



# Agenda

Town of Lake Park

## Tree Board

Tuesday, February 8, 2022 6:00 P.M.

Town Hall Commission Chamber

535 Park Avenue, Lake Park, FL 33403

**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.*

<b>Brady Drew</b>	<b>Chair</b>
<b>Cynthia Grey</b>	<b>Vice-Chair</b>
<b>Pamela Frazier</b>	<b>Board Member</b>

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

**B. PLEDGE OF ALLEGIANCE:**

**C. SELECTION OF A CHAIR:**

**D. SELECTION OF A VICE-CHAIR:**

**E. CONSENT AGENDA:**

**1. December 14, 2021 Tree Board Meeting Minutes.**

**F. NEW BUSINESS:**

**2. Proposed Town of Lake Park Recognition and Memorial Tree & Bench Program.**

**3. Lake Park Pocket Parks Map**

**4. Additional Tree Board Educational Resources.**

**5. iTree Canopy and Survey Report by Chair Brady Drew.**

**6. Town Special Events Schedule, Special Events Application, and Sunset Celebration Flyer.**

**G. 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 Agency Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.**

**Tree Board Agenda  
February 8, 2022**

H. **BOARD MEMBER COMMENTS:**

I. **STAFF COMMENTS:**

J. **ADJOURNMENT:**

**The next scheduled Tree Board Meeting will be conducted on April 12, 2022**

**Special  
Presentations  
/Reports**

(3) [Reserved.]

(4) Keep records of all of the activities of the library board and make annual reports to the town manager and the town commission relative thereto or whenever requested to do so by the town commission.

(Ord. No. 5-1968, § IV, 4-15-1968; Code 1978, § 12-27; Ord. No. 05-2010, § 5, 6-2-2010)

- **ARTICLE IV. - BOARDS AND COMMITTEES** <sup>SL</sup> **Modified**

- **DIVISION 1. - GENERALLY**

- **Sec. 2-111. - Election of board and committee officers.** <sup>SL</sup> **Modified**

(a) *Chair.* Each board and committee of the town shall annually elect from its membership a chair, who shall preside at all meetings of such board or committee, and a vice-chair, who shall preside at all meetings of such board or committee in the absence or disability of the chair, at a regular meeting to be conducted in January, or if there is no meeting in January then at the first meeting of the board or committee in the new year.

(b) *Administrative support.* The town manager shall assign town employees to each board or committee, including a recording secretary who shall be responsible for recording the meetings and producing minutes of the board or committee meetings.

(Code 1978, § 2-56; Ord. No. 17-1991, § 1, 11-6-1991; Ord. No. 05-2015, § 2, 5-6-2015)

- **Sec. 2-112. - Membership on boards and committees terminated for missing meetings; filling of vacancies.**

(a) *Definitions.* For the purposes of this section, the following words, terms and phrases shall have the meanings herein ascribed to them:

*Board* means board or committee, as appropriate.

*Valid excuse* means one of the following:

(1)

Illness of a member or other person for whom the member is a caregiver;

(2)

Death of a member's relative; or

(3)

Scheduled absence approved in advance by the town clerk.

(b) *Recording of attendance.* The secretary of each board shall record the names of the board members who are present and absent at each board meeting, and shall include in the minutes of the meeting, the name of any member who has missed a meeting without a valid excuse, including regular and special meetings of said board.

(c) *Termination of membership.* Membership on a town board shall be automatically terminated for any member who, without valid excuse, misses three board meetings both regular and special in any consecutive 365-day period (any one-year term of the member).

(d) *Review of minutes.* The town clerk shall be responsible for reviewing the minutes of each board to determine when a vacancy has occurred, the town clerk shall confirm the unexcused absences of the member with the board secretary and once confirmed shall subsequently publish notice of the vacancy in a newspaper of general circulation of the town. The town commission shall fill the vacancy no sooner than two weeks after the publication of such notice. The term of a board member who is removed from office for lack of attendance shall end at the close of the third meeting in which the member failed to attend and which absence was not excused.

(e) *Notice of vacancies.* The town clerk shall monitor the terms of office for board members. Not less than 60 days prior to the end of a board member's term, the clerk shall publish a notice of the impending vacancy.

(f) *Publication of notice.* When publication of notice is required pursuant to this section, such publication shall be in the town newsletter and/or by other reasonable means of posting and publication. Copies of such notices shall be provided to the town commission at the next regular meeting following publication.

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

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

(i) *Nomination for action on vacancies.* The clerk shall prepare a list of volunteers, including members who seek reappointment, along with the profile sheet for commission action on a vacancy. The list of volunteers shall include the name of each person seeking the appointment for which a profile sheet has been timely received. The commission may interview board and committee members appearing on the clerk's list who volunteer for reappointment or appointment. A nomination to fill a vacancy may be made by any member of the commission. For a nominee to be appointed there must be a second and majority vote of the commission. Thereafter, the clerk shall notify each volunteer applicant in writing of the commission's action.

(j) Vacancies on a board or committee shall be automatically filled by an alternate member of that board or committee for the unexpired term. If two vacancies occur at the same time, the second vacancy shall be filled by the second alternate for the unexpired term. If a board or committee has more than two vacancies, the town commission may appoint temporary members, as necessary, who shall serve until the commission makes a regular appointment. The town clerk shall notify an alternate upon a change in status.

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

(Ord. No. 33-1974, §§ I—III, 11-20-1974; Ord. No. 10-1979, § 1, 8-1-1979; Ord. No. 8-1982, § 1, 3-3-1982; Ord. No. 16-1990, § 1, 9-5-1990; Ord. No. 4-1991, § 1, 2-6-1991; Ord. No. 11-1994, § I, 5-18-1994; Ord. No. 6-1995, § I, 3-1-1995; Ord. No. 12-2001, § 1, 8-15-2001; Code 1978, § 2-57; Ord. No. 22-2004, § 2, 11-17-2004; Ord. No. 31-2004, § 2, 1-19-2005; Ord. No. 12-2006, § 2, 11-1-2006; Ord. No. 10-2013, § 2, 8-21-2013)

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

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

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

- **Secs. 2-114—2-150. - Reserved.**

# **Consent Agenda**

# TAB 1





**Minutes  
Town of Lake Park, Florida  
Tree Board Meeting  
Tuesday, December 14, 2021, 6:00 PM  
Town Hall Commission Chamber,  
535 Park Avenue, Lake Park, Florida 33403**

The Tree Board met for the purpose of a regular session on Tuesday, December 14, 2021 at 6:00 p.m. Present were Chair Brady Drew, Vice-Chair Cynthia Grey and Board Member Pamela Frazier. Town staff included Community Development Director Nadia DiTommaso and Town Clerk Vivian Mendez.

Chair Drew performed the roll call and led the pledge of allegiance.

**Consent Agenda:**

- 1. August 10, 2021 Tree Board Meeting Minutes.**
- 2. September 13, 2021 Tree Board Meeting Minutes.**

**Motion: Board Member Frazier moved to approve the consent agenda; Vice-Chair Grey seconded the motion.**

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Frazier	X		
Vice-Chair Grey	X		
Chair Drew	X		

Motion passed 3-0.

**New Business:**

**3. 2022 Tree Board Meeting Schedule.**

Town Clerk Mendez explained that there are several elections scheduled on Tree Board meeting dates in 2022. Therefore, there would be three meeting canceled throughout the year. Board Member Frazier asked if the meeting could be rescheduled to another date within those months. Town Clerk Mendez stated yes, meetings could be rescheduled to another date agreed upon by the Board.

**4. Staff Update.**

Community Development Director DiTommaso updated the Board on the following topics:

- Full list of Preferred Plant List from the Town and consultant. The list of preferred plants was sent to the Board as part of a previous agenda packet. The Board requested that it be resent via email.

- Review the draft proposed program before it was presented to the Commission. Staff continues to work on the Memorial Tree Program and would provide an updated version at the February, 2022 meeting.
- Map of the pocket parks. A map of the pocket parks was provided to the Board as part of a previous agenda packet.
- List of Town Events. The Board was encouraged to review the Town website for upcoming events. The Board expressed an interest in educating the public on native trees and planting during Town events. If budget funds allow, they expressed an interest in the sale of native planting during events. They expressed an interest in participating in the Lake Park Public Library events to help educate the public on plantings. The Board would like to brand themselves so the public knows more about the Tree Board. The Board was encouraged to notify the Special Events Director so the Tree Board members could participate in upcoming Arbor Day Celebration.
- List of Educational Resources. Educational Resources were provided as part a previous agenda packet, but would be resent to the Board.

The Board discussed at length the Memorial Tree Planting Program including the cost and placement of the trees. Vice-Chair Grey expressed her passion for the program and wanted the price of trees to be thoroughly researched because the pricing in the previous version of the program was too high and people would be discourage to participate.

Board Member Frazier stated that she would work on the marketing aspect of the Board and would contact the Special Events Department to find out what upcoming events would be best to promote the Tree Board.

**PUBLIC COMMENT:**

None

**BOARD MEMBER COMMENTS:**

**Board Member Frazier** had no comments.

**Vice-Chair Grey** had no comments.

**Chair Drew** asked for an update on the tree survey. Community Development Director DiTommaso explained that the Town does not have the budget to conduct a tree survey at this time. Once the Town has the funds and a consultant on board to do the survey, the Board would be notified.

Chair Drew asked about the I-Tree program, which was a Google Earth type program that would generate the tree canopy for the Town. He asked if he could bring that forward during the February 2022 meeting. Community Development Director DiTommaso said yes.

Chair Drew asked if there were any updates on the bioswale plantings. Community Development Director DiTommaso explained that the Public Works Department was working with Water Resource Management Associates (WRMA) to identify the first areas to begin working on the initiative.

Chair Drew explained that the budget identifies a landscape architect. He asked if that was strictly for the Community Redevelopment Agency (CRA). Community Development Director DiTommaso would find out because it was not in her budget.

Board Member Frazier asked for an update on the Park Avenue project. Community Development Director DiTommaso explained that Public Works was working on the project and were working with a traffic engineer to put together some concepts for the complete streets design. The Board would be notified of future discussions and meeting regarding Park Avenue.

Chair Drew asked for an update on the street markers around Town and would that initiative be part of what the Centennial Celebration Committee would do. Town Clerk Mendez explained that the Committee would begin meeting sometime in 2022 and their role has not been established. She further explained that it could be a project that Public Works takes on in the future, but there was no information about the direction of the project to our knowledge.

Vice-Chair Grey suggested that options related to different size trees and memorial plaques be part of the program. Community Development Director DiTommaso suggested that staff bring back as much information as possible related to the procurement of plantings and memorial plaques at the next meeting.

**ADJOURNMENT**

There being no further business to come before the Board, and by unanimous vote, the meeting adjourned at 7:05 p.m.

\_\_\_\_\_  
Chair Brady Drew

\_\_\_\_\_  
Town Clerk, Vivian Mendez, MMC

Town Seal

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2021

# **New Business**

# TAB 2



## Town of Lake Park Recognition and Memorial Tree & Bench Program

Honor someone special, celebrate an occasion, or remember loved ones and pets by donating a tree or bench. A tree or bench provides a gift to the entire community.

### I. Program Benefits

- Clean Air
- Erosion Control
- Beautification of Town parks
- Ease noise pollution
- A lasting tribute
- A unique gift

### II. Available Park Locations for Tree Planting & Bench Placement

*(final location will be determined by Town Staff)*

- Lottie Mae Park
- Blakely Park
- West Ilex Park

(Additional areas may be available in the future)

### III. Program Options

#### **Option 1: New Tree Planting**

A new tree will be planted in memory/honor of your loved one (see enclosed Tree Approval List). Cost includes purchase and installation by the Town.

**Cost (subject to change based on market rates): \$800.00**

#### **Additional Fees:**

##### **Tree Plaque (maximum of 1)**

- Cost is \$145.95
- Dimensions are 5"x7"
- Includes an 18" stake;
- Delivery time averages 3-4 weeks, but this could be shorter through a local vendor

#### **Option 2: New Bench Placement or Existing Bench Replacement**

A bench will be placed in the park of your choice, or at the discretion of the Town of Lake Park. Cost includes one(1) bench plaque (see below), purchase and installation by the Town. Bench design options will be provided by the Town.

**Cost (subject to change based on market rates): \$2,500.00**

**Bench Plaque Specifications:** Dimensions are 6"x8". Delivery time averages 3-4 weeks, but this could be shorter through a local vendor.

**Note: All options include a commemorative certificate with the selected location.**

#### **IV. Payment Methods**

Acceptable methods of payment are cash, check, or money order. Online credit card payments are also acceptable through the Town website upon receipt of a receipt transmittal by the Town.

#### **V. Guidelines**

1. The Recognition and Memorial Tree & Bench Program is subject to the guidelines set forth by the Town of Lake Park Special Events Department.
2. Trees and benches are not memorials and may not be decorated with flowers, ribbons, photos, or other items. All items left will be immediately discarded and will not be recoverable.
3. The dimensions of all plaques are listed in Section III and are subject to change and based on vendor availability.
4. Standard plaques (limited to 1 per bench or tree) are available with the following standardized verbiage: 'In Honor Of' or 'In Memory Of' or "In Recognition of" followed by the name of your loved one or pet. One religious symbol is permitted. Business sponsorship is not intended by the program.
5. Additional language on tree and bench plaques is subject to approval by the Town. Language/characters shall be limited to 150.
6. Tree planting and bench placement locations are at the discretion of the Town of Lake Park. A request can be made by the applicant, but cannot be guaranteed. The Public Works Department will determine a planting site that is best suited to the survival of the tree. No trees or benches shall be planted or placed without prior approval from the Town.
7. The Town of Lake Park is not responsible for any loss or damage, including but not limited to theft, vandalism, or natural disaster that may occur to the tree, plaque, and/or bench.
8. While trees may be ordered at any time, they will only be planted during their dormant phase.
9. In the event a tree must be permanently removed, the Town will try to relocate the tree and the plaque, but relocation cannot be guaranteed. In the event the tree cannot be relocated, the memorial plaque will be returned to the applicant.
10. In the event a bench must be permanently removed, the Town will, when feasible, seek an alternate location consistent with these guidelines. If no alternate location can be found or relocation is not possible, the memorial bench, at the applicant's request, may be given to the donor.
11. Pricing is based on current valuation, installation, and upkeep. Additional funds are reserved for park development and tree replacement. All pricing is subject to change.
12. Perpetual care and maintenance of the trees and benches shall remain with and under the control of the Town of Lake Park, and shall be maintained as outlined in the Recognition and Memorial Tree & Bench Program Guidelines.





**Complete all sections that are applicable to your request:**

**OPTION 1: New Tree Planting**

Preferred Park you wish the tree to be planted or the bench to be placed. (*not guaranteed*)

\_\_\_\_\_

Type of tree requested (from enclosed approved list) \_\_\_\_\_

Commemorative Plaque Info:

Choose one, please:    \_\_\_ In Honor Of            \_\_\_ In Memory Of            \_\_\_ In Recognition Of

Name of Person Being Recognized (as it will appear on the plaque): \_\_\_\_\_

\_\_\_\_\_

**OPTION 2: New Bench Placement or Existing Bench Replacement**

Commemorative Plaque Info:

Choose one, please:    \_\_\_ In Honor Of            \_\_\_ In Memory Of            \_\_\_ In Recognition Of

Name of Person Being Recognized (as it will appear on the plaque): \_\_\_\_\_

\_\_\_\_\_

Additional Plaque Inscription – 4 lines / maximum 150 characters maximum) - (must be reviewed and approved by the Town. Any language that is deemed to be vulgar or offensive in any way as determined by the Town, is prohibited)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read, fully understand, and agree to abide by the general terms and conditions of the Memorial Tree and Bench Program as outlined in this application. My signature below indicates that I agree and understand the Town of Lake Park Memorial Tree & Bench Program guidelines.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**TREE APPROVAL LIST:**

Trees	Scientific Name	Common Name
	Quercus virginiana	Live Oak
	Quercus laurifolia	Laurel Oak
	Taxodium spp.	Cypress
	Acer rubrum	Red Maple
	Magnolia virginica	Sweetbay Magnolia
	Ilex cassine	Dahoon Holly
	Bursera simaruba	Gumbo Limbo
	Coccoloba diversifolia	Pigeon Plum
	Annona glabra	Pond Apple
	Persea borbonia	Red Bay
	Sabal palmetto	Cabbage palm

**SAMPLE TREE PLAQUE:**



**SAMPLE BENCH PLAQUE:**



**SAMPLE BENCH:**



## South Florida - Rain Garden Plant List

Trees	
Scientific Name	Common Name
Quercus virginiana	Live Oak 185.00
Quercus laurifolia	Laurel Oak —
Taxodium spp.	Cypress 195.00
Acer rubrum	Red Maple 195.00
Magnolia virginica	Sweetbay Magnolia 350.00
Ilex cassine	Dahoon Holly 165.00
Bursera simaruba	Gumbo Limbo 150.00
Coccoloba diversifolia	Pigeon Plum 130.00
Annona glabra	Pond Apple —
Persea borbonia	Red Bay —
Sabal palmetto	Cabbage palm 140.00
Shrubs	
Myrica cerifera	Wax Myrtle
Lyonia lucida	Shiny Lyonia
Cephalanthus occidentalis	Buttonbush
Chrysobalanus icaco 'horizontalis'	Horizontal Cocoplum
Myrsine cubana	Myrsine
Citharexylum spinosum	Fiddlewood
Hamelia patens	Firebush
Viburnum obovatum	Walter's Viburnum
Forestiera segregata	Florida Privet
Psychotria nervosa	Wild Coffee
Zamia pumila/floridana	Coontie
Itea virginica	Virginia Willow
Ilex glabra	Gallberry
Serenoa repens	Saw palmetto
Perennials	
Canna flaccida	Yellow Canna
Spartina bakerii	Cord grass
Iris hexagona	Blueflag Iris
Muhlenbergia cappillaris	Muhly grass
Hymenocallis	Spider Lily
Eragrostis spp.	Love grass
Bacpa monnieri	Water Hyssop
Helianthus angustifolius	Swamp Sunflower
Aristida stricta var. beyrichiana	Wiregrass
Osmunda cinnamomea	Cinnamon Fern
Solidago spp.	Goldenrod
Phyla nodiflora	Frog-fruit
Asclepias spp.	Milkweed



## Palm Beach County Parks and Recreation Bench "In Honor of" Bench Program Policy

The Department offers opportunities for the public to honor or commemorate a loved one by electing to sponsor a specialized park bench.

**Process:** Members of the public may submit a request to sponsor a bench by completing and submitting the "In Honor of" Application Form to the Parks and Recreation Department's Business Development Section.

Applicants may make a request for a specific park and/or an approved area within a park. The Business Development Section staff will evaluate location requests in conjunction with appropriate Department staff to determine if the requested bench location is suitable for installation. If the requested location is not suitable, the Business Development Section designee will suggest alternative appropriate locations. A sponsor will be able to either select a bench site in a developed park where there is none and a need exists.

The Business Development Section designee will work with the applicant to select a final location, secure plaque wording, and confirm understanding of the longevity of the bench dedication term. The Applicant must concur in writing by signing the acknowledgement section of the application. A bronze plaque (to be personalized) is included as part of the bench sponsorship. The Parks and Recreation Department reserves the right of full editorial control over content, appearance and wording of plaques.

A sponsored bench will remain in place for not less than 10 years from date of installation or until the Department determines a bench is in poor condition presenting safety concerns. When the need to decommission a bench is established, every effort will be made and attempts documented to contact and inform the original sponsor. After 90 days of such efforts, in the event the original sponsor is not found, the bench will be removed and the site made available for another customer to sponsor. Sponsor initials \_\_\_\_\_

If a bench is vandalized, stolen, or fails as a result of environmental conditions within the original 10 year sponsored term, the Department will make every effort to repair the bench asset. If the bench cannot be repaired, the Department may remove, replace, and/or re-locate the asset. During the sponsored term, if repairs cannot be made, the Department will provide one replacement bench at no cost to the sponsor. The Department will attempt to replace the bench and plaque with same; however, the Department reserves the right to install an alternate design. Sponsor initials \_\_\_\_\_

A sponsored bench includes a personalized bronze plaque. If plaque is damaged, stolen or vandalized, the Department will provide one replacement plaque at no cost to the sponsor. The Department will attempt to replace the plaque with same; however, the Department reserves the right to install an alternate design. When bench is decommissioned, should sponsor want the plaque returned, removal of the plaque will be attempted, however, the department is unable to guarantee the plaque will not be damaged in the removal process. After 90 days, in the event the original sponsor is not found, the plaque, if able to be removed will be discarded Sponsor initials \_\_\_\_\_



## Palm Beach County Parks and Recreation Bench Memorial Program Policy

**Content:** All plaque content shall abide by the standards below. The Department retains ultimate approval authority over the appropriateness of any inscription. Each sponsor must submit the inscription for approval to the Business Development Section designee.

Content must NOT include depictions, words or phrases that are reasonably deemed to be harmful or otherwise developmentally inappropriate for the purpose of communication with or public display to, children. Examples of depictions, words, or phrases that may be rejected under this policy are as follows:

- Sexually suggestive, promote nudity or partial nudity, profanity, lewdness or characterizations of such including products, activities, or materials;
- Promotion of unlawful discrimination on the basis of race, ethnicity; religion, or any other classification protected by law;
- Connotations of inappropriate violence or intimidation;
- Relating to events, activities, or behaviors that are criminal or otherwise violate law;
- Promotion in any form of illegal drugs, drug use, paraphernalia, alcohol or glorification of such products, activities, or materials;
- Promotion of issues, candidates, campaigns, or organizations of a political, social, or religious nature;
- Promotion of tobacco products or activities associated with tobacco products; or
- Promotion of activities or products that are reasonably determined to be detrimental to the public health or safety.

**Specifications:** Bench options (design, color, material, inscription, etc.) shall be strictly limited to those pre-determined by the Department. The Department holds ultimate ownership of all benches and it is prohibited for sponsor to decorate, personalize, or add adornment to any bench. Sponsor initials\_\_\_\_\_

Special maintenance requests will not be granted except in cases of safety concerns, damage, or vandalism. Sponsor may not stray from design standards, and may only be recognized in a manner approved by the Department Director or designee.

**Relocation:** The Department reserves the right to re-locate, remove, or replace a bench with comparable due to safety concerns, capital construction, landscape redesign, or other extenuating circumstances. If the need arises to re-locate, remove, or replace a bench during the adoption period, the Business Development Section designee will make every effort to notify the sponsor prior to re-location, removal, or replacement.

**Fees and Charges:** Cost for sponsorship is based on the actual cost of the bench, installation, plaque, maintenance, and future repair and/or replacement costs. Total costs are variable and are subject to change based on market cost for labor and supplies and will be reviewed and adjusted at a minimum annually by the Business Development Section Manager.

Participation in the program requires the fee to be paid in full by the sponsor within ten (10) business days of the application approval. The sponsorship fee will cover the cost of installation  
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## Palm Beach County Parks and Recreation Bench Memorial Program Policy

and maintenance and when applicable, the purchase, inscription, and installation of a commemorative plaque. Proceeds from the Bench Program will be deposited into the Gifts to Parks account and will primarily be used for installation and maintenance of benches and for maintaining or enhancing County Park Property. Applicants are responsible for the total cost of the bench package. Pricing is subject to change in response to labor and material costs.

- Benches
  - Located at beach/waterfront parks: \$2,800 (includes commemorative plaque)
  - Located at non-beach/waterfront parks: \$2,400 (includes commemorative plaque)

### Payment:

For payment by credit card, please e-mail the Business Development Section at [ParksBusinessDev@pbcgov.org](mailto:ParksBusinessDev@pbcgov.org).

**All check payments, payable to Board of County Commissioners, may be mailed to address below:**

PBC Parks and Recreation Department  
Attn: Manager, Business Development  
2700 6<sup>th</sup> Ave South  
Lake Worth, FL 33461

I have read the above standards, and agree to abide by the Bench Policy.

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

Name: \_\_\_\_\_ (Printed)



**Size:** 84" L x 24" W x 36" H  
**Weight:** 1500 Lbs.  
**Material:** Reinforced concrete  
**Reinforcing:** 3/8" Dia. steel rebar  
**Logo Options:** Inkjet or cast  
**Features:** Cast in relief design

**Weatherstone:**

Gray - French Gray - Sand - Buff - Cream - Brown - Brick Red - Light Charcoal - Soulard Green

**Smooth Stained Concrete:**

Gray - Sand - Brown - Light Charcoal - Red - Orange

**Recycled Glass Aggregate (Weatherstone):**

Clear - Emerald - Blue - Amber - Champagne - Charcoal



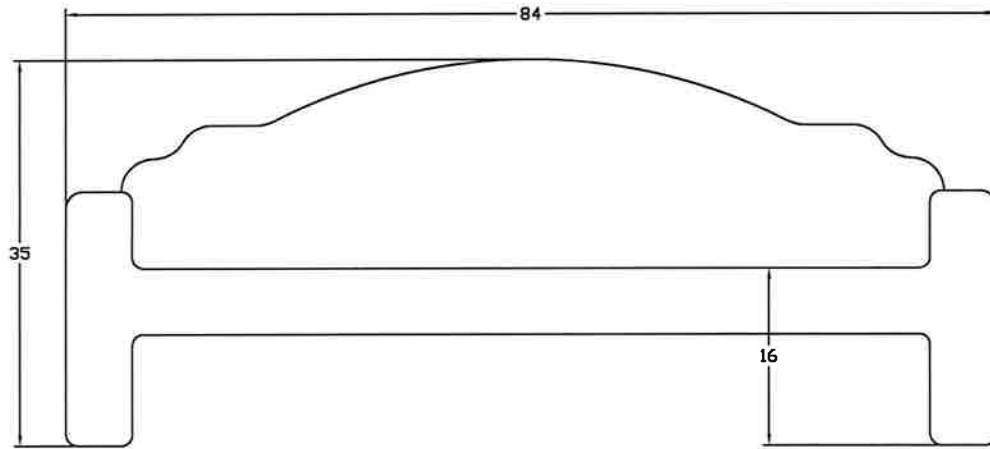
Color Options



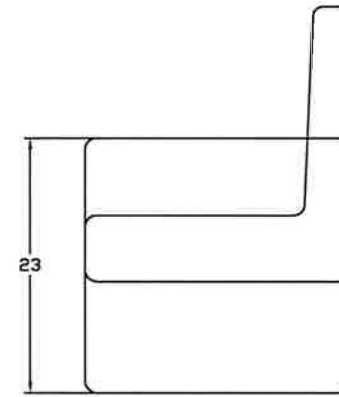
Finishes

**Custom Options Available**

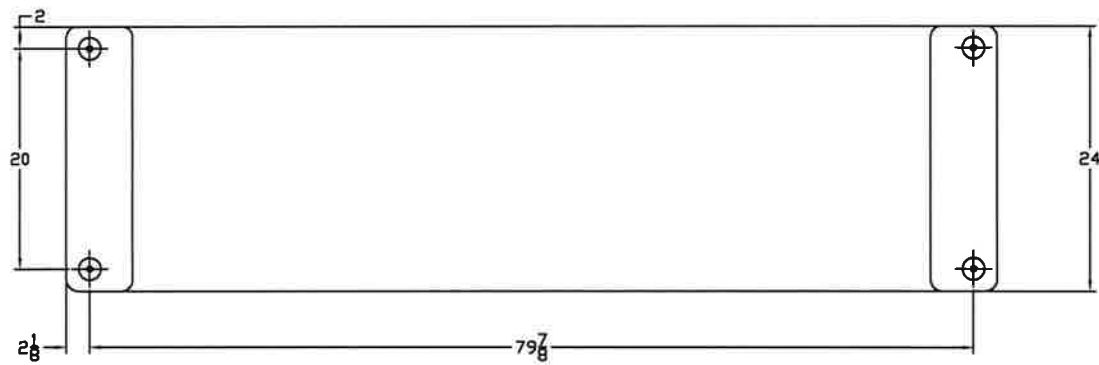




FRONT VIEW



SIDE VIEW



BOTTOM VIEW

REVISIONS						DATE	BY	DESCRIPTION
1								
2								
3								

WAUSAU TILE SITE FURNISHINGS				PL. AND SUP. WORK, RECORD 100-100, 100-100	
NO.	DATE	BY	DESCRIPTION	DATE	BY
1			SOIL		
2			CHIEF		
3			CHIEF		



**A traditional style park bench  
we swap for a memorial bench**



# TAB 3



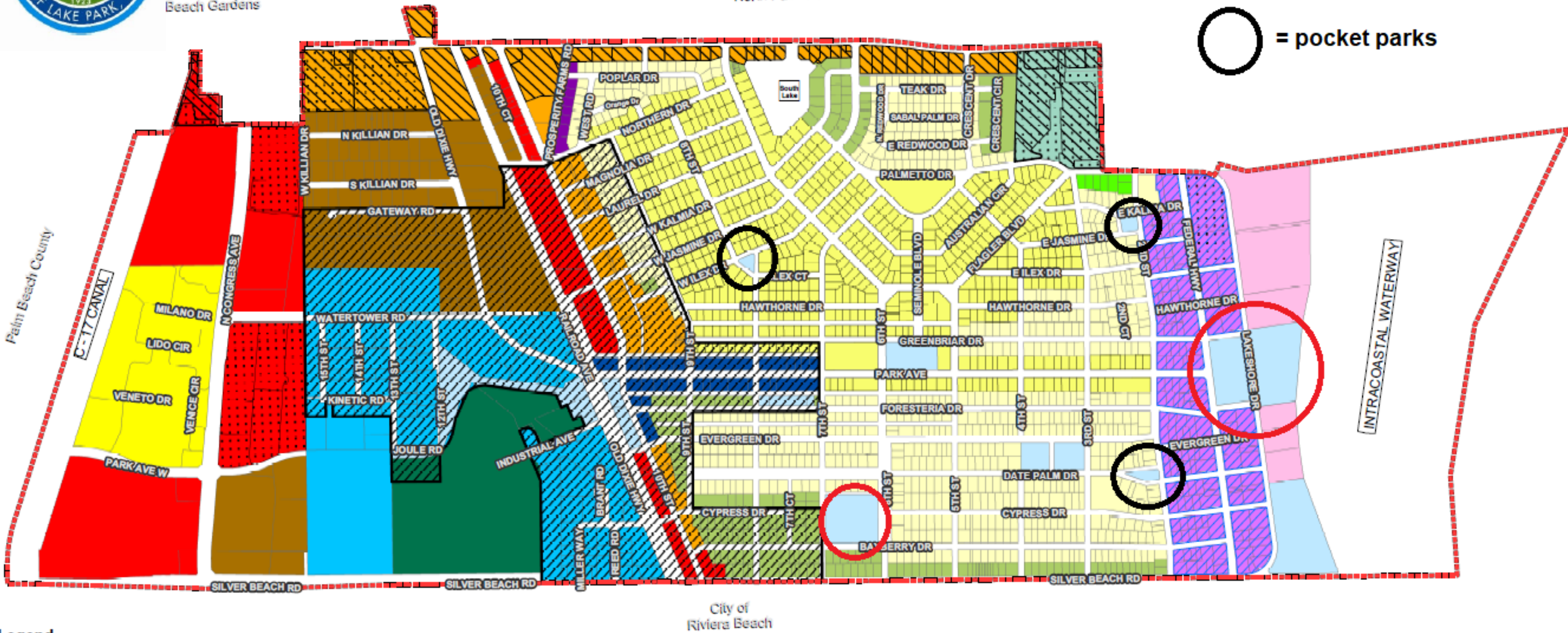


City of Palm Beach Gardens

# Lake Park Zoning Map

Village of North Palm Beach

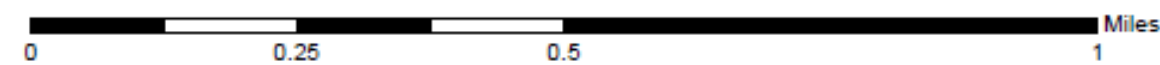
= larger parks  
 = pocket parks



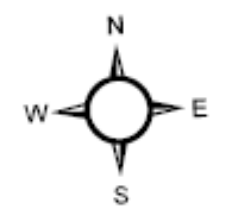
## Legend

- |   |                                       |   |                                      |  |
|---|---------------------------------------|---|--------------------------------------|--|
| NBOZ Overlay                                      | <b>Zoning</b><br>C1 BUSINESS DISTRICT | C4 BUSINESS DISTRICT                      | PADD PARK AVENUE DOWNTOWN DISTRICT   | R2 MULTIPLE FAMILY RESIDENCE DISTRICT    |
| TOWN BOUNDARY                                     | C1B NEIGHBORHOOD COMMERCIAL DISTRICT  | CLIC CAMPUS LIGHT INDUSTRIAL & COMMERCIAL | R1 SINGLE FAMILY RESIDENCE DISTRICT  | R2A MULTIPLE FAMILY RESIDENCE DISTRICT   |
| Planned Unit Development Overlay                  | C2 BUSINESS DISTRICT                  | CONSERVATION                              | R1A SINGLE FAMILY RESIDENCE DISTRICT | TND TRADITIONAL NEIGHBORHOOD DEVELOPMENT |
| CRA Overlay                                       | C3 BUSINESS DISTRICT                  | MU MIXED USE                              | R1AA RESIDENCE DISTRICT              |  |
| FHMUDO Federal Highway Mixed Use District Overlay |                                       | P PUBLIC DISTRICT                         | R1B TWO FAMILY RESIDENCE DISTRICT    |  |

Nadia Di Tommaso - Director  
 Community Development Department  
 Town of Lake Park  
 535 Park Ave, Lake Park, FL 33403  
 561-881-3319 561-881-3323 (fax)  
 nditommaso@lakeparkflorida.gov



Map Date: 10/18/2021



# TAB 4

## ADDITIONAL TREE BOARD RESOURCES:

- **Gardening Solutions** brings Florida homeowners and gardeners the best information about Florida-Friendly plants, sustainable landscape practices, and ways to beautify your yard and garden. Gardening Solutions is a program of the **University of Florida's Institute of Food and Agricultural Sciences (UF/IFAS)**.

<https://gardeningsolutions.ifas.ufl.edu/plants/ornamentals/native-plants.html>

- **The Institute for Regional Conservation** (IRC) is a non-profit organization dedicated to the protection, restoration and long-term management of biodiversity on a regional basis, and to the prevention of regional extinctions of rare plants, animals, and ecosystems.

To help achieve these goals, IRC has designed the Natives For Your Neighborhood website to provide accurate, specific, and up-to-date information on cultivated native plants and native animal species that use these plants. This program encourages participation in native plant gardening and habitat restoration at the local and regional levels. It is an exciting program with enormous potential to improve planting projects across the region, helping to change a backyard hobby for a few into a powerful conservation tool for many.

<https://www.regionalconservation.org/beta/nfyn/plantlist.asp?County=Palm%20Beach>

- **Mounts Botanical Garden of Palm Beach County**

Vision – “We envision our public garden as a nationally acclaimed attraction for residents and visitors alike. Its’ cultural, social and educational activities will draw attendees to enjoy, appreciate and learn from this oasis of tranquil beauty.”

Mounts Botanical Events and Educational Offerings:

<https://www.mounts.org/events/>

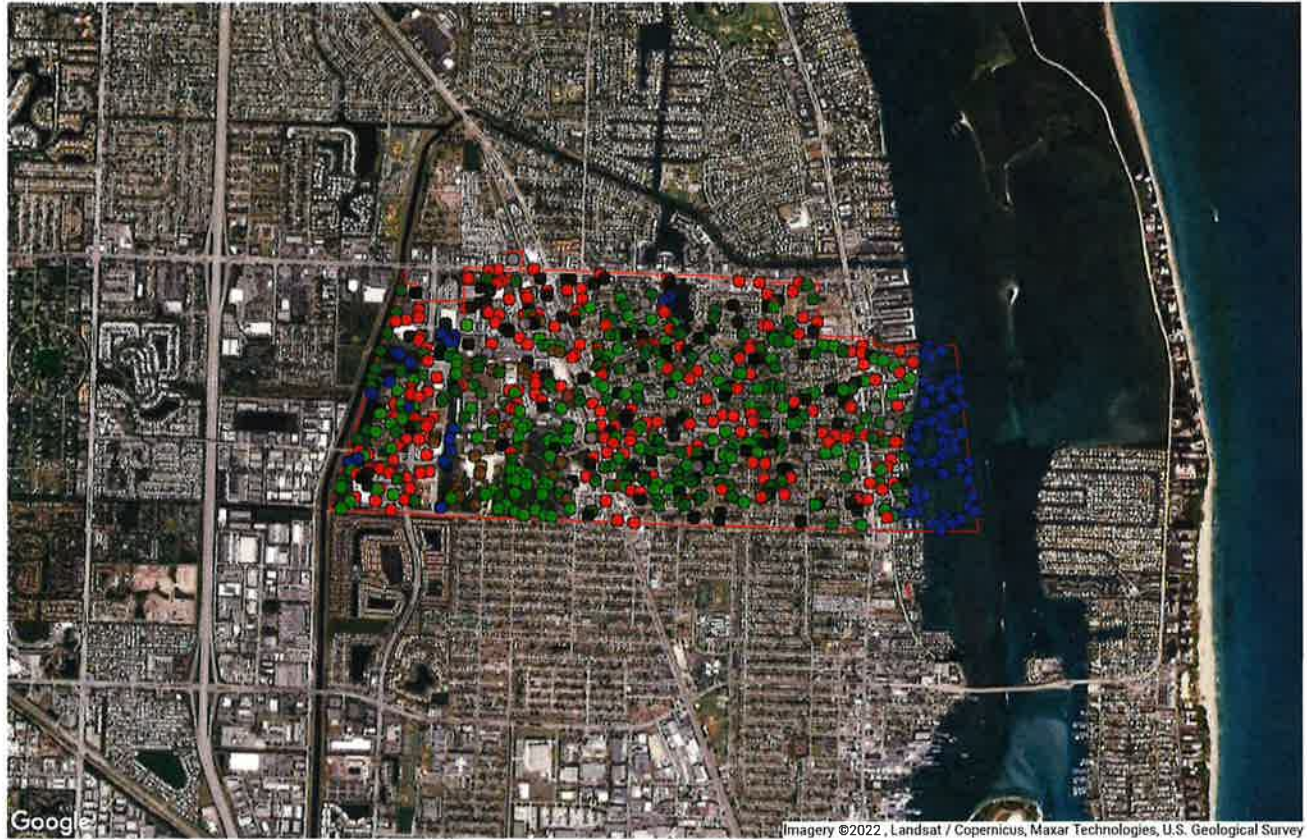
# TAB 5



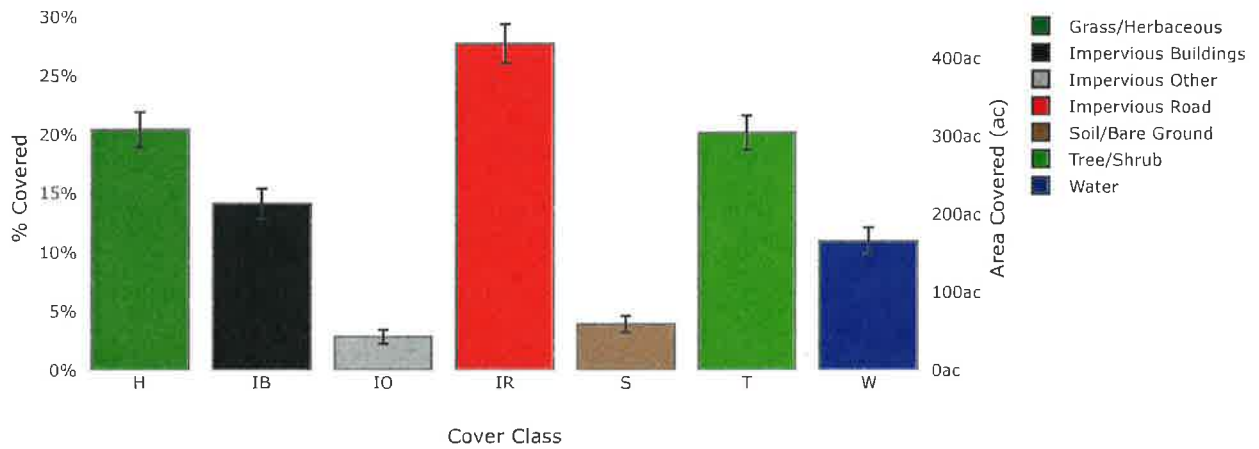
# i-Tree Canopy v7.1

## Cover Assessment and Tree Benefits Report

Estimated using random sampling statistics on 1/16/2022



Land Cover



Abbr.	Cover Class	Description	Points	% Cover ± SE	Area (ac) ± SE
H	Grass/Herbaceous		153	20.40 ± 1.47	308.13 ± 22.23
IB	Impervious Buildings		106	14.13 ± 1.27	213.48 ± 19.21
IO	Impervious Other		21	2.80 ± 0.60	42.29 ± 9.10
IR	Impervious Road		208	27.73 ± 1.63	418.90 ± 24.69
S	Soil/Bare Ground		29	3.87 ± 0.70	58.40 ± 10.63
T	Tree/Shrub		151	20.13 ± 1.46	304.10 ± 22.12
W	Water		82	10.93 ± 1.14	165.14 ± 17.21
<b>Total</b>			<b>750</b>	<b>100.00</b>	<b>1510.45</b>

### Tree Benefit Estimates: Carbon (English units)

Description	Carbon (T)	±SE	CO <sub>2</sub> Equiv. (T)	±SE	Value (USD)	±SE
Sequestered annually in trees	644.38	±46.86	2,362.71	±171.83	\$109,899	±7,993
Stored in trees (Note: this benefit is not an annual rate)	10,425.05	±758.18	38,225.19	±2,779.99	\$1,778,000	±129,308

Currency is in USD and rounded. Standard errors of removal and benefit amounts are based on standard errors of sampled and classified points. Amount sequestered is based on 2.119 T of Carbon, or 7.769 T of CO<sub>2</sub>, per ac/yr and rounded. Amount stored is based on 34.281 T of Carbon, or 125.697 T of CO<sub>2</sub>, per ac and rounded. Value (USD) is based on \$170.55/T of Carbon, or \$46.51/T of CO<sub>2</sub> and rounded. (English units: T = tons (2,000 pounds), ac = acres)

### Tree Benefit Estimates: Air Pollution (English units)

Abbr.	Description	Amount (lb)	±SE	Value (USD)	±SE
CO	Carbon Monoxide removed annually	780.61	±56.77	\$520	±38
NO2	Nitrogen Dioxide removed annually	1,335.56	±97.13	\$324	±24
O3	Ozone removed annually	15,512.10	±1,128.15	\$33,716	±2,452
SO2	Sulfur Dioxide removed annually	670.01	±48.73	\$43	±3
PM2.5	Particulate Matter less than 2.5 microns removed annually	960.91	±69.88	\$80,359	±5,844
PM10*	Particulate Matter greater than 2.5 microns and less than 10 microns removed annually	5,538.98	±402.83	\$17,360	±1,263
<b>Total</b>		<b>24,798.16</b>	<b>±1,803.49</b>	<b>\$132,323</b>	<b>±9,623</b>

Currency is in USD and rounded. Standard errors of removal and benefit amounts are based on standard errors of sampled and classified points. Air Pollution Estimates are based on these values in lb/ac/yr @ \$/lb/yr and rounded: CO 2.567 @ \$0.67 | NO2 4.392 @ \$0.24 | O3 51.009 @ \$2.17 | SO2 2.203 @ \$0.06 | PM2.5 3.160 @ \$83.63 | PM10\* 18.214 @ \$3.13 (English units: lb = pounds, ac = acres)

### Tree Benefit Estimates: Hydrological (English units)

Abbr.	Benefit	Amount (Mgal)	±SE	Value (USD)	±SE
AVRO	Avoided Runoff	9.61	±0.70	\$85,872	±6,245
E	Evaporation	40.85	±2.97	N/A	N/A
I	Interception	40.85	±2.97	N/A	N/A
T	Transpiration	88.26	±6.42	N/A	N/A
PE	Potential Evaporation	241.02	±17.53	N/A	N/A
PET	Potential Evapotranspiration	210.63	±15.32	N/A	N/A

Currency is in USD and rounded. Standard errors of removal and benefit amounts are based on standard errors of sampled and classified points. Hydrological Estimates are based on these values in Mgal/ac/yr @ \$/Mgal/yr and rounded: AVRO 0.032 @ \$8,936.00 | E 0.134 @ N/A | I 0.134 @ N/A | T 0.290 @ N/A | PE 0.793 @ N/A | PET 0.693 @ N/A (English units: Mgal = millions of gallons, ac = acres)

#### About i-Tree Canopy

The concept and prototype of this program were developed by David J. Nowak, Jeffery T. Walton, and Eric J. Greenfield (USDA Forest Service). The current version of this program was developed and adapted to i-Tree by David Ellingsworth, Mike Binkley, and Scott Maco (The Davey Tree Expert Company)

#### Limitations of i-Tree Canopy

The accuracy of the analysis depends upon the ability of the user to correctly classify each point into its correct class. As the number of points increase, the precision of the estimate will increase as the standard error of the estimate will decrease. If too few points are classified, the standard error will be too high to have any real certainty of the estimate.



Additional support provided by:



Use of this tool indicates acceptance of the [EULA](#)





# Lake Park Tree Board

Tree Canopy Survey 2022  
Brady Drew

# Overview

Methodology

Results

Next Steps

# Methodology

## i-Tree Canopy Used to Survey Tree Canopy in Lake Park Census Tract

- i-Tree is a state-of-the-art, peer-reviewed software suite from the USDA Forest Service
- Provides urban and rural forestry analysis and benefits assessment tools.
- Quantifies forest structure and the environmental benefits that trees provide.

<https://canopy.itreetools.org/>



Additional support provided by:

Use of this tool indicates acceptance of the EULA.

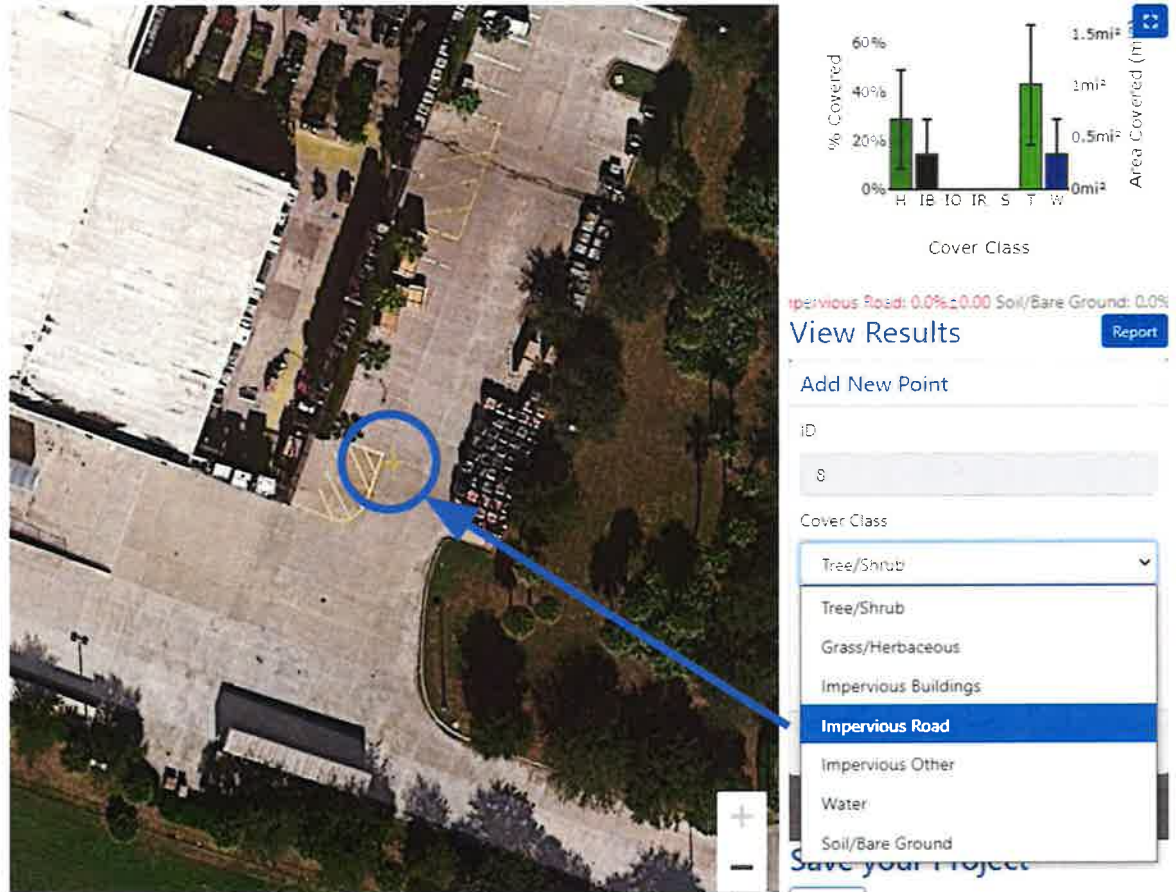


# Methodology

- i-Tree randomly selects points throughout the area to be surveyed
- User defines ground cover at each location from a list
- More points surveyed results in a better estimation
- 500-1000 points is typically recommended to bring error bars below 2%



**Conduct your survey:** Add survey points by clicking or tapping the + button below. With each point you add, the map will shift to a new, random location where you assess the land cover at the yellow crosshairs in the center of the map. The more points you survey, the lower your standard error, and the more precise your sampling will be. More points provide a better estimation of Land Cover across your study area.

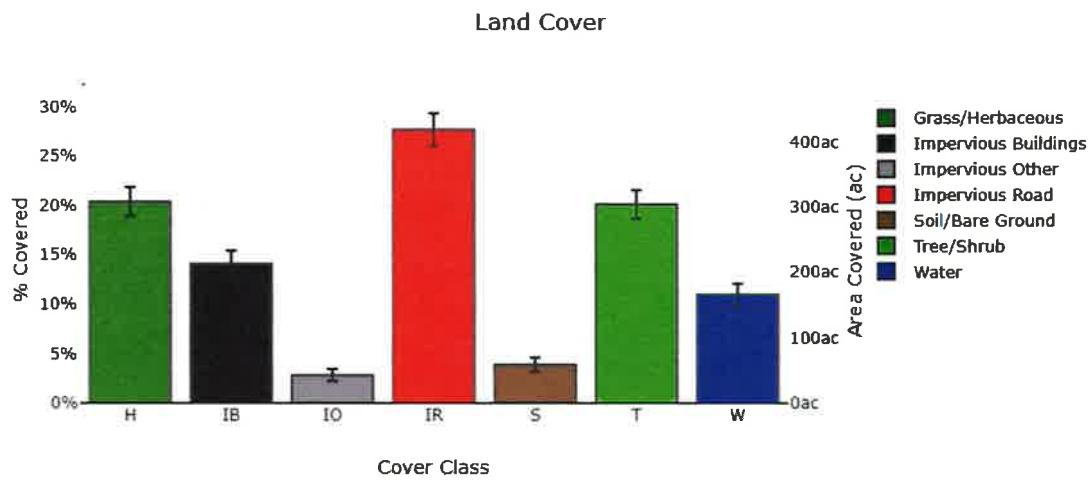




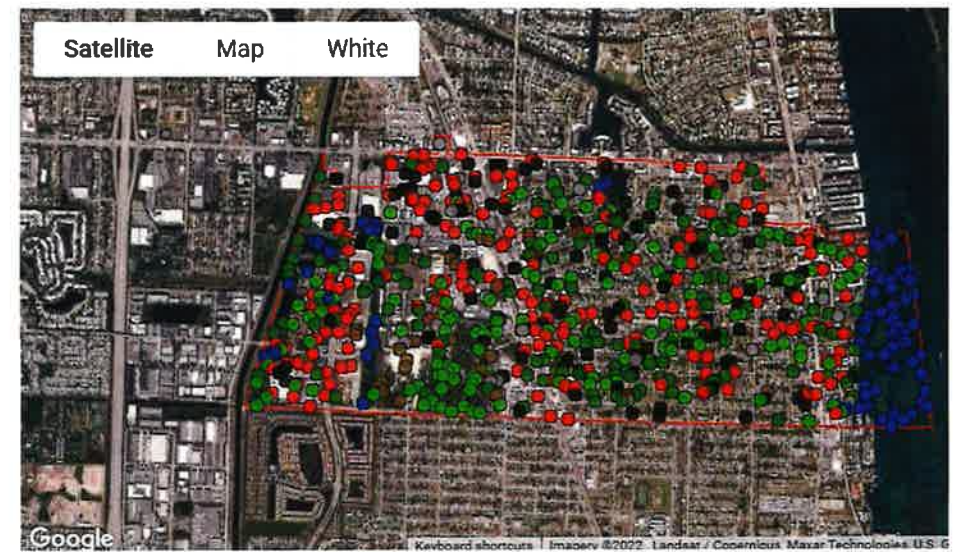
# Results

Paved areas and lawns both occupy larger areas than trees

1. **28% Impervious Road**
2. **20% Grass/Herbaceous**
3. **20% Tree/Shrub**
4. **14% Impervious Buildings**



750 Points Sampled



# Results

## Existing Tree Canopy Provides Quantifiable Benefits to the Town

Benefit	Value (\$/year)
<u>644 lb of Carbon Sequestered</u> Trees fix carbon during photosynthesis and store as biomass, helping stabilize the climate and prevent sea level rise	\$109,899
<u>24,798 lb of Air Pollution Removed</u> Trees absorb CO, NO2, O3, and SO2 through their leaves and capture airborne particulate matter, saving people from respiratory illnesses and premature death	\$132,323
<u>9,610,000 Gallons of Avoided Runoff</u> Trees absorb water through their roots and evaporate it into the air, leading to more comfortable urban temperatures and decreasing requirements on stormwater infrastructure	\$85,872



# Next Steps

## Partner with the Town Commission and other organizations to improve canopy coverage

### 1. Set a Goal

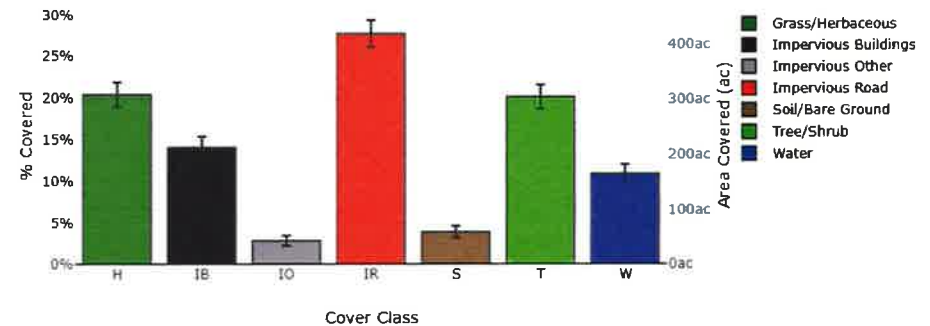
- Increase Tree Canopy to 25% by 2035, bringing an additional **\$82,023 in annual benefits**

### 2. Work With the Town Commission to Identify Opportunities

- [City of West Palm Beach](#) funds “10,000 Trees in 10 years”
- [City of South Miami](#) funds swale tree planting
- Lake Park has initiatives for planting trees in bioswales, parks, and the CRA, but no residential planting programs

### 3. Form Partnerships for Planting / Giveaways

- [Community Greening](#) is a PBC organization that partners with cities and residents to plant trees in parks and on private land
- Arbor Day Foundation’s [Energy-Saving Trees](#) mails residents 4-6 ft trees and helps place to reduce utility bills for \$25-30/tree



### 2022 Lake Park Budget Items Mentioning "Tree"

Tree Trust Fund Fees	\$0
Tree Trimming Service for Flagler Blvd	\$4,000
CWA Landscape & Trees	\$39,790
Landscape Services Contingency Tree Trimming	\$10,000
<b>Total</b>	<b>\$53,790</b>

<a href="#">2020 Census Population</a>	9047
2022 Per Capita Landscaping Budget	\$5.95



# Thanks!

Brady Drew

[bradypdrew@gmail.com](mailto:bradypdrew@gmail.com)

Lake Park Tree Board

<https://www.lakeparkflorida.gov/>





# Air Pollution Benefit Details

Assumed default values provided by i-Tree for Urban Palm Beach County, FL

Available Locations	Selected Locations	Currency	Measurement
<input type="checkbox"/> Nassau <input type="checkbox"/> Okaloosa <input type="checkbox"/> Okeechobee <input type="checkbox"/> Orange <input type="checkbox"/> Osceola <input checked="" type="checkbox"/> Palm Beach <input type="checkbox"/> Pasco <input type="checkbox"/> Pinellas <input type="checkbox"/> Polk <input type="checkbox"/> Putnam	<ul style="list-style-type: none"> <li>• United States of America             <ul style="list-style-type: none"> <li>• Florida                 <ul style="list-style-type: none"> <li>• Palm Beach                     <ul style="list-style-type: none"> <li><input type="radio"/> All</li> <li><input type="radio"/> Rural</li> <li><input checked="" type="radio"/> Urban</li> </ul> </li> </ul> </li> </ul> </li> </ul>	Code <input type="text" value="USD"/>  Symbol <input type="text" value="\$"/>	Units <input type="text" value="English"/>
<input checked="" type="checkbox"/> Use benefits from selected locations			

Air Pollution   Hydrological   Carbon

## Air Pollution Benefits

Abbreviation	Description	Removal Rate (lbs/ac/yr)	Monetary Value (\$/T/yr)
CO	Carbon Monoxide removed annually	2.567	\$1,333.50
NO2	Nitrogen Dioxide removed annually	4.392	\$484.64
O3	Ozone removed annually	51.009	\$4,347.11
PM10*	Particulate Matter greater than 2.5 microns and less than 10 microns removed annually	18.214	\$6,268.44
PM2.5	Particulate Matter less than 2.5 microns removed annually	3.160	\$167,256.79
SO2	Sulfur Dioxide removed annually	2.203	\$128.48

Currency is in USD. English Units: lbs = pounds, T = ton, ac = acre

# TAB 5



## **TOWN OF LAKE PARK** **2022 SPECIAL EVENTS SCHEDULE**

### **SUNSET CELEBRATION**

Sunset Celebrations are held the last Friday of each month from 6:00 pm – 9:00 pm at the Lake Park Harbor Marina. The event offers a full cash bar, happy hour prices, and a variety of food, arts & crafts vendors and live music. Admission and parking are free! Lake Park Harbor Marina is located at 105 Lake Shore Drive, Lake Park, Florida.

- January 28 - CANCELLED
- February 25
- March 25
- April 29
- May 27
- June 24
- July 29
- August 26
- September 30
- October 28

### **EASTER EGG HUNT**

The Town of Lake Park will host our annual Easter Egg Hunt on Saturday, April 16, 2022. The fun begins at 10:00 am at Kelsey Park (601 Federal Highway, Lake Park, FL 33403) with Easter egg hunts for children 3-10 years old and prizes for each category. This family fun event will include a visit from the Easter Bunny with free photos, children's activities, music, food, give-a-ways, face painting and much more. There is free admission and free parking for everyone. The Town of Lake Park's Easter Egg Hunt is sure to be a fun-filled event for friends and family. Bring your Easter baskets, sharp eyes and fast feet to enjoy this local holiday tradition featuring the arrival of the Easter Bunny and over 5,000 eggs! Volunteers needed.

### **ARBOR DAY**

The Town of Lake Park will host its annual Arbor Day Celebration ceremony on Friday, April 29, 2022 from 10:00 am – 11:00 am. The ceremony will take place in one of our beautiful parks, where we will plant a new Florida native species tree. In addition, original Arbor Day presentations will be made by students from local schools. Refreshments will be served.

### **MEMORIAL DAY CEREMONY**

The Town of Lake Park will host its annual Memorial Day Ceremony on Monday, May 30, 2022 at 11:00 am in Kelsey Park. Co-sponsored by VFW Post 9610, the Memorial Day Ceremony is held to honor the men and women that gave their lives in service protecting our nation's freedom.

### **BACK 2 SCHOOL EXTRAVAGANZA**

The Town of Lake Park will host its annual Back 2 School Extravaganza on Saturday, August 6, 2022 from 10:00 am to 1:00 pm at Lake Park Town Hall (535 Park Avenue, Lake Park, Florida 33403). This event will provide free backpacks and school supplies to over 700 K-12 students. Attendees will also receive information about educational programs, health care, food assistance and many more resources that support academic success. This family fun event will include children's activities, family friendly entertainment, free food & beverages, and give-a-ways. There will be free admission and free parking for everyone. Volunteers Needed.

### **TRUNK OR TREAT FALL FEST**

The Town of Lake Park will host a Trunk or Treat Fall Fest on Saturday, October 29, 2022 from 6:00 pm – 8:00 at Town Hall (535 Park Avenue, Lake Park FL 33403). Volunteers from PBSO, Fire Rescue, local businesses, organizations, churches, and residents will join Town staff by decorating their vehicles and providing treats for the attendees. This will be a fun-filled evening that the whole family can enjoy including costumes, giveaways, music and *Trick or Treating* in the parking lot. Volunteers needed.

### **VETERANS DAY PARADE**

The Town of Lake Park will host its annual Veterans Day Parade on Sunday, November 6, 2022. Beginning at 10:00 am participants will assemble and begin travelling from the Town of Lake Park Clock Tower (Park Avenue and 7<sup>th</sup> Street) and head east down Park Avenue ending at 2<sup>nd</sup> Street. This event will bring the entire community together to help honor all veterans and commemorate those who have paid the ultimate price in serving our great nation. The parade will feature marching bands, ROTC units, active duty military, and veterans groups from all military branches representing a wide variety of conflicts. Following the parade, attendees are invited to the Vets Day Car Show hosted by Mike Scott in Kelsey Park.

### **VETS DAY CAR SHOW**

The Special Events Department will work with Mike Scott to organize the Vets Day Car Show to be held on Sunday, November 6, 2022 in Kelsey Park. The event adheres to the golden rule of *real car shows* that started in the 1950s all over the country. The \$20 registration fee entitles each entry to a proper class designation and the chance to take home prizes in 30 classes of competition including antiques, hot rods, muscle cars, customs, classics, trucks and many more. Attendees can enjoy free admission and parking, great giveaways, a 50/50 drawing and food from local restaurants.

### **HOLIDAY DECORATING CONTEST**

The Town of Lake Park will host a Holiday Decorating Contest during the month of December. Residents and Businesses will be asked to show their holiday spirit by decorating their home or business. Participants must register by December 7, 2022. The Town Commission will pick a date to judge each entry. All participants will be notified of the date a week prior. The 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners in each category will win a prize.

### **HOLIDAY TREE LIGHTING**

The Town of Lake Park will host its annual Holiday Tree Lighting Ceremony on Friday, December 2, 2022. The fun begins at 6:00 pm at the Town Green (located on the corner of Park Avenue and 9<sup>th</sup> Street) with festivities ending at 8:00 pm. This family friendly event will include live performances by local schools and groups, children's activities, holiday entertainment, food & beverages, arts & crafts and give-a-ways. There will be free admission and free parking for everyone. There will be free photos with Santa and Mrs. Claus at the official countdown with Mayor Michael O'Rourke and members of the Commission as we light the holiday tree at 7:00 pm. Volunteers needed.

### **SANTA'S MAGICAL RIDE**

On Saturday, December 10, 2022 from 6:00 pm – 8:00 pm Santa and Mrs. Claus will travel through the Town of Lake Park on a holiday themed fire truck complete with LED lights and snow! Santa will receive an escort from our very own Deputy Adam Pozsonyi (Palm Beach County Sherriff's Office District 10) and Rudolph the Red Nose Reindeer (Brittany Freeman, Recreation Supervisor).



**SUNSET CELEBRATION VENDOR APPLICATION**

**BUSINESS / ORGANIZATION NAME** \_\_\_\_\_

**OWNER / CONTACT NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_ **CELL NUMBER** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**EMERGENCY CONTACT** \_\_\_\_\_ **NUMBER** \_\_\_\_\_

**DETAILED DESCRIPTION OF PRODUCTS / SERVICES. (Description of art or food items and equipment used). First time vendors must include a photo sample of their works and booth space. Food vendors must submit a menu of items to be served along with this completed application form. No items are to be retail re-sales, only original creations, hand crafted or embellished by the vendor.**

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

**CONFIRM TENT:** [  ]Yes [  ]No **POWER NEEDED:** [  ]Yes [  ]No

**WAIVER AND RELEASE**

Vendor recognizes there are inherent risks in all special events and/or programs and agrees to assume the full risk of any injuries, damages or loss regardless of severity that it may sustain as a result of participating in any and all activities connected with or associated with such special events/program(s). Vendor agrees to waive and relinquish all claims it may have as a result of participating in the special event/program, against the Town of Lake Park (or Town of Lake Park CRA), it's elected and appointed officials, employees, volunteers, consultants, and agents. Vendor does hereby fully release and discharge the Town (or Town of Lake Park CRA) and their officers, agents, servants and employees from any and all claims from injuries, damages or loss which I may have or accrue to arising out of, connected with, or in any way associated with the activities. Vendor acknowledges full responsibility for its products and activities at the event and for those actions of persons assisting them. Vendor agrees to defend, hold harmless and indemnify the Town of Lake Park, and the event organizers from any lawsuits, claims and/or other actions which arise from Vendor's product or conduct. All vendors must refrain from smoking. Gloves must be worn while handling food. In the event of any emergency, Vendor authorizes Town officials to secure from any licensed hospital, physician and /or medical personnel any treatment deemed necessary for my immediate care and agree that Vendor will be responsible for payment of any and all medical services rendered. Online and fax waiver signatures received for special events/program applications forms are considered as good as an original document for legal purposes. Vendor grants permission to Town of Lake Park and its agents and employees the irrevocable and unrestricted right to reproduce the photographs and/or video images taken of the Vendor, or members of their staff, for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or in any medium. Vendor releases Town of Lake Park and its legal representatives for all claims and liability relating to said images or video. Vendor hereby acknowledges that it has read and fully understands the above program details, waiver and release of all claims and permission to secure treatment and execute this waiver and with all releases voluntarily.

**Vendor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# SUNSET CELEBRATION

## VENDOR GUIDELINES

### **DESCRIPTION OF EVENT**

- Town of Lake Park Sunset Celebration
- Last Friday of Each Month
- 6:00 pm – 9:00 pm
- Lake Park Harbor Marina (105 Lake Shore Drive, Lake Park, FL 33403)
- Free music concert along the intra-coastal

### **APPLICATION SUBMISSION**

- All vendors must fill out and sign a Sunset Celebration Vendor Application.
- All vendors must fill out and submit a COVID-19 waiver.
- First time vendors must include a photo of their works and space.
- Please submit completed applications to:  
Town of Lake Park Special Events Department  
535 Park Avenue, Lake Park, FL 33403-  
Fax: 561-881-3314  
Email: [specialevents@lakeparkflorida.gov](mailto:specialevents@lakeparkflorida.gov)

### **FEES / PAYMENTS**

- FOOD - \$20.00 PER EVENT
- ARTS/CRAFTS - \$10.00 PER EVENT
- NON-PROFITS – FREE (One Organization Per Event)
- All fees for event are non-refundable and must be paid in full prior to occupying booth space.
- All payments and supporting documentation must be received before the vendor application will be processed.
- Acceptable forms of payment include cash, check, debit card, credit card or electronic check. All debit card, credit card and electronic check payments will be assessed a 3% processing fee.
- Payments can be made in person at Town Hall (535 Park Avenue, Lake Park) or online at [www.lakeparkflorida.gov/government/departments/finance-department](http://www.lakeparkflorida.gov/government/departments/finance-department) by selecting all other online payments.
- Checks must be made payable to the "Town of Lake Park" and dated before the application deadline.

### **VENDOR GUIDELINES**

- Vendor space is limited. Registration is first come, first served.
- Application must be pre-approved for this event. The Town of Lake Park's Special Events Department reserves the right to refuse any vendor application.
- No food, beverage or item of any kind may be sold unless it is listed on the Sunset Celebration Vendor Application.
- The Town has the right to reject or require the removal of any objectionable items and/or vendors for any reason whatsoever.
- Listing of items is required to ensure product exclusivity including food and/or beverages.

### **INSURANCE AND LICENSES**

- Vendors are solely responsible for maintaining their compliance with relevant state, local and federal health regulations, codes, licenses and insurance.
- Vendors must provide a valid copy of their business license and are required to maintain a general liability insurance policy with a minimum coverage of \$1 million per occurrence and \$2 million general aggregate.
- Vendors must provide current certificates of insurance (i.e. date issued not more than 30 days prior to the date of the event) naming the Town of Lake Park as the Certificate Holder and Additional Insured.

**Town of Lake Park  
535 Park Avenue  
Lake Park, FL 33403**

- Food Trucks must provide a copy of their Palm Beach County Business Tax Receipt and Auto Liability Coverage.

### **VENDOR SPACE/ASSIGNMENT**

- All vendors are required to have a 10X10 tent to use in their booth space.
- Vendors cannot request space locations. Vendor locations will be determined by the Special Events Department.
- Electricity may be provided to some vendor space by advanced arrangement only.
- Vendors are responsible for leaving their assigned space in the condition that it was originally received, i.e. removal of all debris such as boxes and trash.

### **SET UP/ BREAKDOWN**

- Set-up will be for three (3) hours prior to start time on the day of the event.
- Vendors are not permitted to breakdown until the event ends, unless otherwise permitted by the authorized employee of The Town of Lake Park.
- Vendor shall be responsible for providing all equipment and supplies required to operate its space on the Lake Park site, including carts to carry items to and from vehicles, ice, tables, chairs, tents, signage, presentation/display materials, extension cords, etc.
- Vendors must be ready and operational for this event from the start time to the ending time of this event.

### **VENDOR PARKING**

- Vendors must park in the designated vendor parking area only. Vendors are not permitted to park in the public spaces during the event hours. Vendors violating these parking rules may be towed at their own expense or banned from being a vendor at the event.

### **CANCELLATION**

- The Town of Lake Park will contact the vendor to notify it of event cancellation by 3:00 pm on the date of the event if it is found that there is a 70 percent chance of severe thunderstorms including lightning, high winds, or continuous rain in the area in which the event is to be held. Such cancellation shall result in no cost to the Town.
- If for an unforeseen circumstances a vendor must cancel its attendance at an event, the vendor must notify the event organizer no later than noon on the day of the event. Notification of a cancellation is necessary in order for the event to be adjusted to accommodate the overall success of the event. A "no-show" vendor will result in exclusion of that vendor from participation in future events.

**For more information please call the  
Town of Lake Park Special Events Department at 561-840-0160 or**



email [specialevents@lakeparkflorida.gov](mailto:specialevents@lakeparkflorida.gov) or visit [www.lakeparkflorida.gov](http://www.lakeparkflorida.gov).

# SUNSET CELEBRATION

FREE MUSIC CONCERT

FEATURING



LIVE MUSIC \* FOOD VENDORS  
CASH BAR \* HAPPY HOUR

FRIDAY, FEBRUARY 25

6:00 PM - 9:00 PM

LAKE PARK HARBOR MARINA

105 LAKE SHORE DRIVE

LAKE PARK, FL 33403

EVENT WILL FOLLOW  
CURRENT CDC GUIDELINES  
NO OUTSIDE FOOD OR DRINKS

FOR MORE INFORMATION  
CALL 561-840-0160 OR EMAIL  
[SPECIALEVENTS@LAKEPARKFLORIDA.GOV](mailto:SPECIALEVENTS@LAKEPARKFLORIDA.GOV)

