

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

Meeting Date: 12/17/03

Agenda Item No.

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

**SUBJECT:** A request for discussion and approval by Calvin, Giordano & Associates, Inc. regarding the attached advertisement flyer and workshop date for the EAR Community Workshop.

**RECOMMENDED MOTION/ACTION:** Staff is recommending that the Town Commission approve the advertisement material for mail-out to the Lake Park Community and recommends scheduling the Community Workshop Meeting in Mid-January to maintain the approved project schedule.

Approved by Town Manager *J. Douglas Ingers* Date: 12/10/03

Originating Department: <b>Community Development</b>	Costs: \$ _____  Funding Source: _____  Acct. # _____	
<b>Department Review:</b> <input type="checkbox"/> City Attorney _____ <input type="checkbox"/> Community Affairs _____ <input checked="" type="checkbox"/> Community Development _____	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Department _____  <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	<b>Finance Director Approval:</b>  _____	<b>Attachments:</b>  Staff Memo Advertisement Flyer

**Summary Explanation/Background:** Per Florida State Statutes the Town is required to adopt an Evaluation and Appraisal Report (EAR) every seven years for its Comprehensive Plan. The last EAR in 1998 had not been found sufficient. Town Staff has initiated the EAR process with the State of Florida to bring the Town's Comprehensive Plan back into compliance. The process requires a minimum of two meetings, a Community Workshop and a State Agency meeting to assess the current state of the Town's Comprehensive Plan. Subsequent, to the evaluation by various state agencies, the Town may then commence with modifying and updating the plan to meet and achieve the goals of its citizens and amend the document to meet new regulatory standards required by the State of Florida for all local Comprehensive Plans.

The present request is the initial phase of the EAR process.



Calvin, Giordano & Associates, Inc.  
Engineers • Surveyors • Planners

1800 ELLER DRIVE,  
SUITE 600  
FORT LAUDERDALE,  
FLORIDA 33316  
PHONE: 954 921 7781  
FAX: 954 921 8807

560 VILLAGE BOULEVARD,  
SUITE 340  
WEST PALM BEACH,  
FLORIDA 33409  
PHONE: 561 684 6161  
FAX: 561 684 6360

## Memorandum

**DATE:** 12/09/03  
**TO:** The Honorable Mayor Castro and Town Commission  
**FROM:** Jamie A. Gentile  
**SUBJECT:** Scoping Meeting Date and Advertisement  
**PROJECT:** Town of Lake Park EAR  
**CC:** J. Douglas Drymon, Town Manager

Per the adopted contract between the Town of Lake Park and Calvin, Giordano and Associates, Inc. for the Evaluation and Appraisal Report Scoping Meetings, CGA is pleased to present the Town Commission the attached advertisement for the proposed EAR Community Workshop. CGA respectfully requests the Commission's approval of the draft flyer and asks that the Commission consider a date and time for the Community Workshop Meeting.

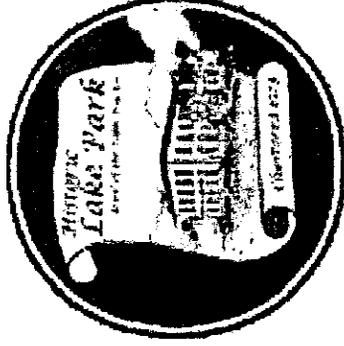
Based on the project schedule as indicated in the Scope of Services of the project proposal attached hereto, CGA anticipated holding the Community Workshop Meeting sometime in Mid-January.

#### Anticipated Timeline:

Contract approval	November 2003
Preparation and approval of mail-out	Mid December 2003
Mail-out	1st week of January 2004
Community workshop	Mid January 2004
Completion and approval of community workshop report	End of January 2004
Workshop with DCA	Mid February 2004
Preparation and approval of Memorandum Of Understanding (MOU) between Town and DCA on the EAR goals and objections	End of February 2004

Again, Staff is respectfully requesting your consideration on the information provided for the mail-out and would recommend scheduling the Community Workshop Meeting for sometime the week of January 19<sup>th</sup> or the week of January 26 so Staff can continue to meet the project schedule. Should you have any questions or concerns regarding this information please feel free to contact Staff at either 561-881-3319 or 561-684-6161.

**Town of Lake Park Evaluation and Appraisal  
Report (EAR) Community Workshop**



**Time:**

**Date:**

**Address:** Town of Lake Park City Hall  
535 Park Avenue  
Lake Park, FL 33403

**Hosted By:**

**Calvin, Giordano & Associates, Inc.**

**Engineers • Surveyors • Planners**  
1800 Eller Drive  
Suite: 800  
Fort Lauderdale,  
Florida 33316  
Phone: 954-921-7781  
Fax: 954-921-8807

**560 Village Boulevard  
Suite: 300  
West Palm Beach,  
Florida 33409  
Phone: 561-684-6161  
Fax: 561-684-6360**



# Town EAR Workshop

On behalf of the Town of Lake Park you are cordially invited to participate in a workshop meeting to identify local issues for the Evaluation and Appraisal Report on (date) at (time). The meeting will be held at Town Hall in Town Commission Chambers.

**Time: To Be Determined**

**Place: Town of Lake Park**

City Hall is located at 535 Park Avenue.



**Purpose:** The purpose of this workshop is to generate a positive dialogue among elected and appointed officials and the general public about the community and whether the existing Comprehensive Plan is creating a place that everyone wants to live.

**What is a Comprehensive Plan?** A Comprehensive Plan is a long-range statement of goals, policies and objectives intended to guide the physical development of the Town.

**Why is an Evaluation and Appraisal Report required?** Pursuant to Section 163.3191 of the Florida's Statutes, each local government shall adopt an evaluation and appraisal report (EAR) every seven years assessing the progress in implementing the particular local government's comprehensive plan.

**Workshop Agenda:**

1. Welcome by Mayor Paul Castro
2. Overview of the purpose of the workshop
3. What do you like best about your community?
4. What changes would you like to see in your community?
5. What are the important issues that need to be addressed in the plan? These issues could include but are not limited to:
  - Redevelopment
  - Density
  - Urban Design
  - Water/Sewer/Roads
  - Neighborhood Planning
  - Parks and Recreational Facilities
  - Intergovernmental Coordination
  - Economic Development
6. How can we make the changes that you want to see?
7. Summary of Issues
8. Closing

