELATED TO THE EARL STEWART TOYOTA PROPOSED PLANNED UNIT DEVELOPMENT (PUD) EXPANSION:**

- (1) Abandonment Application for a 0.49-acre portion of East Jasmine Drive
- (2) Future Land Use Map Amendment for a 0.49-acre portion of East Jasmine Drive from a public Right-of-Way to a Commercial/Residential land use designation
- (3) Rezoning of a 0.49-acre portion of East Jasmine Drive from a public right-of-way to a PUD and the Rezoning of 1017 Federal Highway from Commercial-1 (C-1) to PUD
- (4) Site Plan application for the expansion of the existing dealership and the special exception use of a vehicles sales establishment.

*\*\*The above applications will be presented as a "package" however, they will require separate motions in the order listed above—All resident letters received have been included with the Site Plan item\*\**

**Recommended Motion: For Presentation-purposes only -- will require an official motion on June 17, 2015**

Exhibit "G"

# EARL STEWART TOYOTA OF LAKE PARK

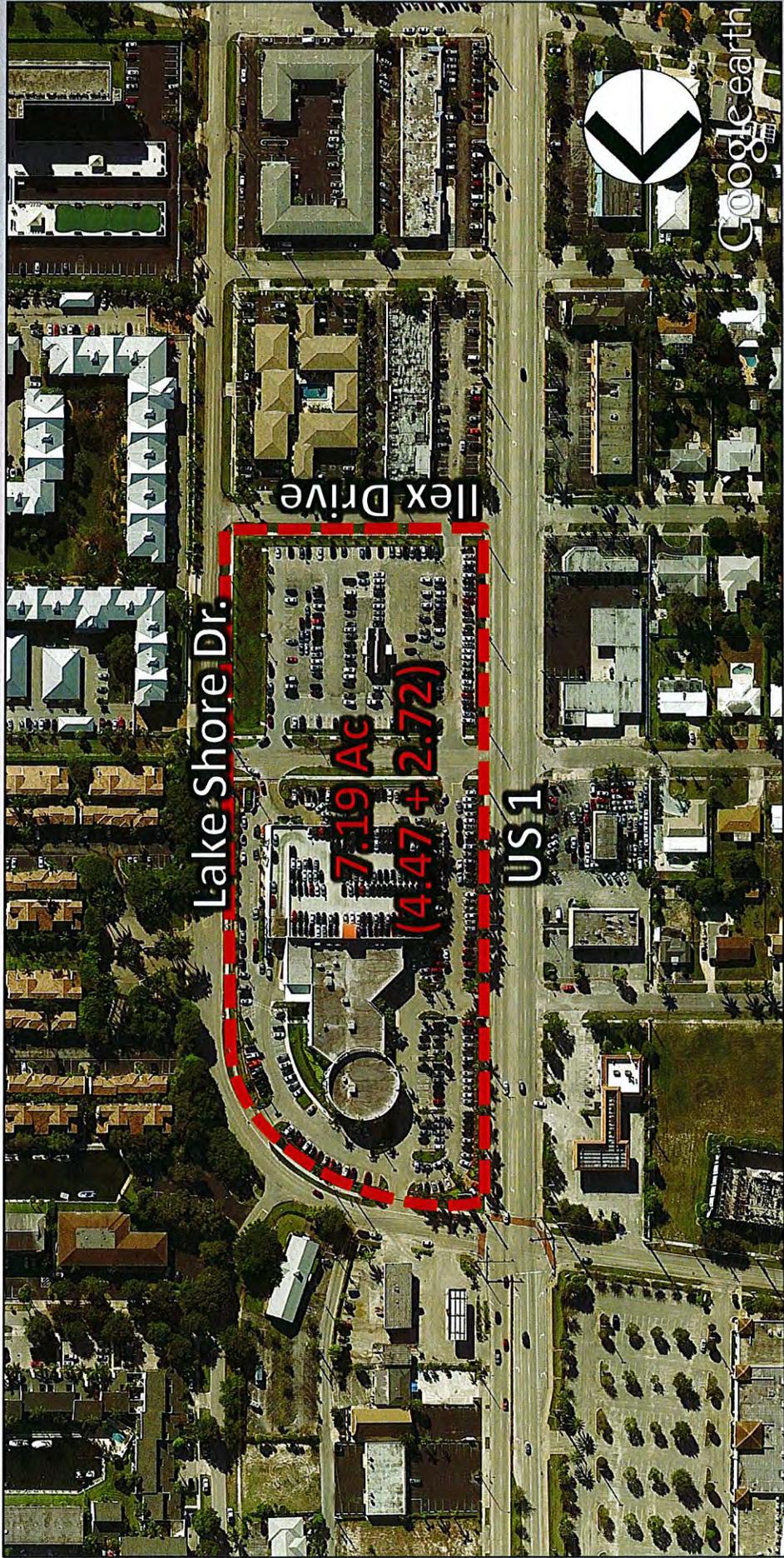
Lake Park Town Commission

May 20, 2015

Earl Stewart Toyota 



# Site



Earl Stewart Toyota 

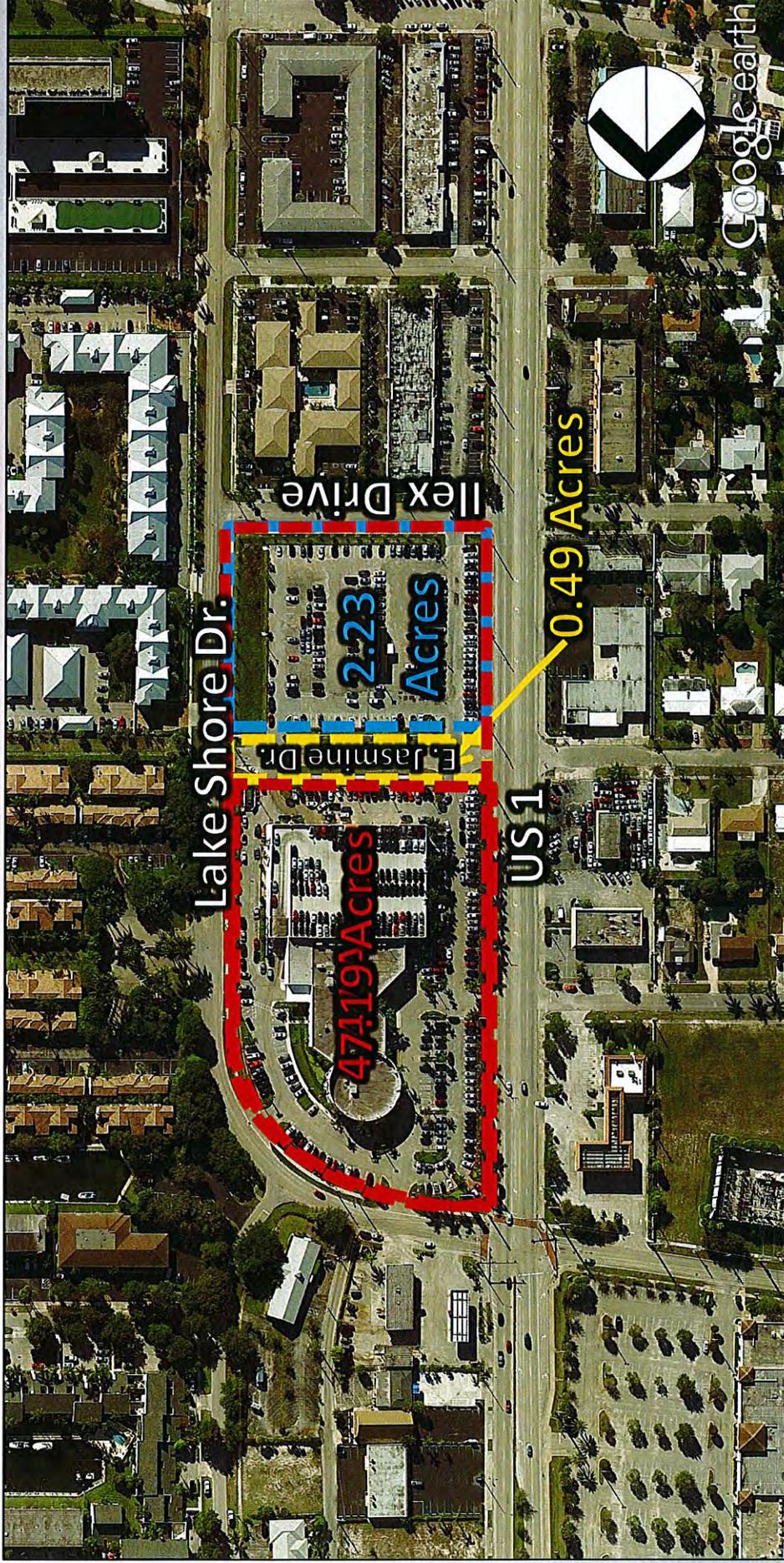


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STUDIOS

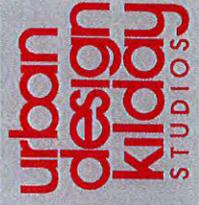


Google earth

# Acreage Breakdown



Earl Stewart Toyota 





# 1953 Aerial



Earl Stewart Toyota 



# 1965

- ▣ Auto dealership is established on property
- ▣ ESTOY established in 1975

Earl Stewart Toyota 



1968  
Aerial



Earl Stewart Toyota 



# Requests

- ▣ Ord. 02-2015 – Abandonment of .49 acre portion of Jasmine Drive
- ▣ Ord. 06-2015 - Small Scale Future Land Use Map Amendment for Jasmine Drive – Commercial/Residential
- ▣ Ord. 03-2015 – Rezoning 1017 Federal Highway from C-1 to PUD and Assign PUD designation to abandoned ROW
- ▣ Res. 14-05-15 – Amending Res 14-05-03 Site Plan Approval, and Special Exception for Motor Vehicle Sales Establishment

Earl Stewart Toyota 



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STUDIOS

# Right-of-Way Abandonment

- ▣ Ord. 02-2015 – Abandonment of .49 acre portion of Jasmine Drive
- ▣ Previously abandoned on August 4, 2004 (Resolution No. 43-07-04)
- ▣ ROW not required for public use as alternate ROW is existing
- ▣ Allows cohesive development of existing development on either side of the street

Earl Stewart Toyota 



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kilday  
STUDIOS

# Right-of-Way Abandonment

- ▣ Public Benefits include:
- ▣ Elimination of Town obligations for maintenance
- ▣ Improvements to drainage issues on Lake Shore Drive
- ▣ Increases Taxable Revenue to Town (Land Area and Improvements)
- ▣ Eliminates use of Lake Shore Drive by car transport trucks
- ▣ Reduces access points on Lake Shore Drive
- ▣ Allows extension of parkway along E. Ilex Drive
- ▣ Allows Bus Shelter
- ▣ Applicant will pay appraised value (\$300,000) based on Town appraisal

Earl Stewart Toyota 



# Right-of-Way Abandonment

- ▣ Improves utility systems for residents and business on US1
- ▣ Improves Public Safety
- ▣ Improvements will allow for:
  - new jobs
  - LEED Certification
  - Enclosure of existing operations
  - Esthetic improvements to include architectural and landscaping

Earl Stewart Toyota 



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kilday  
STUDIOS

# Impacts to Surrounding Properties

- ▣ Traffic
  - **Average Daily Trips**
    - ▣ East Jasmine Drive = 540 ADT's
    - ▣ Ilex Drive (current) = 225 ADT's
    - ▣ Ilex Drive (proposed) = 540 + 225 = 765 ADT's
  - **Adopted LOS D for Ilex Drive = 12,300 ADT's**
- ▣ Land Values
  - ▣ Current valuation is \$8 million = \$234,984 in annual taxes
  - ▣ Approximately \$20 million in new vertical construction = \$315,000 in additional annual taxes
  - ▣ Total = \$550,000 in annual taxes
- ▣ Public Utilities
  - **Improvements to drainage and public utilities**

Earl Stewart Toyota 



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STUDIOS

# FLUP Amendment Request

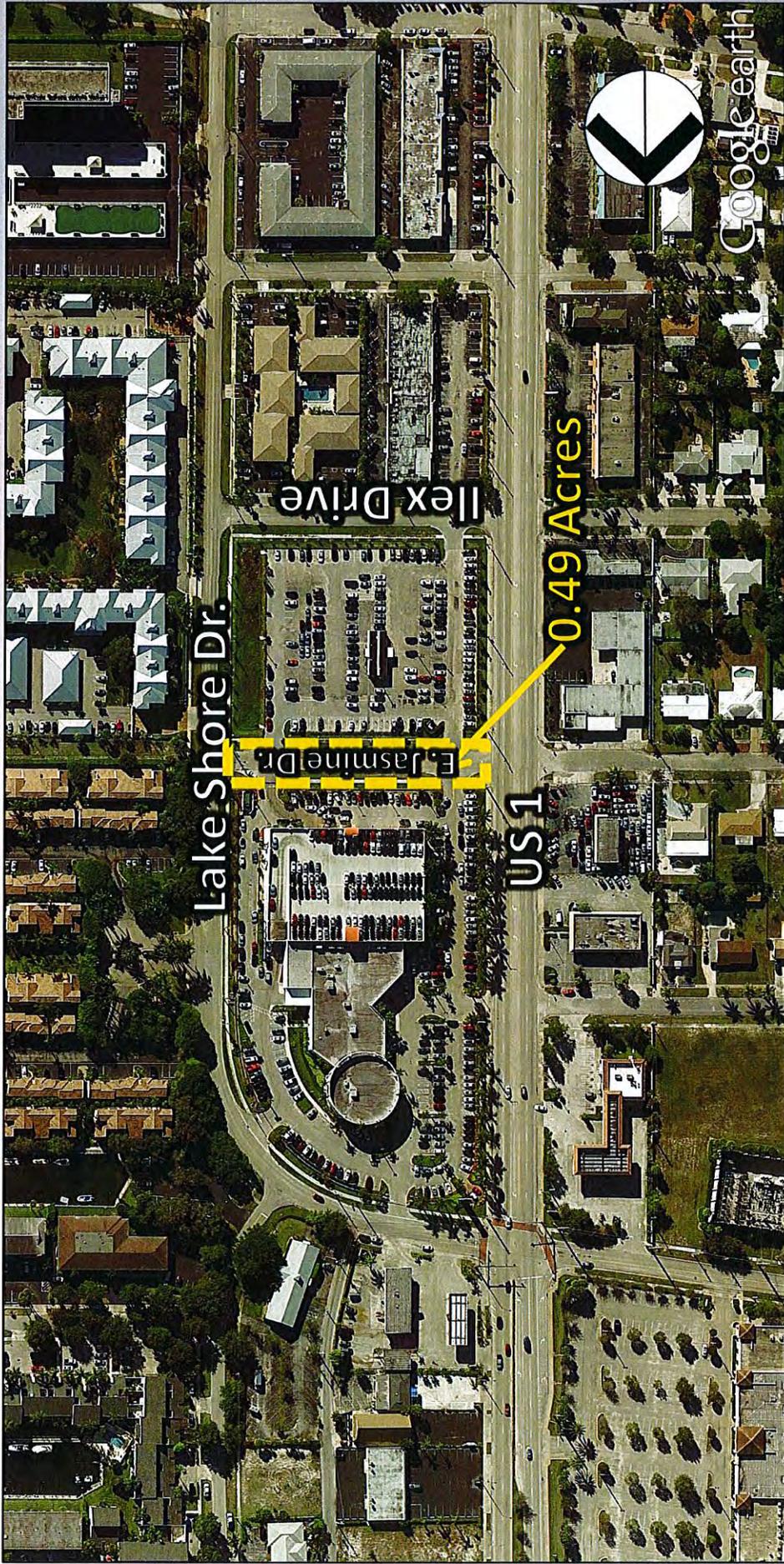
- ▣ Small Scale Future Land Use Map Amendment for Jasmine Drive - .49 acre
  - Request: “Residential and Commercial Future Land Use Designation
  - Consistent with requested Commercial Zoning /PUD
  - Procedurally the Town Commission requested all zoning actions to be presented as one package at the next Town Commission meeting
  - Approval of Land Use Map Amendment is contingent upon approval of all other applications in process

Earl Stewart Toyota 



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STUDIOS

# Jasmine Drive Right-of-Way



Earl Stewart Toyota 

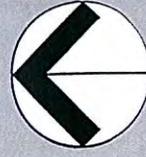
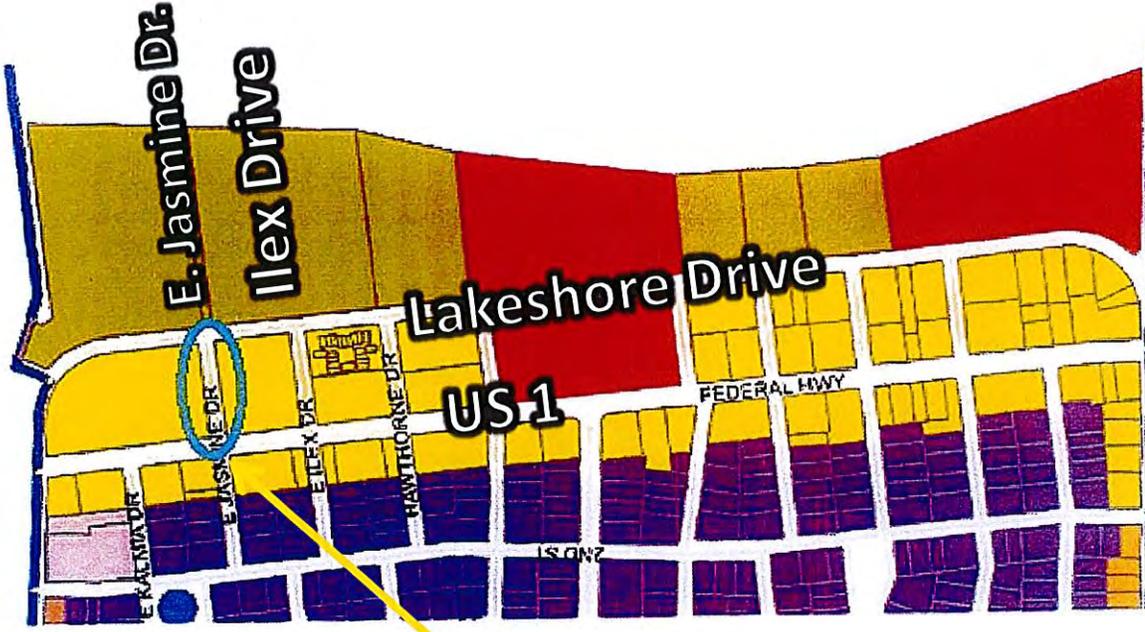


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STUDIOS

# Consistent with Surrounding Properties

## Legend

-  Bioscience\_2
-  Conservation
-  Annexation
-  Condo\_density
-  Resi\_Low\_Density
-  Resi\_medium
-  Single\_Fam
-  Downtown
-  Comm\_Lt\_Industrial
-  Comm\_Residential
-  Commercial
-  Lake\_Park\_Boundary
-  Pub\_Bldg\_Grounds
-  Rec\_Lands
-  Other\_Pub\_Facilities



# Rezoning Request

- ▣ Ord. 03-2015 – Rezoning 1017 Federal Highway from C-1 to PUD and Assign PUD designation to abandoned ROW
  - Boundaries of PUD to be expanded to include 1017 and Jasmine ROW
  - Requested zoning is consistent with FLUP and adjacent zoning

Earl Stewart Toyota 



# Site Plan and Special Exception Requests

Res. 14-05-15 – Amending Res 14-05-03 Site Plan Approval, and Special Exception for Motor Vehicle Sales Establishment

## Elements

- Enclosing and expanding service bays
- Enclosing auto repair
- Creating indoor bays for storage of damaged cars prior to auto body repair
- Additional parking
- Consolidation of used car operations
- Relocation of loading operations

Earl Stewart Toyota 



# Site Plan and Special Exception

## Requests

- ▣ Improvements will allow:
  - Additional parking for customers, inventory and employees
  - Enclosure and expansion of existing structure to house used car operation
  - Increased landscaping
  - Future parking garage
  - Interior remodeling to better serve customers
  - LEED Improvements and certification, public education program
  - Extension of public parkway areas along E Illex
  - Provision of a bus shelter
  - Improvements to drainage and utilities for surrounding properties
  - Increased property values
  - New Jobs

Earl Stewart Toyota 



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kilday  
STUDIOS

# Site Plan and Special Exception

## Requests

- ▣ Improvements will allow:
  - Enclosure of existing noisy operations
  - Restrictions on use of Lake Shore Drive
  - Reduction of curb cuts
  - Reduction of height allowed by PUD
  - Limits and conditions of approval and control through the PUD process
  - Unified development and architectural control

Earl Stewart Toyota 



# LEED Benefits

- ▣ Reduced carbon footprint
- ▣ Energy saving features
- ▣ Recycling construction materials
- ▣ Using recycled materials in construction
- ▣ Improved storm water management
- ▣ Water use reduction through rainwater collection and reuse
- ▣ Carpooling incentives
- ▣ Heat island reduction
- ▣ Energy efficient mechanical systems
- ▣ Use of “Green” products
- ▣ Educational opportunities

Earl Stewart Toyota 



# Noise Reduction Measures

- ▣ Have eliminated paging system
- ▣ Have eliminated engaging alarms to locate cars
- ▣ Will be implementing new technology systems to reduce noise
  - **i.e., ear pieces for person-to-person communication**
- ▣ Delivery of vehicles will be limited from 7:00 AM to 7:00 PM

Earl Stewart Toyota 



# Proposed Development – Phases I & II



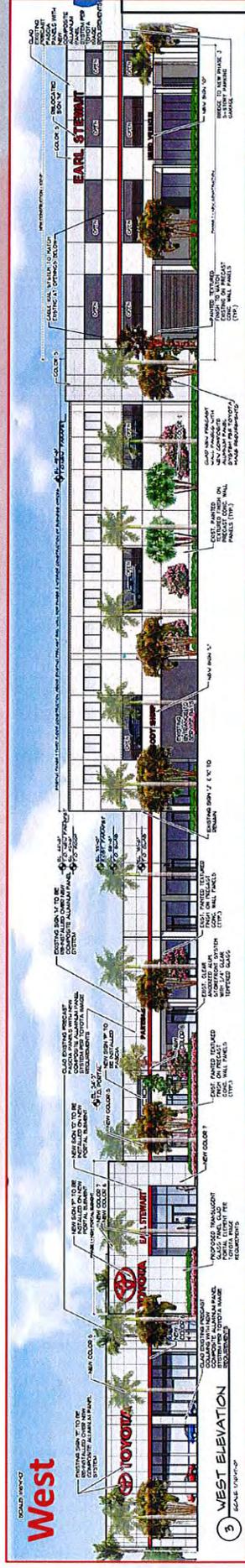
**EARL STEWART TOYOTA**  
LAKE PARK, FLORIDA



Master Site Plan  
Scale: 1" = 30'



# West & East Elevations



Earl Stewart Toyota



# View Looking Northeast from US 1



VIEW LOOKING NORTHEAST FROM US HWY 1



EARL STEWART TOYOTA  
LAKE PARK, FLORIDA

# View Looking Southeast from US 1

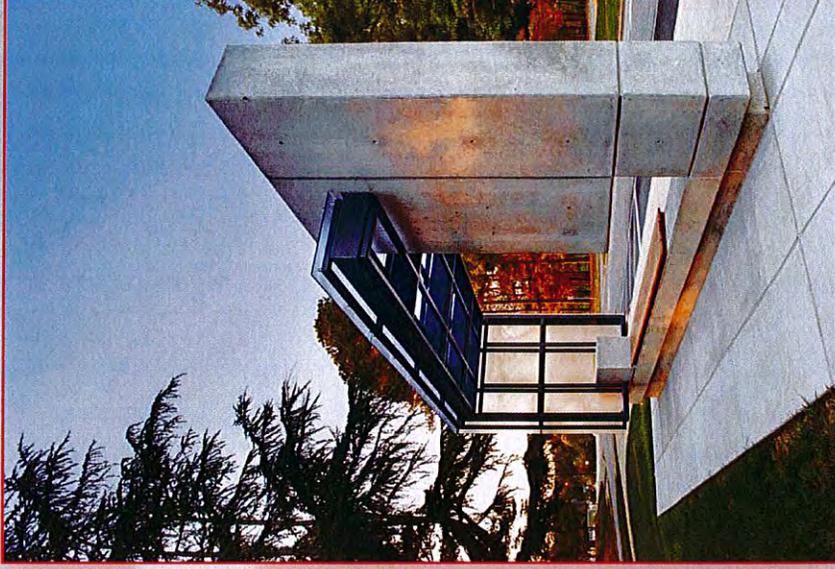


VIEW LOOKING SOUTHEAST FROM US HWY 1



EARL STEWART TOYOTA  
LAKE PARK, FLORIDA

# Bus Shelter Examples



Earl Stewart Toyota 



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kilday  
STUDIOS

# Phase III

- ▣ **Elements**
  - **Adding structured parking**
  - **Providing additional landscape buffers**

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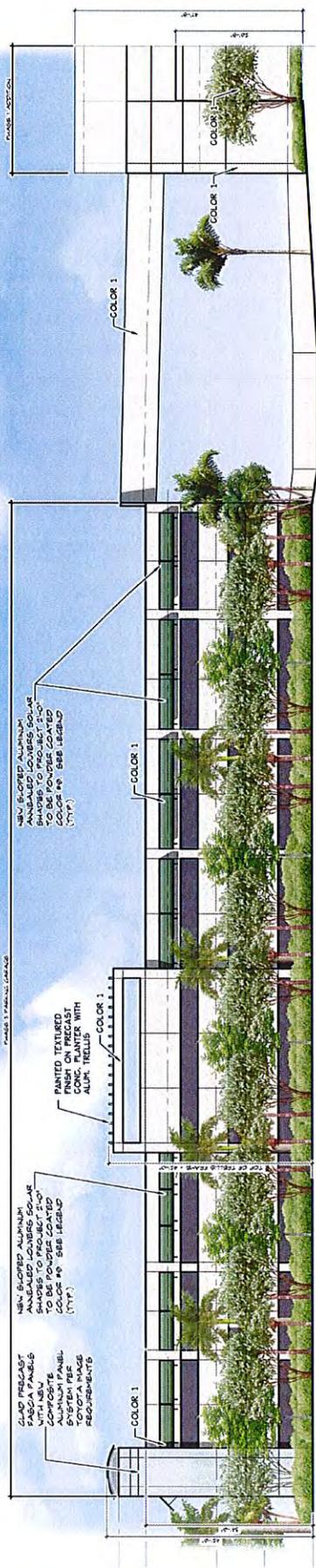


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design  
kilday  
STUDIOS



# Parking Garage – East Elevation

At 5 Years Growth



- ▣ 5 feet lower in elevation than west elevation
- ▣ Architectural elements to break up façade
- ▣ Trellis structure to provide architectural detailing
- ▣ Landscaping proposed around base of garage

Earl Stewart Toyota



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kilday  
STUDIOS

# Parking Garage – South Elevation

At 5 Years Growth



PARKING GARAGE

3 PHASE 3 - SOUTH ELEVATION

SCALE: 1/16"=1'-0"

▣ Landscaping proposed around base of garage

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STUDIOS

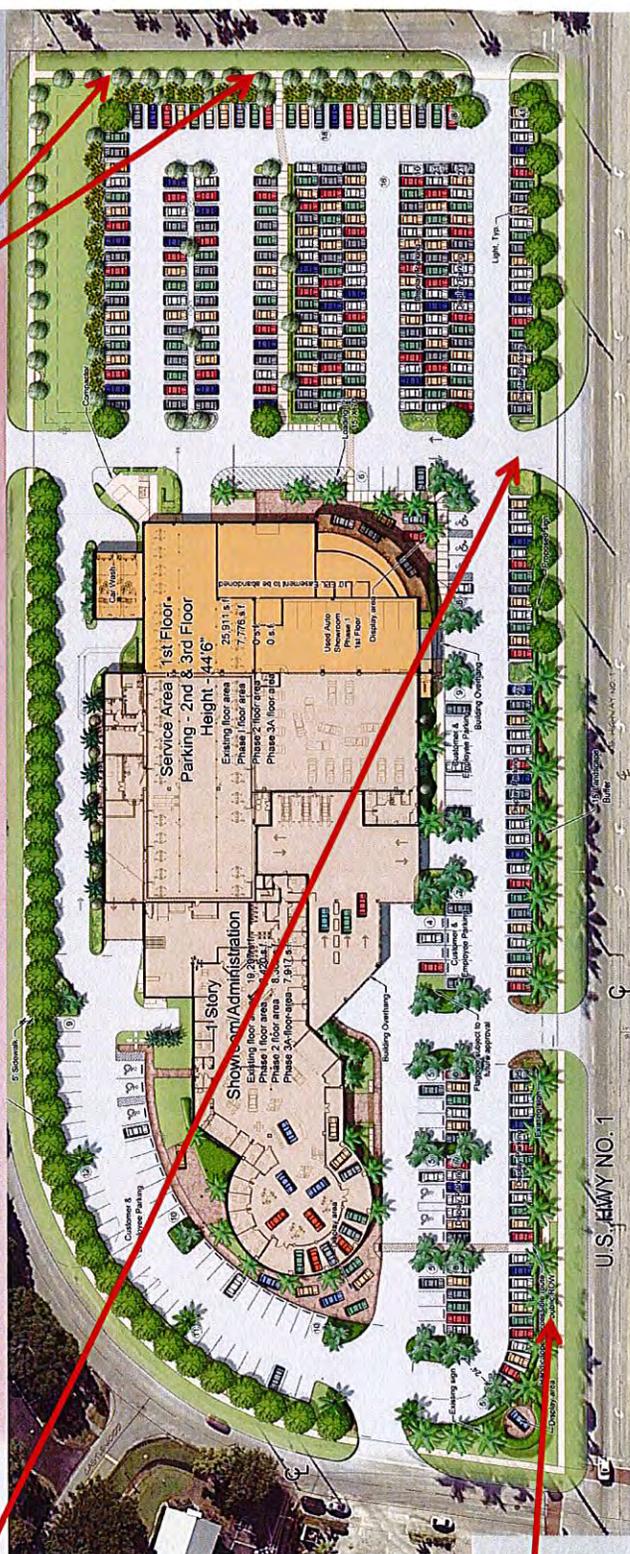
# Proposed Development – Phases I & II



**Additional  
Park Seating**

**Current Proposal**

**Relocated  
Entrance**



**Addition of  
Bus Shelter**

# View Looking Southwest from Lakeshore – Phase I & II

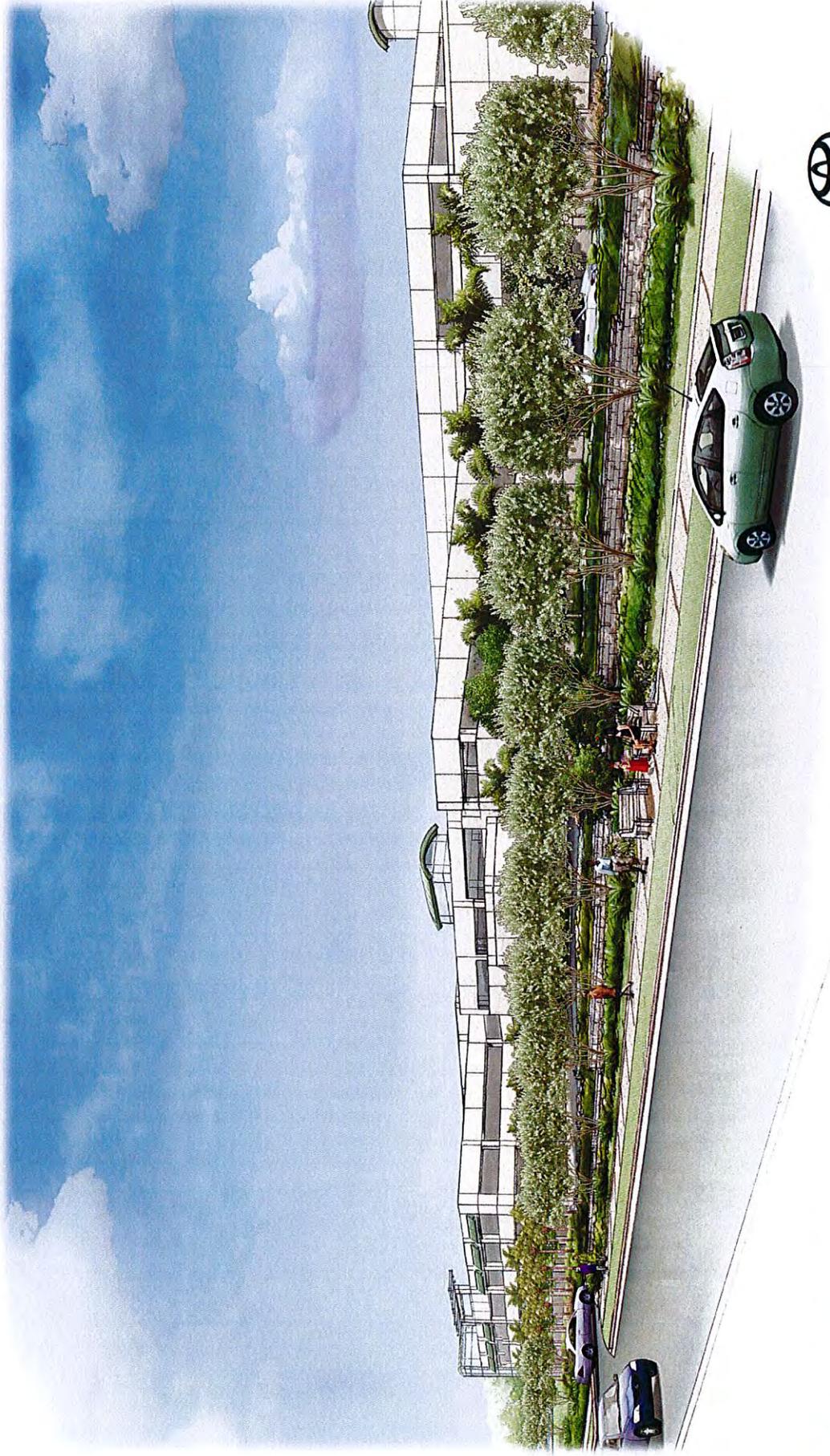


REAR VIEW  
PHASE I



**EARL STEWART TOYOTA**  
LAKE PARK, FLORIDA

# View Looking Southwest from Lakeshore – Phase III at time of construction



REAR VIEW  
PHASE III AT TIME OF CONSTRUCTION



EARL STEWART TOYOTA  
LAKE PARK, FLORIDA

# View Looking Southwest from Lakeshore – Phase III at 5 years growth

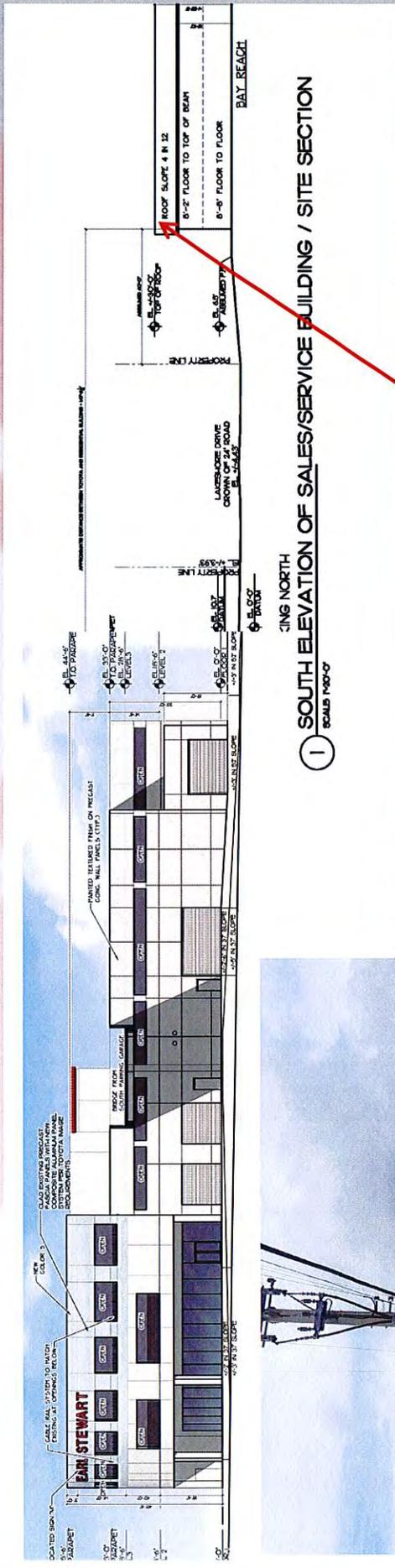


REAR VIEW  
PHASE III AFTER 5 YEARS GROWTH



EARL STEWART TOYOTA  
LAKE PARK, FLORIDA

# View Looking North on Lakeshore



Bay Reach – 30'+/-

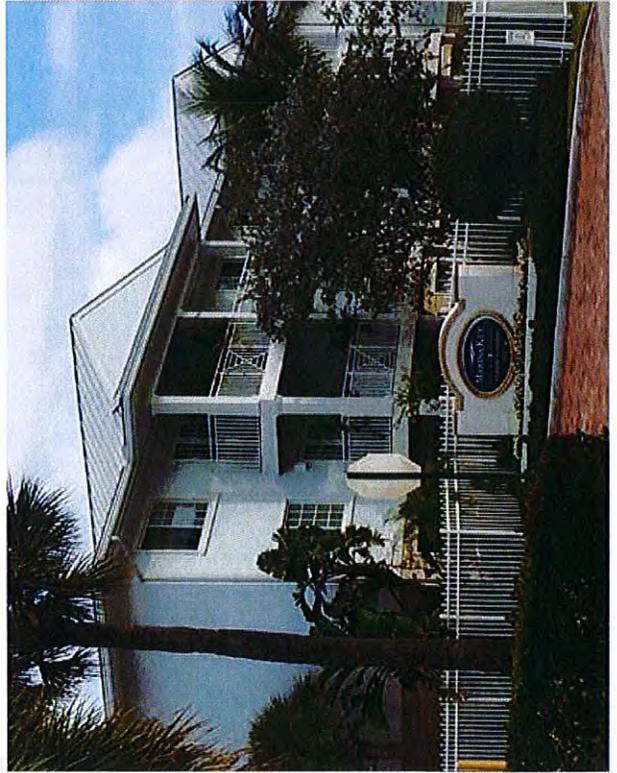
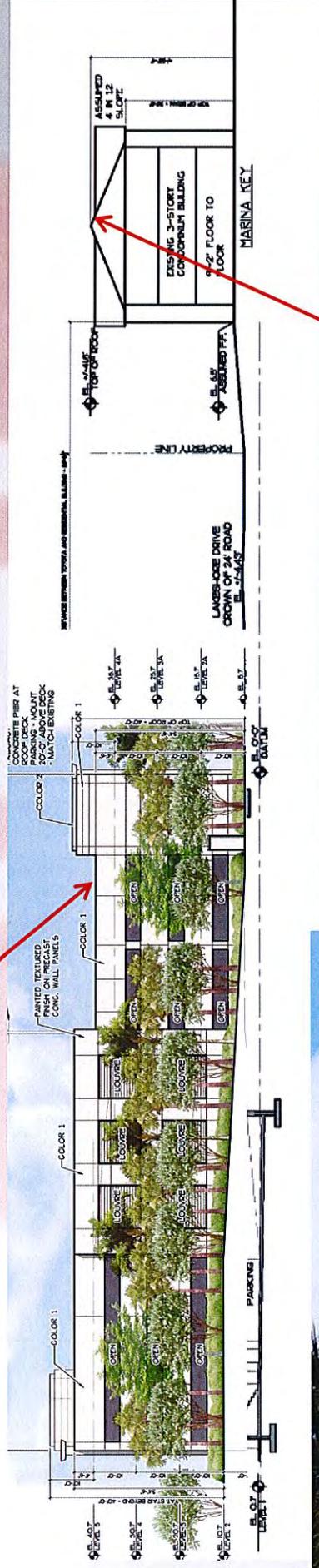
Existing Vegetation

① SOUTH ELEVATION OF SALES/SERVICE BUILDING / SITE SECTION  
SCALE 1/8"=1'-0"



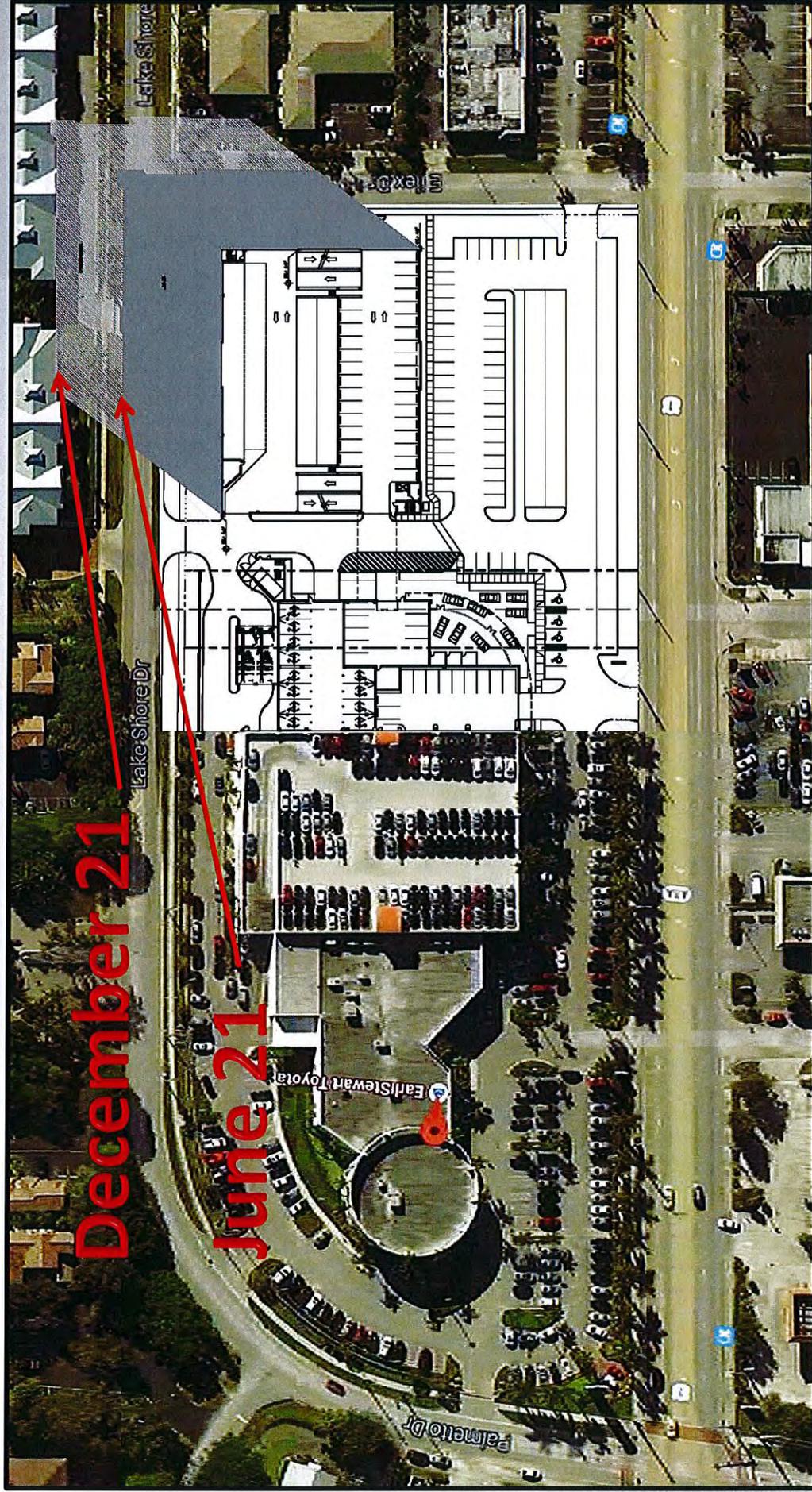
# View Looking North from Lakeshore

34'-6" to Top of Wall

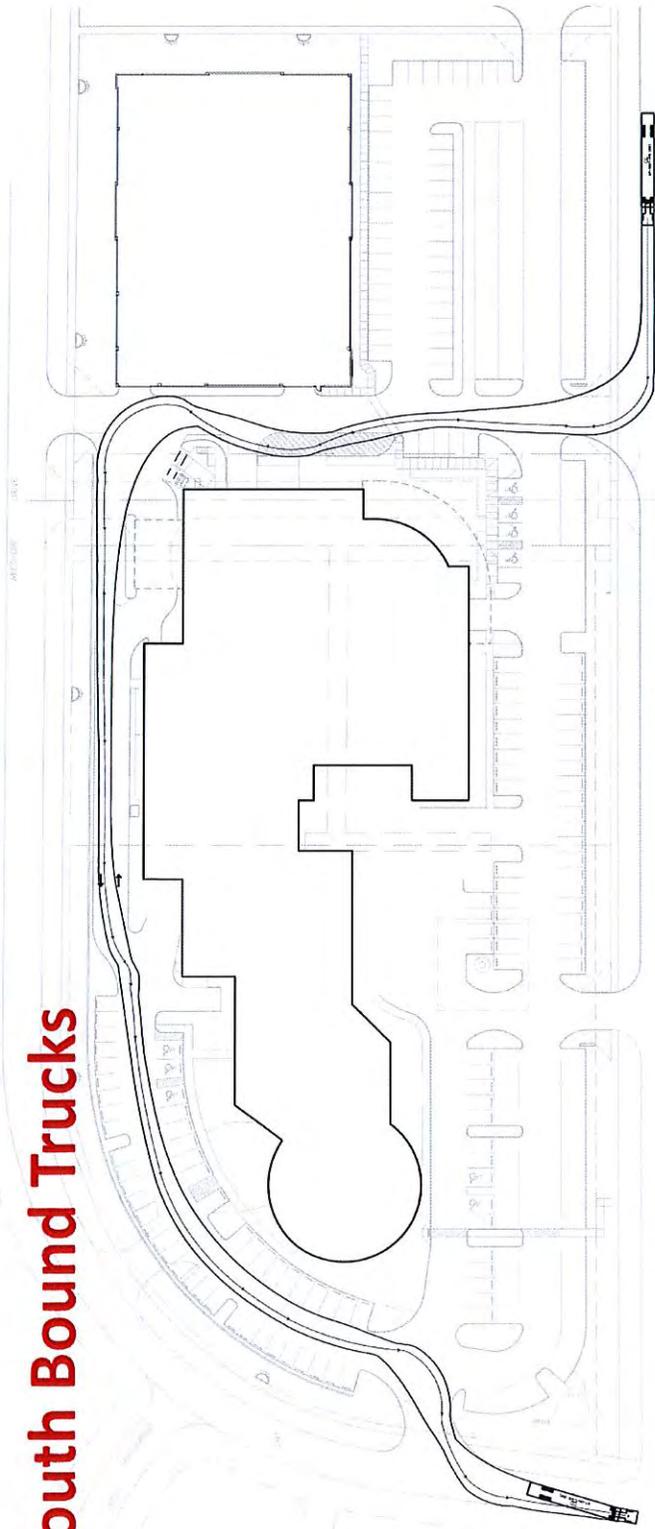


Marina Key - 41.8' +/- to Top of Roof

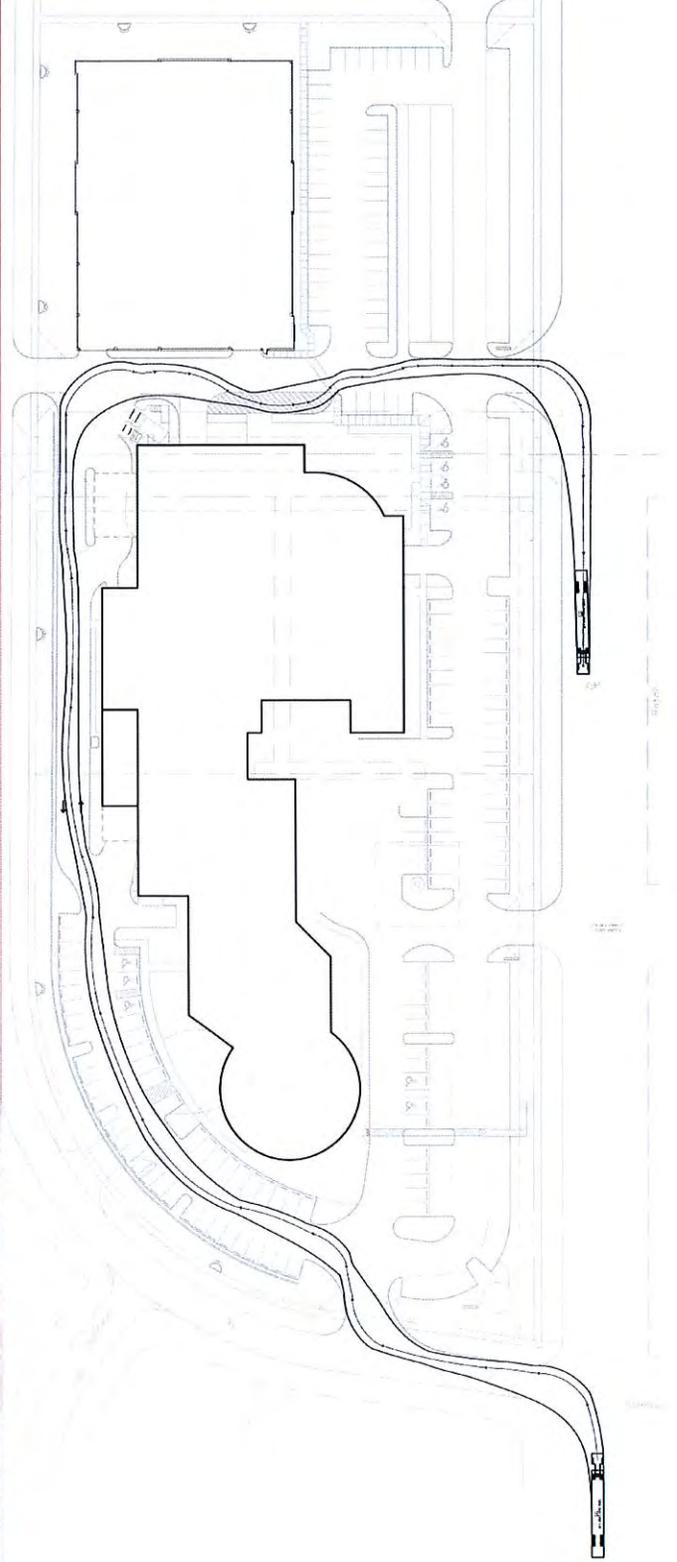
# Shadow Study



## South Bound Trucks



## North Bound Trucks



**Deliveries:  
During  
Normal  
Business  
Hours**

**Access: No  
Access on  
E. Ilex or  
Lakeshore**

# 1017 Federal Highway

- ▣ **Current Size:** 2.23 acres
- ▣ **Current Future Land Use:** Commercial Residential
- ▣ **Current Zoning:** Commercial-1 Business District (C-1)
- ▣ **Current Maximum Building Height:** 30'
- ▣ **Current Allowable FAR:** 2.4
- ▣ **Current Allowable Square Footage:** 233,133 s.f.

Earl Stewart Toyota 



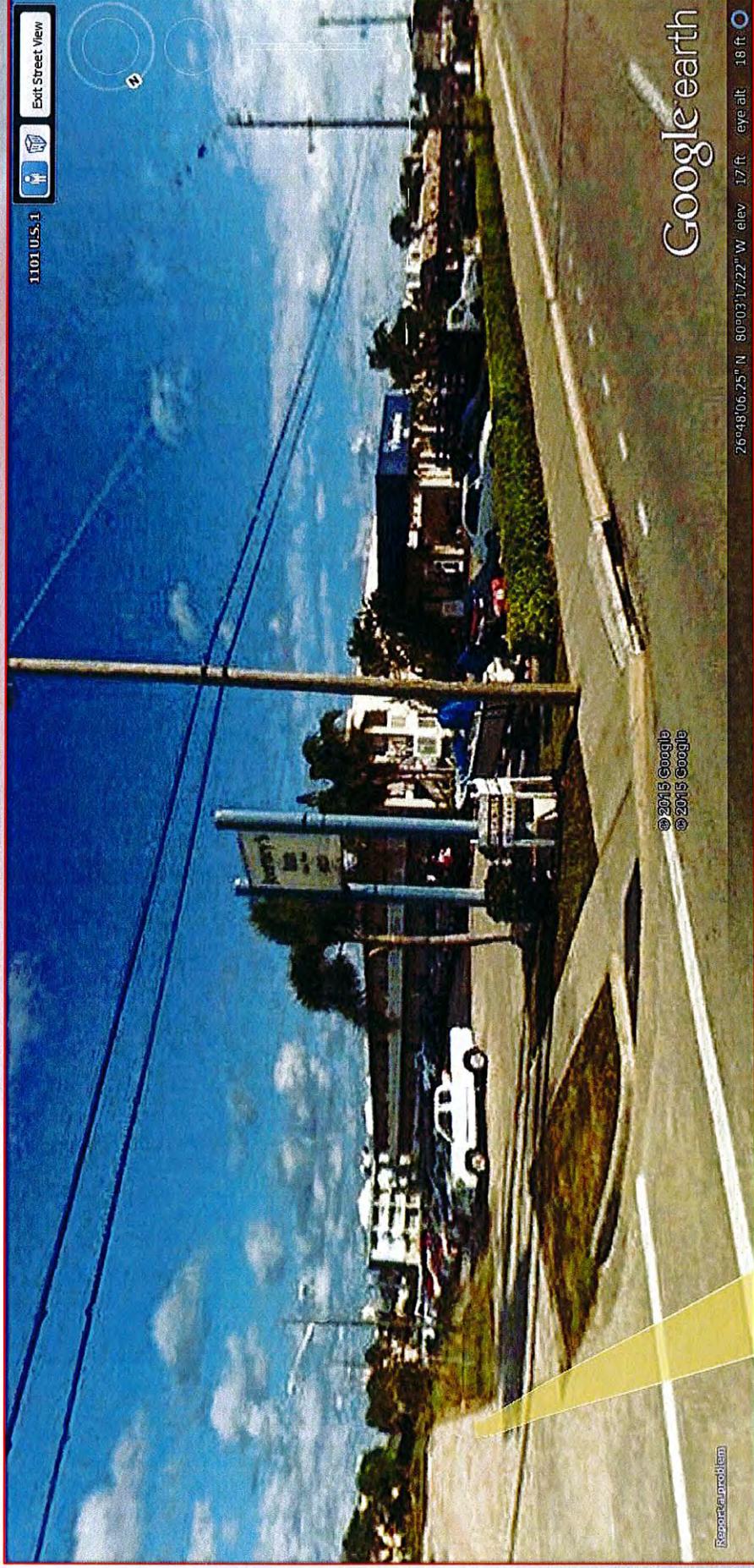
# 1017 Federal Highway

- ▣ **Current Uses Permitted:**
  - Animal day care establishment
  - Bakeries (non-retail)
  - Banks
  - Offices
  - Outdoor miniature golf
  - Pet shop
  - Restaurants
  - Shops (retail)
  - Indoor theatres
  - Instructional studios
  - Transient residential use

Earl Stewart Toyota 



# 1969 – 2010: Journey's Inn



Earl Stewart Toyota 



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STUDIOS

# Public Benefits

- ▣ Increased Landscape Buffers
- ▣ Screening and buffering of residents from site activities
- ▣ Reduction of height allowed by PUD
- ▣ Existing non-conformities being corrected
- ▣ Additional seating and bus stop shelter
- ▣ Safety of customers and employees crossing E. Jasmine
- ▣ Reduction of curb cuts access points

Earl Stewart Toyota 



# Public Benefits

- ▣ Project exceeds open space and landscape areas required by code
- ▣ Existing commercial development to be improved
- ▣ Increased property value – stabilized economic base for the Town
- ▣ Additional jobs
- ▣ Town is paid for ROW abandonment
- ▣ Enclosure of noise producing activities
- ▣ LEED Certified construction

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# Public Benefits

- ▣ Reduction of noise
- ▣ Improved parking
- ▣ Restrictions on Lake Shore Drive use
- ▣ Improved drainage and utilities
- ▣ Successful business equals economic support for families and businesses in Lake Park

Earl Stewart Toyota 



# Recommendations

- ▣ Staff recommends approval with conditions
- ▣ Condition 3 of Resolution 3, 2015 restricts all deliveries to not before 7:00 am or after 7:00 pm
- ▣ We would like to request the condition be modified to:
- ▣ 3. Deliveries of autos to the Site shall not be made before 7:00 AM or after 7:00 PM

Earl Stewart Toyota 



# THANK YOU

The following members of the team are here:

- ▣ **Stu Stewart, Earl Stewart Toyota**
- ▣ **John Glidden/Danny Brown, GliddenSpina**
- ▣ **Todd McLeod, McLeod McCarthy & Associates, P.A.**
- ▣ **Michael Kubinski, ID Automotive**
- ▣ **John Limon, Toyota Motor Sales**
- ▣ **Paul Losito, Southeast Toyota Distributors**

Earl Stewart Toyota 



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STUDIOS

# EARL STEWART TOYOTA OF LAKE PARK

Lake Park Town Commission

May 20, 2015

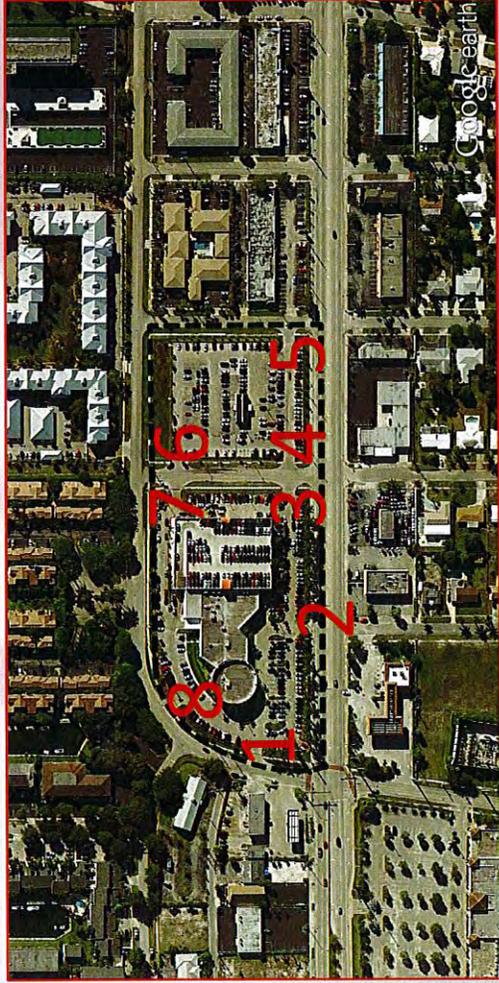
Earl Stewart Toyota 



# Reduction in Access Points

EXISTING = 8 ACCESS POINTS

PROPOSED = 5 ACCESS POINTS



Earl Stewart Toyota



# Non-Conforming Sign

- Bringing current non-conforming sign into conformance with current code



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# Drainage

- ❑ Wastewater (sewage) discharges to the Seacoast Utility Authority sanitary sewer system in Lake Shore Drive and is routed to their wastewater treatment plan. The maintenance areas include floor drains which pass through an oil/water separator to skim off pollutants before the water reaches the Seacoast sanitary sewer system.
- ❑ Drainage from rainfall is stored underground in the exfiltration trench system for treatment before it discharges through a water control structure to the Lake Shore Drive storm drainage system. Discharge from the car maintenance areas don't enter this drainage system (and therefore aren't directed to the nearby water bodies); as outlined above, the maintenance area floor drains are directed to the Seacoast sanitary sewer system instead.

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STUDIOS

# Temporary Use

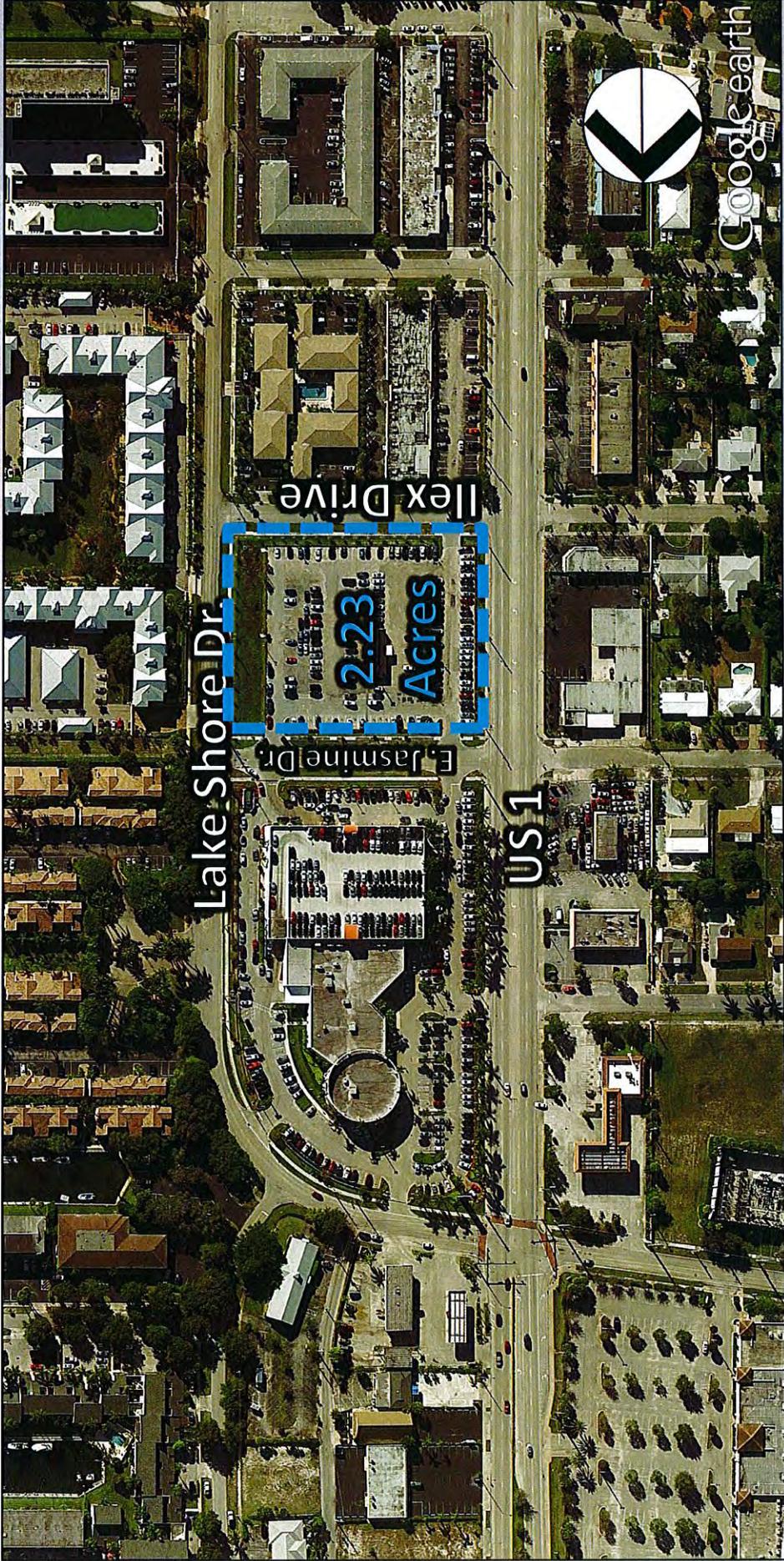
- ▣ January 21, 2015
  - **Commission approved extension of temporary use until:**
    - ▣ 30 days from issuance of CO for Phase 1
    - ▣ But no later than January 31, 2016

Earl Stewart Toyota 



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STUDIOS

# Temporary Use

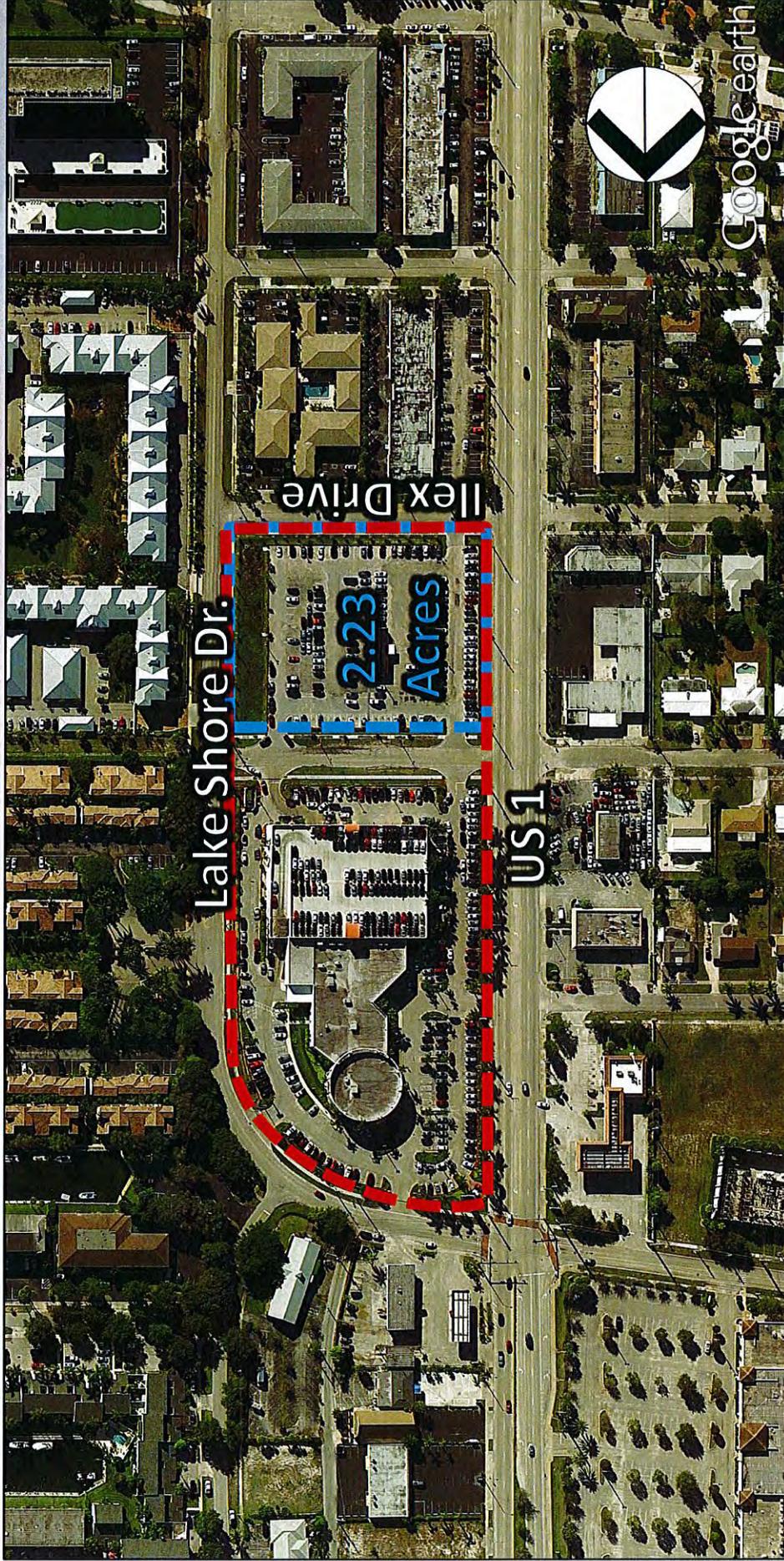


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# Land Use Map Amendment



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# Special Exception & PUD Amendment



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Exhibit "H"

Hi my name is Penny Broda and I have been a resident of Lake Park for over 12 years. I currently reside at 8 East Ilex Drive. I would like to talk about the traffic study currently being used to assess whether to sell East Jasmine Street and the impact it would have on surrounding streets and residents living in this area. This traffic study is **OLD**. I propose that the commission ask for a new traffic study. This traffic study needs to include Ilex, Jasmine, Palmetto, Lake Shore Drive and US 1. This traffic study will need to be conducted during the height of the season when the snowbirds are in residence. This will give all of us a better understanding of the impact of the pending sale of East Jasmine Street.

Dear Mayor Dubois, Vice Mayor Glas-Castro, and Commissioners,

Exhibit "I"

The following is an excerpt from the interview by Dealer Magazine with Earl Stewart June 2013 Vol.23 No.6. It demonstrates how successful the dealership is and its goal for "continuous improvement". The full online address is below excerpt

But improvement at whose expense? Business comes first and beware the people who try to rein in this ambitious goal of "Kaizen".

Excerpt:

**I'm going to guess that your dealership performed well in the survey. (Interviewer)**

So when they did this national survey, JD Power and Toyota told us they wanted to talk with us because we had such outstanding results. Of all the dealers, our closing ratio was higher than just about every other dealer. And our sales satisfaction was second only to Longo Toyota. They wanted to know our system. I felt kind of silly when all I could tell them, "My system is, I'm really, really nice to my customers." Really, it sounds, it sounds simplistic and stupid, but it's the execution that works.

**How do you execute it? (Interviewer)**

Well, we truly, truly live it. It's a religion with us. We're the largest volume car dealer in the market. We outsell all the other dealers, including all the other brands. And we're in the smallest part of the market.

We're in a little town call Lake Park. We say we're in North Palm Beach because nobody's heard of Lake Park. We're right next to North Palm Beach. But the town of Lake Park has only got 9,000 people. So we pump out many cars north, south and west — we can't pump them out east because we're on the coast.

But we dominate Palm Beach County, and for that matter, the counties north of me, Martin County and Saint Lucie.

<http://dealer-communications.com/profiles-of-success/interview-with-earl-stewart-owner-of-earl--toyota/>

This was 2 years ago! The current goal is to warehouse and distribute an inventory of cars that is twice the present amount. This goal is not a public benefit for residents of Historic Lake Park whose beauty and value on the Intracoastal Waterway will be marred by this industrial expansion.

Is this the future planning that our representatives are willing to agree to?

Please include in the public record for the May 20th Lake Park Town meeting.

Respectfully submitted

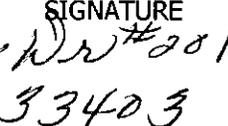
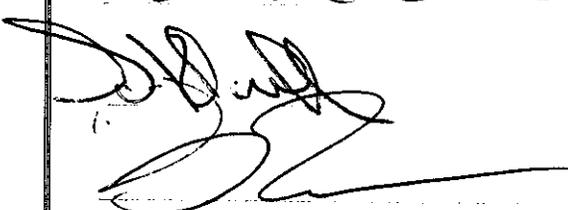
Janet Hash, Resident

## Petition against Stewart Toyota Parking garage rezoning

We, the residents of Lake Park, FL, within 300ft of the planned development, petition the town commissions NOT to :

1. Abandon the E. Jasmine Drive
2. Rezone 1017 Federal Highway from commercial C-1 to PUD
3. Amend the Planned Unit Development for Earl Stewart Toyota and;
4. Approve Special exception Use of the site

**NO** for Earl Stewart Toyota dealership to expand and construct a four-level parking structure, mechanic bays, car wash, paint shops and offices at the proposed site.

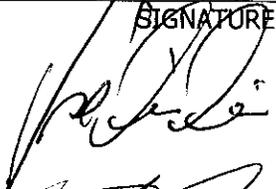
#	NAME	ADDRESS	SIGNATURE
1	Claire Morrison	1060 Lake Shore Dr #201 Lake Park Fl, 33403	
2	Shun Xu	" " 1060	102
3	Megan Pearce	1045	'203'
4	AUDREY BEMBRY	1046	104
5	Teresa Elu	1180 #101	33403
		1125 #102	
		1040 #202	
	Monica Silvestri	1035 #204	
	SIAMORO HERRERA	1130 #102	

## Petition against Stewart Toyota Parking garage rezoning

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#	NAME	ADDRESS	SIGNATURE
1	JOSE LEON	1045-205	
2	Mirza Naimuliyi	1060-105	
3	Ashley Mottorn	" 103	
4	LEE Payson	1035 #206	
5	ASHLEY VAN ARSDALE	1015 103	
	WILLIAM SCHMIDT	1050 103	

# NO to Toyota Dealer Expansion

About this petition

Bethany Clark  
Exhibit "J"

## Petition against Stewart Toyota Parking garage rezoning

We, the residents of Lake Park, FL, within 300ft of the planned development, petition the town commissions :

NOT to Abandon the E. Jasmine drive, NOT to Rezone from commercial C-1 to PUD, NOT to Amend the Planned Unit Development and; NOT to Approve Special exception Use of the site

For Stewart Toyota dealership to construct a four-level parking structure, mechanic bays, car wash, paint shops and office spaces at the proposed site.

Only as a group can we save our paradise.

Signatures

1. Name: Cat BayReach on 2015-05-09 15:57:55  
Comments: Please save out historic town of Lake Park

---
2. Name: Anh Ly on 2015-05-09 16:10:12  
Comments: No to Parking garage

---
3. Name: Sam Baghdady on 2015-05-09 16:10:58  
Comments: Please Protect Our Paradise!!!!!!

---
4. Name: Le on 2015-05-09 19:17:48  
Comments: Please do not erase Jasmine drive from the map of Florida. Please reserved our homes, our fresh airs, our community. Our serene neighborhood are nothing to Earl Stewart Toyota, but it's a whole world to us, it's our paradise on earth. I think it is not much to ask, it is not? simple to grant, just leave our neighborhood as is.

---
5. Name: Janet Hash on 2015-05-09 23:43:09  
Comments: Lake Park is a small historic Town. The abandonment of E Jasmine ROW, the building of a mega car warehouse and distribution center does not follow the town goals or benefit the public. In a high density residential community all access roads to Federal Hwy 1 are necessary.

---
6. Name: Camille Baghdady on 2015-05-10 14:28:50  
Comments: Please protect the character of our Town and DO NOT subject us to all the NEGATIVES that will come with an enormous car center!!

---
7. Name: John Hash on 2015-05-11 02:17:40  
Comments: I live in Bay Reach on Lake Shore Drive, and utilize East Jasmine Drive for a convenient and safe access to Federal Highway when Palmetto Drive has traffic problems or obstructions, which can happen with Earl Stewart trucking activity. Lake Park must not abandon this important traffic route alternative.

---
8. Name: Angela Kauffman on 2015-05-11 11:20:39  
Comments: Already I am awoken many nights during each week because of early morning deliveries to this dealership; deliveries between 12-2am!!!! These trucks not only cause an interruption in the peaceful enjoyment of my home, but they also frequently exit the dealership and drive down Lake Shore Drive and then up Jasmine Drive. They do not enter/exit from Federal Hwy/US 1! Why is that?

---
9. Name: William Ball on 2015-05-11 12:08:27  
Comments:

---
10. Name: Elizabeth Ranker on 2015-05-11 12:14:13  
Comments: There are other solutions to the needs of Earl Stewart Toyota that do not

- 
11. Name: Donald Van Arsdale on 2015-05-11 13:16:03  
Comments:
- 
12. Name: Can Nguyen on 2015-05-11 13:42:00  
Comments: Save our neighborhoods! Save our coastal paradise !
- 
13. Name: Jennie Shin on 2015-05-11 14:01:56  
Comments: The 4 story garage and corporate building in a local residential area will grossly impact residents and cause traffic which the roads are not equipped to handle. On top of that, closing E Jasmin will only add to the congestion.
- 
14. Name: Beth Valle on 2015-05-11 14:09:51  
Comments: Please do not close E Jasmine Drive. That road is critical to traffic flow from Lake Shore Drive to Federal Highway for many of the communities on Lake Shore Drive.
- 
15. Name: Shirley Clark on 2015-05-11 14:49:49  
Comments:
- 
16. Name: Nick and Karen Kozarevich on 2015-05-11 15:27:00  
Comments: Save our sunny and quiet paradise, and our marine habitants from a large building with large trucks, and toxic wastes. The sun will be blocked, and there will be noise, air, and water pollution . Save E. Jasmine Drive from closure as it serves Bay Reach residents and our neighbors as a main thoroughfare from and to the Federal Highway.
- 
17. Name: Benny Valle on 2015-05-11 17:45:58  
Comments:
- 
18. Name: Eileen Chapman on 2015-05-11 21:34:43  
Comments: The Earl Stewart Toyota proposed construction job would only create problems for our neighborhood. We currently have multiple problems with the oversized trucks that drive down and park on Lake Shore Drive behind the Toyota. The trucks cause traffic and they compell drivers to drive on the opposite side of the road in order to get by the oversized trucks which can easily cause a collision. Our population in this area continues to grow, eliminating the street would be extremely counter productive for our town. Allowing this project to occur in our neighborhood would only cause heavy traffic, illegal truck parking, car accidents and ongoing noise complaints to the town. I am requesting the town to kindly consider our request in Banding this proposed construction project.
- 
19. Name: Herman Ip on 2015-05-12 11:49:52  
Comments:
-

20. Name: Brian Oweisland on 2015-05-12 19:55:55  
Comments:

---

21. Name: Chun-Pey Lai on 2015-05-13 14:49:08  
Comments:

---

22. Name: Angela M. Hickey Kauffman on 2015-05-13 17:52:02  
Comments: I own two properties directly across from Earl Stewart, of which both will be adversely affected by the unnecessary expansion.

---

23. Name: BAOLOC TRAN on 2015-05-14 01:24:17  
Comments: NO, DEFINITELY NOT ALLOW THIS TOXIC "MACHINE" BUILT NEAR KIDS PLACE, JUST FOR THE INDIVIDUAL PROSPERITY PURPOSE. NO AND NO, AGAIN .

---

24. Name: Nga Thi Thieu Pham on 2015-05-14 01:40:43  
Comments: Paint Shop poison chemical , carbonic monoxide exhaust, engine noise from the cars of the 5 storey heavy commercial in that softly living residential area ? Everybody would say NO, NO.

---

25. Name: Khoi BT Tran on 2015-05-14 01:52:54  
Comments: Its the RIGHT time to think about the environment, people can not turn-away to kill slowly the other people generation to generation for only money purpose, that has been done and still doing in somewhere outside America. Surely NOT could be done in Lake Park, FL, USA.

---

26. Name: Kim BT Tran on 2015-05-14 01:57:55  
Comments: NO, not near the residential area, Zoning cannot be changed,

---

27. Name: Tien Loc Pham on 2015-05-14 02:08:53  
Comments: NO, NO, not 4 level Parking and paint shop in Residential Area,

---

28. Name: To Quynh Pham on 2015-05-14 02:12:36  
Comments: We vote NO, we say No to that Toxic Giant Machine near Our kids playing ground.

---

29. Name: Tien My Pham on 2015-05-14 02:21:55  
Comments: I vote NO, and NO.

---

30. Name: John Armstrong on 2015-05-14 15:46:04  
Comments: Must Lake Park now Sell our Public Streets (E. Jasmine Drive) to the highest bidder? Have we become so desperate? What else is being cooked up?

---

31. Name: gail calvo on 2015-05-15 00:07:40

- 
32. Name: Bethany Clark on 2015-05-15 00:20:53  
Comments:
- 
33. Name: stacey I. kelson on 2015-05-15 00:48:36  
Comments: How much more can you shade an amazing intracoastal community...i kindly ask that you find an alternate location for your overflow of inventory.
- 
34. Name: Danny DeLaus on 2015-05-15 00:50:34  
Comments:
- 
35. Name: Rosana Rivera on 2015-05-15 00:52:33  
Comments:
- 
36. Name: Angelica Varon on 2015-05-15 01:02:25  
Comments: Oposing this construction
- 
37. Name: Deborah Graham on 2015-05-15 01:07:04  
Comments: Too much noise and traffic at all hours. My Bay Reach condo is directly across the street. I must sleep with earplugs due to the commotion
- 
38. Name: Joseph king on 2015-05-15 01:27:17  
Comments:
- 
39. Name: Dennis Imbesi on 2015-05-15 01:32:18  
Comments:
- 
40. Name: Frank Bulger on 2015-05-15 09:35:28  
Comments: As a property owner living just across from the dealership I think this plan is crossing the line. The residents of Lake Park and the Al Stewart dealership have coexisted just fine until now but this new plan is out of control and inconsiderate to residents living near by.
- 
41. Name: Victoria Kinney on 2015-05-15 11:42:49  
Comments:
- 
42. Name: Joseph Leffler on 2015-05-15 12:23:11  
Comments: This expansion will further hurt Lake Parks small town feel.  
The noise pollution and traffic congestion is already excessive.
-

43. Name: Cindy Dunn Nathaniel on 2015-05-15 12:27:07  
Comments:

---

44. Name: Robert Morrison on 2015-05-15 13:47:06  
Comments: Another blight in a developing neighborhood about to blossom. Only good for the dealer. Will provide no further jobs or income to the area. Completely out of the ordinary to build a multi story parking facility to accommodate the desires of one business showing no concern for the neighborhood in which it will raise its ugly countenance.  
  
I live in Bay Reach and feel this will have a detrimental effect on our lovely development.  
  
Please do not allow  
  
Robert G. Morrison

---

45. Name: Margaret Brice on 2015-05-15 14:09:49  
Comments: Please do not allow this to ruin our neighborhood. This will never happen in places like Boca Roton and other cities that value the worth of the town. ENOUGH ALREADY!

---

46. Name: Diane Diaz on 2015-05-15 17:10:43  
Comments:

---

47. Name: Jacqueline Hart on 2015-05-15 19:09:41  
Comments: Stop it - it is ruining our little town of Lake Park.

---

48. Name: Lynn Reed on 2015-05-15 21:16:11  
Comments: Sometimes it should be about people and not money.

---

49. Name: Joseph imbesi on 2015-05-15 22:10:33  
Comments:

---

50. Name: Steven Chew on 2015-05-16 17:07:19  
Comments:

---

51. Name: Kelly King on 2015-05-17 01:06:48  
Comments: he's big enough...let him open a location somewhere else not in our beautiful residential neighborhood. I bike and walk everyday through here...dont'want the extra traffic or noise. NO TO EARL STEWART EXPANSION

---

52. Name: Pablo Tee on 2015-05-17 01:19:03  
Comments: Its happened normally in outer US space, the power of money can BUY everything to reinforce their network to do whatever they want, could it show that up here.

---

53. Name: John V. Celere on 2015-05-17 02:00:20  
Comments:

---

54. Name: William Hanks on 2015-05-17 11:24:11  
Comments:

---

55. Name: Kriszta Van Ardale on 2015-05-17 13:57:36  
Comments: This expansion does NOT benefit our community of Lake Park...only Earl Stewart's further growing his financial empire. Please say NO TP THE SCOPE AND SIZE OF THIS PROPOSED HUGE BRICK AND MORTER EYE SORE! THANK YOU.

---

56. Name: JoAnn Webb on 2015-05-17 15:05:47  
Comments:

---

57. Name: Penny Broda on 2015-05-17 22:02:28  
Comments: Just say NO to Toyota. Toyota makes lots of promises but does not always follow thru

---

58. Name: Gabrielle Korman on 2015-05-19 00:08:47  
Comments: DON'T GIVE OUR STREET AWAY!!

---

# TAB 3



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 3, 2015

Agenda Item No. Tab 3

Agenda Title: Proclamation Honoring the Port of Palm Beach Centennial

- SPECIAL PRESENTATION/REPORTS  **CONSENT AGENDA**
- BOARD APPOINTMENT  OLD BUSINESS
- PUBLIC HEARING ORDINANCE ON FIRST READING
- NEW BUSINESS
- OTHER: \_\_\_\_\_

Approved by Town Manager  Date: 5-26-15

Name/Title

<b>Originating Department:</b>  <p style="text-align: center;">Town Manager</p>	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b>  Proclamation Email from Shea Fink Centennial Committee for the Port of Palm Beach
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case ___  <b>Please initial one.</b>

**Summary Explanation/Background:** In July the Port of Palm Beach will be celebrating its 100 year Anniversary. A part of the Ports Centennial events is to collect proclamations from local, state, and federal bodies along with public and private individuals associated with the Port. A proclamation could recognize the Ports 100 years of economic significance, service and/or partnership. The proclamations will be displayed in open view to the public in the Ports lobby above and around our Centennial time capsule.

**Recommended Motion:** I move to approve the proclamation honoring the Port of Palm Beach Centennial.

**Proclamation Honoring  
Port of Palm Beach Celebrates  
100 Years of Economic Development**

**WHEREAS**, The Port of Palm Beach established in the year 1915 as an independent taxing district under the provisions of the Laws of Florida, Acts of 1915, Chapter 7081, as amended and supplemented; and,

**WHEREAS**, celebrating 100 years of economic growth through international trade & commerce; and,

**WHEREAS**, a self-sustaining port relying solely on the revenue generated from its operations, it has not levied taxes on its district in 38 years; and,

**WHEREAS**, the Port of Palm Beach currently ranks as the fourth busiest container port of Florida's 15 deep water ports, and is one of the top 20 in the nation, and

**WHEREAS**, the Port of Palm Beach is the only South Florida port with on-dock rail, accommodating pier-side box, hopper and intermodal cars operating 24 hours a day, and

**WHEREAS**, the Port of Palm Beach handles more than two million tons of cargo each year; and facilitates the movement of over \$5.3 billion of commodities annually, and

**WHEREAS**, the Port of Palm Beach and its tenants comprise one of the largest employment pools in Palm Beach County, contributing \$185 million in business revenue and \$17.5 million in State and local taxes annually.

**NOW, THEREFORE**, The Town of Lake Park hereby recognizes and congratulates the Port of Palm Beach on its 100 year Centennial Anniversary.

**IN WITNESS THEREOF**, I, *James DuBois, Mayor* of the Town of Lake Park, have hereto set my hand and caused the official Seal of the Town of Lake Park, Florida to be affixed this 3<sup>rd</sup> day of June, 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk

# **Ordinance on First Reading**

# TAB 4



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 3, 2015

Agenda Item No. Tab 4

**Agenda Title:** AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, PROVIDING FOR THE ADOPTION OF AN UPDATED 20-YEAR WATER SUPPLY FACILITIES WORK PLAN AND RELATED COMPREHENSIVE PLAN AMENDMENTS RELATED TO SANITARY SEWER/SOLID WASTE/DRAINAGE/POTABLE WATER/NATURAL GROUNDWATER AQUIFER RECHARGE; INTERGOVERNMENTAL COORDINATION; CONSERVATION; AND CAPITAL IMPROVEMENTS ELEMENTS.

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING – QUASI-JUDICIAL - ORDINANCE ON 1<sup>st</sup> READING
- NEW BUSINESS
- OTHER
- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *Nadia Di Tommaso* Date: 5-20-15

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

<b>Originating Department:</b>  Community Development	Costs: \$ Consultant Fee (\$2,000 as of 05-18-15 – not to exceed \$6,000 for entire adoption process)  Funding Source: <b>Community Development</b>  Acct. # 500-34000  <input type="checkbox"/> Finance _____	<b>Attachments:</b>  → Ordinance 07-2015 → Copy of Legal Ad for 1 <sup>st</sup> reading → Updated Water Supply Facility Work Plan and Related Comprehensive Plan Amendments ( <i>Exhibits "A" + "B"</i> )
<b>Advertised:</b> Date: <b>05-24-2015</b> Paper: <b>Palm Beach Post</b> <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <u>ND</u> OR Not applicable in this case _____  <b>Please initial one.</b>

**Summary Explanation/Background:**

STAFF REPORT

The updated 20-Year Water Supply Facilities Work Plan and related Comprehensive Plan Amendments were presented to the Local Planning Agency (LPA) as a properly advertised meeting on May 2, 2015. The May 2, 2015 LPA meeting was advertised in the Palm Beach Post on Friday, April 24, 2015. This 1<sup>st</sup> reading of the Ordinance being presented to the Town Commission was advertised in the Palm Beach Post on Sunday, May 24, 2015. Additionally, the meetings and agenda item contents were published on the Town website and sent to the intergovernmental agencies through the form of a clearinghouse notice.

**SUMMARY**

The updated 20-Year Water Supply Facilities Work Plan is required to be updated per Florida Statutes. The Lower East Coast Water Supply Plan Update (LEC) was approved by the South Florida Water Management District (SFWMD) on October 10, 2013, requiring amendments to all local municipal comprehensive plans. The Town

engaged the Bell David Planning Group, who previously worked on the Town's Evaluation and Appraisal Report and associated maps for the Comprehensive Plan, to work through the required changes. These required coordination with Palm Beach County, SFWMD and Seacoast Utilities (SUA) (as the designated regional supplier of potable water) in order to identify and plan for the water supply sources and facilities needed to serve existing and new development within the Town, much of which was not made available until the recent months which is why the Town was not able to update the Plan sooner. The related policies in the Comprehensive Plan are also being updated by adding Objectives and Policies to the Sanitary Sewer/Solid Waste/Drainage/Potable Water/Natural Groundwater Aquifer Recharge Element; Conservation Element; Intergovernmental Coordination Element; and Capital Improvements Element. These are required to address the development of traditional and alternative water supplies and conservation and reuse programs that are necessary to serve existing and new development for at least a 10-year planning period. In order to ensure consistency with adopted regional and county planning efforts, the Work Plan will have the same planning time schedule as the Palm Beach County and SFWMD 20-Year Water Plan Updates. Some of the proposed changes include:

- (1) Population projections
- (2) Identification of existing conditions and identification of alternative water supply projects
- (3) Current and projected water supply demand
- (4) Updating the planning period
- (5) Work in coordination with SUA for the per capita water usage
- (6) Incorporate provisions that support climate change and sea level initiatives

At the LPA meeting, it was questioned why Seacoast decided to pursue their \$88 million five-year capital improvement project to replace two lime softening treatment facilities. Mr. David who worked through these updates for staff reached out to Mr. Bishop, Executive Director of SUA in order to understand the purpose of these improvements and received the following reasoning:

1. *Improved drinking water quality*
2. *Replace two lime softening treatment plants, one built in 1957, and the other in 1976.*
3. *Eliminate the need to landfill tons of lime sludge produced by the previous process each day. Until the replacement program was approved, much of this was used in the construction of roads, driveways and parking areas. Those opportunities began diminishing after the year 2000, and landfilling became the only viable option – a highly undesirable one from both a cost and an environmental perspective.*

*The conversion to membranes has resolved the lime sludge disposal issue. Lime sludge is a solid waste material that does not biodegrade well. Thus, it occupies considerable landfill space. The waste material generated by the nanofiltration membrane process is a liquid reject which can, and in Seacoast's case IS, blended with reclaimed water at Seacoast's PGA Wastewater Reclamation Facility, then beneficially used for irrigation or buffering wetland areas against the impacts of seasonally varying ground water levels.*

Additionally, there was also some discussion at the LPA meeting regarding staff's future initiatives to promote water conservation and mitigation. Staff intends on adhering to the new objectives by supporting and participating in climate change-related and sea level rise-related meetings and workshops and will look into implementing water conservation ordinances such as a rain sensor ordinance, leak detection and repair ordinance and look to enhance the public outreach related to these initiatives. Currently, the Town already adopted the Florida-Friendly Landscape Ordinance.

**LPA Board Recommendation:** APPROVAL (4-0)

**Recommended Motion:** I move to **APPROVE Ordinance 07-2015** on 1<sup>st</sup> reading.

**ORDINANCE NO. 07-2015**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING ITS COMPREHENSIVE PLAN TO ADOPT AN UPDATED 20-YEAR WATER SUPPLY FACILITIES WORK PLAN AS REQUIRED BY 163.3177, *FLORIDA STATUTES*; PROVIDING FOR THE ADOPTION OF AMENDMENTS TO THE TOWN'S COMPREHENSIVE PLAN TO IMPLEMENT THE UPDATED WATER SUPPLY PLAN; PROVIDING FOR ADOPTION OF UPDATED OBJECTIVES AND POLICIES WITHIN THE COMPREHENSIVE PLAN SANITARY SEWER/SOLID WASTE/DRAINAGE/POTABLE WATER/NATURAL GROUNDWATER AQUIFER RECHARGE, INTERGOVERNMENTAL COORDINATION, CONSERVATION AND CAPITAL IMPROVEMENTS ELEMENTS; PROVIDING FOR TRANSMITTAL TO THE STATE LAND PLANNING AGENCY, DEPARTMENT OF ECONOMIC OPPORTUNITY; PROVIDING THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the State Legislature of the State of Florida has mandated that all municipalities adopt comprehensive plans to regulate development and planning with regard to land within their corporate limits; and

**WHEREAS**, all amendments to the comprehensive development plan must be adopted in accordance with detailed procedures which must be strictly followed; and

**WHEREAS**, Sub-section 163.3167(9), *Florida Statutes*, requires each local government to address in its Comprehensive Plan, the water supply sources necessary to meet and achieve the existing and projected water use demand for an established planning period; and

**WHEREAS**, Sub-section 163.3177(4)(a), *Florida Statutes*, requires the Town to coordinate its local Comprehensive Plan with the South Florida Water Management District's regional water supply plan; and

**WHEREAS**, Sub-section 163.3177(6)(c), *Florida Statutes*, requires local

governments to prepare and adopt a 20-Year Water Supply Work Plan and to amend their comprehensive plans within 18 months after the water management district approves a regional water supply plan or its update; and

**WHEREAS**, the South Florida Water Management District approved its Lower East Coast Water Supply Plan Update on October 10, 2013

**WHEREAS**, the Town of Lake Park has worked in conjunction with Seacoast Utility Authority who is the designation regional supplier of potable water for portions of Palm Beach County, including the Town of Lake Park and has worked in conjunction with Palm Beach County so as to remain consistent with the Palm Beach County Plan; and

**WHEREAS**, the Town of Lake Park, Florida, has carefully prepared amendments to its comprehensive plan pursuant to Sub-section 163.3177(6)(c), *Florida Statutes*, in order to adopt amendments or revisions in conformance with the adopted Work Plan; and

**WHEREAS**, the Town of Lake Park has held all duly required public hearings; both prior to submission of the proposed amendment of the plan to the State Land Planning Agency, Department of Economic Opportunity and after the proposed amendment of the plan was returned to the Town of Lake Park, in accordance with Chapter 163.3184, *Florida Statutes*; and

**WHEREAS**, the Town Commission desires to adopt the updated Work Plan along with amendments to the current comprehensive plan to guide and control the future development of the Town, and to preserve, promote and protect the public health, safety and welfare.

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

**Section 1:** The whereas clauses are hereby incorporated as true and correct findings of fact of the Town Commission.

**Section 2:** The Town of Lake Park hereby adopts, to be included as part of its Comprehensive Plan, the updated 20-Year Water Supply Work Plan which is attached hereto and incorporated herein as Exhibit "A". The Town of Lake Park's Comprehensive Plan is hereby amended by adopting water supply related amendments to its current Comprehensive Plan; which amendments are set forth in Exhibit "B" and made a part hereof. These amendments specifically amend by adding Objectives and Policies to its Sanitary Sewer, Solid Waste, Drainage, Potable Water and Natural Groundwater Aquifer Recharge Element; Conservation Element; Intergovernmental Coordination Element; and Capital Improvements Element of the Comprehensive Plan.

**Section 3:** A copy of the Comprehensive Plan, as amended, shall be kept on file in the office of the Town Clerk, Town of Lake Park, Florida.

**Section 4:** The Community Development Department is hereby directed to transmit three copies of the amendments hereby adopted to the State Land Planning Agency, Department of Economic Opportunity; the Treasure Coast Regional Planning Council, and to any other unit of local government who has filed a written request for a copy, within 10 working days after adoption, in accordance with Section 163.3184(3)(b), *Florida Statutes*.

**Section 5:** **Repeal of Laws in Conflict.** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**Section 6:** **Severability.** Should any section or provision of this Ordinance or any portion thereof, any paragraph, sentence or word be declared by a court of competent

jurisdiction to be invalid, such decision shall not affect the validity of the remainder of this Ordinance.

**Section 7: Effective Date.** The effective date of this ordinance amending the Town's Comprehensive Plan shall be 31 days after the State Land Planning Agency notifies the Town that the plan amendment package is complete. No development orders dependent on this amendment may be issued or commence before the effective date of this ordinance. If a final order of noncompliance is issued by the Administration Commission, this amendment may nevertheless become effective by the Town Commission's adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the State Land Planning Agency, Department of Economic Opportunity. If timely challenged, this amendment shall not become effective until the State Land Planning Agency or the Administration Commission enters a final order determining the adopted amendment to be in compliance.

**RECEIPT**

**LEGAL NOTICE OF PUBLIC HEARINGS**  
**UPDATED 20-YEAR WATER SUPPLY**  
**FACILITIES WORK PLAN**  
**AND COMPREHENSIVE PLAN**  
**AMENDMENTS**  
**TOWN OF LAKE PARK, FLORIDA**

Please take notice and be advised that the Town Commission will hold a public hearing on Wednesday June 3, 2015, at 6:30 p.m., or as soon thereafter as can be heard, in the Town Chambers at Town Hall, located at 535 Park Avenue, Lake Park, Florida, to consider the following Ordinance on 1st reading:

**ORDINANCE NO. 07-2015**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING ITS COMPREHENSIVE PLAN TO ADOPT AN UPDATED 20-YEAR WATER SUPPLY FACILITIES WORK PLAN AS REQUIRED BY 163.3177, FLORIDA STATUTES; PROVIDING FOR THE ADOPTION OF AMENDMENTS TO THE TOWN'S COMPREHENSIVE PLAN TO IMPLEMENT THE UPDATED WATER SUPPLY PLAN; PROVIDING FOR ADOPTION OF UPDATED OBJECTIVES AND POLICIES WITHIN THE COMPREHENSIVE PLAN Sanitary Sewer/Solid Waste/Drainage/Potable Water/Natural Groundwater Aquifer Recharge, INTERGOVERNMENTAL COORDINATION, CONSERVATION AND CAPITAL IMPROVEMENTS ELEMENTS; PROVIDING FOR TRANSMITTAL TO THE STATE LAND PLANNING AGENCY, DEPARTMENT OF ECONOMIC OPPORTUNITY; PROVIDING THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

If a person decides to appeal any decision made by the Town Commission with respect to any hearing, they 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. For additional information, please contact Vivian Mendez, Town Clerk at 561-881-3311.

**Town Clerk: Vivian Mendez**  
**PUB: The Palm Beach Post**  
**5-24/ 2015 #425879**

**TOWN OF LAKE PARK  
20-YEAR WATER SUPPLY FACILITIES  
WORK PLAN UPDATE  
(2014-2034)**

**LPA (advertised) Hearing May 4, 2015  
Ordinance 1<sup>st</sup> Reading Hearing June 3, 2015  
Ordinance Adoption Hearing XXXX XX, 2015**



**ACKNOWLEDGEMENTS**

**TOWN COMMISSION**

James DuBois, Mayor  
Kimberly Glas-Castro, Vice-Mayor  
Erin Flaherty, Commissioner  
Michele O'Rourke, Commissioner  
Kathleen Rapoza, Commissioner

**PLANNING AND ZONING BOARD/LOCAL PLANNING AGENCY**

Judith Thomas, Chair  
Erich Von Unruh, Vice-Chair  
Michele DuBois, Member  
Martin Schneider, Member  
Ludie Francois, Member

**TOWN STAFF**

Vivian Mendez, Town Clerk/Deputy Town Manager  
Thomas J. Baird, Esq., Town Attorney  
Nadia DiTommaso, Community Development Director

**Prepared By:**

Bell David Planning Group  
1019 NE 104<sup>th</sup> Street  
Miami Shores, FL 33138



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## 1.0 INTRODUCTION

The purpose of the Town of Lake Park's 20-Year Water Supply Facilities Work Plan Update (Work Plan Update) is to identify and plan for the water supply sources and facilities needed to serve existing and new development within the local government's jurisdiction. The Town's first Work Plan was adopted on March 18, 2009. Chapter 163, Part II, F.S., requires local governments to prepare and adopt Water Supply Work Plans into their comprehensive plans within 18 months after the water management district approves a regional water supply plan or its update. Updates to the original Work Plan are required every five years. The Town is located in the South Florida Water Management District region in southeast Florida (Figure 1.). The *Lower East Coast Water Supply Plan Update* (LEC) was approved by the South Florida Water Management District (SFWMD) on October 10, 2013. Therefore, local governments within the South Florida Water Management District Lower East Coast jurisdiction should amend their comprehensive plans to adopt a Work Plan Update by March 1, 2015.

The Seacoast Utility Authority (SUA) is the designated regional supplier of potable water for portions of Palm Beach County, including the Town of Lake Park (Figure 2.). SUA furnishes potable water and sewer service to approximately 50,380 households and commercial establishments. The total 2010 population of the SUA was estimated to be 87,686 (Table A-7. PWS and DSS population projections for the LEC Planning Area, 2013 *LEC Water Supply Plan Update*). The SUA service area is approximately 65 square miles in total area. Customers include certain unincorporated areas of northern Palm Beach County, and the municipalities of Lake Park, Palm Beach Gardens, North Palm Beach and portions of Juno Beach. In that capacity, SUA supplies Town of Lake Park with potable water on an annual volume basis. The Town has no areas of domestic self-supply meaning, the Town relies on the SUA to provide all of its water needs.

The Town recognizes that in order to maintain a water supply system and conservation program there must be effective coordination with SUA. The Town sits on SUA's governing board and continues to enjoy an excellent working relationship with SUA in ensuring compliance with all regulations and guidelines. In accordance with the service agreement, Town staff coordinates with SUA to ensure enough capacity is available for existing and future customers and supporting infrastructure is adequately maintained.

As part of established intergovernmental coordination efforts, the Work Plan Update was developed after review of the Palm Beach County 10-Year Water Supply Work Plan Update (PBCWSWP), [adopted on April 27, 2015](#). According to state guidelines, the Work Plan and the comprehensive plan amendment must address the development of traditional and alternative water supplies, bulk sales agreements and conservation and reuse programs that are necessary to serve existing and new development for at least a 10-year planning period. In order to ensure consistency with adopted regional and county planning efforts, the Work Plan will have the same planning time schedule as the Palm Beach County and SFWMD 20-Year Work Plan Updates.

The Town's Work Plan Update is divided into six sections:

- Section 1 – Introduction
- Section 2 – Background Information
- Section 3 – Data and Analysis
- Section 4 – Intergovernmental Coordination
- Section 5 -- Capital Improvement Elements
- Section 6 – Goals, Objectives, Policies

## **1.1 Statutory History**

The Florida Legislature has enacted bills in the 2002, 2004, 2005 and 2011 sessions to address the state's water supply needs. These bills, especially Senate Bills 360 and 444 (2005 legislative session), significantly changed Chapter 163 and 373 Florida Statutes (F.S.) by strengthening the statutory links between the regional water supply plans prepared by the water management districts and the comprehensive plans prepared by local governments. In addition, these bills established the basis for improving coordination between the local land use planning and water supply planning.

## **1.2 Statutory Requirements**

The Town of Lake Park has considered the following statutory provisions when updating the Water Supply Facilities Work Plan (Work Plan):

1. Coordinate appropriate aspects of its comprehensive plan with the South Florida Water Management District's Regional Water Supply Plan, [163.3177(6)(a), F.S.].
2. Ensure that its future land use plan is based upon availability of adequate water supplies and public facilities and services [s.163.3177(6)(a), F.S. Data and analysis demonstrating that adequate water supplies and associated public facilities will be available to meet projected growth demands must accompany all proposed Future Land Use Map amendments submitted for review.
3. Ensure that adequate water supplies and facilities are available to serve new development no later than the issuance by the local government of a certificate of occupancy or its functional equivalent and consult with the applicable water supplier to determine whether adequate water supplies will be available to serve the development by the anticipated issuance date of the certificate of occupancy [s.163.3180 (2)(a), F.S.].
4. For local governments subject to a regional water supply plan, revise the General Sanitary Sewer, Solid Waste, Drainage, Potable Water, and Natural Groundwater Aquifer Recharge Element (the "Infrastructure Element"), within 18 months after the water management district approves an updated regional water supply plan, to:
  - a. Identify and incorporate the alternative water supply project(s) selected by the local government from projects identified in the updated SFWMD

Town of Lake Park  
Water Supply Facilities Work Plan Update  
XXXX XX, 2015

- Regional Water Supply Plan or the alternative project(s) proposed by the local government under s. 373.709(8)(b), F.S. [s. 163.3177(6)(c), F.S.];
- b. Identify the traditional and alternative water supply projects, and the conservation and reuse programs necessary to meet water needs identified in the SFWMD Regional Water Supply Plan [s. 163.3177(6)(c), F.S.]; and,
  - c. Update the Work Plan for at least a 10-year planning period for constructing the public, private, and regional water supply facilities identified in the element as necessary to serve existing and new development. [s. 163.3177(6)(c), F.S.].
5. Revise the Five-Year Schedule of Capital Improvements to include water supply, reuse, and conservation projects and programs to be implemented during the five-year period [s. 163.3177(3)(a)4, F.S.].
  6. To the extent necessary to maintain internal consistency after making changes described in Paragraph 1 through 5 above, revise the Conservation Element to assess projected water needs and sources for at least a 10-year planning period, considering the SFWMD Regional Water Supply Plan, the applicable District Water Management Plan, as well as applicable consumptive use permit(s). [s.163.3177(6)(d), F.S.]. The plan must address the water supply sources necessary to meet and achieve the existing and projected water use and demand for the established planning period, considering the SFWMD Regional Water Supply Plan [s.163.3167(9), F.S.].
  7. To the extent necessary to maintain internal consistency after making changes described in Paragraphs 1 through 5 above, revise the Intergovernmental Coordination Element to ensure coordination of the comprehensive plan with the SFWMD Regional Water Supply Plan [s.163.3177(6)(h)1., F.S.].
  8. While an Evaluation and Appraisal Report is not required, local governments are encouraged to comprehensively evaluate, and as necessary, update comprehensive plans to reflect changes in local conditions. The evaluation could address the extent to which the local government has implemented the need to update their Work Plan, including the development of alternative water supplies, and determine whether the identified alternative water supply projects, traditional water supply projects, and conservation and reuse programs are meeting local water use demands [s.163.3181(3), F.S.].

## **2.0 BACKGROUND INFORMATION**

### **2.1 Overview**

The Town of Lake Park is a municipality of 8,477 permanent residents based on the 2014 population Bureau of Economic and Business Research (BEBR) estimate<sup>1</sup>. The Town was chartered as Kelsey City in 1923, and officially renamed as the Town of Lake Park in 1939. Adjacent municipalities include North Palm Beach to the north, Palm Beach Gardens to the northwest, West Palm Beach to the west, and Riviera Beach to the south.

Referred to as the "Gateway to the Palm Beaches" and the "Jewel of the Palm Beaches" since the 1920s, the Town was designed and planned by Dr. John Nolen of Boston, Massachusetts, and the Olmsted Brothers, sons of Frederick Law Olmsted who has long been acknowledged as the founder of American landscape architecture and who, along with his partner Calvert Vaux, designed New York City's Central Park. Kelsey City was the first zoned municipality in the State of Florida. Since then, the boundaries of Lake Park have expanded to 2.35 square miles of residential, business, industrial, and mixed-use land.

The expansion of land has allowed for moderate, but steady, increase in population. Its current population of will continue to grow. Future population estimates are based on a constant factor based on the ratio of Town population to County population – 0.0062. As stated above the current population of the Town is 8,477 increasing to 8,693 in 2015; 9,201 in 2020; 9,709 in 2025; and, 10,217 in 2030.

While Lake Park has a small town character and population, it is home to several industries including construction, manufacturing, and retail and wholesale trade. Its business-friendly regulatory climate and atmosphere are supportive to business development and entrepreneurship.

As the Town is near build-out, particularly from a residential land use perspective, increases in population will come from the redevelopment of existing residential areas and conversion of non-residential land uses to residential. Even with existing vacant land in the western portion of the Town, most of this is being prepared for commercial development. Most of the remaining vacant land is commercial or industrial in nature. As a result, the Town is now investigating redevelopment efforts both within and without the Community Redevelopment Area (CRA).

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<sup>1</sup> Note: Population estimates for the Town are based on the Medium BEBR projections for the County and are estimated to be 0.0062 percent of the County population through the planning period. A variety of population estimates are identified by BEBR, SFWMD, Palm Beach County, and SUA in their planning efforts. In order to remain consistent with other planning documents, the estimates to be used were determined by SFWMD as part of the 2013 LEC Update (p. 22).

Town of Lake Park  
Water Supply Facilities Work Plan Update  
XXXX XX, 2015

The Town's Water Supply Plan Update was written in coordination with the water supply plans adopted by SFWMD and Palm Beach County. Specifically, the plan coordinated issues pertaining to population and water supply demand projections and the components of the Work Plan Update.

The Town has based the population projections on the mid-range population projections prepared by the University of Florida, Bureau of Economic and Business Research (BEBR) for Palm Beach County thereby providing consistency with the LEC and Palm Beach County Plans.

The total 2010 population of the SUA, in which the Town of Lake Park's population is included, was estimated to be 87,686 (Table A-7. PWS and DSS population projections for the LEC Planning Area, *2013 LEC Water Supply Plan Update*). This is estimated to increase to 93,131 in 2015; 98,575 in 2020; 104,020 in 2025; and, 109,464 in 2030.

As also shown in Figure 2, the water distribution service area for the Town includes only those areas within its municipal boundaries (Current and Future Service Areas).

Lake Park's municipal form of government as set forth in its charter is "Commission-Manager". The elective officers are the Mayor and members of the Town Commission, each of whom are elected to three-year terms. The Manager is the chief administrative officer of the Town and is responsible for the day-to-day functions. Each department reports directly to the Manager. The Manager is responsible for presenting the annual budget to the Town Commission for approval.

In 2005 (last available data), an evaluation of existing gross acreage by land uses revealed that out of a total of 1262.31 acres (2.35 square miles) in the Town 431.38 acres or 34.2% of the total gross acreage is dedicated to residential use. The remaining gross acreages are allocated to non-residential uses such as Commercial (308.92 or 24.5%), Vacant (307.65 or 24.4%); Industrial (95.81 or 7.6%), Recreational/Open Space (49.83 acres or 3.9%); Institutional (33.97 or 2.7%), Right of Way (7.34 acres or 0.6%); Utility/Transportation (2.22 acres or 0.2%); and Water (25.19 acres or 2.0%). There have been no changes to the gross acreage figures since 2005.

## **2.2 Relevant Regional Issues**

As the state agency responsible for water supply in the Lower East Coast planning area, the SFWMD plays a pivotal role in resource protection, through criteria used for Consumptive Use Permitting. As pressure increased on the Everglades ecosystem resource, the Governing Board initiated rulemaking to limit increased allocations dependent on the Everglades system. As a result, the Regional Water Availability Rule was adopted by the Governing Board on February 15, 2007 as part of the SFWMD's water use permit program. This reduced reliance on the regional system for future water supply needs, mandates the development of alternative water supplies, and increasing conservation and reuse.

Town of Lake Park  
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Even with an ever increasing population, withdrawals from the Aquifers will be limited, greater conservation will be required to reduce per capita use; and, reclaimed water must continue to be an important alternative water source per the 2008 Leah G. Schad Ocean Outfall Program.

The Lower East Coast's Plan notes that a number of utilities have diversified their water supplies, including treatment and storage technologies, and water conservation programs. These alternatives include constructing brackish Floridan aquifer wells and reverse osmosis treatment plants, reclaimed water treatment and distribution facilities, and aquifer storage and recovery systems. Between 2007 and 2009, 41 MGD of potable water supply capacity was added. From 2010 to 2013, nine utilities built potable water supply projects with a capacity of 49 MGD. Approximately 14 percent of the current PWS allocation is now from an alternative water source, primarily brackish groundwater.

### 3.0 DATA AND ANALYSIS

The intent of the data and analysis section of the Work Plan Update is to describe the information that local governments need to provide to state planning and regulatory agencies as part of their proposed comprehensive plan amendments, particularly those that would change the Future Land Use Map (FLUM) to increase density and/or intensity. Additionally, population projections should be reviewed for consistency between the County and the South Florida Water Management District's Water Supply Plan.

#### 3.1 Population Information

The Town's existing and future population figures were derived from the LEC Update based on BEBR medium range projections for Palm Beach County. Below is a comparison in tabular format. As stated previously, for the purpose of water supply planning the LEC projections will be utilized. As shown on Table 2, the LEC Update states that the SUA has a population of 87,686 in 2010.

Table 1.  
 Palm Beach County and Town of Lake Park Population and Estimates  
 1960 to 2030

Year	Palm Beach County (% Change)	Town of Lake Park (% Change)	Lake Park % Of County
1960	238,106	3,589	1.5
1970	348,993 (46.6)	6,993 (94.8)	2.0
1980	576,758 (65.3)	6,909 (-1.2)	1.2
1990	863,518 (49.7)	6,704 (-3.0)	.78
2000	1,131,184 (31.0)	8,721 (30.0)	.77
2010	1,320,134 (16.7)	8,155 (-9.3)	.62
2015	1,402,101 (6.2)	8,693 (6.6)	.62
2020	1,484,067 (5.8)	9,201 (5.8)	.62
2025	1,566,034 (5.5)	9,709 (5.5)	.62
2030	1,648,000 (5.2)	10,217 (5.2)	.62

Source: U.S. Census Figures and BEBR

#### 3.2 Maps of Current and Future Areas Served

As previously stated, Figure 2 depicts current and future water service areas of the Town. SUA is the only service provided to customers within the Town's municipal boundaries. There are no areas anticipated to be annexed.

### 3.3 Potable Water Level of Service Standard

Policy 1.1 of the Town's Sanitary Sewer, Solid Waste, Drainage, Potable Water and Natural Groundwater Aquifer Recharge Element references the following Table containing the Town's LOS Standards.

Table 6.6.1  
"Public Facility, Potable Water, Level of Service Standard

<u>Average Day Water Consumption Rate</u>
Residential: 97 gallons/capita/day
Non-residential: 1,777 gallons/capita/day
<u>Maximum Day Water Consumption Rate</u>
Residential: 146 gallons/capita/day
Non-residential: 2,666 gallons/capita/day

The above rates are to be used only as a planning guide for the Town of Lake Park. Actual determination of flow rates used as a basis for plant capacity, main extension, and tax charges shall be negotiated by individual property owners and Seacoast Utility Authority through the "Developer's Agreement process."

The Town will continue to encourage the reduction of annual average per person demand pursuant to policies in the comprehensive plan as coordinated by SUA, Palm Beach County and the South Florida Water Management District.

### 3.4 Population and Potable Water Demand Projections for the Town

The *Lower East Coast Water Supply Plan Update* (LEC) determined the projected potable water demand for the SUA, which includes the Town of Lake Park. Since SUA provides water to all municipalities served by this authority and permits the use of such water with individual property owners through the use of development agreements, the analysis of the Town's water needs is listed as part of the SUA (Table 2).

**Table 2.**  
**Seacoast Utility Authority – Including Lake Park**  
**Current and Projected Water Supply**  
 (South Florida Water Management District Water Use Permit No. 50-00365-W)

	ACTUAL	PROJECTED			
	2010	2015	2020	2025	2030
Population	87,686	93,131	98,575	104,020	109,464
Per Capita (gallons per day finished water)	201	189	189	189	189
	<u>MGD</u>	<u>MGD</u>	<u>MGD</u>	<u>MGD</u>	<u>MGD</u>
Potable Water Demands (daily average annual)	17.62	17.50	18.63	19.69	20.69
Water Source:					
Volume from Biscayne/Surficial	19.31	22.30	22.30	22.30	22.30
Volume from Floridan	0.00	3.00	8.90	8.90	8.90
Volume from Other					
Volume from Reclaimed (3.)	6.11	8.0	Not Available	Not Available	10.00
Additional Potable Water Needed (after assessing historic use or proposed projects)	0.00	0.00	0.00	0.00	0.00

Notes

1. Population projections Table A-7, 2013 LEC Water Supply Plan Update (p. 17)
2. All potable volumes are finished water unless noted (2013 LEC WSP Update p. 19)
3. Seacoast delivers an average of 8.0 MGD of reclaimed water to irrigation customers. This does not replace potable water demand, but it does reduce demand on water resources
4. Figures revised based on LEC Population projections
5. Other Volumes for Years 2015-2025 not provided by SUA.

The SUA current has 50,380 residential and commercial customers.

**Table 3.**  
**Projection of Potable Water Demand – SUA and Lake Park**

	2010	2015	2020	2025	2030
Population – SUA	87,686	93,131	98,575	104,020	109,464
Population – Lake Park	8,155	8,693	9,201	9,709	10,217
Per Capita (gallons per day finished water)	201	189	189	189	189
Potable Water Demands MGD (daily average annual)					

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SUA	17.62	17.60	18.63	19.66	20.69
Lake Park	1.64	1.69	1.74	1.83	1.93

### 3.5 Water Supply Distribution Provided by Seacoast Utility Authority

SUA is a regional water and wastewater utility that furnishes potable water service to approximately 50,380 households and commercial establishments. The Authority's service area, which covers approximately 65 square miles, consists of certain unincorporated areas of Palm Beach County, and the incorporated areas of the City of Palm Beach Gardens, the Village of North Palm Beach and the Towns of Lake Park (2.35 square miles) and Juno Beach (portions served by SUA), all of which are in northern Palm Beach County, Florida. SUA has approximately 35 surficial wells from which the water is transmitted to its treatment plants. SUA treats, on an average, 18.09 million gallons of water a day and approximately 7.51 million gallons of wastewater a day (LEC WSP Update Appendix C, Tables C-1 and -2 respectively).

SUA owns, operates, and maintains four surficial aquifers, one Florida aquifer wellfield; one water treatment plant and multiple interconnected distribution systems. It should be noted that SUA does not own or operate potable water supply wells within the Town limits.

#### 3.5.1 Public Distribution System

The portion of SUA's water distribution system that serves the Town of Lake Park consists of water mains ranging in size from 6-inches to 24-inches.

Table 4.  
 Seacoast Utility Authority Water Utility System  
 Servicing the Town of Lake Park

LINE SIZE	APPROXIMATE LINEAR FEET
6 to 8 inches	2,340
10 to 12 inches	1,992
16 to 24 inches	5,265
TOTAL	9,597

The age of the distribution system ranges from 10 to 50-years old. System components on an as needed basis to maintain system integrity and ensure ability to provide needed capacity.

#### 3.5.2 Design Capacity

Five wellfields provide the raw potable water supply source for the SUA treatment plant. Wellfields located at the Hood Road treatment plant, Richard Road and Lilac Street pump station sites, and another located south of Northlake Boulevard and west of Alternate A-

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1-A, serve the Hood Road treatment facility. Current information regarding each wellfield is presented in Table 5. Figures 3 and 3a provide information on countywide and local wells and wellfield protection zones of influence.

Table 5.  
 Seacoast Utility Authority Wellfield Capacity

	Hood Road	Palm Beach Gardens	North Palm Beach	Burma Road	Floridan Aquifer
<b>Number of Wells</b>	14	10	8	6	3
<b>Permitted Withdrawal (MGD)</b>	5.037	1.278	0.913	0.913	3.249
<b>Average Day</b>	13.8	3.5	2.5	2.5	8.9
<b>Maximum Day</b>	15.7	4.0	2.9	2.9	9.9

Source: SUA, December 9, 2014

The relationship between plant design capacity and actual potable water treatment activities at each of the Hood Road and Richard Road plants is illustrated on Table 6:

Table 6.  
 Seacoast Utility Authority Plant Capacity

	Hood Road
<b>Plant Capacity</b>	30.5 MGD
<b>Average Day</b>	17.0 MGD
<b>Maximum Day</b>	20.9 MGD

Source: SUA, December 9, 2014

SUA finished water storage facilities have combined capacity of 12.7 MGD. The distribution among sites is illustrated in Table 7.

Table 7.  
 Seacoast Utility Authority Storage Facility Capacity

Type	Hood Road	Lilac Street	Richard Road
<b>Elevated Storage</b>	0.8 MG	None	None
<b>Ground Level Storage</b>	8.0 MG	1.9 MG	2.0 MG

Source: SUA, December 9, 2014

All storage facilities are located at either the Hood Road water treatment plant, Lilac Street or Richard Road repump sites.

### 3.5.3 Current Demand and Level of Service

#### PROJECTED POTABLE WATER DEMAND

Table 8.  
 Projection of Potable Water Demand – SUA and Lake Park

Town of Lake Park  
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	2010	2015	2020	2025	2030
Population – SUA	87,686	93,131	98,575	104,020	109,464
Population – Lake Park	8,155	8,693	9,201	9,709	10,217
Per Capita (gallons per day finished water)	201	189	189	189	189
Potable Water Demands MGD (daily average annual)					
SUA	17.62	17.60	18.63	19.66	20.69
Lake Park	1.64	1.69	1.74	1.83	1.93

**WATER TREATMENT CAPACITY**

SUA is presently completing an \$88 million, five year capital improvements program, replacing two lime softening treatment facilities having an aggregate 30.5 MGD treatment capacity with a single 30.5 MGD membrane water treatment plant (FDEP Permit # 4501124).

The new facility, placed in service on May 21, 2014, includes 26.0 MGD of nanofiltration capacity to treat surficial aquifer water sources, 4.5 MGD of low pressure reverse osmosis capacity to treat more brackish Floridan aquifer water, and 1.0 MGD of blend capacity.

This new membrane water treatment plant replaces the two lime softening plants – built in 1957 and 1976. Benefits include improved drinking water quality. And, whereas, the original plants generated tons of lime sludge each day the waste material generated by the nanofiltration membrane process is a liquid which is blended with reclaimed water at Seacoast’s PGA Wastewater Reclamation Facility, then used for irrigation or buffering wetland areas against the impacts of seasonally varying ground water levels.

**WASTEWATER TREATMENT CAPACITY**

The established Level of Service for Wastewater is 107 Gallons per Capita per Day. Approximately 85.7% of the SUA of the customer base receives wastewater services.

Table 9 provides the capacities and flows through the 20 year planning period.

Table 9.  
 Seacoast Utility Authority – PGA Regional WWTF  
 Wastewater Capacities and Flows

FDEP Permit #	2010				2030			
	FDEP-Rated WWTF Capacity (MGD)	Average Daily WWTF Flow (MGD)	Average Daily Reuse Flow (MGD)	Reuse (%)	FDEP-Rated WWTF Capacity (MGD)	Average Daily WWTF Flow (MGD)	Average Daily Reuse Flow (MGD)	Reuse (%)
FL0038768	12.00	7.51	6.11	81%	12.00	10.00	10.00	100%

## RAW WATER RESOURCES

Presently, raw water is taken from four surficial aquifer wellfields and one Florida aquifer wellfield pursuant to SFWMD water use permit number 50-00365-W, SUA is authorized an annual allocation of 26.9 million gallons per day, 30.0 MGD peak month, average day. Issued in September 2012, the permit authorizes water to be drawn from 35 surficial aquifer wells in four separate wellfields (none in Lake Park), wells 100 – 200 ft. deep, and three Florida aquifer wells located on SUA's 40-acre Hood Rod (Palm Beach Gardens) administrative/water treatment plant site.

### 3.6 Water Supply Provided by Palm Beach County

In September 2005, the County entered into a Service Area Agreement (R2005-1769) with SUA defining the service area boundary between SUA and the County. The boundaries agreed to were intended to eliminate or minimize duplication of facilities; provide for orderly growth, expansion and extension of respective water, wastewater, and reclaimed water utility systems. The Agreement benefited existing and future SUA and County utility customers by ensuring the most efficient delivery of public utility services. In June 2006, the County entered into a Utility Bulk Service Agreement (R2006-0687) to provide SUA with up to five (5) million gallons per day (mgd) of bulk potable water and bulk wastewater service during an initial term of five (5) years. SUA extended the Bulk Agreement for a long-term period of twenty-five (25) years at the same capacity levels. The Bulk Agreement requires that the County install the necessary potable water pipeline improvements. By entering into the Agreement, the SUA customers will benefit from the competitively priced bulk water, and existing County utility customers will benefit from the increased revenue.

### 3.7 Conservation

Water conservation is the key to maintaining the health and productivity of the Surficial and Floridan Aquifers. Promoting water conservation equipment, techniques, and practices will benefit customers economically and maintain a realistic water demand picture for utilities. Protection of the aquifer system and wellfields through conservation and reuse, recharge enhancement, limitations on withdrawal, regulation of land use, and maintenance of minimum flows and levels will ensure the availability of an adequate water supply for all competing demands, maintain and enhance the functions of natural systems and preserve water quality.

The Town of Lake Park works in coordination with county, regional, state and SUA efforts aimed at promoting conservation through a variety of means including:

- A low per capita water use rates.
- Mandatory reclaimed water service areas.
- Blending source waters.
- Inverted rate structure.
- Conservation policies and regulatory tools.

- Public education.
- Offering low-cost kits to its customers to reduce water use in their homes.

### 3.7.1 County-wide Efforts

The Palm Beach County 10 Year Water Supply Work Plan Update (PBCWSWP), which was adopted [April 27, 2015](#) identified several projects in South Florida related to potable water conservation include regional water supply studies, surface water management studies, and ecosystem restoration projects. Many of these projects will have a significant impact in Palm Beach County. According to the PBCWSWP, the most significant of these projects include the following efforts:

1. "The US Army Corp of Engineers Central and South Florida (C&SF) Project Comprehensive Review Study (Restudy), authorized by the US Congress in 1992 and delivered to the Congress July 1, 1999. This study will examine structural and operational modifications to the regional water management system to protect the Everglades and the Florida Bay ecosystems and to improve other functions including urban and agricultural water supply and flood control. In the year 2000, the US Congress gave authorization to implement the study recommendations through the Water Resources Development Act of 2000, which authorized the implementation of the Comprehensive Everglades Restoration Plan (CERP). CERP is being implemented and Congress authorized construction of the first group of priority projects.
2. The SFWMD Governing Board adopted the updated 2013 Lower East Coast (LEC) Water Supply Plan. The Governing Board direction is to continue to reduce reliance on the regional system for future water supply needs. The Updated Plan includes recommendations for water supply and water resource development projects to help meet the needs of the region through 2030.
3. Other related programs are: the Water Preserve Areas (WPA's) Feasibility Study, which is exploring concepts to capture and store excess surface waters that are normally released to tide via the C&SF Project canal system by back pumping these surface waters to the WPA's; the Comprehensive Water Management Plan for Northern Palm Beach County, which would capture water from the southern L-8 Basin, provide water quality treatment, and route water to the West Palm Beach Water Catchment Area, the Loxahatchee Slough and the NW Fork of the Loxahatchee River, when needed; and the Integrated Water Resources Strategy for Southeastern Palm Beach County, which includes improving existing flood control and water supply services for the urban and agricultural areas, water supply augmentation through the use of alternative water technologies, and coordination with regional ecosystem enhancement and land use planning efforts.
4. In 1994 the Federal and State governments entered into an agreement to settle a Federal lawsuit and the Everglades Forever Act was enacted. The implementation

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of this act includes the development of Stormwater Treatment Areas (STA's) and the establishment of Best Management Practices (BMP's) in the Everglades Agricultural Area, with the purpose of filtering phosphorus and other detrimental nutrients currently going to the Everglades."

In addition to these programs, the PBCWSWP explained how several other Federal and State legislative initiatives and regulatory programs could impact the area's surface and groundwater management practices. Most significantly, the 1995 Florida Water Plan (FWP) which includes directives mandating water management districts and other agencies to achieve "Minimum Flows and Levels" (MFL's) for Florida water courses, lakes and aquifers, and also calls for new legislation to strengthen the link between land use planning and water management.

Additionally, the PBCWSWP explained how Lake Okeechobee water management actions are aimed at ensuring the water supply needs of agriculture and public use are met during dry periods when Lake Okeechobee water levels are low. These actions include improvements to the Lake Okeechobee Regulation Schedule Study (LORSS) which water resource managers have begun to implement. The improvements include a two-part approach for developing improved water management guidelines for Lake Okeechobee.

As detailed in the PBCWSWP, this two part approach includes short-term and long-term actions:

- The Short-Term actions involve operational changes only without the benefit of new construction to stabilize the potential for levee failure due to wave run-up and breach during hurricanes or failure due to piping related erosion and levee destabilization.
- The Long-Term actions will develop a new regulation schedule that will take into account the construction of early Comprehensive Everglades Restoration Plan (CERP) projects, including Acceler8 project components and related Lake Okeechobee levee improvements. Early coordination with the SFWMD and the Army Corps of Engineers determined serious deficiencies with respect to water supply, documenting a reduction in available storage and inconsistency with state MFL requirements.

The PBCWSWP also discussed the Northern Everglades and Estuaries Protection Program, or Senate Bill 0392/House Bill 7157, which was passed by the Florida Legislature on May 2, 2007. The program expands the existing Lake Okeechobee Protection Program to include the Caloosahatchee River and St. Lucie River watersheds, including the estuaries. This legislation became effective July 1, 2007. The legislation requires the development of restoration plans and schedules, and provides dedicated funding to improve and protect the northern Everglades, including Lake Okeechobee and the two estuaries by setting aside land, constructing treatment wetlands and identifying water storage areas needed to improve the quality, timing and distribution of water in the natural system. This new legislation has the potential to detain water that otherwise would go to Lake Okeechobee in the more northern regions of the South Florida Water

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Management District making it more difficult to manage water supplies in South Florida, particularly during times of need.

### **3.7.2 Town Specific Actions, Programs, Regulations, or Opportunities**

The Town will coordinate future water conservation and reuse efforts with SUA, Palm Beach County, and the SFWMD to ensure that proper techniques are applied. In addition, the Town will continue to support and expand existing goals, objectives and policies in the comprehensive plan that promotes water conservation and reuse in a cost-effective and environmentally sensitive manner. The Town will continue to actively support the SFWMD and Palm Beach County in the implementation of new regulations or programs that are design to conserve water during the dry season. Finally, Lake Park will administer its own water conservation practices.

The City's water conservation practices are aimed at xeriscaping and effective implementation of water use permits. Ordinance No. 3, 1992 supports the restrictions on irrigation of landscape areas and design of low impact watering landscaping. Ordinance 10-02-04 is designed to preserve the authority of the Town to determine and implement water conservation measures required by a water use permit. Together these ordinances provide the Town effective water conservation practices.

### **3.7.3 SUA Specific Regulations**

The SUA, and therefore the Town of Lake Park, implement water conservation through the following Ordinances: Irrigation Hours, Florida-Friendly Landscape, Ultralow Volume Fixtures, Rain Sensor, Water Conservation Rate Structure, Leak Detect & Repair Program and Public Education Program.

#### **4.0 INTERGOVERNMENTAL COORDINATION**

The provision of water supply needs in Town of Lake Park is achieved in coordination with local, county, and regional partners including the Seacoast Utility Authority, Palm Beach County, and South Florida Water Management District. SUA is Lake Park's primary water partner as they provide the Town its water service utilities. Palm Beach County works in coordination with the Town and SUA to ensure that water supply services are provided to all residents of Palm Beach County in the most efficient and effective manner. SFWMD acts to protect the region's water supply resources and coordinates the implementation of state water regulations and policies through local water planning efforts and water supply services.

The PBCWSWP outlines the interlocal agreements established between the County and SUA regarding the delivery of potable water utility services. The plan explains how in Service Area Agreement (R2005-1769) which was executed in September 2005, ensures the sustainable delivery of potable water services for current and future utility customers. R2005-1769 defines the service area boundary between SUA and the County. The boundaries agreed to were intended to eliminate or minimize duplication of facilities; provide for orderly growth, expansion and extension of respective water, wastewater, and reclaimed water utility systems. The plan also describes the benefits of Utility Bulk Service Agreement (R2006-0687) which was executed in June 2006. Through R2006-0687 the County agreed to provide Seacoast with up to five (5) million gallons per day (mgd) of bulk potable water and bulk wastewater service during an initial term of five (5) years. After the initial agreement period, SUA extended the Bulk Agreement for a long-term period of twenty-five (25) years at the same capacity levels. Finally, the Bulk Agreement requires that the County install the necessary potable water pipeline improvements. The plan explains that the agreement benefits both SUA and County water customers as SUA customers benefit from competitively priced bulk water and County customers benefit from the additional revenues.

## **5.0 CAPITAL IMPROVEMENTS**

### **5.1 Work Plan Projects**

The SFWMD LEC has identified in Appendix F, Table F-4 the Nanofiltration Concentrate Blending for Reuse Water project completed in 2013. The project cost was \$4.5 million and is providing a treatment capacity of 3.0 MGD.

### **5.2 Capital Improvements Schedule**

Currently, no capital improvements related to the maintenance or expansion of infrastructure systems related to potable water use are included as part of the Town's Capital Improvement Schedule. More general or area wide projects may be found in the Palm Beach County Schedule of Capital Improvements and 20-Year Water Supply Facilities Work Plan Update. Additionally, more regional projects can be found in the October 2013 LEC WSP Update and support documents.

### **5.3 Funding**

The costs of operating, maintaining, and improving the System are offset by water sales. The volume of water sold to customers is measured by water meters that are installed at each customer's address. The System is an enterprise fund of the SUA, separate from all other funds of the SUA.

## 6.0 GOALS, OBJECTIVES AND POLICIES

Add the following new or amended Objective and policies as follows:

### Sanitary Sewer, Solid Waste, Drainage, Potable Water and Natural Groundwater Aquifer Recharge Element

- Objective 3.: The Town shall comply with ~~its~~ the Town of Lake Park 20-year Water Supply Facilities Work Plan Update (Work Plan Update) adopted ~~March 18, 2009~~ XXXX XX, 2015, as required by section 163.3177(6)(c), F.S. within 18 months after the governing board of the South Florida Water Management District approved its Lower East Coast Water Supply Plan Update on ~~February 15, 2007~~ October 10, 2013. The Work Plan Update will continue to be updated, at a minimum, every 5 years. The Town's Work Plan Update is designed to: assess current and projected potable water demands; evaluate the sources and capacities of available water supplies; and, identify those water supply projects, using all available technologies, necessary to meet the Town's water demands for a 20-year period.
- Policy 3.1.: Comply with the Town's of Lake Park's 20-Year Water Supply Facilities Work Plan Update adopted XXXX XX, 2015 and incorporate such Work Plan Update by reference into the Town of Lake Park Comprehensive Plan.
- Policy 3.2.: Coordinate appropriate aspects of its Comprehensive Plan with the South Florida Water Management District's regional Water Supply Plan Update adopted ~~February 15, 2007~~ October 10, 2013 and with the Palm Beach County 10-Year Water Supply Facilities Work Plan adopted ~~April 24, 2008 (Notice of Intent published July 18, 2008)~~ April 27, 2015. The Town shall amend its Comprehensive Plan and Work Plan as required to provide consistency with the District and County plans.
- Monitoring Measure: The Work Plan Update shall remain consistent with the Palm Beach County 10-Year Water Supply Facilities Work Plan Update, which is compatible with the Palm Beach County Water Use Permit renewals and with the projects listed in the South Florida Water Management District's Lower East Coast Regional Water Supply Plan Update. The Work Plan will continue to be updated, at a minimum, every 5 years and within 18 months after the South Florida Water Management District's approval of an updated Lower East Coast Regional Water Supply Plan.

Town of Lake Park  
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XXXX XX, 2015  
Conservation Element

Policy 6.6.: Implementation of the 20-year Water Supply Facilities Work Plan Update shall ensure that adequate water supplies and public facilities are available to serve the water supply demands of any population growth that the Town may experience.

Intergovernmental Coordination Element

Objective X. Support climate change and sea level rise initiatives.

Policy X.1 Support the SUA, Palm Beach County and SFWMD in any efforts to evaluate the consequences of sea level rise, changing rainfall and storm patterns, temperature effects, and cumulative impacts to existing structures and existing legal uses.

Policy X.2 Participate in the Southeast Florida Regional Climate Change Compact to support regional planning efforts and initiatives to adapt to rising sea level in the LEC Planning Area.

Policy X.3 Work collaboratively with the county, SUA and SFWMD to identify the utility wellfields and other users at potential risk of saltwater intrusion within the LEC Planning Area.

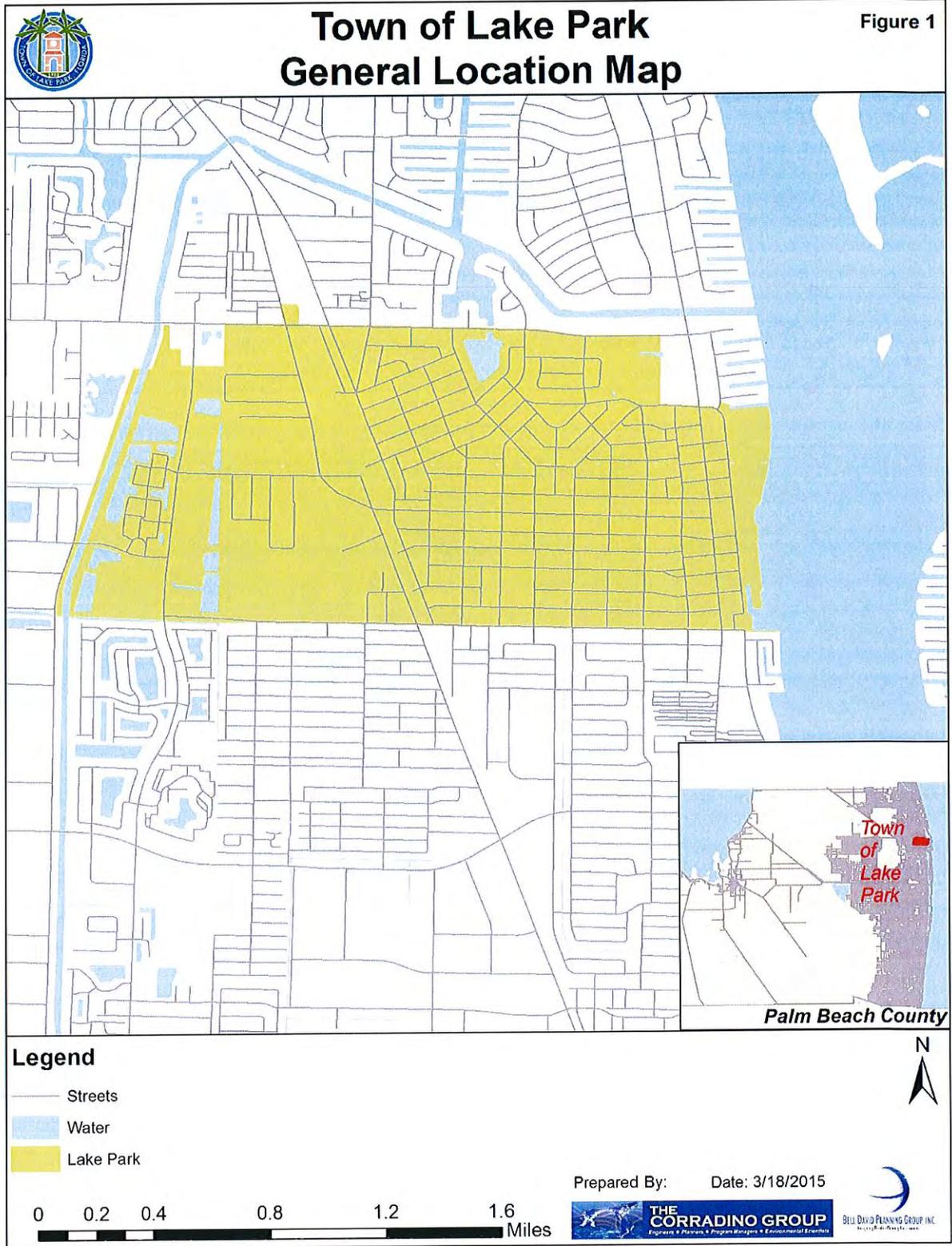
Monitoring Measure: The Town shall enact legislation supporting the efforts of the SUA, Palm Beach County and SFWMD to evaluate climate change and its impacts.

Capital Improvement Element

Policy 5.5: The Town shall incorporate capital improvements affecting Town levels of service by referencing the Capital Improvements Schedules of Palm Beach County, state agencies, regional water supply authorities and other units of government providing services but not having regulatory authority over the use of land into its 5-Year Schedule of Capital Improvements. The Town Capital Improvement Element Schedule shall be maintained and updated annually and shall demonstrate that level of service standards will be maintained during the next five-year (~~2008/2009 through 2012/2013~~ 2014/2015 through 2018/2019) planning period.

## FIGURES

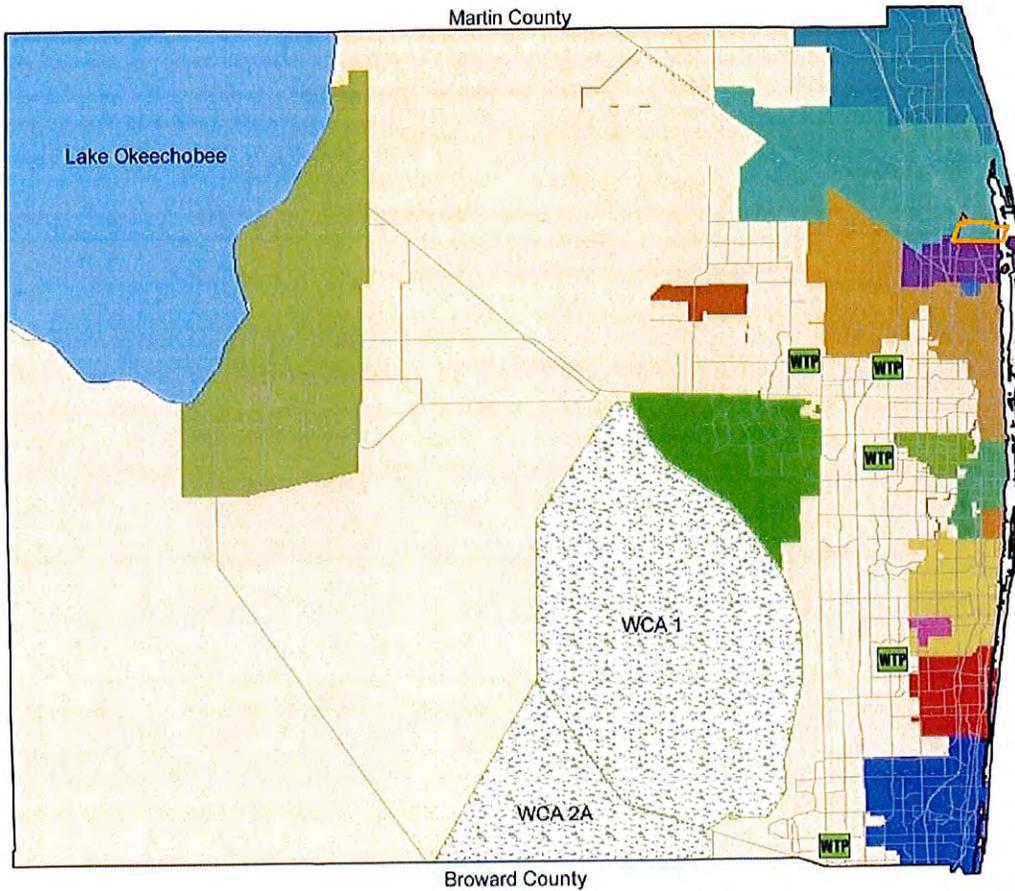






## Palm Beach County Water Service Providers

Figure 2



### Legend

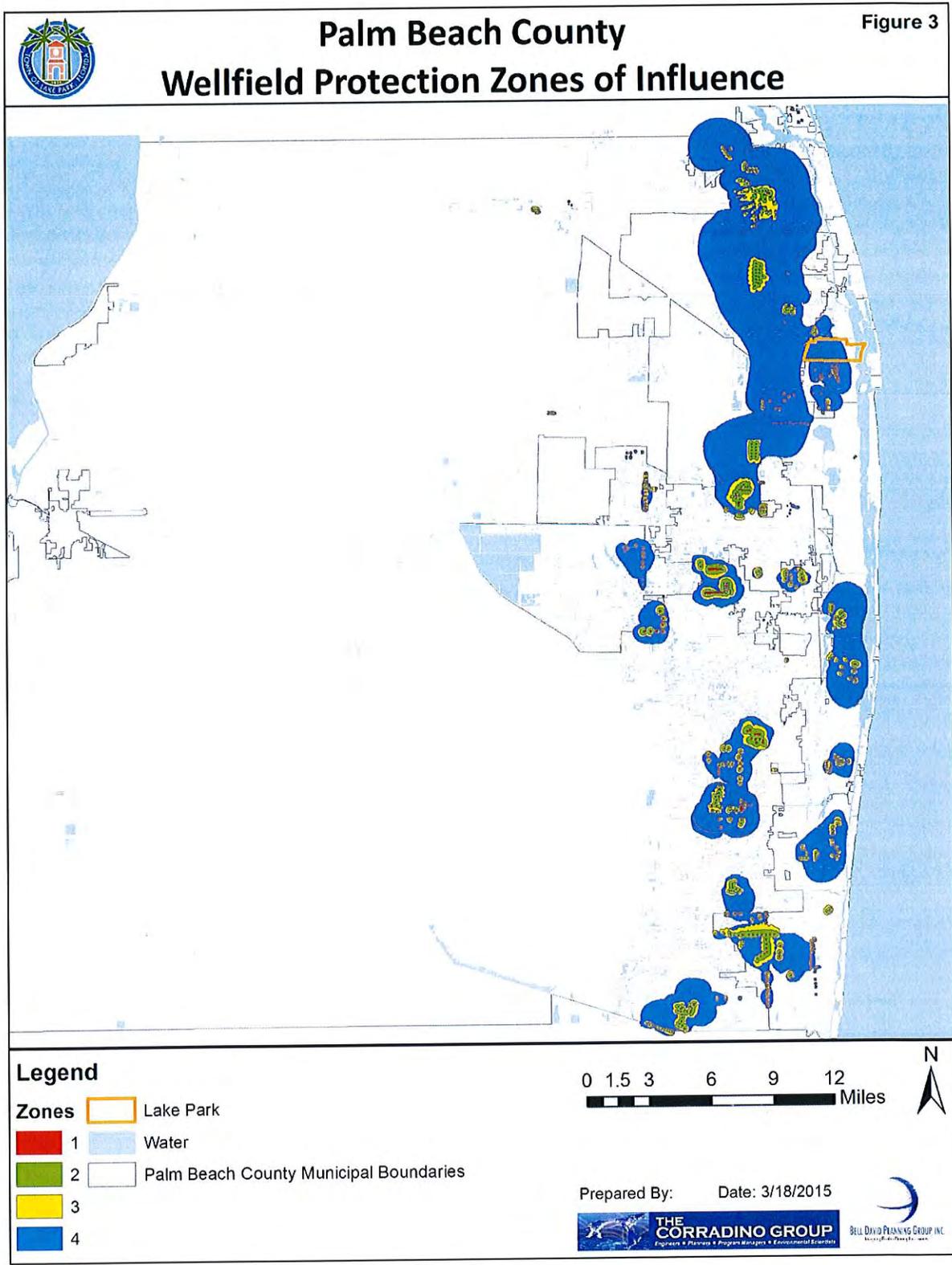
- |               |               |                     |
|---------------|---------------|---------------------|
| Water_TP      | LAKE WORTH    | SEACOAST            |
| BOCA RATON    | LANTANA       | SEMINOLE            |
| BOYNTON BEACH | MANALAPAN     | WELLINGTON          |
| DELRAY BEACH  | MANGONIA PARK | WEST PALM BEACH     |
| ENCON         | PALM SPRINGS  | LAKE REGION         |
| GOLF          | RIVIERA BEACH | PBC WATER UTILITIES |

Lake Park (Seacoast)

0 2 4 8 12 16  
 Miles

Prepared By:      Date: 3/18/2015





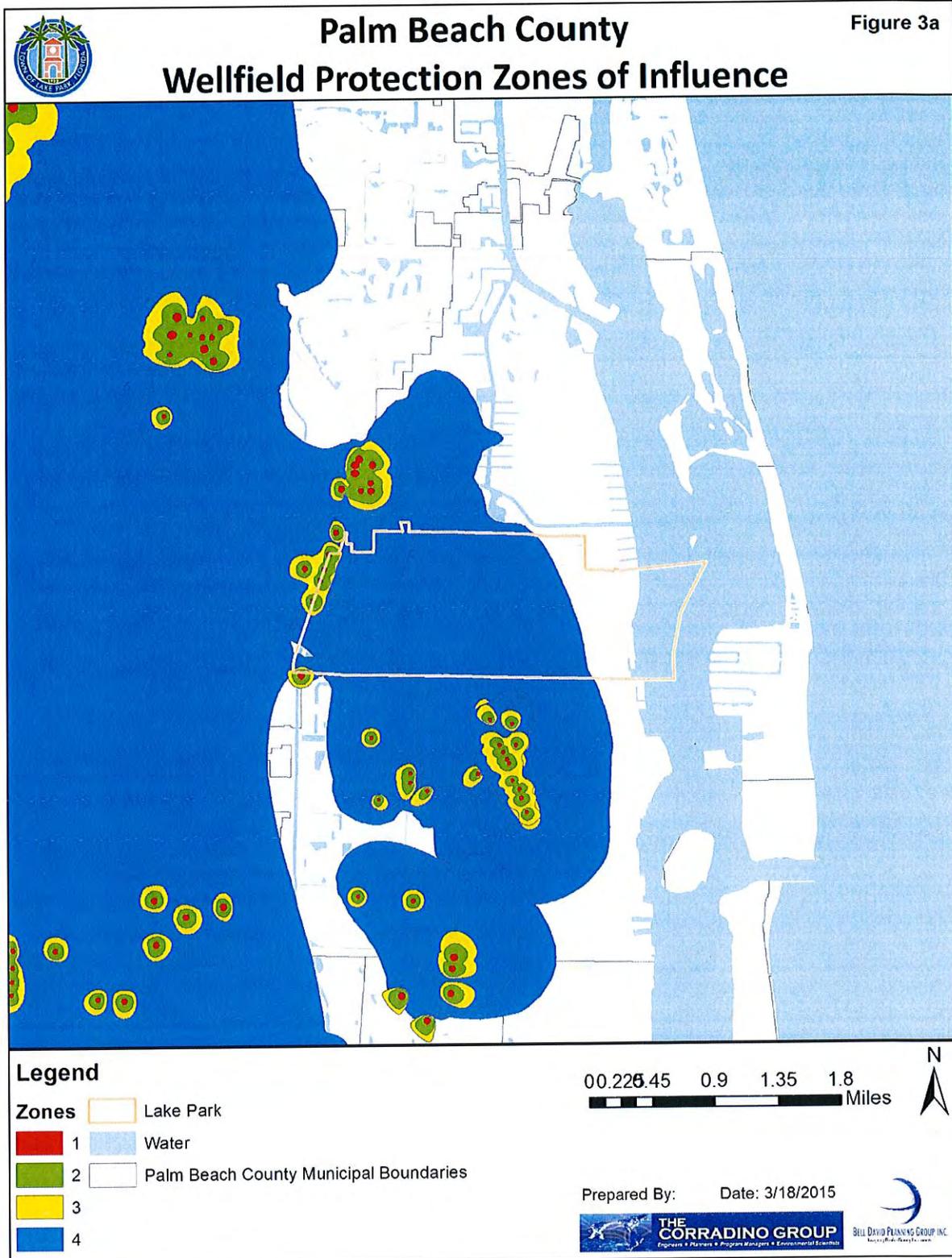


Exhibit "B"

**TOWN OF LAKE PARK  
20-YEAR WATER SUPPLY FACILITIES  
WORK PLAN UPDATE RELATED AMENDMENTS  
TO THE COMPREHENSIVE PLAN**

**LPA (advertised) Hearing May 4, 2015  
Ordinance 1<sup>st</sup> Reading Hearing June 3, 2015  
Ordinance Adoption Hearing XXXX XX, 2015**



## **ACKNOWLEDGEMENTS**

### **TOWN COMMISSION**

James DuBois, Mayor  
Kimberly Glas-Castro, Vice-Mayor  
Erin Flaherty, Commissioner  
Michele O'Rourke, Commissioner  
Kathleen Rapoza, Commissioner

### **PLANNING AND ZONING BOARD/LOCAL PLANNING AGENCY**

Judith Thomas, Chair  
Erich Von Unruh, Vice-Chair  
Michele DuBois, Member  
Martin Schneider, Member  
Ludie Francois, Member

### **TOWN STAFF**

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### **Prepared By:**

Bell David Planning Group  
1019 NE 104<sup>th</sup> Street  
Miami Shores, FL 33138



## Amendment No. 1

The following lists the amended Objective, Policies and Monitoring Measure which shall be included in the Town's adopted Comprehensive Plan to ensure consistency between the elements in the Comprehensive Plan and the Town's 20-year Water Supply Facilities Work Plan Update.

### Sanitary Sewer, Solid Waste, Drainage, Potable Water and Natural Groundwater Aquifer Recharge Element

- Objective 3.: The Town shall comply with ~~its~~ the Town of Lake Park 20-year Water Supply Facilities Work Plan Update (Work Plan Update) adopted ~~March 18, 2009 XXXX XX, 2015~~, as required by section 163.3177(6)(c), F.S. within 18 months after the governing board of the South Florida Water Management District approved its Lower East Coast Water Supply Plan Update on ~~February 15, 2007 October 10, 2013~~. The Work Plan Update will continue to be updated, at a minimum, every 5 years. The Town's Work Plan Update is designed to: assess current and projected potable water demands; evaluate the sources and capacities of available water supplies; and, identify those water supply projects, using all available technologies, necessary to meet the Town's water demands for a 20-year period.
- Policy 3.1.: Comply with the Town's of Lake Park's 20-Year Water Supply Facilities Work Plan Update adopted ~~XXXX XX, 2015~~ and incorporate such Work Plan Update by reference into the Town of Lake Park Comprehensive Plan.
- Policy 3.2.: Coordinate appropriate aspects of its Comprehensive Plan with the South Florida Water Management District's regional Water Supply Plan Update adopted ~~February 15, 2007 October 10, 2013~~ and with the Palm Beach County 10-Year Water Supply Facilities Work Plan Update adopted ~~April 24, 2008 (Notice of Intent published July 18, 2008) April 27, 2015~~. The Town shall amend its Comprehensive Plan and Work Plan as required to provide consistency with the District and County plans.
- Monitoring Measure: The Work Plan Update shall remain consistent with the Palm Beach County 10-Year Water Supply Facilities Work Plan Update, which is compatible with the Palm Beach County Water Use Permit renewals and with the projects listed in the South Florida Water Management District's Lower East Coast Regional Water Supply Plan Update. The Work Plan will continue to be updated, at a minimum, every 5 years and within 18 months after the South Florida Water Management District's approval of an updated Lower East Coast Regional Water Supply Plan.

## Amendment No. 2

The following lists the amended Policy which shall be included in the Town's adopted Comprehensive Plan to ensure consistency between the elements in the Comprehensive Plan and the Town's 20-year Water Supply Facilities Work Plan Update.

### Conservation Element

Policy 6.6.: Implementation of the 20-year Water Supply Facilities Work Plan Update shall ensure that adequate water supplies and public facilities are available to serve the water supply demands of any population growth that the Town may experience.

### Amendment No. 3

The following lists the amended Objective, Policies and Monitoring Measure which shall be included in the Town's adopted Comprehensive Plan to ensure consistency between the elements in the Comprehensive Plan and the Town's 20-year Water Supply Facilities Work Plan Update.

#### Intergovernmental Coordination Element

Objective X. Support climate change and sea level rise initiatives.

Policy X.1 Support the SUA, Palm Beach County and SFWMD in any efforts to evaluate the consequences of sea level rise, changing rainfall and storm patterns, temperature effects, and cumulative impacts to existing structures and existing legal uses.

Policy X.2 Participate in the Southeast Florida Regional Climate Change Compact to support regional planning efforts and initiatives to adapt to rising sea level in the LEC Planning Area.

Policy X.3 Work collaboratively with the county, SUA and SFWMD to identify the utility wellfields and other users at potential risk of saltwater intrusion within the LEC Planning Area.

Monitoring Measure: The Town shall enact legislation supporting the efforts of the SUA, Palm Beach County and SFWMD to evaluate climate change and its impacts.

#### Amendment No. 4

The following lists the amended Policy which shall be included in the Town's adopted Comprehensive Plan to ensure consistency between the elements in the Comprehensive Plan and the Town's 20-year Water Supply Facilities Work Plan Update.

#### Capital Improvement Element

Policy 5.5: The Town shall incorporate capital improvements affecting Town levels of service by referencing the Capital Improvements Schedules of Palm Beach County, state agencies, regional water supply authorities and other units of government providing services but not having regulatory authority over the use of land into its 5-Year Schedule of Capital Improvements. The Town Capital Improvement Element Schedule shall be maintained and updated annually and shall demonstrate that level of service standards will be maintained during the next five-year (~~2008/2009 through 2012/2013~~ 2014/2015 through 2018/2019) planning period.

# TAB 5



**Town of Lake Park Town Commission**

**Agenda Request Form**

**Meeting Date:** June 3, 2015

**Agenda Item No.** Tab 5

**Agenda Title: Ordinance Amending Article XVI, Section 18 of the Town Charter Pertaining to the Filing Dates For the Elections during a Presidential Primary Preference Election Years.**

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON FIRST READING**
- NEW BUSINESS
- OTHER: \_\_\_\_\_

- CONSENT AGENDA
- OLD BUSINESS

**Approved by Town Manager** *[Signature]* **Date:** 5-7-15

*Vivian Mendez – Town Clerk*  
Name/Title

<b>Originating Department:</b>  <p style="text-align: center;"><b>Town Clerk</b></p>	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b>  <p style="text-align: center;"><b>Ordinance</b></p>
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> <b>Not Required</b>	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 <i>V.M.</i> <b>Please initial one.</b>

**Summary Explanation/Background:** Prior to July 1, 1973, the Town Commission adopted a municipal Charter, which contains among other matters, provisions pertaining to the dates of regular elections and filing dates for candidates for the Town Commission. Amendments to municipal charter provisions which were adopted prior to July 1, 1973 may be made by Ordinance if the proposed changes do not affect the basic organizational and administrative structure of the municipal government, and if the proposed changes do not fall within any of the statutorily excluded areas which expressly require a referendum in order to adopt the proposed charter amendment.

Historically the Presidential Preference Primary had been conducted and it did not interfere with the municipal elections. However, in 2016 that will not be the case. The 2016 Presidential Preference

Primary, by the Legislation, will be conducted on the third Tuesday in March. Since the municipal elections are typically scheduled for the second Tuesday in March, the Palm Beach County Supervisor of Elections (SOE) has requested that the Town accommodate their office by changing the date of the Town's regular election and qualifying period to be concurrent with those of the Presidential Primary Preference.

In Section 18 entitled "Qualification of candidates for town commission; notice of candidacy; filing dates" the following language is being proposed to be changed in this Ordinance:

2. Notice of candidacy for a general election shall be filed no earlier than NOON on the last Tuesday in January nor later than NOON on the second Tuesday in February of the calendar year in which the election is to be held. Provided, however, when a regular election for either the offices of commission or mayor is to be held in March of a year when the state holds a presidential primary, a notice of candidacy for the town's regular election shall begin at NOON of the last Tuesday in November and end at NOON on the second Tuesday of December in the calendar year preceding the presidential preference primary.

**Recommended Motion:** I move to adopted Ordinance No. ~~06~~-2015 on first reading.

**ORDINANCE NO. 08-2015**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING ARTICLE XVI, SECTION 18 OF THE TOWN OF LAKE PARK'S CHARTER PERTAINING TO FILING DATES FOR THE ELECTION OF THE OFFICES OF MAYOR OR TOWN COMMISSIONER WHEN A REGULAR ELECTION IS TO BE HELD DURING A YEAR IN WHICH THERE IS A PRESIDENTIAL PRIMARY PREFERENCE ELECTION; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Lake Park, Florida is a duly constituted municipality having the power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

**WHEREAS**, prior to July 1, 1973 the Town Commission adopted a municipal Charter, which contains among other matters, provisions pertaining to the operation of the Town under a Town Commission-Town Manager form of government; and

**WHEREAS**, Sections 166.021(4) and 166.031, Fla. Stat., set forth the procedures to be followed in amending municipal charters adopted prior to July 1, 1973, and which charters have not been subsequently readopted; and

**WHEREAS**, pursuant to the provisions of Section 166.021(4), Fla. Stat., amendments to municipal charter provisions which were adopted prior to July 1, 1973, such as the Town's Charter, may be made by ordinance if the proposed changes do not affect the basic organizational and administrative structure of the municipal government, and if the proposed changes do not fall within any of the statutorily excluded areas as set forth in § 166.021(4), Fla. Stat. which expressly require a referendum in order to adopt the proposed charter amendment; and

**WHEREAS**, the amendment of the Town Charter ordinance as proposed by their ordinance

would not require a referendum; and

**WHEREAS**, the Supervisor of Elections has requested that the Town accommodate her office by changing the dates of the town's regular election and qualifying periods for same when a regular election is scheduled during a year wherein Florida will hold a Presidential Primary Preference Election; and

**WHEREAS**, in order to accommodate the Supervisor of Elections, the Town Clerk recommends that the Commission amend Article XVI, § 18 of the Charter so that its regular election, and the qualifying period for same can be held concurrent with a Presidential Primary Preference Election.

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

**Section 1.** The whereas clauses are incorporated herein as the legislative findings of the Town Commission.

**Section 2.** The municipal Charter for the Town of Lake Park, Article XVI, Section 18 is hereby amended as follows:

**Section 18. Qualifications of candidates for town commission; notice of candidacy; filing dates.**

1. Any bona fide resident of the Town of Lake Park and of the State of Florida and a citizen of the United States of America who is a registered voter of the Town of Lake Park and possesses the qualifications to vote at Town, State and National elections, and who is otherwise qualified to be a member of the Town Commission, as provided in this Charter, may be a candidate for the office of Town Commissioner by filing a verified notice of candidacy for Town Commissioner, stating the office he seeks, with the Town Clerk of said Town, in the manner hereinafter set out.
2. Notice of candidacy for a general election shall be filed no earlier than NOON on the last Tuesday in January nor later than NOON on the second Tuesday in February of the calendar

year in which the election is to be held. Provided, however, when a regular election for either the offices of commission or mayor is to be held in March of a year when the state holds a presidential primary, a notice of candidacy for the town's regular election shall begin at NOON of the last Tuesday in November and end at NOON on the second Tuesday of December in the calendar year preceding the presidential preference primary.

**Section 3. Severability.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

**Section 4. Repeal of Laws in Conflict.** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**Section 5. Codification.** The sections of the Ordinance may be made a part of the Town Code of Laws and Ordinances and may be renumbered or relettered to accomplish such, and the word "ordinance" may be changed to "section," "article," or any other appropriate word.

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

# **New Business**

# TAB 6



**Town of Lake Park Town Commission**

**Agenda Request Form**

Meeting Date: June 3, 2015

Agenda Item No. Tab 6

**Agenda Title: Fiscal Year 2014/2015 Budget Adjustment**

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *J. D. Gentry* Date: 5-26-2015

Name/Title

<p><b>Originating Department:</b></p> <p style="text-align: center;">Finance</p>	<p><b>Costs: See Attachment A</b></p> <p>Funding Source:</p> <p>Acct. #</p> <p><input checked="" type="checkbox"/> Finance <u><i>BKZ</i></u></p>	<p><b><u>Attachments:</u></b></p> <p><b>Resolution; and</b></p> <p><b>Budget Adjustment</b></p> <p><b>Itemization (Attachment A)</b></p>
<p><b>Advertised:</b></p> <p>Date: _____</p> <p>Paper: _____</p> <p><input checked="" type="checkbox"/> Not Required</p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone _____</p> <p>OR</p> <p>Not applicable in this case <u><i>BKZ</i></u></p> <p><b>Please initial one.</b></p>

**Summary Explanation/Background:**

At its April 15, 2015 meeting, the Commission approved mid-year budget adjustments which were limited in nature and which consisted of adjustments to the general fund, insurance fund, special projects fund and Marina fund. The purpose of this budget adjustment is to address four significant items which are being brought forward at the request of the Town Manager. Such items are discussed below.

## **General Fund**

**Item 1:** Effective October 1, 2014, the position of Administrative Assistant was eliminated from the Town Manager's budget and was included in the budget for the office of the Town Clerk to replace the position of Deputy Town Clerk. The employee filling the position of Administrative Assistant in the Town Manager's office was transferred to the office of the Town Clerk. The purpose of this action is two-fold. First, it is to restore the position of Administrative Assistant to the Town Manager's budget to enable the Town Manager to fill this position. Secondly, it is to restore the position of Deputy Town Clerk to the Town Clerk's budget to enable the Town Clerk to fill this position.

**Item 2:** Over the past few fiscal years, the amount of staff has been significantly reduced due to budgetary constraints. At the same time, the amount of work has not diminished. In order to support each department in Town Hall, staff proposes to create the position of Office Assistant who would be trained to "fill in" in all Town Hall departments during vacations, sick leave and other approved staff absences, and during times of high workload. The purpose of this action is to budget for such position.

**Item 3:** Lately, there have been increased incidents of school children running through Town Hall unescorted by adults and having to be asked to leave the premises. In order to provide a more open and customer-friendly appearance and atmosphere to the Town Hall lobby, and increase the security of Town Hall, staff is recommending that a new customer service window be inserted into the east wall of the Town Hall lobby. This will require inserting a 6 foot wide section of bullet proof window and counter area, which will be the new location for the current Finance Department counter and window. A copy of the conceptual of this new customer service window is attached.

**Item 4:** At its May 6, 2015 meeting, the Commission approved the use of the Bert Bostrom Park basketball courts for the 1<sup>st</sup> Annual Lake Park Co-ed 3 on 3 Basketball Tournament which will take place on June 6, 2015. Preparatory to this basketball tournament, staff recommends that certain tasks be accomplished at the Bert Bostrom Park basketball courts. Staff and existing budget can accomplish all but the following two items, which are pressure cleaning the courts and restriping. The purpose of this item is to budget such contractual work to be accomplished.

**Item 5.** At its August 20, 2014 meeting, the Commission approved the execution by the Mayor of the Interlocal Agreement for the Final Termination and Dissolution of the South East Risk Management Association (SERMA). As a result of this action, on September 26, 2014 the Town received a check for a retained earnings allocation from Employers Mutual Inc. on behalf of SERMA in the amount of \$125,861, which was deposited into the Town's insurance fund. These monies should be reallocated amongst the following Town funds before October 1, 2015:

- General
- Streets and Roads
- Marina
- Stormwater
- Sanitation

**Recommended Motion:** I move to adopt Resolution \_\_\_\_\_.

**RESOLUTION NO. 16-06-15**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN BUDGET FOR FISCAL YEAR 2014-2015 AS PREVIOUSLY ADOPTED BY RESOLUTION NO. 29-09-14; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.**

**WHEREAS**, the Town Commission has previously established the budget for the Town of Lake Park for the fiscal year beginning October 1, 2014 and ending September 30, 2015; and

**WHEREAS**, at the time of its adoption, the budget properly reflected expected revenues and appropriations; and

**WHEREAS**, to implement this budget, the Town Commission adopted and levied by Resolution No. 29-09-14 a final millage rate for the Fiscal Year 2014-2015; and

**WHEREAS**, the Town Commission deems it necessary and advisable to amend the budget for the Town of Lake Park for Fiscal Year 2014-2015, which was adopted by Resolution No. 29-09-13.

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

**Section 1.** The whereas clauses are true and correct and are supported herein.

**Section 2.** An amended final budget of the Town of Lake Park General Fund is hereby approved and adopted as set forth in the attached Mid-Year Budget Adjustment Itemization (Attachment "A").

**Section 3.** The Town Manager is hereby authorized to amend/transfer between departmental accounts provided, however, that total appropriated expenditures by fund do not exceed Commission authorized amounts.

**Section 4.** If any section, subsection, sentence, clause, phase or portion of this Resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

**Section 5.** This resolution shall take effect immediately upon adoption.

Budget Adjustment Itemization

June 3, 2015

ATTACHMENT "A"

<b>General Fund</b>			
Item	Account Number	Proposed Change	Totals
	Total General Fund Budgeted Expense		\$ 8,522,458
(1)	Regular Salaries 001-51-512-104-12000	11,859	
	FICA 001-51-512-104-21000	907	
	Retirement 001-51-512-104-22000	593	
(2)	Regular Salaries 001-51-512-150-12000	6,777	
	FICA 001-51-512-150-21000	518	
(3)	Capital - Buildings 001-51-512-150-62000	\$ 40,000	
(4)	Contractual Services 001-52-524-406-34000	\$ 2,000	
(5)	Worker's Compensation Refund 001-51-589-900-24001	\$ (36,122)	
	Contingency 001-51-589-900-99901	(26,533)	
	Total of Expense Changes	\$ -	
	Proposed Budget		\$ 8,522,458
<b>Insurance Fund</b>			
Item	Account Number	Proposed Change	Totals
	Total Insurance Fund Budgeted Revenue		\$ 227,116
(5)	Worker's Compensation Refund 150-369.300	\$ (125,861)	
	Total Changes	\$ (125,861)	(125,861)
	Proposed Budget		\$ 101,255
	Total Insurance Fund Budgeted Expenses		\$ 227,116
(5)	Fund Balance 150-271.000	\$ (125,861)	
	Total Changes	\$ (125,861)	(125,861)
	Proposed Budget		\$ 101,255
<b>Streets and Roads</b>			
Item	Account Number	Proposed Change	Totals
	Total Streets & Roads Fund Budgeted Expenses		\$ 144,740
(5)	Worker's Compensation Refund 190-54-541-190-24001	\$ (7,300)	
	Emergency Reserve 190-54-541-190-99900	\$ 7,300	
	Total Expense Changes	\$ -	
	Proposed Budget		\$ 144,740
<b>Marina Fund</b>			
Item	Account Number	Proposed Change	Totals
	Total Marina Fund Budgeted Expense		\$ 1,427,014
(5)	Worker's Compensation Refund 401-57-579-800-24001	\$ (11,579)	
	Transfer to Fund Balance 401-57-579-800-99907	\$ 11,579	
	Total of Expense Changes	\$ -	
	Proposed Budget		\$ 1,427,014
<b>Stormwater Fund</b>			
Item	Account Number	Proposed Change	Totals
	Total Stormwater Fund Budgeted Expense		\$ 481,020
(5)	Worker's Compensation Refund 402-53-538-402-24001	\$ (12,964)	
	Transfer to Capital Reserve 402-53-538-402-99002	\$ 12,964	
	Total of Expense Changes	\$ -	
	Proposed Budget		\$ 481,020
<b>Sanitation Fund</b>			
Item	Account Number	Proposed Change	Totals
	Total Marina Fund Budgeted Expense		\$ 1,427,014
(5)	Worker's Compensation Refund 404-53-534-404-24000	\$ (57,896)	
	Transfer to Fund Balance 404-53-534-404-99907	\$ 57,896	
	Total of Expense Changes	\$ -	
	Proposed Budget		\$ 1,427,014

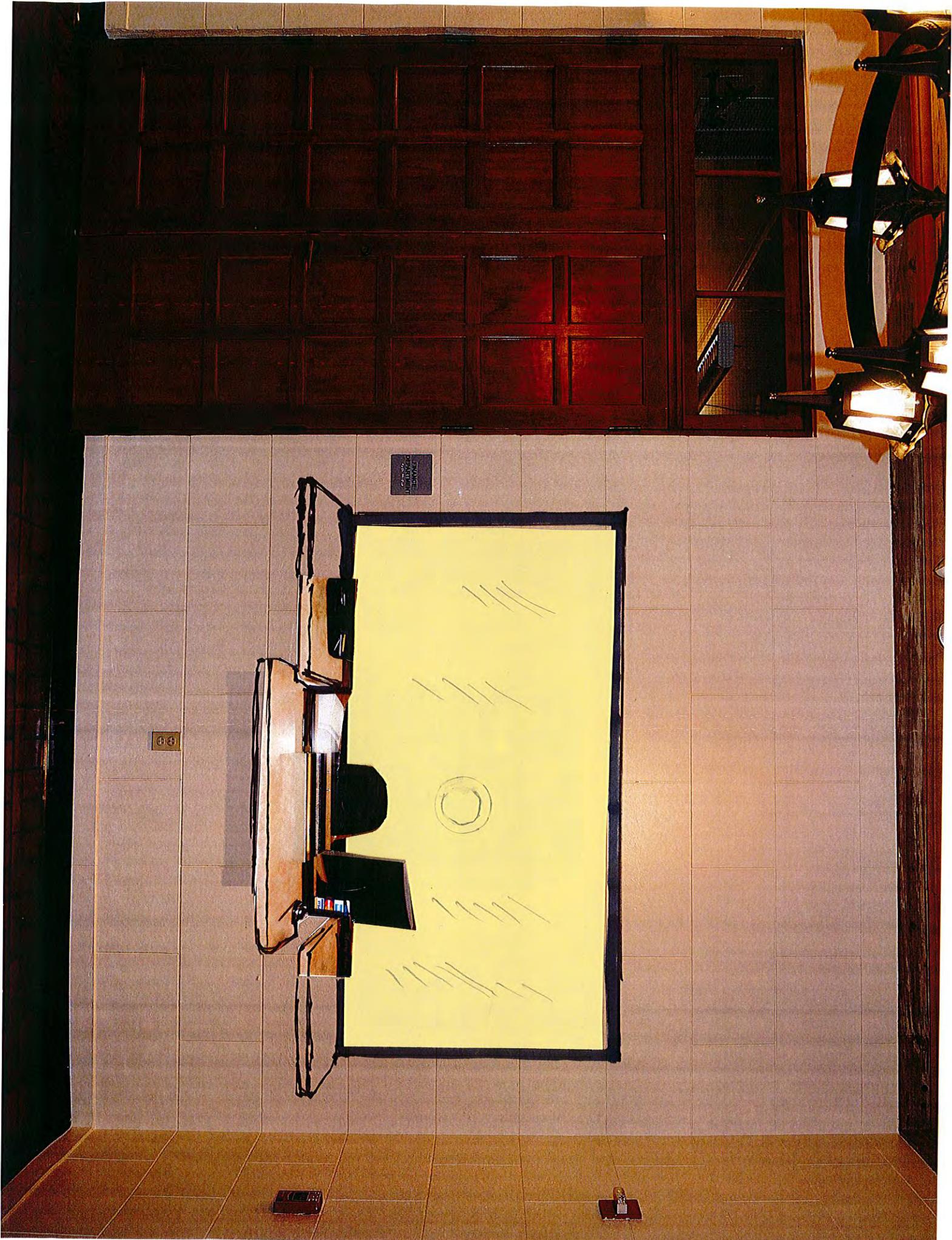


PLATE 1  
LITHIUM-ION BATTERY

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# TAB 7



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 3, 2015

Agenda Item No. Tab 7

**Agenda Title: Resolution to Amend the Town of Lake Park Uniform Classification System to Revise the Job Descriptions for the Positions of Recreation Manager, Library Director, and Town Clerk/Deputy Town Manager**

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

Approved by Town Manager *[Signature]* Date: 5-20-15  
*[Signature]*  
 Name/Title HUMAN RESOURCES DIRECTOR

<b>Originating Department:</b>  Human Resources	<b>Costs: \$ -0-</b> Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b> Resolution; Revised Recreation Manager, Library Director and Town Clerk/Deputy Town Manager Job Descriptions in Redline Format
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR <b>Not applicable in this case:</b> <b>BMT</b> Please initial one.

**Summary Explanation/Background:**

**Revision of the Recreation Manager Job Description:**

Currently, a job description exists in the Town's Uniform Classification System entitled Recreation Manager. The purpose of this action is to revise this job description by changing the job title from Recreation Manager to Recreation Director, and to reflect that this position answers to the Town Manager.

A copy of the revised Recreation Manager job description is attached in redline format.

**Revision of the Library Director Job Description:**

Currently, a job description exists in the Town's Uniform Classification System entitled Library Director. The purpose of this action is to revise this job description to reflect that this position answers to the Town Manager.

A copy of the revised Library Director job description is attached in redline format.

**Revision of the Town Clerk/Deputy Town Manager Job Description:**

Currently, a job description exists in the Town's Uniform Classification System entitled Town Clerk/Deputy Town Manager. The purpose of this action is to revise this job description by changing the job title from Town Clerk/Deputy Town Manager to Town Clerk, and to make other related changes in this job description.

A copy of the revised Town Clerk/Deputy Town Manager job description is attached in redline format.

There will be no additional financial burden placed on the budget of the Town as a result of these actions.

**Recommended Motion:** I move to adopt Resolution \_\_\_\_\_.

**RESOLUTION NO. 17-06-15**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO REVISE THE JOB DESCRIPTIONS FOR THE POSITIONS OF, RECREATION MANAGER, LIBRARY DIRECTOR AND TOWN CLERK/DEPUTY TOWN MANAGER; PROVIDING FOR THE PUBLICATION OF AN UPDATED UNIFORM CLASSIFICATION SYSTEM; AND, PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

**WHEREAS**, the Uniform Classification System of the Town of Lake Park is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

**WHEREAS**, it is necessary to provide an updated listing of certain current titles and classifications within the Town service.

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

**Section 1.** The foregoing recitals are hereby incorporated as if fully set forth herein.

**Section 2.** The Uniform Classification System is amended to revise the job descriptions for the positions of Recreation Manager, Library Director and Town Clerk/Deputy Town Manager. Copies of the revised job descriptions are attached hereto as Exhibit A, Exhibit B and Exhibit C respectively.

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

**RECREATION ~~MANAGER~~DIRECTOR**

**JOB CODE:** 180  
**DEPARTMENT:** PARKS AND RECREATION

**CHARACTERISTICS OF THE CLASS:**

Under the administrative direction of the ~~Deputy~~ Town Manager, responsible for the implementation and direction of a comprehensive year-round recreation program including youth and adult activities, all community events, and the management of Town rental facilities. Performs related duties as directed. This is an exempt position.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Recreation ~~Manager~~Director position.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Assumes full management responsibility for planning, implementing, directing and supervising the activities of the Recreation Department; develop and implement departmental operating policies and procedures subject to approval by the ~~Deputy~~ Town Manager; establishes program goals and objectives; develops an ongoing strategic plan for the effective operation of the Parks and Recreation Department and its recreational programs
- Prepares and administers departmental budget, control expenditures, evaluates needs and recommends staffing levels, materials, equipment and capital improvements for the effective operation of the Parks and Recreation Department
- Implements the planning of new parks, playgrounds and construction and maintenance of these facilities
- Coordinates the Town recreation program with other Town departments and outside recreational organizations, schools and various community-based organizations; serves as liaison between the Recreation Department and the community
- Works with the Human Resources Department in soliciting appropriate volunteers to implement a well-rounded recreation program

- Continuously seeks to identify strategies for marketing and advertising the Town's recreation programs and implement such strategies, and serves as the public information officer for such programs
- Coordinates and manages all aspects of events including the planning and development of event site plans, recruitment of all vendors and entertainment, and the management of all event logistics
- Maintains accurate and current records of all Parks and Recreation Department operations, and provides periodic written and verbal reports as required by the ~~Deputy~~ Town Manager
- Maintains financial records and accounts for monies received and submits reports to the ~~Deputy~~ Town Manager ; prepares requisitions, field purchase orders, and department payroll for approval by the ~~Deputy~~ Town Manager and submittal to the Finance Department
- Coordinates and oversees Town bus trips; registers participants; drives the Town bus as needed
- Coordinates and oversees the rental of all Town facilities
- Manages, trains, motivates and evaluate departmental staff; reviews progress and directs changes as needed subject to approval by the ~~Deputy~~ Town Manager
- Represents the Town at various community events, meetings and conferences
- Performs other duties as assigned

## REQUIREMENTS:

### A. Education and Experience:

Bachelor's degree in sports management, education or physical education, or related field from accredited college or university; supplemented by five (5) years of progressively responsible experience and a demonstrated record of success in developing and implementing innovative community-wide recreation programs and events. Membership in the Florida Recreation and Parks Association required. Must have valid Florida CDL Class C Drivers License.

### B. Knowledge, Skills and Abilities:

- Knowledge and understanding of the strategic planning process
- Knowledge of community recreation needs and resources
- Knowledge of the principles and practices of office management, work organization and supervision
- Knowledge of the principles and practices of modern parks and recreation programs

- Ability to plan, organize, coordinate, implement and manage a comprehensive parks and recreation program
- Must be able to work independently and exercise sound judgment with very little direction on routine matters
- Ability to communicate effectively, verbally and in writing
- Ability to select, manage, train and evaluate assigned staff
- Skill in the operation of general office equipment
- Ability to establish and maintain effective working relationships with departmental officials, associates, subordinates and the general public.

**PHYSICAL REQUIREMENTS:**

Task involves frequent walking; standing; lifting and carrying objects of moderate to heavy weight; and/or the operation of vehicles, office, computer keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

**ENVIRONMENTAL REQUIREMENTS:**

Task may require infrequent exposure to adverse environmental conditions.

**SENSORY REQUIREMENTS:**

Task requires color, sound and form perception.

**BLOODBORNE PATHOGENS:**

Category 11 – Moderate to Minimal Risk Exposure.

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

**LIBRARY DIRECTOR**

**JOB CODE:** 150  
**DEPARTMENT:** LAKE PARK PUBLIC LIBRARY

**CHARACTERISTICS OF THE CLASS:**

Under the administrative direction of the ~~Deputy~~-Town Manager, directly responsible for performing professional and administrative duties related to the operation and functions of the Lake Park Public Library. Responsibilities include planning, directing, implementing and coordinating Library services for the community. These duties include hiring and evaluating staff, budget preparation, monitoring expenditures, preparation and implementation of policies and procedures, Library programming, maintenance and development of the Library collection and the provision of Library services for the general public. Answers to the ~~Deputy~~-Town Manager and consults with the Library Advisory Board. Performs related duties as directed. This is an exempt position.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of anyone position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the Library Director position.

1. Serves as the Library's executive officer; planning, directing, coordinating and managing all phases of Library operations
2. Supervises Library personnel, including: hiring, scheduling, payroll preparation, training, annual reviews, performance evaluations and discipline
3. Prepares and administers the Library budget, within the guidelines established by the Town Manager and the Finance Department
4. Formulates goals and objectives, prepares the annual long range plan and incorporates these into the ongoing management of Library services
5. Monitors and evaluates Library services, consulting with -the Library Advisory Board and reporting to the ~~Deputy~~-Town Manager as required
6. Supervises programming for the public (adults, teens and children) and where appropriate, plans in cooperation of the Friends of the Library and other local civic organizations
7. Establishes procedures and policies for keeping the collection of materials and Library resources current, timely and up-to-date with new technologies

## LIBRARY DIRECTOR (page 2)

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8. Supervises communication and promotional activities, such as maintenance of the Library's web site, Library submittals to the Town newsletter and television channel, Library brochures and other publications, press announcements and photo opportunities
9. Promotes the Library to the community through participation in local organizations, sponsoring ongoing art exhibits, special programs, publications, speeches and other activities
10. Maintains Library connectivity, through membership in the Palm Beach County Library Cooperative, Southeast Library Information Network (SEFLIN), library automation system with the cities of Delray Beach, Boynton Beach and Palm Springs through the Cooperative Authority for Library Automation (COALA), and by cooperating with Florida State Library programs

### REQUIREMENTS:

1. **Training and Experience:**

Master's Degree in Library Science (MLS) from a university accredited by the American Library Association, with at least three (3) years of professional experience in library administration are required. Evidence of substantial experience in public services with increasing supervisory and/or managerial responsibilities preferred. Must possess knowledge of computer operations and network systems including the Microsoft Office Suite.

2. **Knowledge, Abilities and Skills**

- a) Knowledge of professional library principles, ethics, and standards
- b) Knowledge of local, state and federal laws pertaining to public library management
- c) Ability to establish and maintain effective working relationships with other management staff, library staff and the general public
- d) Ability to develop long-term and short-term plans and programs consistent with the Town's mission, goals and objectives
- e) Ability to develop and present reports and recommendations effectively in oral and written form
- f) Ability to lead effectively, to direct skilled efforts and interject enthusiasm into the services provided by the Library for the entire community
- g) Ability to keep abreast of new library services and technology for possible applicability to the Lake Park Public Library

## **LIBRARY DIRECTOR (page 3)**

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### **PHYSICAL REQUIREMENTS:**

Tasks involve limited physical activities, light lifting, standing and walking and dexterity in use of hands, arms and fingers for the operation of a computer keyboard or other office equipment. Work involves extended periods of time at a computer screen. Tasks involve sound and form perception and discrimination. Long hours are frequently required since the Library Director needs to be present for Town Commission meetings, Library meetings and Library programs.

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks performed without exposure to adverse environmental conditions (dirt, cold, rain, fumes).

### **SENSORY REQUIREMENTS:**

Work requires color and form perception and discrimination.

### **BLOOD BORNE PATHOGENS:**

Category II – Minimal to No Risk of Exposure

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

**TOWN CLERK/~~DEPUTY TOWN MANAGER~~**

**JOB CODE:** 190  
**DEPARTMENT:** TOWN CLERK

**CHARACTERISTICS OF THE CLASS:**

Under the administrative direction of the Town Manager, directly responsible for the management of the budget, personnel and all administrative aspects of the Office of Town Clerk. Provides customer service to all Town residents and customers in matters pertaining to Town government. Serves as the Supervisor of Elections for all municipal elections, as the Financial Disclosure Coordinator with the Florida Commission on Ethics, and the Records Management Liaison to the Florida Department of State. ~~Serves as acting Town Manager in the Town Manager's absence by supervising administrative staff and resolving problems across the Town's organizational structure.~~ In such capacity, the Town ~~Clerk/Deputy Town Manager shall provide support to all Town Commissioners and Department Directors, shall~~ Clerk shall function with a high degree of independence, and shall utilize sound professional judgment and demonstrate planning and organizational skills. Performs related duties as directed. This is an exempt position.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Town Clerk/~~Deputy Town Manager~~ position.

- Attends Commission meetings and records the minutes of such proceedings
- Transcribes Commission meeting minutes and prepares them for approval by the Town Commission
- Prepares, tracks and publishes items for the Commission meeting agendas
- Ensures that all Ordinances are codified in a proper and timely manner
- Issues public notification of all official meetings
- Prepares, maintains, and updates documents such as the Commission agendas, Town Code of Ordinances, the Town Charter, advertisements, public notices, Ordinances, Resolutions and proclamations
- Responds to information requests from the public and other municipalities, state officials, and federal legislative offices
- Supervises all Town municipal elections
- Maintains and updates fiscal records and contracts
- Maintains custody of the Town seal

- Serves as the Town's chief records custodian by protecting and preserving all official records and documents, such as Ordinances, Resolutions, Commission and board minutes, contracts and agreements.
- Develops the annual fiscal budget for the Town Clerk's Department for approval by the Town Manager and presentation to the Town Commission
- ~~Provides leadership, management direction and supervises activities of assigned departments.~~
- ~~Encourages innovation and collaboration among departments and outside agencies.~~
- ~~Promotes activities that encourage innovation and support agents of positive change.~~
- ~~Represents the Town Manager in a variety of meetings, conferences, and governmental events at the local, state, and federal levels.~~
- ~~Performs special assignments at the Town Manager's discretion~~
- Performs related duties as required.

## REQUIREMENTS

### A. Training and Experience:

Graduation from an accredited high school or GED, supplemented by a minimum of five (5) years of experience in the maintenance of complex records and the preparation of official documents with at least three (3) of those years as a municipal clerk or deputy clerk, including a minimum of three (3) years of managerial experience. Must be a Florida notary public and possess a valid Florida driver's license. Certification as a municipal clerk preferred.

~~Bachelor's degree in Public Administration or a closely related field from an accredited college or university or at least five (5) years of experience as a full-time employee in public administration at the administrative level, supplemented by a minimum of five (5) years of experience in the maintenance of complex records and the preparation of official documents with at least three (3) of those years as a municipal clerk or deputy clerk, including a minimum of three (3) years of managerial experience. Must be a Florida notary public. Certification as a municipal clerk preferred. Must possess a valid Florida driver's license.~~

### B. Knowledge Skills and Abilities:

- Thorough knowledge of the procedures of the office of the Town Clerk, Town Commission, and functions of a municipal government.
- Thorough knowledge of Florida election laws, procedures, and activities.
- Thorough knowledge of the Town Code of Ordinances and Florida Statutes, budget, government practices and procurement policies and procedures.

- Ability to read and understand laws, Resolutions, Ordinances, Codes, etc., analyze, and interpret complex documents.
- ~~Ensures compliance with applicable federal, state, and local laws and ordinances.~~
- ~~Ability to respond effectively to inquires or complaints orally and in writing.~~
- ~~Ability to prepare and present accurate and reliable reports containing findings and recommendations. Ability to delegate authority and responsibility appropriately.~~
- ~~Ability to organize, direct and coordinate a complete range of administrative activities obtaining maximum efficiency.~~
- Ability to follow complex oral and written instructions.
- Ability to research, collate and present information effectively.
- Ability to establish and maintain effective work relationships with the Town Commission, the general public and Town staff.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology

#### **PHYSICAL REQUIREMENTS:**

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will be required to use hands to manipulate, handle, feel or operate objects or controls and reach with hands and arms. The employee is occasionally required to climb, stand or balance, stoop, kneel or crouch. Tasks may involve extended periods of time at the computer keyboard. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Extensive close work, and extensive PC monitor work are required.

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline, or dismissal of employees.