AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Town Commission Meeting
Wednesday, November 4, 2015, 6:00 p.m.
Lake Park Town Hall
535 Park Avenue

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

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

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

B. **PLEDGE OF ALLEGIANCE**

C. **COMMISSION WILL NOW RECESS THE REGULAR COMMISSION MEETING AND GO INTO AN EXECUTIVE SESSION.**

The following people shall be in attendance at the following Executive Session in the Town Hall Conference Room:

Mayor James DuBois, Vice-Mayor Glas-Castro, Commissioner Erin Flaherty, Commissioner Michael O'Rourke, Commissioner Kathleen Rapoza. Also in attendance will be Town Manager John D'Agostino, and Town Attorney Thomas Baird.

AFTER THE EXECUTIVE SESSION THE COMMISSION WILL RECONVENE THE REGULAR COMMISSION MEETING.

D. SPECIAL PRESENTATIONS/REPORTS

1. Club 100 Charities Annual Report **Tab 1**

E. 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.

F. 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 October 21, 2015 **Tab 2**

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

None

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

None

I. RESOLUTION – QUASI JUDICIAL HEARING:

3. Resolution No. 44-11-15 Approving a Site Plan and the Special Exception use for Vehicle Sales and Rental of Jet Skis to be Located at 131 North Federal Highway in the C-1 Business District **Tab 3**

J. NEW BUSINESS:

4. Resolution No. 45-11-15 Fiscal Year 2014/2015 Budget Adjustment for Abandonment of E. Jasmine Drive **Tab 4**

5. Review of the Town Manager Six-Month Performance Evaluation for the Evaluation Period of May 1, 2015 to November 1, 2015 **Tab 5**

6. A request from the Event Organizer of the Veteran's Car Show Proposed for Sunday, November 15, 2015 to allow the Town to be a Co-Sponsor thereby allowing for the Waiver of Certain Fees **Tab 6**

K. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

L. ADJOURNMENT:

Next Scheduled Regular Commission Meeting will be held on Wednesday, November 18, 2015

Special Presentations /Reports

TAB 1

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 4, 2015 **Agenda Item No.** Tab 1

Agenda Title: **Club 100 Charities Presentation**

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

Approved by Town Manager _____ **Date:** 10/28/15

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

Originating Department: **Town Manager**	Costs: $ 0 Funding Source: Acct. # [ ] Finance _____	**Attachments:** **Club 100 Progress Report**
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case JOD **Please initial one.**

Summary Explanation/Background:
Harry Drier, Club 100's Director of Operations will present a report on the first three years of operation at the Bethlehem Haitian Baptist church. He plans to discuss the items attached in the report. He will also discuss the progress of the Food and Cloths pantry, Community Garden and School Enterprises. He will also provide recommendations and needs for future programing in Lake Park.

Recommended Motion: None is required.

COMMUNITY OUTREACH CENTER---LAKE PARK FL.

REPORT OF PROGRESS AND SUGGESTIONS FOR IMPROVEMENT-November 4, 2015

Oct 7, 2015

Harry Drier, Club 100's Director of Lake Park Operations

The Club 100, in partnership with the Bethlehem Haitian Baptist Church, came to Lake Park with the urging of several leaders suggesting that there was a need for a center to assist children with school performance, respect for law enforcement, and gain calm between the various minority groups in the Lake Park and the Rivera Beach areas. The Club prepared a three year plan that focused on the following activities.

Year 1 (2013-2014) Open and operate a food pantry and clothes closet

Organ1ze youth groups to work a plot in the Towns Community Garden

Year 11 (2014-2015) Open and operate a Summer Camp

Open and operate a after school program-children ages 8-12

Year 111 Begin programming for the upper middle school and high school students. To begin programming for parents in Lake Park.

Progress to date

Feeding and clothing the poor. We have over 290 families that come to our food pantry and clothes closet monthly. Weekly we feed over 75 families with enough food for a family of 6 for two meals. For the past two years the following represents our accomplishments:

Food 12,000 families fed 59,500 family members fed 205,000 food items provided with 35 volunteers.

Clothes--- 240 families 56,000 family members collectively and 80,000 items provided free

Community Garden 8, 250 sq. feet donated by the Town Two youth groups of around 10 plus parents. Haitian Church and Juno Beach Church. Plant, fertilize, weed, harvest and give produce to the food pantry for distribution.

Summer Camps Have conducted two Year one 109 students for 40 days - Year two 45 students 40 days

Educational enrichment, recreational instruction and playing, arts and crafts, and motivational activities. Free breakfast and Lunch plus snacks daily. Total meals and snacks this summer free (5,400.00)

After School Programs 120 students to date 180 Days of operation. Homework assistance Reading assistance Computer lab Educational TV and electronic games Table games and recreational sports of soccer, tennis, billiards, volley ball, tag football, etc.

Adult Nutrition Classes In partnership with the Palm Beach Country Food Bank, we provide classes on cooking both Haitian and American food on the church property. To date 82 adults have or are participating. 45 minutes of cooking hands on and instruction. Families are then given a bag of food representing what they cooked that day to bring home and implement what they learned. All free. To date 656 home food packages have been provided.

Community Advisory Committee The club has organized an Advisory Committee of 10 community leaders who meet 6-8 times annually to guide the work and plans of the Community Outreach Center.

Community based Resource Development Committee 9 local leaders meet quarterly to guide the Club and its center on finding funds and in kind contributions to assure a continued operation of all the programs listed.

ISSUES OF CONCERN

1. Lack of adult volunteers We need 30 days of volunteer time weekly
2. Lack of funds for staff and supplies
3. Lack of community engagement
4. Lack public awareness of what we do

Suggestions for the Town

1. Need more participation of public employees in working with children
2. Need more Lake Park business owners to assist in providing funds or in-kind items
3. Need to become a National Police Athletic League member and become eligible for national and Country Sheriff's Office funding.
4. Continue to partner with the Towns Library and Recreation Departments.
5. Find ways of partnering with the Towns civil groups.
6. Need to be adopted by the Town Leadership for the work that the center provides.

Harry Drier, Club 100 Director of the Lake Park Community Outreach Center

drierh@aol.com **561 601 8211**

Consent Agenda

TAB 2

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **November 4, 2015** **Agenda Item No.** Tab 2

Agenda Title: Regular Commission meeting minutes of October 21, 2015

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

Approved by Town Manager _____ **Date:** 10/23/15
ACTING TOWN MGR

Vivian Mendez – Town Clerk
Name/Title

Originating Department: **Town Clerk**	Costs: **$ 0.00** Funding Source: Acct. # [ ] Finance _____	**Attachments:** **Agenda** **meeting minutes** **Exhibits "A - E"**
Advertised: Date: _____ Paper: _____ **[X] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case *VM* **Please initial one.**

Summary Explanation/Background:

Recommended Motion:

To approve the Regular Commission meeting minutes of October 21, 2015.

AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, October 21, 2015, 6:30 p.m.
Lake Park Town Hall
535 Park Avenue

James DuBois	—	**Mayor**
Kimberly Glas-Castro	—	**Vice-Mayor**
Erin T. Flaherty	—	**Commissioner**
Michael O'Rourke	—	**Commissioner**
Kathleen Rapoza	—	**Commissioner**
John O. D'Agostino	—	**Town Manager**
Thomas J. Baird, Esq.	—	**Town Attorney**
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A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. SPECIAL PRESENTATIONS/REPORTS
1. Palm Beach County Sheriff's Office Citizens on Patrol Update Report **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 October 7, 2015 **Tab 2**
3. Visioning Workshop Meeting Minutes of October 7, 2015 **Tab 3**

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

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

H. NEW BUSINESS:

4. Resolution No. 42-10-15 Authorizing Execution of an Agreement between the Town of Lake Park and CPZ Architects, Inc. for Architectural & Engineering Services in Response to RFP No. 104-2015 **Tab 4**

5. Setting a joint Town Commission/Planning & Zoning Board workshop date for the Mixed-Use Overlay Zoning District initiative. **Tab 5**

6. Resolution No. 43-10-15 Authorizing and Directing the Mayor to Execute a Contract with Bell David Planning Group, Inc. for Planning Consultant Services **Tab 6**

7. Addendum to the U.S. Security Associates Inc. Contract **Tab 7**

8. Discussion regarding the Rescission of Resolution 65-15-08 Requiring that any Written Communications whereby the Mayor, Vice-Mayor or a Commissioner uses Official Town Stationery must first be Approved by a Majority of the Full Commission at a Public Meeting **Tab 8**

I. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

J. ADJOURNMENT:

Next Scheduled Regular Commission Meeting will be held on Wednesday, November 4, 2015

Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, October 21, 2015, 6:30 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, October 21, 2015 at 6:30 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioner Erin Flaherty, Human Resources Director/Acting Town Manager Bambi Turner, Attorney Thomas Baird, and Town Clerk Vivian Mendez. Commissioner Kathleen Rapoza and Town Manager John D'Agostino were absent and Commissioner Michael O'Rourke arrived at 7:04 p.m.

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

SPECIAL PRESENTATIONS/REPORTS

1. Palm Beach County Sheriff's Office (PBSO) Citizens on Patrol Update Report

PBSO Deputy Abe Axel announced that Captain Jeff Lindskoog would be retiring and Captain Kushner would be taking over the division. He explained that there were 61 patrol hours during the past month. He suggested a few methods that could increase volunteer participation, such as placing a link on the Town's website to the PBSO Volunteer Opportunity page; including the PBSO Volunteer Opportunity's on a newsletter or email blast to residents; and participation with the Community Watch Program so that Deputy's' could share information. Commander Taber shared a recruitment effort that was recently approved by the City of Lake Worth, which was to have a poster with their slogan "A working partnership, a partnership that works" that includes contact information for those interested. He stated that after the posters are created they would come back to the Commission for approval. Mayor DuBois asked that the link be placed on the Town's website. He stated that PBSO does attend the Lake Park Community Watch meeting, which are held bi-monthly. Commander Taber stated that the Community Watch meetings would be a good "stop-gap" measure to recruit volunteers. Commissioner Flaherty asked how many vehicles could Lake Park have on the street. Deputy Axel explained that there was one vehicle assigned to patrol in Lake Park. He stated that if membership increased they could have up to three vehicles in Town, with the potential to have up to five vehicles available. Human Resources Director/Acting Town Manager Turner announced that the next Lake Park Community Watch meeting would be held on December 9, 2015 at 6:30 p.m. at the Lake Park Library.

PUBLIC COMMENT:

None

CONSENT AGENDA:

2. Regular Commission meeting minutes of October 7, 2015.

3. Visioning Workshop meeting minutes of October 7, 2015.

Motion: Commissioner Flaherty moved to approve the consent agenda; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

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

Motion passed 3-0.

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

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

NEW BUSINESS:
4. Resolution No. 42-10-15 Authorizing Execution of an Agreement between the Town of Lake Park and CPZ Architects, Inc. for Architectural & Engineering Services in Response to RFP No. 104-2015.

Project Manager Richard Pittman explained the item (see Exhibit "A").

Motion: Commissioner Flaherty moved to approve Resolution 42-10-15; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

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

Motion passed 3-0

5. Setting a joint Town Commission/Planning & Zoning Board workshop date for the Mixed-Use Overlay Zoning District initiative.

Human Resources Director/Acting Town Manager Turner explained that staff has proposed several dates in December to hold the next Mixed-Use Overlay Zoning District workshop. The Commission discussed the dates and their availabilities.

Motion: Commissioner Flaherty moved to tentatively schedule the next Mixed-Use Overlay Zoning District joint workshop with the Planning & Zoning Board for Wednesday, December 9, 2015 at 6:00 p.m.; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

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

Motion passed 3-0.

6. Resolution No. 43-10-15 Authorizing and Directing the Mayor to Execute a Contract with Bell David Planning Group, Inc. for Planning Consultant Services

Community Development Director Nadia DiTommaso explained the item (see Exhibit "B"). Vice-Mayor Glas-Castro clarified that the Water Plan was a separate project than the Mixed-Use project and therefore the $6,000 could be removed from the overall scope of work, which would then be within the Town Manager's spending authority. She appreciated that staff has taking the conservative route so that the Palm Beach County Inspector General does not question the spending.

Motion: Commissioner Flaherty moved to approved Resolution 43-10-15; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

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

Motion passed 3-0.

7. Addendum to the U.S. Security Associates Inc. Contract

Human Resources Director/Acting Town Manager Turner explained the item (see Exhibit "C"). Commissioner Flaherty asked if there were podiums that would take pictures of what was in front of them. Human Resources Director/Acting Town Manager Turner explained that the hand-held monitoring system had the ability to take pictures. Vice-Mayor Glas-Castro asked at what time the restrooms would be locked because it seemed, as the restrooms would be locked after the park had closed. Human Resources Director/Acting Town Manager Turner believed that it was to accommodate the tennis players. Mayor DuBois asked if the contract could be terminated after one year if the system does not work. Human Resources Director/Acting Town Manager Turner thought that the contract would expire in one year. Commissioner Flaherty asked if the system were being funded by the Marina budget. Human Resources Director/Acting Town Manager Turner stated "yes". Mayor DuBois asked that a review of the effectiveness be generated after a year to find out if the system were working. Attorney Baird asked where the addendum was in the agenda packet because the document included in the packet was

not in a legally sufficient format. He stated that the addendum does not reference locking the restrooms; it only references the smart tablet. Mayor DuBois asked if the item could be approved pending legal review. Attorney Baird stated that he would create the addendum and have it executed by all parties.

Motion: Commissioner Flaherty moved to approve subject to legal review and modification; Vice-Mayor Glas-Castro seconded the motion.

Vote on Motion:

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

Motion passed 4-0.

8. Discussion regarding the Rescission of Resolution 65-15-08 Requiring that any Written Communications whereby the Mayor, Vice-Mayor or a Commissioner uses Official Town Stationery must first be Approved by a Majority of the Full Commission at a Public Meeting.

Human Resources Director/Acting Town Manager Turner explained the item (see Exhibit "D"). Mayor DuBois asked if a motion was required. Human Resources Director/Acting Town Manager Turner stated that this was a discussion item only. If the Commission wished to rescind the Resolution, a Resolution would be brought back before the Commission at a future meeting for consideration.

Motion: Commissioner O'Rourke moved to discuss rescinding the prior Resolutions adopted by the Commission.

Mayor DuBois asked for clarification. Attorney Baird clarified that staff would need to bring back a Resolution for Commission consideration to rescind. Vice-Mayor Glas-Castro stated that she was unclear of the motion.

The motion failed for lack of a second.

Commissioner O'Rourke understood the apprehension about changing the policy. He suggested that a disclaimer be placed at the bottom of each letter expressing that the letter was the perspective or opinion of the one single Commission member and does not represent the position of the Town or Town Commission. Mayor DuBois asked if the disclaimer would be placed at the bottom of each page of the letter. Commissioner O'Rourke confirmed. Mayor DuBois stated that he does not recall a Commissioner bringing forward a letter to be approved by the Commission since he was elected. Commissioner O'Rourke stated that early in their term Commissioner Rapoza brought forward a "Thank you" letter that she wanted approved by the Commission before mailing it. The Commission discussed the timing of this action since an election would be taking place in March 2016. Vice-Mayor Glas-Castro asked the other Commissioners

if they planned on running for re-election. Commissioner Flaherty stated "yeah" and Commissioner O'Rourke stated "yeah". Mayor DuBois stated that this Resolution was meant as a policy. Commissioner Flaherty stated that it was not a good move to change the Resolution at this time. Vice-Mayor Glas-Castro agreed. Mayor DuBois suggested that the item be revisited in the future.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird disturbed the quarterly litigation report (see Exhibit "E").

Acting Town Manager Turner announced that the November 4, 2015 Visioning Workshop has been postponed to a later date because comments regarding visioning have only been received from two Commissioners. The Visioning Workshop was rescheduled to November 18, 2015 at 6:30 p.m. before the Regular Commission meeting. She announced that the qualifying period for the 2016 Municipal Election would begin on Tuesday, November 24 at noon until Tuesday, December 8 ending at noon. A Town of Lake Park resident would need to be a registered voter and pay the qualifying fee during the qualifying period to become a candidate. She asked that those interested in running for office make an appointment with the Town Clerk. She announced that the Artist of Palm Beach County would be hosting a special event from November 2, 2015 through November 14, 2015 of the Jupiter High School students' artwork. The works represent students from the 9th and 12th grades. The class of instructors were Elizabeth "Bruno" Christian, Stephen Germana, Sarah Knudtson, Brian Kovachik and Marie Lanza. An open reception would be held on November 6, 2015 from 5:00 – 8:00 p.m. everyone was invited to attend. She announced Fall Fest at Sunset at Lake Shore Park on Friday, October 30, 2015 from 6:00 p.m. until 9:00 p.m. She encouraged everyone to dress in costume and trick-or-treats would be provided from 6:00 – 7:00 p.m. DuFunk and the Flo would perform the music.

Commissioner O'Rourke announced that tonight was his wedding anniversary. He stated that he was blessed and graced to be married to a wonderful woman.

Commissioner Rapoza was absent.

Commissioner Flaherty had no comments.

Vice-Mayor Glas-Castro announced that this was "Read for the Record" week. She stated that Commissioner O'Rourke joined her to read to the children at the Library last night. Mayor DuBois stated that he would be reading tomorrow at 1:00 p.m. at the Library. She announced that on Saturday, October 24, 2015 there would be an honor flight arriving from Washington D.C. with Veterans that were on a tour of the monuments. All are encouraged to be at Palm Beach International Airport for the arrival of the flight at 8:20 p.m. wearing red, white, and blue or waving American flags to welcome them home.

Mayor DuBois announced that the Veteran's Day event coordinated with the VFW has been scheduled for 9:30 a.m. on Wednesday, November 11, 2015 at Kelsey Park. He stated that during the last Lake Park Community Watch meeting they suggested that the

Town's overall speed limit be reduced to 25 miles per hour. He asked for the Commissions feedback on the topic. Commissioner Flaherty stated that he would support lowering the speed in Town. He asked if that would assist PBSO with slowing speeders down. Mayor DuBois asked PBSO to provide an opinion and depending on the opinion the Commission could move forward with changing the speed limit in Town. Mayor DuBois pointed out that there would be expense to changing the speed limit signs and commit staff time to installing the new signs that were not budgeted. Mayor DuBois asked that staff contact PBSO for the opinion. He stated that each Town block has the opportunity to increase the street lighting on their block by contacting Florida Power & Light (FPL) themselves and paying for the additional lighting. He stated that it would cost a few dollars a month for the residents that request the additional street lighting. He stated that several years ago the Town looked into having a street light program in Town and found that it would cost millions. He commented that the benches on Park Avenue were discussed at a recent meeting in which a recommendation was made to remove the benches. He stated that PBSO has moved along the people that were spending hours at the green space on Park Avenue. He stated that it appears as if those people are now spending time on the benches on Park Avenue. He encouraged increased patrolling to the area instead of removing the benches from Park Avenue. He asked when the panhandling Ordinance would be reviewed by the Commission. Town Clerk Mendez explained that the panhandling Ordinance was tentatively scheduled for the November 18, 2015 Commission meeting on first reading. He stated that complaints have been received that fishing at the seawall at the Marina was getting out of hand. He asked that PBSO increase patrolling around the Marina seawall. He stated that residents on Bayberry Drive and Silver Beach Road have requested additional patrolling because they have experienced and increase in crime. He stated that there has also been an increase in crime around San Marco Villas.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Flaherty and seconded by Vice-Mayor Glas-Castro, and by unanimous vote, the meeting adjourned at 7:34 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: October 21, 2015 **Agenda Item No.** Tab 4

Agenda Title: Resolution No. 42-10-2015 Authorizing Execution of an Agreement between the Town of Lake Park and CPZ Architects, Inc. for Architectural & Engineering Services in Response to RFP No. 104-2015

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

Approved by Town Manager _____ **Date:** 10/6/15

Richard Pittman/ Project Manager Richard Pittman
Name/Title

Originating Department: Public Works	**Costs: Not to exceed $59,000** **Funding Source:** FY 16 CDBG **Acct. # 301-63818** **[X] Finance** BKR	**Attachments:** **Resolution No.** 42-10-15 **Contract with Exhibits** **Advertisement**
Advertised: **Date: 05/31/2015** **Paper: Palm Beach Post** [ ] 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 the agenda.	**Yes I have notified everyone** RD or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background: On September 16th CPZ Architects, Inc. workshopped with the Commission the design concepts and estimated costs associated with the Kelsey and Lake Shore Park restrooms and tennis court lighting improvements. Estimated costs and Commission direction concluded that a new restroom building in Lake Shore Park and tennis court lighting improvements would most likely not be fully funded by the Fiscal Year 2016 Community Development Block Grant. The result of the workshop identified the scope of the project going forward based on budget estimates. The direction to CPZ Architects was to design the Kelsey Park restroom improvements and design a renovation of the existing

restroom in Lake Shore Park in lieu of a new restroom. Funding options for tennis court lighting will need to be identified.

Town staff has negotiated an agreement with CPZ Architects, Inc. for the design and specifications of a new ADA compliant restroom building in Kelsey Park including demolition of two buildings, design and specification of renovation of the existing restroom in Lake Shore Park to be ADA compliant, design and specification of tennis court lighting. The agreement also includes a fee for bidding phase services and an allowance for survey and geotechnical engineering known to be needed during design. Construction phase services are allotted up to $10,000. The total fee is anticipated not to exceed $59,000.

As previously stated, design and specifications for the tennis court lighting improvements is included in the contract in the amount of $2,000. It is recommended that this service be included in the contract even though construction of tennis court lighting may not be constructed until full funding is identified.

The agreement was submitted to the Palm Beach County Department of Economic Sustainability on September 30th for their review and approval.

The agreement includes a time of completion for design and specifications by January 1, 2016 which corresponds to the grant time schedule.

Resolution No. 42-10 -2015 authorizes execution of an agreement with CPZ Architects, Inc. for architectural and engineering services associated with RFP No. 104-2015, Kelsey and Lake Shore Park Restrooms and Tennis Court Lighting.

Recommended Motion: Approval of Resolution No. 42-10 -2015 is recommended.

Town of Lake Park Town Commission

Agenda Request Form Exhibit "B"

Meeting Date: October 21, 2015 **Agenda Item No.** Tab 6

Agenda Title: A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE A CONTRACT WITH BELL DAVID PLANNING GROUP, INC. FOR PLANNING CONSULTANT SERVICES.

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

Approved by Town Manager _____ **Date:** 10/15/15

Nadia Di Tommaso / Community Development Director ND
Name/Title

Originating Department: **Community Development**	Costs: **$13,200** Funding Source: **500-34000** **Community Development** Acct: # [X] Finance BKR	**Attachments:** 43-10 → **Resolution __-2015** → **Contract for Services** → **Written Summary of Quotes and Bell David Planning Group Information**
Advertised: Date: **N/A** Paper: [ ] 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 ***ND*** or Not applicable in this case __ **Please initial one**.

Summary Explanation/Background:

In 2014, the Community Development Department, under the direction of the (then) Town Manager, entered into an agreement with the Bell David Planning Group for assistance with the Comprehensive Plan Amendments and related Capacity Analysis of the Town's Comprehensive Plan, as it relates to the intended increased densities and intensities for the Mixed-Use corridor (*these limited tasks were tied to the Water Supply Facilities Work Plan and related Comprehensive Plan amendments that the Bell David Planning Group worked on for the Town*). The Bell David Planning Group was brought onboard for the Mixed-Use initiative, on a very limited scope. A preliminary

review of the proposed comprehensive plan amendments and a capacity analysis was prepared. The Town was invoiced $2,660 for these services in September 2014. The project was put on hold due to several factors from October 2014 through May 2015. In May 2015, discussions started-up again with Mr. D'Agostino, Town Manager. Since then, while the Town has been in conversations with the Bell David Planning Group (free of charge), additional assistance is required.

The Town initially received three written quotes for the original requested services (without these new amendments). One additional planning firms were contacted however, they respectfully declined the offer to submit a quote. Other than the Bell David Planning Group, the two other firms responded with quotes significantly higher. Staff determined that since the Bell David Planning Group has previously worked with the Town on the 2009 Comprehensive Plan amendments related to the mixed-use commercial/residential land use designation, they are likely better postured to assist with the Mixed-Use land development regulations and associated comprehensive plan amendments, both from a dollar amount (which came in quite competitively) and from an historical knowledge perspective. Our procurement policies do not require a formal advertised bid process.

Additionally, working with the Bell David Planning Group will allow staff to continue our working relationship with them on this project. They have already assisted with the Comprehensive Plan capacity analysis and workshop held on Monday, September 21.

The total contract amount is $13,200 (some of which was already paid pursuant to the original agreement), as follows:

Tasks	**Amount**
Water Supply Facilities Work Plan and related Comprehensive Plan Amendments – LIMIT: $6000	$6,000 (ALREADY PAID) – NOT PART OF THIS CONTRACT FOR MIXED-USE
Limited Scope for Mixed-Use (*Capacity Analysis and review of Comprehensive Plan for possible amendments to goals, objectives, policies*) – LIMIT $3,800	**$2,660** (ALREADY PAID) **$1,140** (WILL BE BILLED FOR 09/21 WORKSHOP)

Part of original Scope.
NOT PART OF THE REVISED CONTRACT.
Already done and paid.

Mixed-Use-related tasks already performed pursuant to the original Scope.
INCLUDED IN THE REVISED CONTRACT.

ADDED SCOPE OF SERVICES	**$9,400** (PLUS AMOUNTS ALREADY EXPENSED - $2,660 plus $1,140) = **LUMP SUM TOTAL: $13,200**

Mixed-Use-related tasks that have been **ADDED AND INCLUDED IN THE REVISED CONTRACT.**

(COMBINED) FOR THE MIXED-USE INITIATIVE CONTRACT.

Recommended Motion: **I move to APPROVE Resolution** 43-10 **-2015 to authorize the Mayor to sign the contract with the Bell David Planning Group, Inc. for planning consulting Services, as detailed in the enclosed Contract.**

Town of Lake Park Town Commission

Agenda Request Form Exhibit "C"

Meeting Date: October 21, 2015 **Agenda Item No.** Tab 7

Agenda Title: U.S. Security Associates, Inc. Addendum

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

Approved by Town Manager _____ **Date:** 10/7/15

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

Originating Department: **Town Manager**	Costs: $ 150.00/month or $1,800 for the contract year. Funding Source: Budget Acct. # 800 - 34000 [X] Finance BKF	**Attachments:** ✓ **Tour Positive Features and Benefits.** ✓ **E-Mails.** ✓ **Actual Vote by Commission.** ✓ **U.S. Security Assoc. Inc. Addendum.** ✓ **Page 23 of existing U.S. Security Assoc. Inc. Contract**
Advertised: Date: _____ Paper: _____ [ ] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background:

The Town has an existing contract with U.S. Security Associates, Inc. to provide security monitoring for the Lake Park Harbor Marina. The Town is interested in expanding Marina security services to include two items, the physical lock-up of restroom facilities at Lake Shore Park and a better

monitoring system at the Marina. U.S. Security Associates, Inc. will lock-up the restrooms at Lake Shore Park around 8:30 p.m. every night from November through March and around10:30 p.m. from April through October. According to the attached e-mail dated September 30, 2015, the Security Agency will Post Orders to include the inspection and lock up of the restrooms at the park without the need for an Addendum. The Administration is also interested in implementing a better monitoring system at the Marina. The existing monitoring system at the Marina is not compatible with the U.S. Security Associates, Inc. existing software system. The Marina software will need to be upgraded to work with U.S. Security Associates, Inc. existing software system. Further, the software upgrade will only tell us that the guard passed a certain check point location. The Tour Positive Handheld system will not only tell us that the guard passed a check point but if there is a reportable condition, the system will facilitate the completion of a report with pictures and will e-mail that report in real time to contact people authorized by the Town to receive such reports. The cost per month is $150.00 for the hand held device or $1,800 for the contract year. As you can see from the attached Key Features and Benefits sheet, Tour Positive provides a host of information and monitoring features for the Marina and the Town that do not exist with the current software system at the Marina. If a bathroom facility or boat is vandalized, the Tour Positive system will notify key personnel prior to the next day's activities. I recommend that PBSO Lieutenant Nick Vassalotti, David Hunt, Richard Scherle, Verdree Patterson, the Marina Director and Dock Attendants receive such e-mail notifications.

The benefit of receiving this information as early as possible will permit personnel to prioritize their response. The integration of such technology will permit staff to anticipate work load conditions in advance. It may also enhance the Palm Beach Sheriff's Office investigation because Lt. Vassalotti will have a written report and corresponding photos in the event of a criminal situation.

The initial contract with U.S. Security Associates, Inc was approved by the Town Commission without a Resolution. Therefore, a Resolution is not necessary to amend the contract.

Recommended Motion: Motion to approve U.S. Security Associates, Inc. Addendum effective October 15, 2015, by and between the Town of Lake Park and U.S. Security Associates, Inc. and to add one (1) USA Smart Tablet with Tour Positive at a rate of $150.00 per month to the existing contract dated May 30, 2015.

Town of Lake Park Town Commission

Exhibit "D"

Agenda Request Form

Meeting Date: October 21, 2015 **Agenda Item No.** Tab 8

Agenda Title: Discussion Regarding the Rescission of Resolution 65-12-08 Requiring That Any Written Communications whereby the Mayor, Vice-Mayor or a Commissioner Uses Their Title or Uses the Official Town Stationery Must First Be Approved by a Majority of the Full Commission at a Public Meeting

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

Approved by Town Manager _____ **Date:** 10/15/15

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

Originating Department: **Commissioner Michael O'Rourke**	Costs: $ Funding Source: Acct. # [ ] Finance _____	**Attachments:** • **Copy of Resolution 47,2001** • **Copy of Resolution 65-12-08** • **Copy of January 20, 2015 Palm Beach Post Internet Article Regarding Use of City of West Palm Beach Letterhead by City Officials .**
Advertised: Date: _____ Paper: _____ **[x] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case JOD. **Please initial one.**

Summary Explanation/Background:

This agenda item is being brought before the Town Commission at the request of Commissioner Michael O'Rourke at the October 7, 2015 Commission meeting

At its August 25, 2001 meeting, the Town Commission adopted Resolution 47,2001 directing that any correspondence written by the Mayor, Vice-Mayor or Commissioners on Lake Park letterhead be approved by the full Commission at a public meeting. On December 3, 2008 pursuant to Resolution 65-12-08, the Commission expanded upon the above language by requiring that the general substance of any written communication wherein the Mayor, Vice-Mayor or a Commissioner proposes to use his or her official title or to be written on the official letterhead of the Town of Lake Park shall be subject to the approval of a majority of the Commission at a public meeting prior to mailing. Written communications from the Mayor, Vice-Mayor or a Commissioner wherein they are representing themselves and which are not on the Town's official letterhead are not subject to the approval of a majority of the Town Commission as required by Resolution 65-12-08. The purpose of this item is to discuss the possible rescission of Resolution 65-12-08.

The Administration is concerned about rescinding the long-standing prohibition evidenced by Resolution 47 -2001 and later by Resolution 65-12-08, and recommends against such action. While current members are respectful and trustworthy of each other, rescission of this requirement will have broad reaching implications in that it will extend to future members of the Town Commission and may in that event expose the Town to potential liability.

Attached is a copy of the January 21, 2015 *Palm Beach Post* Internet news article entitled "West Palm Beach Officials Wrote Letters Requesting Murderer Be Freed from Prison". The article states that some of the letters were written on city letterhead. This is an example of what can happen when an elected body is self-regulated and has full discretion of the use of official letterhead. While this may seem to be an extreme example the unintended consequence is real and can happen to any elected Town body now or in the future.

The Town is in possession of informals (folded note paper) bearing a penciled sketch of Town Hall that do not contain the Town logo or seal. In the past, the Mayor and previous Commission members have utilized these informals to send communications such as thank-you notes, etc. The informals are available for use by any Commission member. According to the Resolution, this type of communication by a member of the Commission including the Mayor or Vice Mayor is permissible without the need to seek approval by a majority of the Town Commission prior to sending out correspondence.

Staff will have samples of these informals on hand at the October 21, 2015 Commission meeting for the Commission's review.

Recommended Motion: No Motion is necessary

JONESFOSTER
JOHNSTON & STUBBS, P.A.

Exhibit "E"

Memo

To: Mayor & Commissioners
From: Thomas J. Baird, Town Attorney
Date: October 21, 2015
Subject: Litigation Status Report
Cc: John D'Agostino, Town Manager

TOWN OF LAKE PARK V. PALM BEACH COUNTY / IG FUNDING LAWSUIT

The Town and 13 other municipalities are Plaintiffs in a lawsuit against Palm Beach County challenging the County's authority to assess a fee against the municipalities for the Inspector General's services. The municipalities allege that the fee the County has assessed is illegal and that the County is solely responsible for funding the Office of the Inspector General. Judge Brunson entered a final judgement in favor of the County. The municipalities have filed an appeal with the 4th District Court of Appeal on October 14 with the 4th DCA.

CITIZENS AWARENESS FOUNDATION, INC. v. TOWN OF LAKE PARK

Citizens Awareness Foundation filed a Complaint for Declaratory and Injunctive Relief on July 24, 2014 and an Amended Complaint on August 12, 2014. The suit claims that the Town's Employee Complaint Review Committee violated the State's Sunshine Law when it failed to post public notices when it met to review Ms. Canada's appeal of the Town Manager's termination of her employment. An Answer to the Plaintiffs Amended Complaint was filed by the Town on August 22, 2014. Both parties have served and responded to Interrogatories and Requests to Produce. Although the case remains pending, there has been no activity in this file since approximately October of 2014.

A. FORECLOSURES INITIATED BY LENDERS

BANK OF NEW YORK MELLON V. ROSELYN MICKELYN SAUNDERS, ET AL.

The Town was named a Defendant in a refilling of a foreclosure action against the Roselyn Saunders as a result of Code Enforcement Liens the Town has against the subject property located at 211 E. Ilex Drive. An Answer to the Plaintiff's Complaint was filed with the Court on March 25, 2015 to secure the Town's Lien rights. This case is pending in the Circuit Court.

DEUTSCHE BANK V. THE UNKNOWN HEIRS, DEVISEES, GRANTEES, ASSIGNEES, LIENORS, CREDITORS, TRUSTEES AGAINST CLAIRE E. ROSS, ET AL.

The Town was named a Defendant in a refilling of a foreclosure action against the Estate of Claire E. Ross as a result of a Code Enforcement Lien the Town has against the subject property located at 539 E. Redwood Drive. An Answer to the Plaintiff's Complaint was filed with the Court on April 16, 2014 to secure the Town's Lien rights. A Final Judgment of Foreclosure in the amount of $439,282 was entered on April 22, 2015, and a short sale on the property is pending.

NATIONSTAR MORTGAGE LLC V. HUBERT RICHARDSON, ET AL.

The Town was named as a Defendant in a foreclosure action brought against Hubert Richardson to foreclose on a property located at 12975 169th Court in Jupiter, FL. The Town was named as a defendant as a result of a Code Enforcement Lien the Town had against property the Defendant owns at 403 Silver Beach Road. An Answer to the Plaintiff's Complaint was filed on April 8, 2014 to secure the Town's lien rights. The case remains pending. Defendant and current property owner, Hubert Richardson has just "retained" the Legal Aid Society of Palm Beach County to represent him.

U.S. BANK NATIONAL ASSOCIATION V. WENDY AND STEVE HOCKMAN ET. AL

The Town was named as a Defendant in a foreclosure action brought against Wendy Hockman as a result of a Code Enforcement Lien the Town has against the subject property located at 638 Flagler Blvd. An Answer to the Plaintiff's Complaint was filed on June 5, 2015 to secure the Town's lien rights. This case remains pending.

U.S. BANK, N.A. V. ENIQUE BELFORT, ET AL.

The Town was named as a Defendant in a foreclosure action brought against Enique Belfort as a result of Code Enforcement Liens the Town has against the subject property located at 544 Evergreen Drive. An Answer to the Plaintiff's Complaint was filed on July 6, 2015 to secure the Town's lien rights. The case remains pending.

Public Hearing Quasi-Judicial

TAB 3

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 4, 2015 **Agenda Item No.** Tab 3

Agenda Title: A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, APPROVING A SITE PLAN AND THE SPECIAL EXCEPTION USE FOR VEHICLE SALES AND RENTALS OF JETSKIS TO BE LOCATED AT 131 NORTH FEDERAL HIGHWAY IN THE C-1 BUSINESS DISTRICT; PROVIDING FOR CONDITIONS ASSOCIATED WITH THE USE; AND PROVIDING FOR AN EFFECTIVE DATE.

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON __ READING
[X] NEW BUSINESS – RESOLUTION – PUBLIC HEARING/QUASI-JUDICIAL
[ ] OTHER

Approved by Town Manager _____ **Date:** 10/19/15

Nadia Di Tommaso / Community Development Director ND
Name/Title

Originating Department: **Community Development**	Costs: **$ Legal Ad, Certified Mail and Engineer Review** Funding Source: **Applicant Escrow Account** Acct. # **4897** [ ] Finance _____	**Attachments:** ➔ **Staff Report** ➔ **Resolution 44-11-15** ➔ **Copy of Applicant's Application, including proposed site plan** ➔ **Legal Ad**
Advertised: Date: **September 25, 2015** Paper: **Palm Beach Post** [ ] 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__***ND*** or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background: **PLEASE SEE STAFF REPORT.**

Recommended Motion: I MOVE TO APPROVE RESOLUTION 44-11-15 FOR THE PROPOSED SPECIAL EXCEPTION USE OF A VEHICLE SALES AND RENTAL ESTABLISHMENT FOR JET SKIS AT 131 NORTH FEDERAL HIGHWAY WITH THE CONDITIONS OF APPROVAL AS LISTED IN THE STAFF REPORT.

Town of Lake Park
TOWN COMMISSION
Meeting Date: November 4, 2015

STAFF REPORT

SPECIAL EXCEPTION APPLICATION FILED BY JOE BRACKNEY FOR THE SPECIAL EXCEPTION USE OF A JET SKI SALES AND RENTAL, WITH REPAIR SHOP TO BE LOCATED AT 131 NORTH FEDERAL HIGHWAY IN THE C-1 BUSINESS DISTRICT

BACKGROUND INFORMATION:

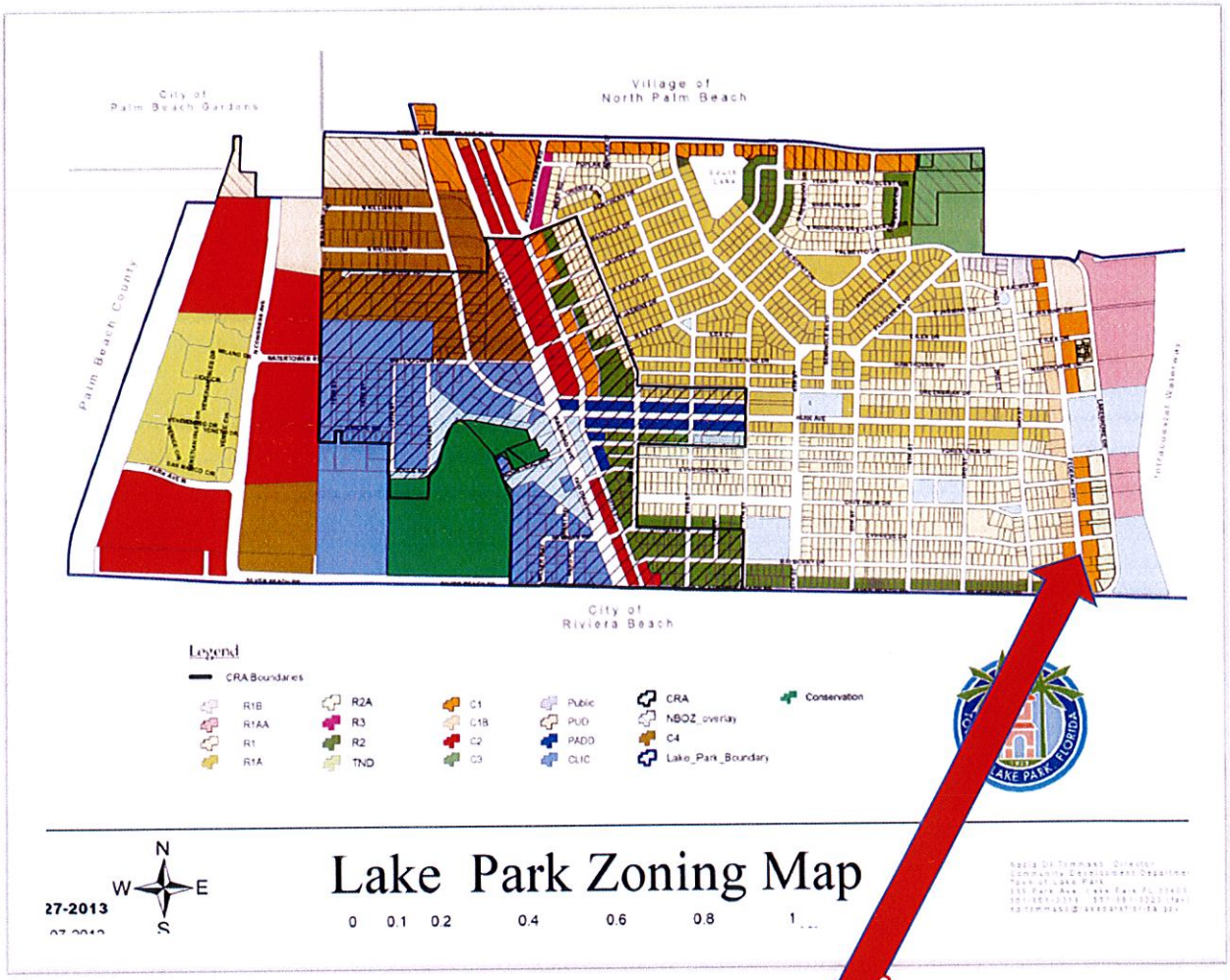
Applicant:	Joe Brackney [Applicant]
Site:	131 North Federal Highway [Site]
Owner of Site:	Leasing of South Florida, Inc.
Net Acreage:	.26
Legal Description:	KELSEY CITY LTS 13 TO 15 INC /LESS CO RD R/W/ & W 70 FT OF LTS 32 TO 34INC BLK 114
Current Zoning:	C-1 Business District
FLUM land use category:	Commercial Residential

Adjacent Zoning	
North:	C-1 Business District
South:	C-1 Business District
East:	R-2A Residential District
West:	C-1 Business District

Adjacent Existing Land Use	
North:	Commercial Residential
South:	Commercial Residential
East:	Commercial Residential
West:	Commercial Residential

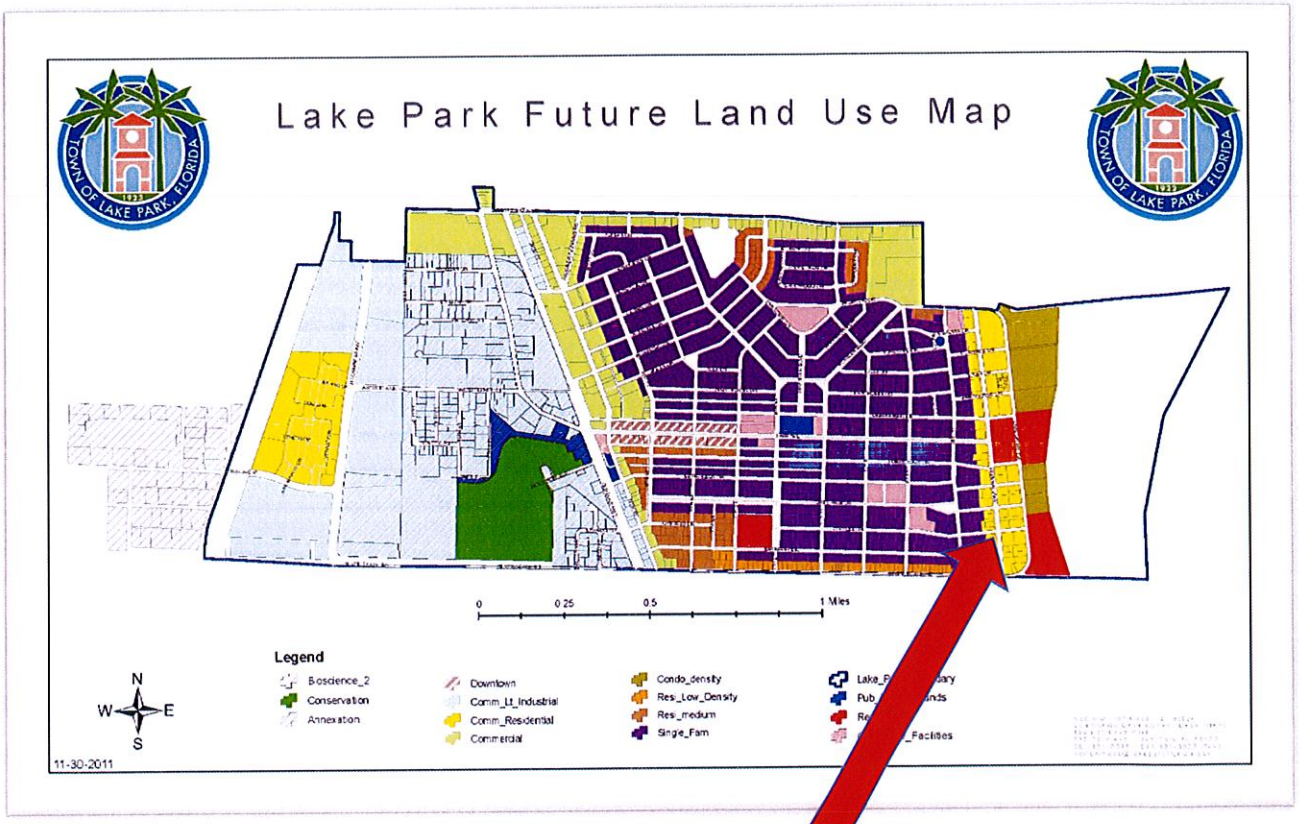
FIGURE 1: Aerial View

FIGURE 2: Town Zoning Map



Location of site

FIGURE 3: Town Future Land Use Map (FLUM)



Location of site

Town of Lake Park
TOWN COMMISSION
Meeting Date: November 4, 2015

SUMMARY OF REQUEST:

The Applicant proposes to establish a Jet Ski sales, repair and rental shop located at 131 North Federal Highway. Repair services include routine maintenance, such as oil changes and tune-ups, and mechanical services including engine, carburetor and jet rebuilds. The retail portion of the business is conducted online and does not generate on site visits by the general public. Visitors to the shop are limited to distributers, suppliers, and delivery services such as FedEx or UPS.

The Applicant will conduct all Jet Ski services within the designated indoor garage area and will store the Jet Ski's on outdoor storage racks located in the rear yard. Onsite parking is also provided in the rear of the building at 4 total spaces and 1 ADA space located in the front yard. Business hours are 9:00am-4:00pm Monday through Friday and 9:00am-2:00pm on Saturdays. Customers seeking service by JetTek are provided with a pick-up and drop-off service by a JetTek employee; customers are not permitted to drop off or pickup their jet skis. The facility is approximately 2,030 square feet and will be comprised as follows:

Room	Size
Office space	200 Square Feet
Mechanics shop	928 Square Feet
Show room	450 Square Feet
Miscellaneous areas including hallways, closets, and bathrooms	452 Square Feet

Existing Conditions

The site for the special exception use is located in the Commercial-1 (C-1) Business District along the east side of North Federal Highway between Silver Beach Road and Cypress Drive. The C-1 Zoning District encompasses parcels in this area along both sides of North Federal Highway and the site abuts the Residential-2A (R-2A) Zoning District to its east. The site is dimensioned at approximately 75' by 150' and has one primary structure that was constructed in 1957. The site has been vacant for several years.

Figure 4: Panoramic view of site:

Figure 5: Panoramic view from site facing North Federal Highway to the east:

ANALYSIS OF SPECIAL EXCEPTION CRITERIA

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

Criteria 1

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

Applicable Goals and Objectives:

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

STAFF COMMENTS:

The proposed special exception use is consistent with the Comprehensive Plan since it will improve an existing commercial area with associated site improvements; facilitate economic development in and around the Town's marina district; and, is making use of an existing property that is currently not utilized and had been vacant for several years.

FINDING: CRITERIA MET

Criteria 2:

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

Parking 78-145(g)

The proposed special exception use will require 5 parking spaces inclusive of 1 ADA space as follows:

Requirement	Justification/calculation	Required parking spaces
One space for each 500 square feet of enclosed gross floor area.	Office, reception and customer area is approximately 300 square feet. The remainder of indoor square footage is dedicated to the mechanics shop and storage.	1 parking space
One space per each 4,500 square feet of outdoor sales display and rental area.	There is not an outdoor sales display or rental area.	0 parking spaces
One space per service bay.	There is one service bay in the building.	1 parking space
One space per employee of the shift of largest employment.	There are three employees at shift of largest employment.	3 parking spaces
	TOTAL	**5 REQUIRED PARKING SPACES**

- Approval of this application relies upon the Applicant providing 5 onsite parking spaces inclusive of 1 ADA space per the proposed site plan.

Circulation 78-142(c)(10)(a)

The Town's consulting Engineer reviewed the proposed site plan for traffic circulation and found that it does not comply with best practices from an engineering point of view. Specifically, that the drive aisle and ingress to the rear yard located on the north side of the building is very narrow and is immediately adjacent the building. He recommended that access to the rear parking lot be closed to the public and used only by staff who will be experienced at maneuvering the corner. Consequently, the Applicant is providing a valet drop-off and pick-up on the north side as illustrated on the proposed site plan.

	➢ Approval of this application relies upon the Applicant providing valet parking to any visitors pursuant to the proposed site plan. Pursuant to their proposed site plan, a valet area on the north side of the building is being proposed and a cross/joint access agreement with 139 North Federal Highway is also being required as a condition of approval for better site maneuverability. The valet area will also serve as the temporary parking zone for couriers making deliveries to the site.
Paving 78-142(c)(10)(f) & Striping 78-142(c)(10)(a)(i):	The site does not meet minimum paving standards since there are multiple deteriorated areas that require patching, a new sealcoat finish and restriping across the entire site. Drive aisles, directional signage and valet areas are also required to be striped. The implementation schedule, due to associated costs, is staged as follows: **Completion Date:** — **Description of work** December 15th — Patching, sealcoat and striping of the front yard and northern side yard. January 15th — Patching, sealcoat and striping of the southern side yard and rear parking lot. ➢ Approval of this application relies upon the Applicant providing necessary parking lot improvements pursuant to the proposed site plan.
Parking screening 78-253(1):	<u>Rear yard parking lot</u>: The rear parking lot is visible from the street at each corner of the building and because there is no opportunity to add landscaped screening of this area staff is requiring that the entrance and exit gates to the rear yard be screened with mesh fabric pursuant to the proposed site plan. <u>Front yard parking space</u>: Town Code requires screening of parking that is adjacent to a right of way with a minimum landscape buffer of 5 feet wide; however, the ADA parking space and its loading area will not allow for this since there is limited space in this area. ➢ Approval of this application relies upon the Applicant installing mesh screening to the rear yard entrance and exit gates pursuant to the proposed site plan.
Landscaping 78-253(a):	Due to the dimensions of the parcel and position of the building, the site for the proposed special exception use has minimal opportunity to add landscaping since the areas to the north and south of the building are the designated drive aisles and the areas to the east and west of the building are designated parking areas. There is opportunity, however, for landscaping in the front yard within the planting bed.

	➢ Approval of this application relies upon the Applicant installing landscaping in the front yard planting bed that includes, but is not limited to, groundcover and hedges from the Town's list of approved plant species pursuant to the proposed site plan.
Fencing 78-112(b):	Commercial lots that abut a residential district are required to have a 6 foot masonry wall along the abutting property lot line. The site for the proposed special exception use complies with this requirement since there is an existing 6' masonry wall along the property line abutting the R-2A Zoning District. This existing wall serves as a visual and noise buffer from the commercial corridor.
Signage 70-103(5):	The site has a non-conforming pole sign located along North Federal Highway that must be removed. The Applicant's plan proposes removal of this freestanding sign and installation of wall signs on the western and southern elevations. ➢ Approval of this application is conditioned on the Applicant removing the non-conforming pole sign and applying for sign permits to install the desired wall signage.
Building Height, Building Site Area, Minimum Floor Area & Setbacks 78-71(2),(3), (4), & (5):	The site for the proposed special exception use meets the requirements of the C-1 Zoning District as it relates to building height, building site area, minimum floor area, and setbacks.

STAFF COMMENTS:

Staff finds that this application for a special exception use is consistent with land development and zoning regulations of Criteria 2, with the implementation of the following requirements pursuant to the proposed site plan (SP-1):

- ➔ Provide the required 5 parking spaces inclusive of 1 ADA space onsite;
- ➔ provide a designated valet parking area in the northern side yard for customers and define this area using striping and signage. A cross access agreement with 139 North Federal Highway shall be executed;
- ➔ provide parking lot improvements to the entire site that includes patching all deteriorated paved areas, applying a new seal coat finish, and striping the parking stalls, drive aisles, and drive aisle directional signals;
- ➔ install mesh fabric to the rear yard entrance and exist gates so that the parking and storage area is sufficiently screened from public view;

- ➔ install landscaping in the front yard planting bed that includes, but is not limited to, a groundcover and hedges from the Town's list of approved plant species; and,
- ➔ remove the non-conforming pole sign and submit a sign permit application to the Community Development Department for the desired wall signage.

FINDING: CRITERIA MET

Criteria 3

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

Zoning & Future Land Use:	The proposed special exception use is compatible with the character and use of the C-1 Business District since this Zoning District promotes general commercial activities such as the professional services proposed by the Applicant. The proposal is also compatible with the site's future land use designation of Commercial Residential.
Hours of Operation:	Operating hours of the proposed special exception use is consistent with the surrounding properties. The company's business hours are 9:00am-4:00pm Monday through Friday and 9:00am-2:00pm on Saturdays. It is also complimentary with the abutting R-2A Residential District, since the site will not be active after 4pm or on any weekends.
Traffic:	The proposed special exception use is compatible with the character and use of surrounding properties as it relates to traffic generation since the proposed business will generate minimal traffic. The Applicant estimates that they service 2 jet skis per week with an average turnaround time of 3 days. This may generate an average of 4 trips per week or 16 per month, counting arrivals and departures of each trip. In addition, there is no on site retail (retail services are online), customers do not pick up/drop off ski's and staff is limited to three individuals.
Location\Mass\ Setbacks:	The proposed special exception use does not propose any new building or structural renovations to the existing structure, but the Applicant does intend on freshening up the paint and performing exterior improvement pursuant to the proposed site plan. The existing building on site is compatible with the character and use of the surrounding properties.

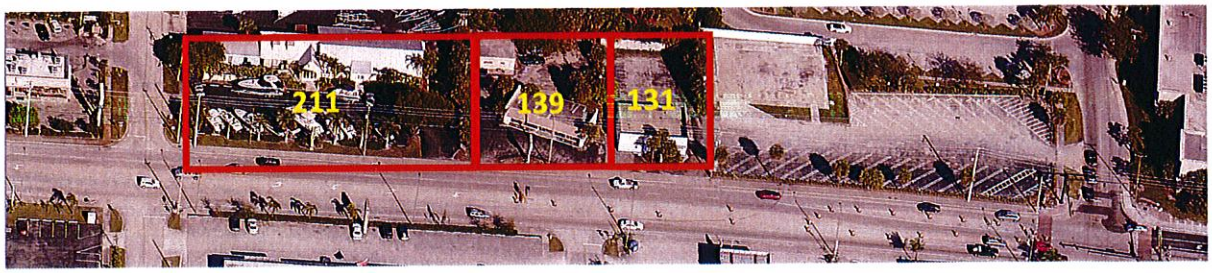
STAFF COMMENTS:
Staff finds that the proposed special exception use is compatible with the character and use of the surrounding properties.

CRITERIA MET

Criteria 4

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

The site is located on the eastern side of North Federal Highway between Cypress Drive and Silver Beach Road. On this block face there are two existing vehicle sales/service establishments. One business, "1 Stop Scooter Shop", is located to the north of the site at 139 North Federal Highway and provides sales and service of scooters, and the other business, "South Florida Yachts" is located at 211 North Federal Highway and sells boats and yachts.



Town Code, Section 78-71(2)(g)(1), states that vehicle sales, rental, and repair shops cannot be located "within 500 feet of the **same** use, i.e. sales to sales, rentals to rentals, etc." While the location of the proposed special exception use is located within 500 feet of (1) a scooter sales shop and (2) a boat/yacht sales/service shop, each of the three sites will sell, service or rent a different recreational vehicle.

STAFF COMMENTS:
The proposed special exception use will not create a concentration or proliferation of the same or similar type of special exception use that is detrimental to the development or redevelopment of the area where it is being proposed.

FINDING: CRITERIA MET

Criteria 5

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

(a) The proposed special exception use **will not** have a detrimental impact on surrounding properties based on the number of persons working at the site since only three individuals are employed by the Applicant or based on the number of individuals using the site since the Applicant has no onsite retail component.

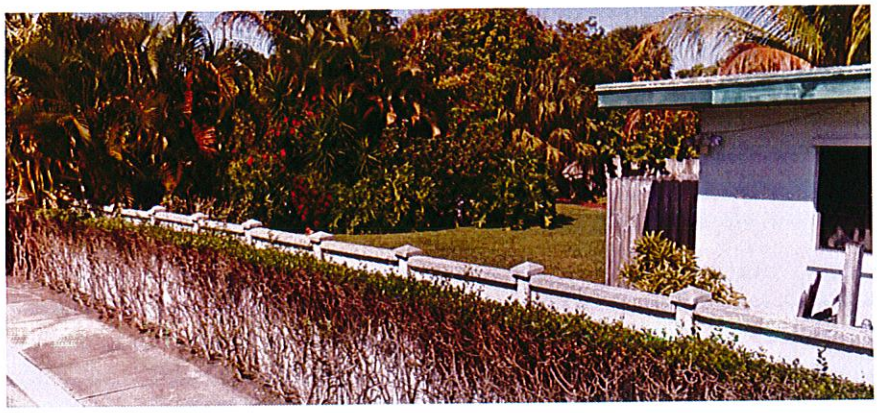
(b) Noise:
The proposed special exception use **will not** have a detrimental impact on surrounding properties based on noise generated from jet ski engines as long as those vehicles are not turned on, run or otherwise tested outdoors. Code Section 78-2(g)(2) prohibits the testing or repair of jet ski's outside of its designated building and staff is reinforcing this provision with an added condition of approval.

- No work or running of a jet ski engine shall be conducted outdoors and if the engine must be run indoors, other than turning it on to confirm that a repair was successful, it must first be transported to a body of water for testing. The bay doors must also remain closed at all times, except when a vehicle is moved between the garage and the parking lot.

Odor:
The proposed special exception use **will not** have a detrimental impact on surrounding properties based on odor that is generated by the activities on site. Since no jet ski engines are allowed to be run at the site there will be no engine exhaust that may cause an odor nor are there other activities of the proposed business that will generate any odors.

Visual:
The proposed special exception use **will not** have a detrimental impact on surrounding properties based on visual nuisance since the rear parking lot and storage area will be screened from public view along North Federal Highway and since the abutting residential lot to the east is heavily landscaped along the shared lot line.

Residential Use at 126 Lake Shore Drive
That abuts 131 North Federal Highway



(c) The proposed special exception use **will not** have a detrimental impact on surrounding properties based on the amount and flow of traffic in the vicinity of the site since there is no onsite retail component, since customers personally do not visit or pick up and drop off their vehicles, and since only three individuals will occupy the site during business hours.

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

FINDING: CRITERIA MET

Criteria 6

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

(a) The proposed special exception use **will not** reduce light or air to adjacent properties since the application does not propose any additions or exterior renovations that will alter building height and mass.
(b) The proposed special exception **will not** affect property values in the surrounding area and will actually compliment the marina.
(c) The proposed special exception use **will not** be a deterrent to the improvement, development or redevelopment of surrounding properties.
(d) The proposed special exception use **will not** have an impact on natural systems or public facilities since jet skis will not be washed or painted on site.
(e) n/a

FINDING: CRITERIA MET

PLANNING & ZONIGN BOARD MEETING (**October 5, 2015**): The Planning & Zoning Board heard this application and provided a recommendation of Approval (3-0) with staff's proposed conditions. The Board members heard from the Applicant at this meeting who explained his operation is conducted completely indoors, with the exception of the rear storage and the occasional customer (which very rarely occurs), who would be able to utilize the valet service. The Board heard from the single-family residents to the east of the subject property, who explained they were very happy to see a business move in, but wanted to ensure the screening was sufficient and the noise from the security dogs would be eliminated, especially at night. Staff has since worked with the Applicant, who understands that Jet Skis cannot be mounted any higher than the existing and proposed screening, since this would violate the "public view" storage code. Additionally, the dogs have already been placed at the site and have since grown accustomed to the new environment and have been trained. The Applicant informed staff that he has been in communications with the neighboring residential property owners and they are satisfied with the outcome (he will be able to expand on this at the Town Commission meeting). Finally, the meeting discussed the valet and the need for the cross/joint access for better maneuverability and this remains as a requirement.

FINDINGS OF FACT – STAFF RECOMMENDATION

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

1. Prior to the issuance of a Business Tax Receipt (BTR) for Vehicle Sales and Rental with repair on the Subject Property, the Owner shall improve the Subject Property as shown on Site Plan SP-1 prepared by Joe Brackney, and received by the Community Development Department on July 8, 2015.
2. The Owner shall submit a proposed agreement for a cross/joint access easement with the owner of the property located at 139 North Federal Highway. The cross access easement agreement shall be subject to the review and approval of the Town Attorney, and prior to issuance of a BTR for the Vehicle Sales and Rental business upon the Subject Property.
3. The Owner shall remove the non-conforming pole sign.
4. If the Owner or Applicant is requesting a sign on the wall located on the Subject Property, an application for a sign permit that conforms to the Town's signage requirements shall be submitted. The application shall be subject to the review and approval of the Community Development Department.
5. The testing or operation of Jet Ski engines on the Subject Property is prohibited.
6. The garage bay doors on the Subject Property shall remain closed, except when Jet Skis are being moved between the Subject Property's rear yard and the garage.
7. If a Jet Ski requires to be operated or tested outdoors on the Subject Property, it shall be limited such that it is operated or tested by turning it on and off only to ensure it runs. Jet skis must be transported to a body of water for lengthier testing, or test runs.

RESOLUTION NO. 44-11-15

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, APPROVING A SITE PLAN AND A SPECIAL EXCEPTION USE AUTHORIZING VEHICLE SALES AND RENTAL OF JETSKIS FOR A BUSINESS TO BE LOCATED AT 131 NORTH FEDERAL HIGHWAY; PROVIDING FOR CONDITIONS ASSOCIATED WITH THE USE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Joe Brackney is the authorized agent and Applicant (Applicant) for Leasing of South Florida, Inc., the owner (Owner) of the property at 131 North Federal Highway (Subject Property) in the Town of Lake Park, Florida (Town); and

WHEREAS, the Applicant has submitted an application seeking the approval of a site plan and a special exception use of "Vehicle Sales and Rental", with repair of Jet Skis, upon the Subject Property (the Application); and

WHEREAS, the Subject Property is within the C-1 Business District; and

WHEREAS, a "Vehicle Sales and Rentals" is a special exception use within the Town of Lake Park's (Town) C-1 Business District; and

WHEREAS, the Town's Planning and Zoning Board has reviewed the Application and has made its recommendation to the Town Commission; and

WHEREAS, the Town Commission has conducted a quasi-judicial public hearing to consider the Application; and

WHEREAS, at this hearing, the Town Commission considered the evidence presented by the Town staff, the Applicant, and members of the public, regarding the Application's consistency with the Town's Comprehensive Plan; and

WHEREAS, at this hearing, the Town Commission considered the evidence presented by the Town staff, the Applicant and members of the public regarding whether the Application meets the special exception criteria set forth in Section 78-184 of the Town's Land Development Regulations; and

WHEREAS, at this hearing the Town Commission determined that certain conditions are necessary in order for the Application to be consistent with the Town's Comprehensive Plan, and to meet the special exception criteria of Section 78-184 of the Town Code; and

WHEREAS, the Applicant, the Owner, and their successors and assigns shall be subject to the conditions contained in Section 2 of this Resolution.

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

Section 1: The whereas clauses are incorporated herein as the findings of fact and conclusions of law of the Town Commission.

Section 2. The Town Commission hereby approves a Site Plan and the Special Exception use of Vehicle Sales and Rental on the Subject Property, subject to the following conditions:

1. Prior to the issuance of a Business Tax Receipt (BTR) for Vehicle Sales and Rental with repair on the Subject Property, the Owner shall improve the Subject Property as shown on Site Plan SP-1 prepared by Joe Brackney, and received by the Community Development Department on July 8, 2015.
2. The Owner shall submit a proposed agreement for a cross/joint access easement with the owner of the property located at 139 North Federal Highway. The cross access easement agreement shall be subject to the review and approval of the Town Attorney, and prior to issuance of a BTR for the Vehicle Sales and Rental business upon the Subject Property.
3. The Owner shall remove the non-conforming pole sign.
4. If the Owner or Applicant is requesting a sign on the wall located on the Subject Property, an application for a sign permit that conforms to the Town's signage requirements shall be submitted. The application shall be subject to the review and approval of the Community Development Department.
5. The testing or operation of Jet Ski engines on the Subject Property is prohibited.
6. The garage bay doors on the Subject Property shall remain closed, except when Jet Skis are being moved between the Subject Property's rear yard and the garage.
7. If a Jet Ski requires to be operated or tested outdoors on the Subject Property, it shall be limited such that it is operated or tested by turning it on and off only to ensure it runs. Jet skis must be transported to a body of water for lengthier testing, or test runs.

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

TOWN OF LAKE PARK
COMMUNITY DEVELOPMENT DEPARTMENT

APPLICATION FOR SPECIAL EXCEPTION REVIEW

Applicant/Agent: Jet-Tek Watersports

Address: 1501 Broadway, Riviera Beach, FL 33404

Telephone: 561-508-7575 Fax: _____

E-mail : Jettekwatersports@gmail.com

_____ Owner _____ Agent (Attach Agent Authorization Form)

Owner's Name (if not Applicant): LEASING OF SOUTHFLORIDA LLC

Address: 211 US HWY 1 LAKE PARK FL. 33403

Telephone: 561-844-4109 Fax: 561-844-7162

E-Mail : _____

Property Location: 131 US HWY LAKE PARK FL 33403

Legal Description: 131 US HWY / ORB 19940, PG 211

_____

Property Control Number: _____

Future Land Use: _____ Zoning: _____

Acreage: _____ Square Footage of Use: _____

Proposed Use: _____

Community
Development

OWNER/ TENANT / AUTHORIZED AGENT AFFIDAVIT ***(owner affidavit required if Tenant signs)***: I certify that the foregoing information is accurate and that all work will be done in compliance with all applicable codes, laws, rules, and regulations governing construction/installation and zoning.

	7/2/15	WAYNE CREBER
Signature of Property Owner or Authorized Agent Or Tenant* (*Owner Authorization Affidavit Required)	Date	Print Name of Property Owner or Authorized Agent Or Tenant

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this 2 day of July 2015, by Wayne Creber who is personally known to me or who has produced _____ As identification and who did not take an oath.

KATHARINE CORSO
MY COMMISSION # FF 218703
EXPIRES: June 30, 2019
Bonded Thru Notary Public Underwriters

Notary Public

Signature of Contractor	Date	Print Contractor's Name

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____ who is personally known to me or who has produced _____ As identification and who did not take an oath.

Notary Public

APPLICATION APPROVED BY _____ DATE _____

A COPY OF CONTRACT MUST BE PROVIDED BY CONTRACTOR

Note: This permit is VOID after 180 days OR the time limit set for any individual signage permit, as is determined by the Town Code of Ordinances. All **Contractors** must have valid State Certification or County Competency plus County and City Business Tax Receipts prior to obtaining a permit.

ANY CHANGE IN PLANS OR SPECIFICATIONS MUST BE RECORDED WITH THIS OFFICE. ANY WORK NOT COVERED ABOVE MUST HAVE A VALID PERMIT PRIOR TO COMMENCEMENT OF WORK. IN CONSIDERATION OF GRANTING THIS PERMIT, THE OWNER, TENANT, AND CONTRACTOR AGREE TO ERECT THIS SIGNAGE IN FULL COMPLIANCE WITH THE ZONING CODES. MOUNTING, ELECTRICAL WORK, AND ANY OTHER BUILDING CODE RELATED WORK IS NOT COVERED UNDER THIS PERMIT; A SEPARATE BUILDING PERMIT IS REQUIRED.

ISSUANCE OF THIS PERMIT DOES NOT AUTHORIZE VIOLATION OF DEED RESTRICTIONS

FEES ARE NOT REFUNDABLE

Zoning/Existing Use of Adjacent Properties:

North: SCOOTER SALES South: PARKING LOT

East: RESIDENCE West: RETAIL SHOPS

APPLICATION REQUIREMENTS:

1. Please discuss how the Special Exception use is consistent with the goals, objectives, and policies of the Town's Comprehensive Plan.

We have the right to exercise, in this country and state, the opportunities that can be afforded to us to do business and help the community by bringing a new venue to the marine district while being congruent with the objectives and policies of the Town's Comprehensive Plan.

2. Please discuss how the proposed Special Exception is consistent with the land development and zoning regulations and all other portions of the Town of Lake Park Code of Ordinances.

We are considered in the marina district with a product that does not exist in Lake Park. That product is jet ski sales, service, storage, etc. This will compliment the pre-existing boat sales, scooter sales, Freedom Boat rentals, and The Dive Shop. We are adding to the environment of that location that is complimentary to the marina district of Lake Park.

3. Please explain how the proposed Special Exception use is compatible with the character and use (existing and future) of the surrounding properties in its function: hours of operation; type and amount of traffic to be generated; building location; mass; height and setback; and other relevant factors peculiar to the proposed Special Exception use and the surrounding property.

The existing physical building will be enhanced with minor aesthetics that will not effect traffic or surrounding businesses. Our hours of operation are standard work day hours from 9 to 5, which falls in line with surrounding businesses. The structure will remain in its current state and that will not block or effect surrounding buildings.

4. Please explain how the establishment of the proposed Special Exception use in the identified location does not create a concentration or proliferation of the same or similar type of Special Exception use, which may be deemed detrimental to the development or redevelopment of the area in which the Special Exception use is proposed to be developed.

The Jet Ski business is a completely different entity and deals with "not like product and service".

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

The Special Exception is a small family owned business with 3 employees. Keeping with the marina district theme, repairs are limited to prep and general maintenance in which one or two skis are worked on at a time. Sales are on used skis, under consignment, which are taken place on the internet. Our small retail section only carries a small line of Jet Ski accessories. Traffic flow will not interfere as we are responsible for picking up and delivering skis.

6. Please explain how the proposed Special Exception use meets the following requirements; (a) does not significantly reduce light and air to adjacent properties; (b) does not adversely affect property values in adjacent areas; (c) would not be deterrent to the improvement, development or redevelopment of surrounding properties in accord with existing regulations; (d) does not negatively impact adjacent natural systems or public facilities, including parks and open spaces; and (e) provides pedestrian amenities, including, but not limited to, benches, trash receptacles, and/or bicycle parking.

a)NA b) This is a pre existing, vacant building and there will be no additions to the building structure or property that will negatively impact adjacent properties. The Special Exception's goal is to clean up the property and its current unkempt state, following the guidelines of the town's comprehensive plan and code of ordinances, so that we are a valued addition to the neighborhood and town. c) NA d) NA e)NA

7. Please provide the following:

- Special Exception Fees:

  0 - 149,995 sq. ft. =$750.00
  + 150,000 sq. ft. =$1,250.00

- Escrow Fee: $800.00

PLEASE DO NOT DETACH FROM APPLICATION.

SIGNATURE REQUIRED BELOW.

Please be advised that Section 51-6 of the *Town of Lake Park Code of Ordinances* provides for the Town to be reimbursed, in addition to any application or administrative fees, for any supplementary fees and costs the Town incurs in processing development review requests.

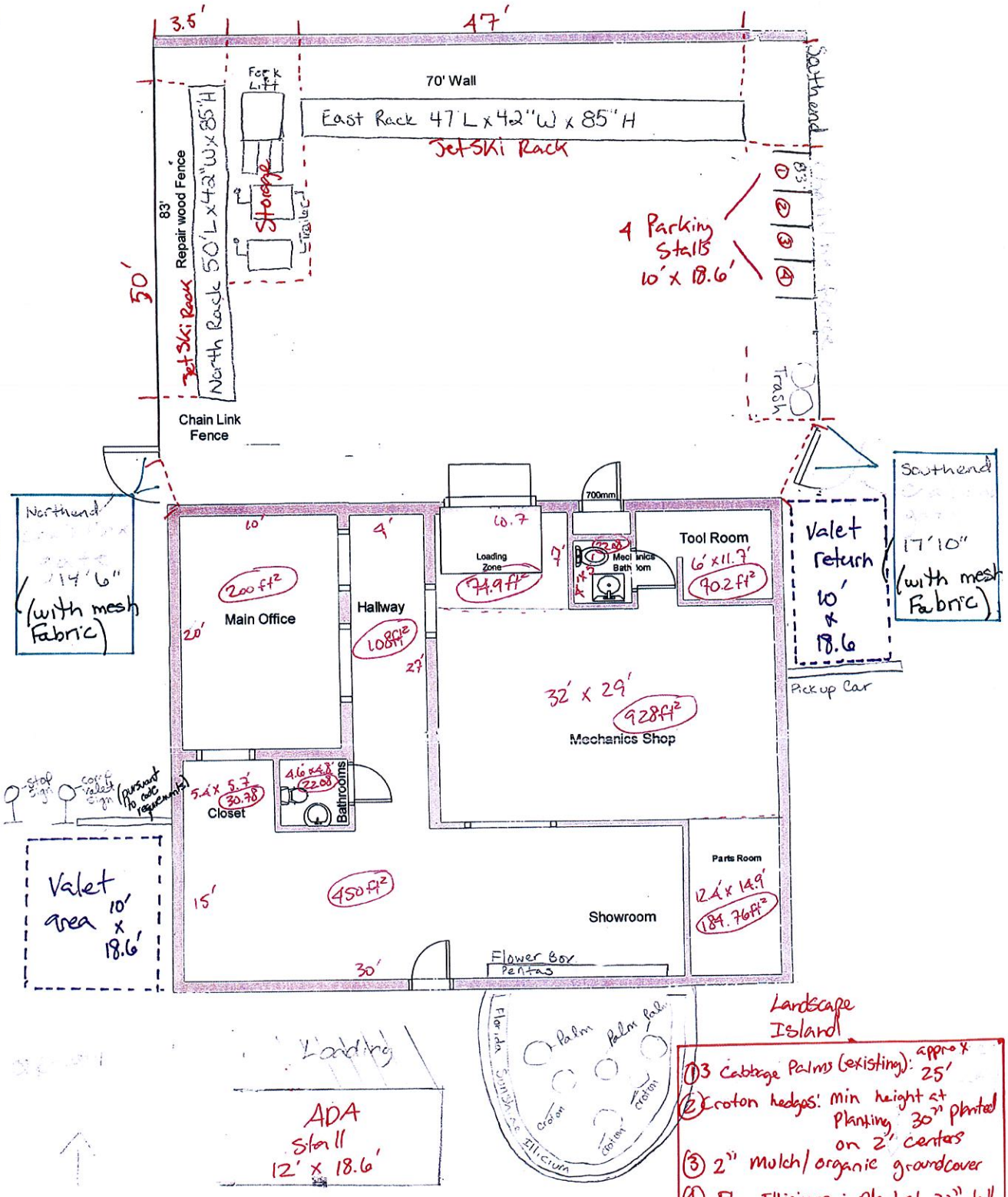
These costs may include, but are not limited to, advertising and public notice costs, legal fees, consultant fees, additional Staff time, cost of reports and studies, NPDES stormwater review and inspection costs, and any additional costs associated with the building permit and the development review process.

For further information and questions, please contact the Community Development Department at 561-881-3318.

I, Wayne Creber, have read and understand the regulations above regarding cost recovery.

Property Owner Signature

7/2/15
Date



Landscape Island

(1) 3 Cabbage Palms (existing): approx 25'
(2) Croton hedges: min height at Planting 30" planted on 2' centers
(3) 2" mulch/organic groundcover
(4) FL. Illicium: plant at 30" tall on 2' centos

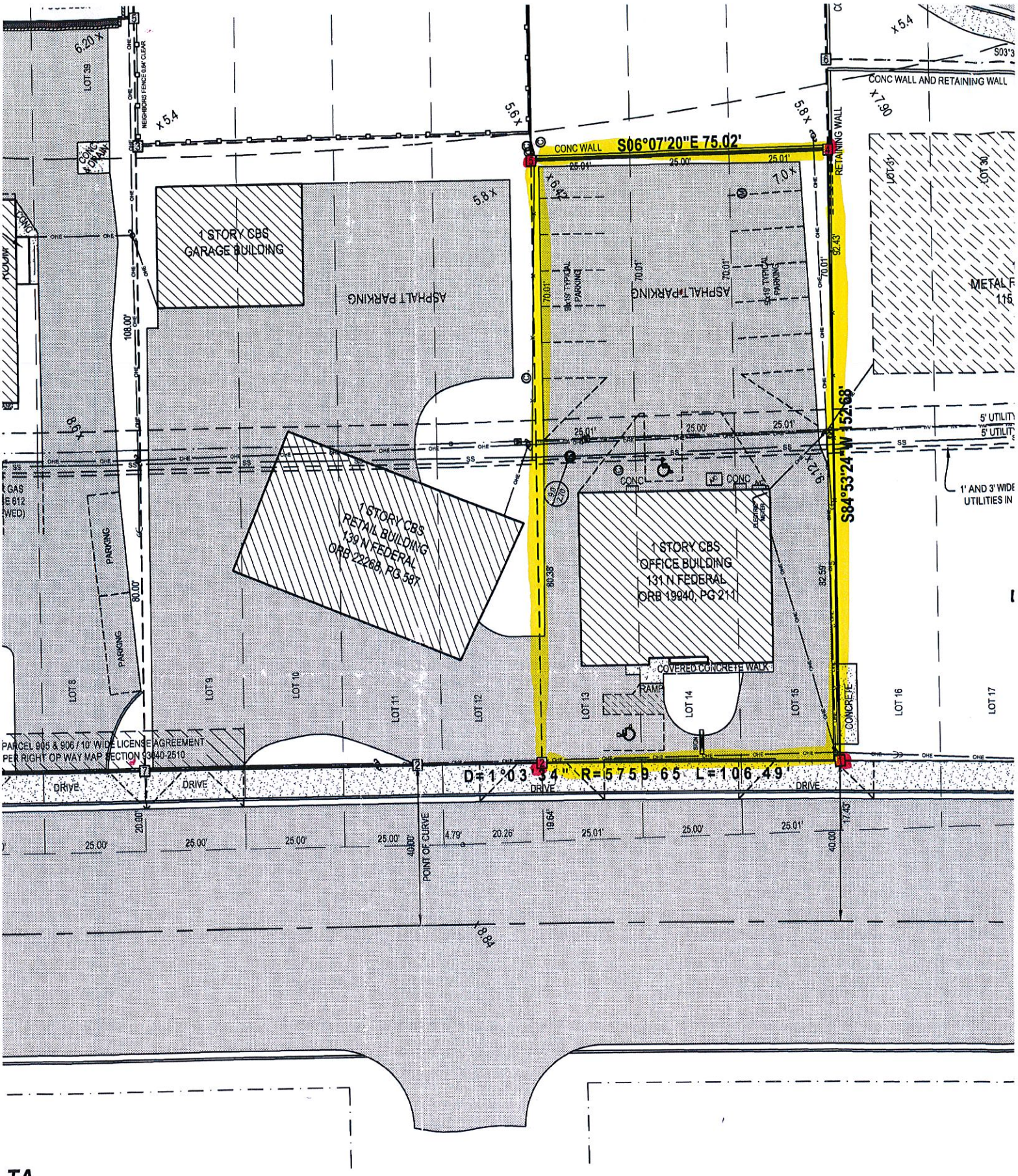
Site Improvement Schedule for Patching, Sealcoat and Striping:

December 15, 2015 – Front and Northern side yard
January 15, 2016 – Southern side yard and rear yard

Community
JUL 08 2015
Development

SP-1

Survey enclosed



ITA

dentification

5988

LS Inc.

P 4852

ABBREVIATIONS

L.B. = Licensed Business

LEGEND

= Wood Power Pole

= Concrete Power

SCOOTERSHOP
$699

131

The Palm Beach Post
Real News Starts Here

RECEIPT

LEGAL NOTICE OF PUBLIC HEARINGS
TOWN OF LAKE PARK, FLORIDA

Please take notice and be advised that the Planning and Zoning Board will hold a public hearing on **Monday, October 5, 2015, at 7:00 p.m., or as soon thereafter as can be heard**, and the Town Commission will hold a public hearing at the **Town Commission Meeting** on **Wednesday, November 4, 2015 at 6:30 p.m., or as soon thereafter as can be heard**, in the Town Hall Commission Chambers at Town Hall, located at 535 Park Avenue, Lake Park, Florida, to consider an application for a Special Exception Use to approve a "Vehicle Sales and Rentals" use for the property located at 131 Federal Highway. This application is being brought forward by Mr. Joe Brackney (Agent), who is acting on behalf of Leasing of South Florida, Inc. (Owner). Records related to this item may be inspected at the Community Development Department located at Town Hall.

If a person decides to appeal any decision made by the Planning and Zoning Board, or 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
9-25/ 2015 #485508

New Business

TAB 4

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: 11/4/2015 **Agenda Item No.** Tab 4

Agenda Title: **FISCAL YEAR 2014/2015 BUDGET ADJUSTMENT FOR ABANDONMENT OF EAST JASMINE DRIVE**

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

Approved by Town Manager _____ **Date:** 9-16-15

Blake K. Rane BKR **Finance Director**
Name/Title

Originating Department: **FINANCE**	Costs: See attachment "A" Funding Source: Acct. # [X] Finance ____BKR_____	**Attachments:** Resolution, AND Budget Adjustment Itemization (Attachment "A"),
Advertised: Date: _____ Paper: _____ [X] Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_____ or Not applicable in this case _BKR_ **Please initial one.**

Summary Explanation/Background:

The Town approved the abandonment of East Jasmine Drive and the funds have been received. There currently exists no budget to post the receipt of those funds to, this resolution creates that budget. This item also creates the budget to transfer those funds to the Streets and Roads Fund where they can be used for much needed projects for the Town's infrastructure. Attached is a schedule (Attachment "A") that lists the line items that are to be adjusted for the Town of Lake Park 2014/15 Budget.

Recommended Motion:.

I move to adopt Resolution ___-10-15.

RESOLUTION NO. 45-11-15

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 budget of the Town of Lake Park General Fund is hereby approved and adopted as set forth in the attached Attachment "A".

Section 3. An amended budget of the Town of Lake Park Streets and Roads Fund is hereby approved and adopted as set forth in the attached Attachment "A".

Section 4. 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 5. 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

October 21, 2015

ATTACHMENT "A"

General Fund

	Account Number	Proposed Change	Totals
Total General Fund Budgeted Revenue			$ 8,461,526
Sale of Capital Assets	001-388.100	320,000	
Total of Revenue Changes		$ 320,000	320,000
Proposed Budget			$ 8,781,526
Total General Fund Budgeted Expenses			$ 8,461,526
Transfer to Streets & Roads	001-51-589-900-91190	$ 320,000	
Total of Expense Changes		$ 320,000	320,000
Proposed Budget			$ 8,781,526

Streets and Roads

	Account Number	Proposed Change	Totals
Total Streets & Roads Fund Budgeted Revenue			$ 339,245
Transfer from General Fund	190-381.001	320,000	
Total of Revenue Changes		$ 320,000	320,000
Proposed Budget			$ 659,245
Total Streets and Roads Fund Budgeted Expenses			$ 339,245
Streets & Roads Reserves	190-54-541-190-99110	$ 320,000	
Total of Expense Changes		$ 320,000	320,000
Proposed Budget			$ 659,245

TAB 5

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 4, 2015 **Agenda Item No.** Tab S

Agenda Title: Review of the Town Manager Six-Month Performance Evaluations for the Evaluation Period of May 1, 2015 to November 1, 2015

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

Approved by Town Manager _____ **Date:** 10/19/15

_____
Name/Title
HUMAN RESOURCES DIRECTOR

Originating Department: Human Resources	**Costs: $ -0-** Funding Source: Acct. # [ ] Finance _____	**Attachments:** Copies of Completed Town Manager Evaluation Forms (THREE RECEIVED AND ATTACHED)
Advertised: Date: _____ Paper: _____ **[x] Not Required**	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	**Yes I have notified everyone:** **BMT** or Not applicable in this case ____ **Please initial one.**

Summary Explanation/Background:

Pursuant to Section 8 of the April 6, 2015 Employment Agreement between the Town of Lake Park and Town Manager John O. D'Agostino, the Commission is required to conduct an initial review of the performance of the Town Manager six (6) months from the effective date of the Agreement. Attached are copies of all of the completed evaluation forms which have been received for the period of May 1, 2015 to November 1, 2015.

Town of Lake Park

PERFORMANCE EVALUATION FORM
TOWN MANAGER
JOHN D'AGOSTINO

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

James DuBois

Evaluator 's Name

EVALUATION PERIOD 5/01/2015 to 11/01/2015

EVALUATION SCALE

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

RECEIVED

BY: .....

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

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

COMMENTS:
??= I do not have enough information to comment. All others excellent.

2. FISCAL MANAGEMENT

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

?? Expenditures are made within budget limitations according to established policy

COMMENTS:

??= I do not have enough information to comment.

3. PERSONAL SKILLS/COMMUNICATIONS

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

COMMENTS:

4. RELATIONS WITH THE TOWN COMMISSION

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

COMMENTS:

5. COMMUNITY RELATIONS

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

COMMENTS:

??= I do not have enough information to comment. Our only info outlets are info flyers, website and emails, those are well done.

ADDITIONAL SUMMARY COMMENTS:

Town Manager D'Agostino has moved quickly up the learning curve in Lake Park and Palm Beach County. He is both responsive and proactive to matters of public concern and to the Commission. ~~TM D'Agostino has quickly taken hold of initiatives directed by the~~ Commission. He gets high marks and I usually only rate 4 as highest possible score.

OVERALL RATING:

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

jdb, mslf

EVALUATOR'S SIGNATURE

10-12-15

DATE

Town of Lake Park

PERFORMANCE EVALUATION FORM
TOWN MANAGER
JOHN D'AGOSTINO

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

Evaluator 's Name

EVALUATION PERIOD 5/01/2015 to 11/01/2015

EVALUATION SCALE

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

RECEIVED

BY: .....

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

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

COMMENTS:
Email communications are not the most efficient means due to lag time in receipt. Unless all commissioners looked phones for receipt of email messages, direct verbal communications are better.

2. FISCAL MANAGEMENT

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

3 Expenditures are made within budget limitations according to established policy

COMMENTS:

_____

_____

_____

_____

3. PERSONAL SKILLS/COMMUNICATIONS

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

COMMENTS:

_____

_____

_____

_____

4. RELATIONS WITH THE TOWN COMMISSION

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

COMMENTS:
After Visioning effort & establishment of Legislative Priorities will be better able to address these qualities.

5. COMMUNITY RELATIONS

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

COMMENTS:

ADDITIONAL SUMMARY COMMENTS:
First six months show promise that John's skills, experience, & personal style are what we've been looking for to advance the Community

OVERALL RATING:

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

[signature] 10-12-15

EVALUATOR'S SIGNATURE **DATE**

Town of Lake Park

PERFORMANCE EVALUATION FORM
TOWN MANAGER
JOHN D'AGOSTINO

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

Commissioner Flaherty

Evaluator 's Name

EVALUATION PERIOD **5/01/2015 to 11/01/2015**

EVALUATION SCALE

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

RECEIVED

BY: HR

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

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

COMMENTS:
N/A: I am unable to rate performance towards staff and directors during day to day operations.

2. FISCAL MANAGEMENT

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

3 Expenditures are made within budget limitations according to established policy

COMMENTS:

N/A: Negotiations are beginning, however I expect a score no lower than three.

3. PERSONAL SKILLS/COMMUNICATIONS

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

COMMENTS:

N/A: Have not seen a situation that has caused stress.

4. RELATIONS WITH THE TOWN COMMISSION

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

COMMENTS:

5. COMMUNITY RELATIONS

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

COMMENTS:
N/A: Not sure of abilities in these areas.

ADDITIONAL SUMMARY COMMENTS:
It has been a great pleasure having our current TM on staff and working in our Town.

OVERALL RATING:

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

EVALUATOR'S SIGNATURE

October 12, 2015
DATE

Town of Lake Park

PERFORMANCE EVALUATION FORM
TOWN MANAGER
JOHN D'AGOSTINO

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

~~Kathleen Rapoza~~
Evaluator 's Name

EVALUATION PERIOD **5/01/2015 to 11/01/2015**

EVALUATION SCALE

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

RECEIVED
OCT 28 2015
BY: HR

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

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

COMMENTS:
His communication is exceptional with staff He has a team approach and exercises a fail safe plan for staff. He demonstrates a future plan.

2. FISCAL MANAGEMENT

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

5 Expenditures are made within budget limitations according to established policy

COMMENTS:

He respects senior staff expertise and talent. Utilizes, governs and delegates to staff, on behalf of the town's future plan. He is intent on moving LP forward by reducing our tax burden through industrial growth. Understands business

3. PERSONAL SKILLS/COMMUNICATIONS

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

COMMENTS:

He demonstrates dicipline, control and a thought process on behalf of town employees. He understands business awreness, government and future growth

4. RELATIONS WITH THE TOWN COMMISSION

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

COMMENTS:

He demonstrates a leadership role, de does not patronize and is open and honest.

5. COMMUNITY RELATIONS

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

COMMENTS:

He performs beyond his weekly hours to achieve a role as ambassador for the community. He thinks rather than reacts to each problem situation. I feel he's the best man for the Town Manager position that this commission could have chosen.

ADDITIONAL SUMMARY COMMENTS:

OVERALL RATING:

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

Kathleen Rapoza — 10-28-15

EVALUATOR'S SIGNATURE **DATE**

TAB 6

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 4, 2015 **Agenda Item No.** Tab 6

Agenda Title: A REQUEST FROM THE EVENT ORGANIZER OF THE VETERAN'S DAY CAR SHOW PROPOSED FOR SUNDAY, NOVEMBER 15, 2015 TO ALLOW THE TOWN TO BE A CO-SPONSOR, THEREBY ALLOWING FOR THE WAIVER OF CERTAIN FEES.

[ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING - ORDINANCE ON 1st READING
[X] NEW BUSINESS
[ ] OTHER:

Approved by Town Manager Bambi Turner ACTING TOWN MGR **Date:** 10/23/2015

John D'Agostino / Town Manager
Name/Title

Originating Department: **Town Manager**	Costs: **$ 0** Funding Source: Acct. # [ ] Finance _____	**Attachments:** → **Copy of Special Event Permit Application**
Advertised: Date: ***N/A*** Paper: [ ] 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__ ***JD*** or Not applicable in this case ___ **Please initial one.**

Summary Explanation/Background:

A special event permit application was submitted by Mike Scott on behalf of himself and the Town (being represented by Kathleen Carroll Walters, Parks and Recreation Director) on October 2, 2015 to the Community Development Department. The permit application is proposing the annual Veteran's Day Car Show event to be held in Lake Shore Park on Sunday, November 15, 2015 from 8am-4pm. Mr. Scott has been working alongside Kathleen Carroll Walters and is requesting that this event be co-sponsored by the Town. It was explained that many years ago, the Town always sponsored this event, but over the years this practice went away. The event is an asset to the Town and the organizer is committed to this community on an annual basis. Co-sponsoring would provide the organizer some relief on our Town application fees; facility rental and deposit fees; as well as Public Works personnel fees. More specifically, as a co-sponsor, the organizer would benefit from the following services and waiver of fees: *(on the following page)*

REQUESTED CATEGORY	VALUE *(monetary or other)*	DESCRIPTION	TOTAL
Ability to advertise on the Town website; Channel 18; and utilize Town logo	No monetary value	**CO-SPONSORING WOULD ALLOW FOR TOWN-RELATED ADVERTISING**	**N/A**
Park Rental Fee and Deposit	$400 (rental)/$24 tax/$500 deposit	**CO-SPONSORING WOULD WAIVE THESE FEES**	**$924**
Signage Permit Application Fee	$100	**CO-SPONSORING WOULD WAIVE THIS FEE**	**$100**
Special Event Application Fee	$25	**CO-SPONSORING WOULD WAIVE THIS FEE**	**$25**
Public Works*	See table below	**CO-SPONSORING WOULD WAIVE THESE FEES**	**$608.46**

* ***Public Works Fees based on existing personnel:***

20.43 per hour	12 hours	Set-up/take down parking barrier posts along Lake Shore Dr.	245.16
24.39 per hour	12 hours	Set-up/take down parking barrier posts along Lake Shore Dr.	292.68
23.98 per hour	2 hours	Pick up and deliver 95 gallon garbage cans (round trip)	47.96
22.66 per hour	1 hour	Empty extra 95 gallon garbage cans (after event)	22.66

TOTAL WAIVERS IF THE TOWN IS APPROVED TO CO-SPONSOR: $1,657.46 plus advertising as listed above. As a co-sponsor, the Town's insurance would tie into the event as well.

Recommended Motion: At the Town Commission's discretion.

DATE/TIME RECEIVED:
Community
OCT 02 2015
Development

TOWN OF LAKE PARK
COMMUNITY DEVELOPMENT DEPARTMENT
SPECIAL EVENT PERMIT APPLICATION

For Events being held on Town Property, Town services may be requested for an additional fee(s). Please schedule a pre-submittal meeting with the Community Development Director at least 60 days in advance of your event by calling 561-881-3319.
This Application must be completed and submitted by the Event Organizer ("Applicant")

Instructions:

This completed Special Event Permit Application and all relevant attachments must be submitted to the Community Development Department not less than twenty-one (21) calendar days prior to the date of the proposed Event.
For events being proposed on Town Property, the deadline to submit is sixty (60) calendar days prior to the date of the proposed Event.

Application Fee Due and Payable Upon Submittal: $75.00 ***($25.00 for individuals or Non-profit organizations)***

Non-Profit IRS Tax Identification Number ***(required if Applicant is a non-profit)*****:**

_____
(If applicable)

Name of Applicant (i.e. Event Organizer):
MIKE SCOTT / TOWN OF LAKE PARK RECREATION

Name of Event:
VETERANS DAY CAR SHOW

Address/Location of Event:
KELSEY PARK, FL 33403

If this Event requires a Town facility rental, please Recreation Department at 561-881-3338 regarding the Usage Application PRIOR to submitting this application.

→ $924 : Park Rental
400.00 Park Rental Fee
24 Tax
500 Deposit
→ (advertising)

→ $100.00 = Signage permit

→ $608.46 P.W. Fees
→ Special Event App: $25

Dates/Times of the event (*as applicable*):

	Date	Day	Begin Time	End Time
Event Day 1	SUNDAY NOV. 15th 2015		(8) AM (4) PM	(2) ( ) AM ( ) PM
Event Day 2	_____	_____	( ) AM ( ) PM	( ) AM ( ) PM
Event Day 3	_____	_____	( ) AM ( ) PM	( ) AM ( ) PM
Event Day 4	_____	_____	( ) AM ( ) PM	( ) AM ( ) PM
Event Day 5	_____	_____	( ) AM ( ) PM	( ) AM ( ) PM
Event Day 6	_____	_____	( ) AM ( ) PM	( ) AM ( ) PM

Additional Applicant Information:

Name: MICHAEL G. SCOTT

Address: 11411 S.E. Fed Hwy #118

State/Zip Hobe Sound, Florida 33455

CONTACT PHONE: 561-301-4270 (cell)

Alternate Phone # NONE

Fax: NONE

E-mail : SCOTTHE STRIPER @ Bell South.net

TOWN OF LAKE PARK
PARKS & RECREATION
600 A LAKESHORE DR.
LAKE PARK, FL 33403
561-881-3338

Kramal@lakeparkflorida.gov

Description and Purpose of the Event

Classic, custom, hotrod, special interest car show free to the public (family oriented)

Estimated number of participants? 500

10th anniversary show

Has this event ever occurred in the Town of Lake Park? Yes ✓ No _____

Has this site had a Special Event Permit this calendar year? Yes ____ No ✓

Will there be an admission fee for the Event? *If yes, how much*? Yes ___($__)No ✓

THE FOLLOWING SECTIONS MAY NOT APPLY TO NON-COMMERCIAL EVENTS

Will your event require road closure? Yes ____ No ✓

If YES, describe the requested street segment closure and time and provide a Traffic Circulation Plan prepared by a Traffic Engineer, including a detour signage plan. You are responsible for notifying affected businesses/entities, including Palm Tran, regarding affected routes: _____

(Initial to acknowledge statement)

EVENT COMPONENTS (Check the items that will be associated with your event.)

- NO Road closure
- ✓ Electric service hook-up required
- NO Water service hook-up required
- NO Sidewalks blocked
- ✓ Municipal park(s) prepared
- ✓ Booths or other temporary structures
- NO Parking lots to be partially or completely closed
- ✓ Food Vendors
- NO Town litter pick-up or street sweeping
- ✓ Tents (if yes, describe type and size 10 x 10 pop-ups)
- ✓ Barricades ordered
- ✓ Alcohol served
- NO Security/Law Enforcement
- ✓ Music, bands, DJ
- NO Rides or other amusements
- NO Animals
- NO Fireworks
- ✓ Food Vendors
- NO Bleachers
- NO Designated parking area
- ✓ Town Restroom (if yes, please describe Lake Shore Park)
- NO Portable Restrooms (if yes, please describe _____)
- ✓ Dumpsters/Trash Receptacles 4 trash cans
- NO Portable stage
- NO Other (e.g., bounce house, etc.)

EVENT VENDOR(S) LIST ALL NAMES

(TO BE PROVIDED)

See Special Evt. Checklist

Will the event require the use of electricity? Yes ✓ No ____

Will the event require water hook-up? Yes ___ No ✓

*Will food and/or beverages be served? Yes ✓ No ____

*Will the event have vendors or concession sales, including food? Yes ✓ No ____

If the answers to the above questions are YES, the Applicant is responsible for securing all respective Palm Beach County and State of Florida Health Certificates for food vendors, as well as copies of all other commercial vendor licenses. Florida hood system inspection reports are required for all food trucks and must accompany this Special Event Permit Application.

All Applicants must also provide to the Town a Certificate of Insurance issued no more than thirty (30) days prior to the date of the event and naming the Town of Lake Park (and the CRA, if the event is taking place within the CRA area) as certificate holder and an additional insured with respect to commercial general liability. The required limits are $1 million per occurrence and $2 million aggregate. $100,000 damage to rented premises must also be provided.

The Applicant holds full responsibility and liability for its vendors. _____ (needs to be initialed)
(Initial to acknowledge statement)

**Will alcoholic beverages be served? Yes ✓ No ____

If the answer to the above question is YES, additional liquor legal liability insurance usual to the insured's operations with a $1million limit must be included on the Certificate of Insurance.

***Are you proposing signage? Yes ✓ No ____

****If the answer to the above question is YES, please fill out the Signage Permit Application available in the Community Development Department. An additional $100.00 application fee is required for this signage application. This application will be deemed incomplete if signage is proposed and a signage application is not submitted.***

Will the event have an official "Flyer" and/or promotional materials? Yes ✓ No ____
If yes, please provide a copy of the "Flyer".

Please provide a sketch of the Special Event site including: Proposed location of parking, tent(s), concession stand(s), booth(s), stage(s), etc. OR provide an attachment:

(See attached)

NOTE: Public parking spaces are on a first-come, first-serve basis, and may be metered depending on where your event is being held.

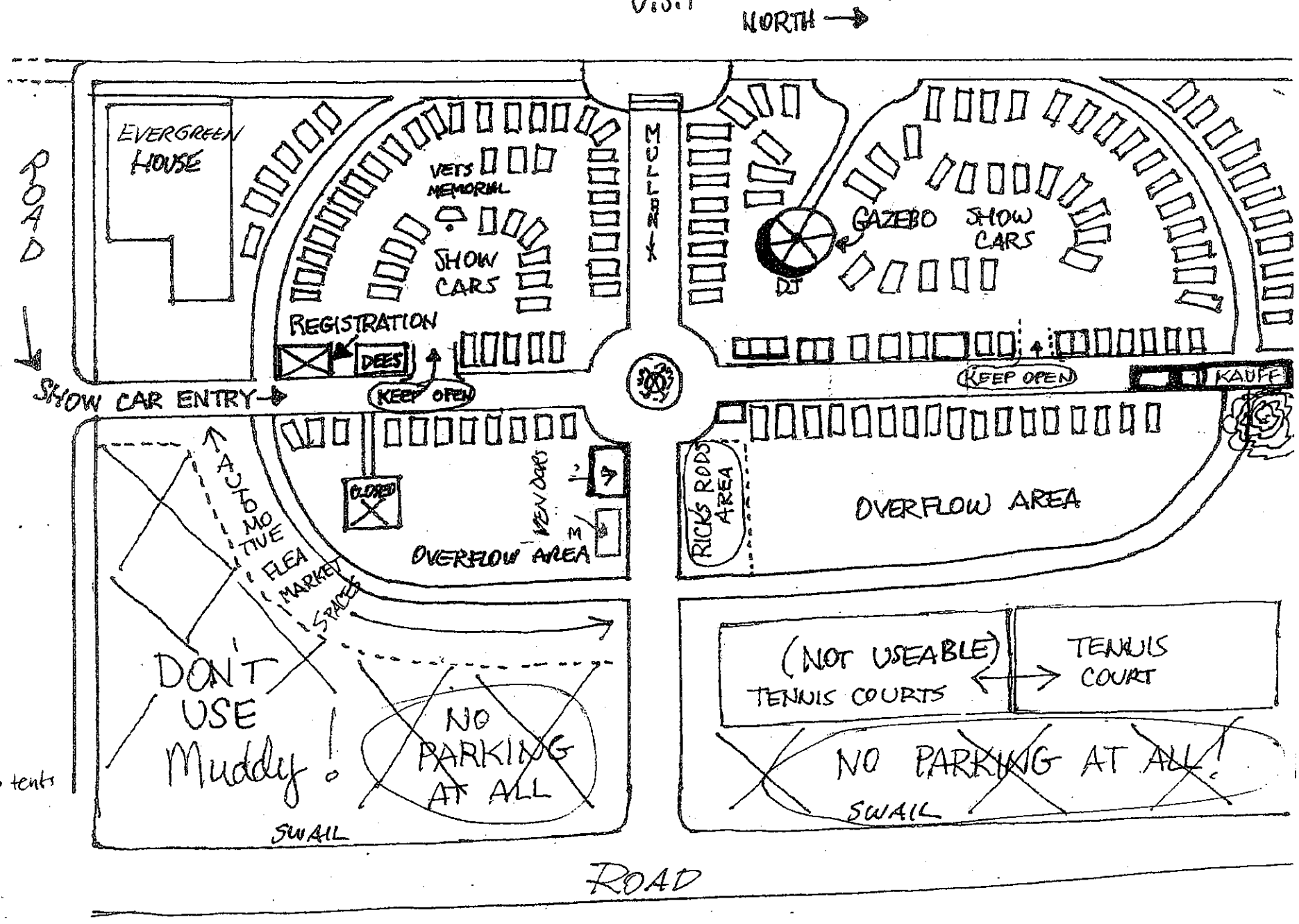
IF TENTS ARE BEING UTILIZED:
MAXIMUM ALLOWABLE TENT SIZE IS 35' X 45'.

For ALL tents larger than 10 ft. x 10 ft. (pop-up style), a *Certificate of Flame Resistance* is required and must accompany this Special Event Permit Application.

VETERAN'S DAY CAR SHOW

START TIME: 8:00 am
END TIME: 3:00 pm
BREAKDOWN: 4:00

V.S.1



pop up tents
tables
chairs

(FOR OFFICE USE ONLY)

SIGNATURES/APPROVALS:

Please Sign and Date

PARKS & RECREATION DIRECTOR: *(If applicable)*

Kathleen C. Walters DATE: 10/2/2015

PUBLIC WORKS DIRECTOR:

[signature] w/ COMMENTS DATE: 10/14/15 see attached memo

MARINA DIRECTOR: *(If applicable)*

N/A DATE: _____

PALM BEACH COUNTY SHERIFF:

see attached w/ Comment DATE: 10/9/15

PALM BEACH COUNTY FIRE-RESCUE:

see attached DATE: 10/13/15

RISK MANAGEMENT: *(If applicable)* — pending receipt and review of the Risk Management Checklist form.

Bonnie McKibben-Turner DATE: 10/21/15

ADA Requirements pending

Insurance Requirements pending

CODE COMPLIANCE OFFICER:

_____ DATE: _____

COMMUNITY DEVELOPMENT DIRECTOR:

_____ DATE: _____

Additional Comments (reviewers may include attachments):

APPLICANT SIGNATURE: Michael G. Scott Kathleen C. Walters

APPLICANT PRINTED NAME: MICHAEL G. SCOTT KATHLEEN C. WALTERS

DATE: 8/20/2015

(FOR OFFICE USE ONLY)

SIGNATURES/APPROVALS:

Please Sign and Date

PARKS & RECREATION DIRECTOR: *(If applicable)*

Kathleen C. Walters DATE: 10/2/2015

PUBLIC WORKS DIRECTOR:

_____ DATE: _____

MARINA DIRECTOR: *(If applicable)*

N/A DATE: _____

PALM BEACH COUNTY SHERIFF:

REVIEWED
By Lt. Nicholas Vassalotti #3908
Date: _____

I RECOMMEND ONE PBSO DEPUTY FOR THIS. DATE: 10-9-15

PALM BEACH COUNTY FIRE-RESCUE:

_____ DATE: _____

RISK MANAGEMENT: *(If applicable)*

_____ DATE: _____

ADA Requirements

Insurance Requirements

CODE COMPLIANCE OFFICER:

_____ DATE: _____

COMMUNITY DEVELOPMENT DIRECTOR:

_____ DATE: _____

Additional Comments (reviewers may include attachments):

APPLICANT SIGNATURE: Michael G. Scott Kathleen C. Walters

APPLICANT PRINTED NAME: MICHAEL G. SCOTT KATHLEEN C. WALTERS

DATE: 8/20/2015

(FOR OFFICE USE ONLY)

SIGNATURES/APPROVALS:

Please Sign and Date

PARKS & RECREATION DIRECTOR: *(If applicable)*

Kathleen C. Walters DATE: 10/12/2015

PUBLIC WORKS DIRECTOR:

_____ DATE: _____

MARINA DIRECTOR: *(If applicable)*

N/A DATE: _____

PALM BEACH COUNTY SHERIFF:

Mike Todaro DATE: 10/13/15

PALM BEACH COUNTY FIRE-RESCUE:

_____ DATE: _____

RISK MANAGEMENT: *(If applicable)*

_____ DATE: _____

ADA Requirements

Insurance Requirements

CODE COMPLIANCE OFFICER:

_____ DATE: _____

COMMUNITY DEVELOPMENT DIRECTOR:

_____ DATE: _____

Additional Comments (reviewers may include attachments):

APPLICANT SIGNATURE: Michael G. Scott Kathleen C. Walters

APPLICANT PRINTED NAME: MICHAEL G. SCOTT KATHLEEN C. WALTERS

DATE: 8/20/2015

Town of
LAKE PARK

Department of
PUBLIC WORKS

MEMORANDUM

Date: October 14, 2015
To: Special Event Permit File
From: David Hunt, DPW Director
Subject: **Vet's Day Car Show; Event Permit Comments**

- See table for costs are associated with Public Works installing barricades and tape along Lake Shore Drive and Foresteria Drive to keep traffic off of the saturated swale.
- See table for costs associated with providing additional garbage cans in Kelsey Park.

EMPLOYEE	HOURLY RATE + BENEFITS	ESTIMATED HOURS WORKED	TASKS	COST FOR EVENT
Peter Mikes	20.43	12	Set-up/take down parking barrier posts along Lake Shore Dr.	245.16
John Wylie	24.39	12	Set-up/take down parking barrier posts along Lake Shore Dr.	292.68
Dwayne Bell	23.98	2	Pick up and deliver 95 gallon garbage cans (round trips)	47.96
Kelvin Anderson	22.66	1	Empty extra 95 gallon garbage cans (after event)	22.66
			TOTAL	$608.46

Note: All vehicular traffic must stay off the wet turf in the southeast quadrant of Kelsey Park and the area adjacent to the tennis courts. Any damage to the park turf will be repaired by the Town and the Event Organizer will be invoiced for time and material costs associated with repairs. A suggested refundable deposit amount of $250.00 should be collected in advance, along with the labor costs, to cover any possible repair expenses.

- All electric cords used in the park must be free of insulation tears and splices. The cord end must have the grounding prong intact.

*650 Old Dixie Highway, Lake Park, Florida 33403 * (561) 881-3345 * Fax: (561) 881-3349*

E-mail: publicworks@lakeparkflorida.gov