



Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, December 18, 2013, 6:30 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, December 18, 2013 at 6:33 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Michael O'Rourke and Kathleen Rapoza, Town Manager Dale S. Sugerman, Attorney Thomas Baird, and Town Clerk Vivian Mendez.

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

SPECIAL PRESENTATIONS/REPORTS

None

PUBLIC COMMENT:

None

CONSENT AGENDA:

1. Regular Commission Meeting Minutes of December 4, 2013

Motion: A motion was made by Commissioner O'Rourke to approve the Consent Agenda; Commissioner Rapoza made the second.

Vote on Motion:

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

Motion passed 5-0.

PUBLIC HEARINGS - ORDINANCES ON SECOND READING:

2. Ordinance No. 16-2013 Staff Initiated Request to Provide More Flexibility to the Special Event Signage Requirements in Section 70-103 (3)(E) of the Town of Lake Park Code

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING SECTION 70-103(3)(e) OF CHAPTER 70,

ARTICLE IV, AUTHORIZING THE PLACEMENT OF TEMPORARY SIGNS FOR COMMERCIAL SPECIAL EVENTS; PROVIDING FOR THE NUMBER OF TEMPORARY SIGNS AND THE DURATION OF THEIR PLACEMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR THE REPEAL OF ALL LAWS IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Manager Sugerman explained the item (see attached Exhibit “A”).

Motion: A motion was made by Commissioner Flaherty to approve Ordinance 16-2013 on Second Reading; Commissioner Rapoza made the second.

Vote on Motion:

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

Motion passed 5-0.

Attorney Baird read the Ordinance into the record by title only.

3. Ordinance No. 17-2013 Staff Initiated Request to Update the Capital Improvement Schedule in the Town's Comprehensive Plan Capital Improvement Element.

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, UPDATING THE CAPITAL IMPROVEMENTS ELEMENT OF ITS COMPREHENSIVE PLAN; PROVIDING FOR AN UPDATED FIVE YEAR CAPITAL IMPROVEMENTS SCHEDULE; PROVIDING FOR THE UPDATE TO THE TEXT OF THE CAPITAL IMPROVEMENTS SCHEDULE SO AS TO BE CONSISTENT WITH THE NEW SCHEDULE; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Manager Sugerman explained the item (see attached Exhibit “B”).

Mayor DuBois stated that under New Business on this agenda is an item regarding Sanitation trucks and asked if the item on the Capital Improvement Schedule covering equipment has funds budgeted.

Town Manager Sugerman explained that on page two of the schedule (Exhibit “B”) has the Vehicle Replacement Plan and that the budget for fiscal year 2013/2014 has no funds budgeted however fiscal years 2014/2015 has \$144,000, 2015/2016 has \$252,000, 2016/2017 has \$753,000 and 2017/2018 has \$93,000.

Mayor DuBois asked if staggered replacement of the equipment can be handled as described later in the agenda given that three (3) vehicles are in need of service.

Town Manager Sugerman stated that as of December 18, 2014 and total of four (4) vehicles are in need of repair. He explained that the Capital Improvement Schedule is not the actual detailed plan of what vehicles are going to be replaced at what time and at what cost that is yet to come. The Capital Improvement Schedule is more of a global announcing to the public the order of magnitude of dollars the Town is going to be spending over the next five (5) years.

Mayor DuBois asked if the funds in the Capital Improvement Schedule are enough to replace vehicles periodically.

Town Manager Sugerman stated “yes” and stated that Capital Improvement Schedule as contained within the Comprehensive Plan Capital Improvement Element is not the operating plan for vehicle replacement timing. The Capital Improvement Plan is just an order of magnitude of funds that might be necessary to satisfy notice to the public that the Town does anticipate substantial expenditures. He stated that the staggering of the vehicles being replaced is an operational activity that will be brought to the Commission under a separate cover and would not be included in the Capital Improvement Element of the Comprehensive Plan.

Mayor DuBois asked if the magnitude of expenditures in the Capital Improvement Schedule is accurate.

Town Manager Sugerman explained that the magnitude of expenditures will change from time to time and that is why the Capital Improvement Schedule is reviewed annually. He stated that it is likely that the details for vehicle replacement will be brought to the Commission as part of the budget.

Mayor DuBois stated that staff and the Commission review the budget more than once a year.

Town Manager Sugerman stated “yes” and in much greater detail than what is in the Capital Improvement Schedule.

Mayor DuBois asked what is the age of the vehicle that went down today and what is the age of the fleet.

Public Works Director David Hunt stated that Public Works has twelve (12) front line vehicles for collecting garbage, trash and recycling. Seven (7) of these vehicles are between the ages of seven (7) and nine (9) years old and are getting to a critical age in their replacement schedule. He stated that there are several options to address these issues rather than straight replacement such as refurbishment. He stated that the Town is at the point of embarking on an aggressive replacement schedule and that in the three and one half years not one (1) piece of major equipment has been purchased. However, the debt service has been paid down during this time. He stated that the last time vehicles were

purchased many were purchased in a short time frame. He suggested that the Town going to a standardized replacement schedule.

Mayor DuBois asked if the \$144,000 for vehicle replacements for fiscal year 2014/2015 is enough to cover the first year.

Town Manager Sugerman stated that he does not know and that \$144,000 is the planning number.

Mayor DuBois asked about the sidewalks at Park Avenue and Florida East Coast (FEC) Railroad crossing. He stated that the All Aboard Florida program is going to commence with assessments of safety improvements across Palm Beach County in April of 2014 to bring the crossing to a safety grade to accommodate the trains. He stated that during the assessment period the Town should get a good idea of the intended improvements for the Park Avenue and FEC crossing and other crossings. He stated that it would be an opportunity to “roll in” any sidewalk improvements at Park Avenue. He thinks it would be a good idea to at least start planning how the sidewalks might look. He stated that there is not a sidewalk crossing at Park Avenue and the FEC rail tracks. He asked if the Capital Improvement Schedule be the appropriate place to add funds for the planning for the improvement of these sidewalks.

Town Manager Sugerman stated that on the second page of the schedule there is an item “Park Avenue Improvements from 7th Street to 10th Street” that can be modified to “Park Avenue Improvements from 7th Street through and including the FEC railroad crossing”. This could include not just the railroad crossing but a comprehensive look at Park Avenue from 7th Street through the railroad crossing and funding can be added.

Mayor DuBois stated that it could make the Town eligible for grants if they become available. He suggested adding in funding of \$25,000 in each year starting with fiscal year 2013/2014. He stated that there might be an opportunity to include these improvements in what Florida East Coast Industries (FECI) would be doing at the crossing thereby reducing mobilization and other costs.

Motion: A motion was made by Vice-Mayor Glas-Castro to approve Ordinance 17-2013 with modification to the Five-Year Capital Improvement Schedule pertaining to Park Avenue Improvements from 7th Street through and including the FEC railroad intersection and that the 2013/2014 funding column be \$25,000 and the subsequent funding column have \$325,000 on Second Reading; Commissioner O’Rourke made the second.

Vote on Motion:

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

Motion passed 5-0.

Attorney Baird read the Ordinance into the record by title only.

PUBLIC HEARING/QUASI-JUDICIAL HEARING:

4. Resolution No. 48-12-13 An Application by H&L Planning & Development Services as agent for Waterfront Services Inc. to Amend Resolution 13-06-13, to Revise the Previously Approved Site Plan To Reconfigure the Onsite Parking and to Eliminate the Condition Requiring a Cross Access Easement

Attorney Baird asked the Mayor and Commissioners if they have had ex-parte communication regarding this item.

Vice-Mayor Glas-Castro stated that she spoke with Town staff.

Mayor DuBois stated that he was in attendance at the two (2) Planning and Zoning Board meetings at which this item was heard and that before and after said meetings he spoke with the applicant.

Commissioners Flaherty, O'Rourke, and Rapoza had no ex-parte communications regarding this item.

Attorney Baird swore in the applicant, staff and all person(s) that would be testifying during this public hearing.

Town Manager Sugerman and Nadia DiTommaso, Community Development Director, explained the item (see attached Exhibit "C").

Community Development Director DiTommaso stated that staff recommends that the Town Commission make a motion to approve Resolution 48-12-13 subject to two conditions: (1) The owner shall develop the property consistent with the Site and Landscape Plan referenced as sheet SP-1 prepared by Litterick Landscape Architecture, signed and sealed 12-05-2013 and received by the Community Development Department on 12-05-2013 and (2) The owner shall incorporate identification signs reading "Customer Parking" in the customer parking spaces.

James Hackett, H&L Planning & Development Services as agent for Waterfront Services Inc., stated that they have exhausted time and money attempting to get the cross access agreements and have been unable to obtain them. He explained that an application was submitted to the Town to amend the site plan and to relocate the parking spaces.

Commissioner O'Rourke asked about trying to use the triangular area with grass as the access point for the property.

Mr. Hackett stated that it was discussed with staff and explained that using that area for access would remove the required landscaping to the front of the property and that it does not provide enough additional feet to provide full access to property and access to the south side of the building.

Mayor DuBois asked if the roadway to the west of the property is an FEC right of way or FEC owned property and if so does the public have the right to use it.

David Hunt, Public Works Director, stated that according to the Town's maintenance plans the Town maintains that paved strip immediately to the west of the applicant's property. He stated that it is his understanding that the grass area is the beginning of the FEC right of way.

Mayor DuBois asked if it would be beneficial to have access to the rear of the property and stated that all it would take would be to put in a gate.

Mr. Hackett stated that when the application was originally submitted there were gates to access the rear and because it is an easement they had to get FEC's approval in order to put direct access on it so the gates were removed from the plan. He stated that whether that is FEC property or not it can be evaluated again.

Mayor DuBois thinks it would be beneficial to have access for public safety units in through the rear not only the day-to-day use by the property owner.

Mr. Hackett stated that the applicant would like to access this property and would install a gate. He explained that it would need to be researched further.

Mayor DuBois suggested that a gate for access to the rear of property be included in the site plan. He asked if the cross-hatching for the pedestrian access between the buildings meant to be a condition of approval as part of the Planning and Zoning Board recommendations.

Community Development Director DiTommaso stated "yes" and that was made a condition of the Planning and Zoning Board. She explained that it is the paved marking area from the handicap accessible parking space to the concrete ramp on the south side of the building. She stated that instead of adding it as a condition of approval the applicant modified the plan thereby approving the plan the Commission would be approving the markings as indicated on the plan.

Mayor DuBois asked if the applicant had considered a parallel operating power gate on the east side of the property instead of a hinged gate as depicted on the plan. He stated that it would require staff to open and close the gate all day long.

Mr. Hackett stated that the intention is to leave the gate open during the day given the amount of activity but could go back to the applicant regarding the exact type of gate.

Public Comment:

Mayor DuBois opened public comment on this item.

None

Mayor DuBois closed public comment.

Motion: A motion was made by Commissioner O'Rourke to approve Resolution No. 48-12-13 with the addition of the following condition prior to issuance of the first development permit, if permitted access, the applicant shall revise the site plan to indicate the area on the property which could serve as ingress and egress to the property from the west; Commissioner Flaherty made the second.

Vice-Mayor Glas-Castro stated that while the applicant has accomplished legal access to the property they have not addressed physical access. She stated that there is no perimeter buffer to the north and south of the property and there are still physical connections through asphalt that could be driven through from the north or south. She stated that what the Commission discussed both during visioning and the development of cross-access, shared-access and shared parking was parcel by parcel encouraging cross-access agreements that the applicant would dedicate easements on their property so that in the future as everyone dedicates a public easement on their property the easements would match up and create cross-access through all the properties. She stated that this item is lacking a condition that requires the applicant to dedicate an access easement.

Mayor DuBois stated that he concurs with Vice-Mayor Glas-Castro.

Attorney Baird stated that an additional condition would be required. He suggested the following condition: "Prior to issuance of the first development permit the applicant shall revise the site plan to indicate the areas on its property that will be dedicated to provide for cross-access easements to its property lines with the adjacent properties north and south". He explained that this condition would require the applicant to revise the site plan to indicate the area where the adjacent property owners to the north and south could have cross-access. So that when those property owners come in for site plan approval the Commission would attach a condition of approval that would require them to match the access easements.

Vice-Mayor Glas-Castro stated that Seacoast National Bank now owns the property to the south and therefore the property might come in sooner for site plan approval.

Commissioner O'Rourke withdrew his motion.

Motion: A motion was made by Commissioner O'Rourke to approve Resolution No. 48-12-13 with the addition of the following conditions: (1) Prior to issuance of the first development permit, if permitted access, the applicant shall revise the site plan to indicate the area on the property which could serve as ingress and egress to the property from the west and (2) Prior to issuance of the first development permit the applicant shall revise the site plan to indicate the areas on its property that will be dedicated to provide for cross-access easements to its property lines with the adjacent properties north and south; Commissioner Flaherty made the second.

Commissioner O'Rourke asked the applicant if he understood the condition related to the dedication of an access easement.

Mr. Hackett stated "yes" and that the applicant agrees to dedicate area on their site for an access easement.

Vote on Motion:

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

Motion passed 5-0.

NEW BUSINESS:

5. Approval of the Rental of a Residential Sanitation Vehicle

Town Manager Sugerman explained the item (see attached Exhibit "D").

Commissioner O'Rourke asked if the spending authority of the Town Manager is \$5,000 without coming to the Commission for approval.

Town Manager Sugerman stated that his upper limit is \$5,000.

Commissioner O'Rourke asked if there is any delay in implementing the repairs and renting the equipment because of the Town Manager's spending limitation.

Town Manager Sugerman stated "yes" because the amount of the rental exceeds his spending authority authorization was delayed until the Commission could approve it.

Commissioner Flaherty asked if the one (1) month is going to be enough time to make the repairs.

Public Works Director David Hunt stated "yes" and that staff believes that three (3) of the vehicles can be repaired in a one (1) month time frame.

Commissioner Rapoza asked what the cost is of the temporary employees and was there no one else available within the current staff to perform these functions.

Public Works Director Hunt stated that the Public Works Department is currently down two (2) employees. He stated that the purpose of going to a side-loading truck was to eliminate the number of personnel as they require only one (1) operator. He stated that the rear load truck requires two (2) persons plus a driver. He stated that a local employment agency was used and cost approximately \$280 per day.

Commissioner Rapoza asked if this employment agency has been used in the past.

Director Hunt stated "yes".

Commissioner Rapoza asked if hiring temporary workers was the most cost effective manner and how long will the temporary employees be used.

Director Hunt stated that the use of temporary employees was the only option at the time and does not think he will need to use the temporary employees once the rental truck is being used.

Commissioner Rapoza asked for the estimated time for the repairs.

Director Hunt stated that the refurbishment of the grabber arm should take two (2) weeks and the other two repairs would take an estimated week to ten (10) days each.

Motion: A motion was made by Commissioner O'Rourke to approve the rental of a Residential Sanitation Vehicle; Commissioner Rapoza made the second.

Vote on Motion:

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

Motion passed 5-0.

Public Comment:

Sue-Ellen Mosler, 700-748 Park Avenue, provided the Commission with an update to the parking situation at 700-748 Park Avenue (see attached Exhibit "E"). She explained the issues and stated that in July 2013 a permit was issued for the temporary restriping of the 700-748 Park Avenue parking lot and this re-striping cost her approximately \$20,000. She stated that the permit for the temporary restriping will expire on January 1, 2014 and that the cost to reconfigure the parking lot would cost approximately \$30,000. She stated that after monitoring the parking it seems to be working well and she has received no complaints regarding the parking from the tenants or customers. She requested that the Commission authorize that the parking be kept in the current configuration.

Mayor DuBois stated that the expiration of the temporary permit is in a few weeks.

Ms. Mosler stated "yes" and explained that she has been working with engineers to change the parking configuration but did not understand why she needed to change it if the temporary configuration was working. She stated that if the Park Avenue BBQ building at 754 Park Avenue were to be sold the new owners might be willing to enter into a cross-access and cross-parking agreement. She stated the if she does move ahead with the changes to the parking lot she would make them as permanent as possible and there would no longer be cross-parking access.

Mayor DuBois asked what needs to be done to make temporary parking permanent.

Town Manager Sugerman stated that he does not know the answer to the question.

Commissioner O'Rourke asked if a temporary extension would be granted to provide an opportunity for staff and Ms. Mosler to work together.

Town Manager Sugerman stated that may be a question best directed to the Town Attorney. He suggested that if Ms. Mosler request, which is the first time the Town is hearing, would be acceptable as an intent of the Commission thus allowing for staff to behave in such a way to be its best to meet that intent. He stated that he is participating in discussions and negotiations with a prospective buyer for the property located at 754 Park Avenue. He stated that the Town may not want to put Ms. Mosler in a situation that she would have to spend money she does not have to but he is unwilling to make commitments tonight because he does not have enough information at this time.

Attorney Baird thinks that the Commission has the authority to authorize staff to extend the temporary permit and suggested that it be extended to a date certain no later than the next Commission meeting so that if necessary the Commission can extend it further or make it permanent or some other solution.

Mayor DuBois asked if there is room on the next meeting agenda.

Town Manager Sugerman stated that the next meeting agenda has been kept intentionally light because that is the meeting when the Federal Highway Corridor Workshop will be immediately following that meeting. He stated that he does not see any harm in allowing the extension to run through the end of February and that from a staff perspective the temporary parking is working.

Commissioner O'Rourke suggested to extend the permit to the first meeting in March to allow some of the other items that have been discussed including the possible sale of the property to move forward and to ensure that staff can look at this issue in more detail.

Mayor DuBois asked if an extension can be approved administratively.

Town Manager Sugerman stated that Attorney Baird has suggested that the extension should be a legislative directive to allow the staff to extend the temporary permit.

Ms. Mosler asked what would she do then if the permit is extended.

Town Manager Sugerman stated that in the mean time do nothing and to contact Nadia DiTommaso, Community Development Director, to schedule a meeting.

Motion: A motion was made by Commissioner O'Rourke to extend permit 13-000281 to the Commission meeting of March 5, 2014; Vice-Mayor Glas-Castro made the second.

Vote on Motion:

Commission Member	Aye	Nay	Other
Commissioner Flaherty	X		
Commissioner O'Rourke	X		
Commissioner Rapoza	X		

Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird wished everyone a Merry Christmas.

Town Manager Sugerman:

6. Confirmation of Approval of Purchase Order Extension

Town Manager Sugerman explained the item (see attached Exhibit “F”).

Motion: A motion was made by Commissioner O’Rourke to approve retroactively the extension of Purchase Order 55377; Commissioner Rapoza made the second.

Commissioner O’Rourke stated that again this is an issue with the Town Manager’s spending authority being capped at \$5,000 and asked that the issue be brought up for Commission discussion at a future date as an agenda item.

Mayor DuBois asked if it could be brought up during Commissioner Comments to increase the Town Manager’s spending authority from \$5,000 to \$10,000.

Town Manager Sugerman stated that it is an Ordinance and would require two (2) readings.

Vote on Motion:

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

Motion passed 5-0.

Town Manager Sugerman stated that Mayor DuBois has been appointed to a full-time permanent seat on the Treasure Coast Regional Planning Council as a representative of the Palm Beach County League of Cities. He stated that the next Sunset Celebration will be called the New Year’s Sunset Celebration and will be held on Friday, December 27, 2013 from 5:00 pm to 8:00 pm. He stated that there will be champagne and wine giveaway, live band, food and full cash bar and artist displays.

Commissioner Rapoza wished everyone Happy Holidays.

Commissioner O’Rourke wished everyone a Merry Christmas and a Happy New Year.

Commissioner Flaherty thanked staff for including the recommendations from the Planning and Zoning Board in the Commission agenda packet and thanked the members of the Planning and Zoning Board for stepping up and becoming members. He stated that there are several openings on various Boards and Committees. He stated that the Planning and Zoning Board is looking for a second alternate, the CRA is looking for a business owner or resident within the CRA to become a member, and second alternate for the Library Board. He stated that the Library is closing at 4:00 pm on December 24, 2013. He stated that on December 25, 2013 Town Hall, Library, and Public Works will be closed in observance of Christmas. He wished everyone a Happy New Year and a Merry Christmas.

Vice-Mayor Glas-Castro wished everyone a Merry Christmas.

Mayor DuBois stated that the Citizen On Patrol (COP) is in need of volunteers. He asked for an update on 801 Park Avenue.

Town Manager Sugerman stated that there is no change in status since his last report. He stated that there are new owners and staff has met with the new owners to talk about permitting, site plan, and the application process. He stated that there has been no submission of an application.

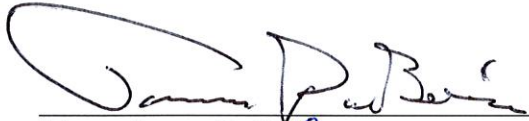
Mayor DuBois thanked everyone who worked on the Tree Lighting Ceremony and thanked Vice-Mayor Glas-Castro for being the "MC" for the event.

Commissioner Rapoza thanked her husband Captain Rapoza for his assistance during the Tree Lighting Ceremony.


Mayor DuBois thanked Palm Beach County Sheriff's Office Deputy Sherry Baker for providing the "Fill-In the Gap" event this year. He thanked Kathleen Carroll, Recreation Director, for her assistance with the event. He thanked Veterans of Foreign Wars (VFW) Commander Briley for his assistance on the event. He thanked all the sponsors for the Tree Lighting and "Fill-In the Gap" events. He provided an update on the activities of the Treasure Coast Regional Planning Council and the Tri-Coastal Link. He wished everyone a Merry Christmas and Happy New Year.

ADJOURNMENT

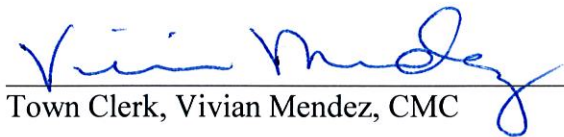
There being no further business to come before the Commission and after a motion to adjourn by Commissioner Rapoza and seconded by Commissioner Flaherty, and by unanimous vote, the meeting adjourned at 8:00 p.m.



Mayor James DuBois



Deputy Town Clerk, Shari Canada, CMC



Town Clerk, Vivian Mendez, CMC



FLORIDA
Approved on this 15 of January, 2014



Exhibit "A"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: December 18, 2013

Agenda Item No. Tab 2

Agenda Title: STAFF INITIATED REQUEST TO PROVIDE MORE FLEXIBILITY TO THE SPECIAL EVENT SIGNAGE REGULATIONS IN SECTION 70-103(3)(E) OF THE TOWN OF LAKE PARK CODE OF ORDINANCES.

- Special presentation/reports, Board appointment, Public hearing ordinance on 2nd reading, New business, Other, Consent agenda, Old business.

Approved by Town Manager [Signature] Date: 12/5/13

Nadia Di Tommaso / Community Development Director [Signature]

Table with 3 columns: Originating Department (Community Development), Costs (Legal Ad, Funding Source: Town Clerk, Acct: #106-48100), Attachments (Ordinance 162013), Advertised (Date: 12-3-2013, Paper: Palm Beach Post), and notification status.

Summary Explanation/Background:

The Community Development Department is seeing an increase in the number of commercial special events taking place in the Town. These special events range from private property sales to street festivals. In an effort to further promote these events and the positive effect they generally have on the Town as a whole, staff is proposing to modify the special event signage requirements in the Town's Code of Ordinances in an attempt to make these regulations more flexible. Staff is proposing to increase the number of signs allowed around the event site to one (1) sign per two-hundred (200) feet of street frontage instead of the existing one (1) sign per five-hundred (500) feet of street frontage. For example, for a property with 500 feet of street frontage, this would allow them to install two (2) special event signs, instead of one (1) as currently regulated. Additionally, staff is

proposing to allow for the special event signage to be installed up to fourteen (14) consecutive days prior to the start of the event, rather than the existing seven (7) days.

Staff is proposing the following modifications, as underlined below:

Section 70-103(3)(e)

(e)

Temporary signs for commercial special events. Temporary signs and displays announcing and promoting a special business event such as a sale, introduction of a new product, store liquidation, etc., may be permitted in addition to those permanent signs which have been previously approved provided they are placed on the lot where the business promoting a special event is located. Temporary signs are permitted to be placed on the property for no more than fourteen ~~seven~~ consecutive days prior to the start of the approved special event. Signs established pursuant to this section shall not be subject to the prohibition of portable signs set forth in subsection 70-102 (2) (9) (13), (15), (16) and (19). Application for temporary event sign ~~must~~ shall be accompanied by a special event application, as applicable.

- (1) Permitted content: Any message identifying the event including the type of sale, the address, dates and hours of the sale, directional information and other related event information.
- (2) Maximum number: One per 200 ~~500~~ feet or fraction thereof of each street frontage.
- (3) Location: Only within the boundaries of the event site. The placement of a temporary special event sign on public property is subject to the approval of the Recreation Director.
- (4) Minimum setbacks: Five feet from any property line, provided however that signs are not permitted within visibility triangles as described in Section 78-253(c)(9).
- (5) Maximum height: Twelve feet or five feet below the highest point on the building facade whichever is higher.
- (6) Upon completion of the event, such sign shall be removed within 48 hours. In no case shall a temporary event sign stay in place longer than fourteen ~~seven~~ consecutive days preceding the start of the event with the exception of

grand opening or business change signage as provided for in subsection 70-103.3(e)(10).

- (7) Illegally placed temporary signs shall be removed by the candidate or by the town failing the timely removal of the sign as required herein at the sole expense of the property owner, sign owner, and/or individual responsible for the illegal placement. Failure to remove such signs shall result in the imposition of a fine in an amount established by resolution of the town commission but not to exceed \$250.00 for the first violation, together with an assessment of the town's administrative costs; repeat violations are subject to the imposition of a \$500.00 fine together an assessment of the town's administrative costs.
- (8) Large displays such as inflatable balloons announcing a grand opening or anniversary event may be permitted through the special event application process with the approval of the community development director or designee.
- (9) All temporary signage must be professionally produced.
- (10) Temporary signs and displays announcing the opening of a new business or the change in ownership of an established business or the change of location of a business with a current Lake Park address to another Lake Park address. Temporary signs and displays announcing the opening of a new business or the change of ownership of an established business shall be permitted in addition to other signs which may be permitted on the lot where located. Temporary signage announcing the change of location of an existing Lake Park business to another local in-town address shall be permitted to be placed at the old address with the property owner's permission. Such signs shall not remain in place for more than 60 days. Signs established pursuant to this section shall not be subject to the prohibition of portable signs set forth in subsections 70-102 (2), (9), (13), (15), (16) and shall be exempt from any permit fee, however a signage application is still required. Failure to remove such signs shall result in the imposition of a fine in an amount established by resolution of the town commission but not to exceed \$250.00 for the first violation, together with an assessment of the town's administrative costs; repeat violations are subject to the imposition of a \$500.00 fine together with an assessment of the town's administrative costs.

Recommended Motion: I MOVE TO ADOPT ORDINANCE NO. 1b-2013 on second reading.

Exhibit "B"



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: December 18, 2013

Agenda Item No. Tab 3

Agenda Title: STAFF INITIATED REQUEST TO UPDATE THE CAPITAL IMPROVEMENT SCHEDULE IN THE TOWN'S COMPREHENSIVE PLAN CAPITAL IMPROVEMENTS ELEMENT.

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON 2nd READING
- NEW BUSINESS
- OTHER
- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager  Date: 12/5/13

Nadia Di Tommaso / Community Development Director
Name/Title 

Originating Department: Community Development	Costs: \$ Legal Ad Funding Source: Town Clerk Acct: #106-48100 <input type="checkbox"/> Finance	Attachments: → Ordinance <u>17</u> -2013
Advertised: Date: <u>12-8-2013</u> Paper: Palm Beach Post <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone ND or Not applicable in this case <u> </u> Please initial one.

Summary Explanation/Background:

Beginning in 2005, local governments were required to update their five-year Capital Improvements Schedule (CIS) as an annual amendment to the Comprehensive Plan to demonstrate a financially feasible schedule. Per House Bill (HB) 7207, the "Community Planning Act", adopted on June 2, 2011, the five-year schedule of capital improvements is no longer required to demonstrate that the CIS is financially feasible; however, local governments must still review and update the CIS by an Ordinance which is *not* subject to the review of the Department of Economic Opportunity (formerly the Department of Community Affairs). **Such modifications to update the five-year CIS may not be deemed to be amendments to the local Comprehensive Plan.** Due to the fact that such an

update is still accomplished by the adoption of an Ordinance by the Town Commission, a public hearing is required and will be advertised accordingly on second reading.

Staff is proposing the following update to the CIS:

**2013/14 UPDATE TO THE TOWN OF LAKE PARK
COMPREHENSIVE PLAN CAPITAL IMPROVEMENTS ELEMENT AND
FIVE YEAR CAPITAL IMPROVEMENT SCHEDULE**

1. Amend Policy 1.11 as follows:

Policy 1.11 The following Capital Improvements Schedule, as it is annually updated in accordance with State growth management requirements, includes all projects scheduled to meet or improve the adopted Level of Service Standards during the five-year planning period, and other projects that further implementation of this Comprehensive Plan and its goals, objectives and policies.

**TOWN OF LAKE PARK FIVE YEAR CAPITAL IMPROVEMENT SCHEDULE¹
2014~~3~~– 2016~~8~~**

Project Category	Project Name	11/13	12/13	13/14	14/15	15/16	16/17	17/18	Funding Source
4	Shuttering and hardening of all Town buildings	\$225,000	0	0	0 <u>\$125,000</u>	0 <u>\$100,000</u>	0	0	Grant
4	Tennis courts and ballfields resurfacing and lighting	\$100,000	0	0	0 <u>\$50,000</u>	0 <u>\$100,000</u>	0	0	Grant
2, 4	Lake Shore Drive Drainage Improvements	0	\$1,000,000	\$1,000,000	\$1,000,000 <u>\$800,000</u>	\$1,000,000 <u>\$800,000</u>	\$800,000	\$800,000	Stormwater Utility Assessment, Grant
4	Lake Shore Drive Promenade	0	0	\$1,000,000	\$1,000,000 <u>150,000</u>	0			Grant
4	New marina parking lot	\$338,000	0	0	0 <u>\$500,000</u>	0 <u>\$500,000</u>	\$500,000	\$500,000	Grant
2, 4	10 th Street south of Park Avenue – drainage, lighting, paving, trees	0	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	Grant, Stormwater Utility Assessment,
2, 4	Ball field Expansion/Renovation	0	\$750,000	\$750,000	\$750,000	\$750,000			Grant
4	Community center/shelter	0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000			Grant

¹ Note: The Town's ability to implement the projects in accordance with this schedule is contingent upon the receipt of grant funds as identified in the "Funding Source" column.

4	Art in Public Places	\$75,000	\$75,000	\$75,000	\$75,000	0			Grant
4	Artist live/work space	0	\$2,000,000	\$2,000,000	\$2,000,000	0			Grant
4	Marina breakwater, bulkhead, transient slips, move fuel docks; moorings	0	\$400,000	\$400,000 \$480,000	\$200,000 \$500,000	0	0	0	Grant
2,4	Park Avenue Improvements from US-1 to 7 th Street to 10 th Street	0	\$875,000	\$875,000	\$875,000 \$300,000	\$875,000 \$300,000	\$300,000	\$300,000	Grant, CRA Funding
4	Town Hall Renovations (Floor Mirror Ballroom, Exterior Painting, Ceiling Clerk's Office, Awnings Exterior Doors, Stage Replacement Refinishing, Window/Door repairs)	0	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	Grant
2	Vehicle Replacement Plan	0	\$144,000	\$252,000	\$753,000 \$144,000	\$93,000 \$252,000	\$753,000	\$93,000	General Fund, Stormwater Utility Assessment, Sanitation Fund
2	Sanitary Sewers in Tri-City Industrial Park; Lake Park Public Works; and Water Tower Road/Old Dixie Highway commercial property				\$300,000	\$300,000	\$300,000	\$300,000	Special Assessment
	Total	\$738,000	\$6,819,000	\$7,927,480,000	\$8,228,344,000	\$4,293,292,000	\$3,228,000	\$2,568,000	

Project Category Codes

- 1 – Project necessary to achieve Level of Service
- 2 – Project will enhance ability to continue to meet Level of Service
- 3 – Project will enhance ability to meet Level of Service for Optional Element
- 4 – Project will further the achievement of Comprehensive Plan goals, objectives and policies.

TOWN OF LAKE PARK ESTIMATED FUNDING SOURCES FOR CAPITAL IMPROVEMENTS 2014~~3~~-2016~~8~~

Funding Source	11/12	12/13	13/14	14/15	15/16	16/17	17/18
General Fund	\$0	\$48,000	\$84,000	\$251,000 \$48,000	\$31,000 \$84,000	\$251,000	\$31,000
Stormwater Utility Assessment	\$0	\$405,000	\$441,000	\$608,000 \$373,000	\$388,000 \$409,000	\$576,000	\$356,000
Grants	\$738,000	\$6,318,000	\$7,318,000 \$480,000	\$7,118,000 \$2,600,000	\$3,843,000 \$1,975,000	\$1,775,000	\$1,775,000
Sanitation Fund	\$0	\$48,000	\$84,000	\$251,000 \$48,000	\$31,000 \$84,000	\$251,000	\$31,000
Special Assessment			0	\$300,000	\$300,000	\$300,000	\$300,000
CRA Funding			0	\$75,000	\$75,000	\$75,000	\$75,000
Total	\$738,000	\$6,819,000	\$7,927,480,000	\$8,2283,444,000	\$4,2932,927,000	\$3,228,000	\$2,568,000

Recommended Motion: I MOVE TO ADOPT ORDINANCE NO. 17-2013 on second reading.

Exhibit 1101



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: December 18, 2013

Agenda Item No. Tab 4

Agenda Title: AN APPLICATION BY H&L PLANNING AND DEVELOPMENT SERVICES AS AGENT FOR WATERFRONT SERVICES INC. TO AMEND RESOLUTION 13-06-13, TO REVISE THE PREVIOUSLY APPROVED SITE PLAN TO RECONFIGURE THE ONSITE PARKING AND TO ELIMINATE THE CONDITION REQUIRING A CROSS ACCESS EASEMENT.

- Special Presentation/Reports, Board Appointment, Public Hearing Ordinance on Reading, New Business - Resolution - Public Hearing/Quasi-Judicial, Other, Consent Agenda, Old Business.

Approved by Town Manager [Signature] Date: 12/9/13

Nadia Di Tommaso / Community Development Director [Signature]

Table with 3 columns: Originating Department (Community Development), Costs (\$750 plus required advertisement(s) and certified mail), Attachments (Staff Report, Resolution, Legal Ad, Application, Site Plan), Advertised (Date: 11-21-2013), and notification status.

Summary Explanation/Background: PLEASE REFER TO THE STAFF REPORT.

Recommended Motion: I MOVE TO APPROVE RESOLUTION 12-13 WITH THE CONDITIONS OF APPROVAL PROPOSED BY STAFF.



TOWN LAKE OF PARK
TOWN COMMISSION
Meeting Date: December 18, 2013

**AN APPLICATION BY H&L PLANNING AND DEVELOPMENT SERVICES AS
AGENT FOR WATERFRONT SERVICES INC. TO AMEND RESOLUTION
13-06-13, TO REVISE THE PREVIOUSLY APPROVED SITE PLAN TO
RECONFIGURE THE ONSITE PARKING AND TO ELIMINATE THE
CONDITION REQUIRING A CROSS ACCESS EASEMENT**

BACKGROUND:

Applicant(s): H&L Planning and Development Consultants
Owner(s): PO LLC
Address/Location: 900 10th St.
Net Acreage: 0.70 acres
Legal Description: CITY SQUARE SLY 115.77 FT OF NLY 277 FT OF ELY 174 FT &
SLY 102.86 FT OF NLY 231.86 FT OF WLY 81.20 FT
Existing Zoning: C-2
Future Land Use: COMMERCIAL

Adjacent Zoning District

North: Commercial -2 (C-2)
South: Commercial -2 (C-2)
East: Commercial-1 (C-1)
West: Commercial-4 (C-4) & Campus Light Industrial/Commercial (CLIC)
(FEC Railway)

Adjacent Existing Land Use Designation

North: Commercial
South: Commercial
East: Commercial
West: Commercial Light Industrial

Background

In June of 2013, the Town Commission approved Resolution 13-06-13 (the "Development Order"), authorizing the Special Exception Use of "building supplies/retail/storage warehouse (the "Application") to be located at 900 10th Street (the "Property"). The application for the Special Exception Use was submitted by H&L Planning and Development Consultants as the authorized agent for Waterfront Services Incorporated (the "Applicant"). The Commission's approval of the Development Order authorized the Applicant to relocate its pool contracting company to the Property. The Property is located in the C-2 Zoning District which permitted the Applicant's proposed uses as special exceptions.

As part of the original Application, the Applicant proposed seven (7) parking spaces on both the north and south sides of the existing building. This design relied upon the use of neighboring driveways to access these parking spaces. In order to implement this design, the Development Order imposed a condition which required the Applicant to enter into Cross Access Easement Agreements with the neighboring property owners to the north and south. However, the neighboring property owners have not been willing to enter into these Cross Access Easements. As a result, the Applicant has not been able to develop the Property pursuant to the approved Development Order.

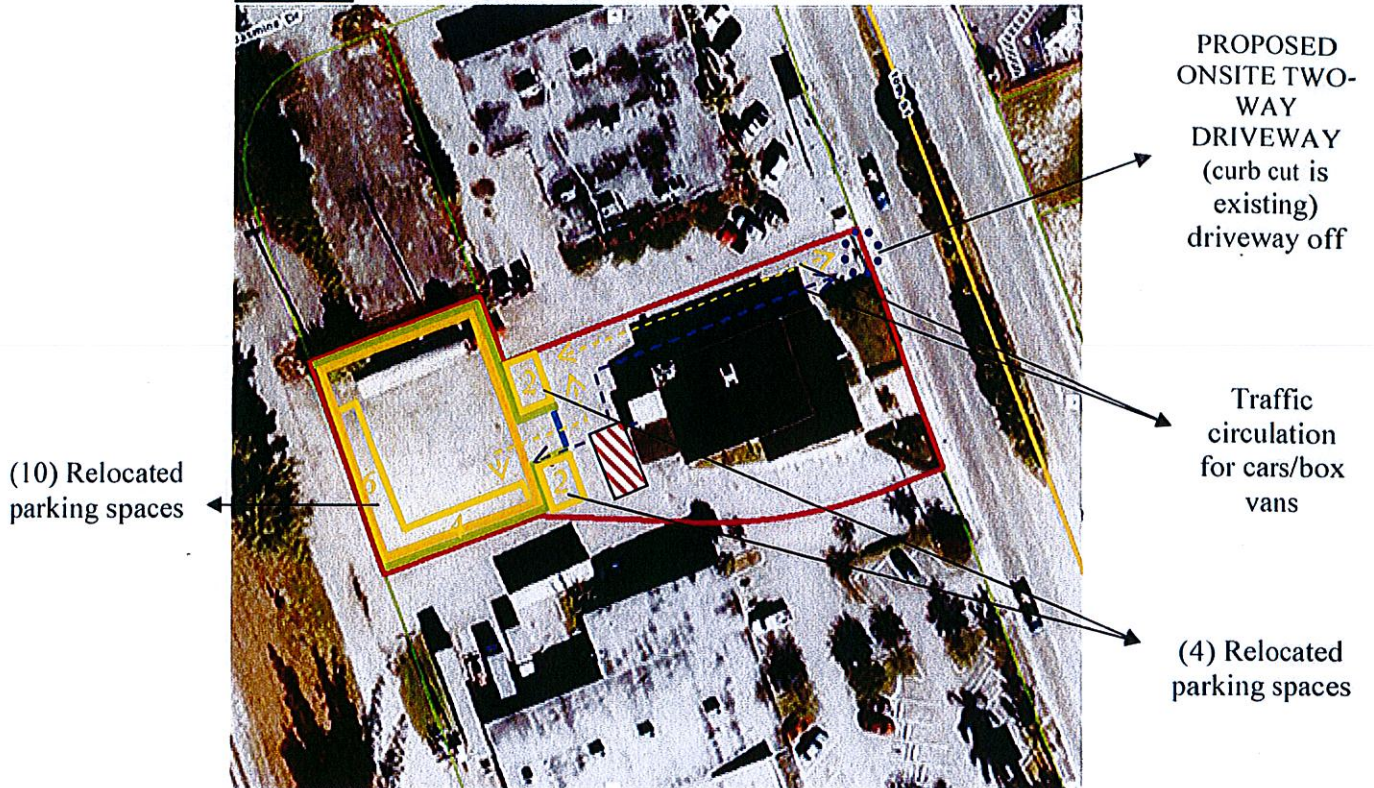
FIGURE 1: EXISTING CONDITIONS PER ORIGINAL SPECIAL EXCEPTION APPROVAL (REQUIRING CROSS ACCESS EASEMENTS TO THE NORTH AND SOUTH)



The Application

The Applicant proposes to amend the Development Order to revise the Site Plan and provide parking in the back of the Property as shown on Sheet SP-1, instead of along the north and south sides of the building. The revised Site Plan eliminates the need for the cross access easements with the neighboring property owners. The Site Plan as revised shows a 25 foot, two way drive aisle (accessed by a driveway) on the north side of the Property. Figure 2 illustrates the new access to the Property and the relocated parking spaces at the back of the building where the storage area was to have been located pursuant to the Development Order.

FIGURE 2: PROPOSED MODIFICATIONS



Staff Analysis of the Application

Based upon the proposed uses, Section 78-142 of the Town's Code of Ordinances requires fourteen (14) parking spaces. The Applicant proposes to distribute these spaces as follows: four (4) customer parking spaces (office), one of which is handicapped accessible; two (2) spaces for the warehouse use; and eight (8) spaces for employees. The revised Site Plan meets this requirement and allocates the parking spaces as follows: six (6) along the Property's rear property line; four (4) along the side property line; and, four (4) in front of the outdoor storage area for customers. The Applicant's revised Site Plan still meets the number of parking spaces required by Section 78-142 of the Code.

Staff finds that the Application meets the special exception criteria set forth in the Code and also finds that as revised, access to the Property will now be provided without having to depend on the neighboring properties. Additionally, staff finds that the revised Site Plan improves traffic circulation on the Property and also improves the traffic circulation to the neighboring properties.

This being said, the Code still allows for cross access and shared parking as a preferred alternative method to adjacent property owners who are otherwise not able to meet their own parking and access requirements onsite. While the subject Property is currently able to meet the parking and access requirements pursuant to its revised plan, the cross access and shared parking preferred alternative in the Code can always be applied in the future if the property is no longer able to meet their own parking and access. Again, this is a preferred alternative IF a property is not able to meet their own parking and access.

PLANNING & ZONING BOARD RECOMMENDATION

December 3, 2013 Meeting – Received a unanimous 5-0 recommendation of approval with an additional condition to add additional paved pedestrian markings from the handicapped accessible space to the concrete ramp on the south side of the building. This detail was added to the Site Plan being presented to the Town Commission.

P&Z MEMBER DISCUSSION SUMMARY: There was discussion on possibly cross hatching the outdoor storage area in the rear to indicate the exact location of the storage vehicles, however, the representative for Waterfront Properties indicated that the parking spaces within the storage area would primarily be used for employees and that the equipment stored within this area consists mostly of box vans with equipment that will depart the site early in the morning and only return in the evening by the same employees who will have their cars parked within this same area, therefore they do not foresee a traffic conflict. A condition to this matter was not included as part of the Planning & Zoning Board's motion. Additional discussion ensued regarding the Property Owner's intention to install a perimeter fence which is allowed by Code. A response was provided in that the Property Owner does not intend to be a bad neighbor and will not install a perimeter fence along the entire north and south side. Furthermore, the Town's permitting procedure for fences would evaluate the consequences should a fence ever be proposed in the future. The Applicant indicated that the curb cut on the north side is existing and the proposed reconfiguration of the parking spaces would allow the site to utilize the entire 25-foot width for two-way traffic. There was also some discussion regarding traffic entering the property from the south side and the need to possibly place a "do not enter" sign there. It was explained that this was discussed with staff as well however, in order to visually and operationally allow for an open flow, the Applicant indicated that its employees will be aware of the ingress and egress points on the north side and that even though the business does not anticipate having customers all but every so often, they too will know to enter and exit from the north side. Placing a physical barrier would be inconsistent with the unique layout of the Property and its adjacent properties.

STAFF RECOMMENDATION

Staff recommends that the Town Commission make a motion to **APPROVE** the Application, and the amendments proposed to the Development Order (Resolution 13-06-13), subject to two conditions:

- (1) The Owner shall develop the Property consistent with the Site and Landscape Plan referenced as Sheet SP-1 prepared by Litterick Landscape Architecture, signed and sealed 12-05-2013 and received by the Department of Community Development on 12-05-2013.
- (2) The Owner shall incorporate Identification signs reading "Customer Parking" in the customer parking spaces.

Exhibit "D"



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: December 18, 2013

Agenda Item No. Tab 5

Agenda Title: Approval of the Rental of a Residential Sanitation Vehicle

- Special Presentation/Reports, Board Appointment, Public Hearing Ordinance on Reading, New Business (checked), Other.

Approved by Town Manager [Signature] Date: 12/9/13

David Hunt / Public Works Director

Table with 3 columns: Originating Department (Public Works), Costs (\$7,800.00), Attachments (Written Quotes), and Advertised status.

Summary Explanation/Background: The Public Works Residential Sanitation Division operates three, side-load trucks for weekly curbside garbage collection services.

In order to maintain twice a week collections, the Sanitation Division is using the side load truck with the weak grabber arm and has pressed into service the 2005 rear load truck which requires three operators.

Public Works sought quotes for a month's rental from the two, Florida based sanitation rental truck companies in order to have two operating vehicles to complete the garbage routes while repairs are performed on all three trucks. Depending upon the availability of the vendors' equipment, a month's rental could cost as much as \$7,800.00.

The need to rent this specialized sanitation equipment will become more frequent as Public Works experiences more break downs of the fleet. Out of the 12 vehicles used by the Town to collect garbage, trash, and recycling, seven are between the ages of seven and nine years old. The Town must be prepared to embark upon an aggressive fleet replacement program or be faced with escalating repair and rental costs. Either way, the existing residential and commercial collection rates are insufficient to cover these expenses and will need to be adjusted in order to maintain the current level of service.

Recommended Motion: I move to approve the one month rental of a side-load garbage collection vehicle in the amount not to exceed \$7,800 from the vendor providing the most prompt delivery.

700-748 Park Avenue: The Continuing Saga/Request

1999---2000: #700 Park Avenue parking lot remodeled with town approval. Use of #754 curb cut and #748 cross over parking was included in town's approval of plans.

2002: #748 Park Avenue purchased and remodeled. #754 curb cut and cross parking still in place.

March 4, 2013: #754 cross parking and access to #700-748 was chained by owner, Lavallee.

July 3, 2013: Town permitted temporary restriping of #700-748 parking lot with instructions to monitor "circulation and accessibility." Cost of temporary fix \$19,000 which included \$522 for Lake Park's engineer.

January 1, 2014: Temporary permit to expire.

Estimated cost to reconfigure #700-748 parking lot: \$30,000. Includes \$750 permitting fee and \$800 town escrow fees.

Request: Keep the parking in its current configuration at #700-748. The situation has been monitored and it seems to be working very well. Neither the tenants nor customers have voiced any complaints.

Town of Lake Park, Florida

535 PARK AVENUE - LAKE PARK, FL 33403

CALL INSPECTIONS IN BY 4 P.M. TELEPHONE: (561) 881-3318 OR (561) 881-3320.

13-000281

COMMUNITY DEVELOPMENT DEPARTMENT OFFICE HOURS: 8:30 A.M. --- 5:00 P.M.

PERMIT INFORMATION

Permit #: 13-000281 Issued: 7/02/2013
Permit Type: PARKING AREA
Class of Work: TEMPORARY
Proposed Use: Park Avenue Downtown Dist.
Sq. Feet: Est. Value:
Cost: 3,500.00 Total Fees: 134.00
Amount Paid: 134.00 Date Paid: 6/26/2013

LOCATION INFORMATION

Address: 700 PARK AVENUE
Lake Park, FL
Township: 42 Range: 43
Lot(s): 1 - 17 Block: 10 Section: 20
Book: 23017 Page: 1278
Subdivision: Retail
Parcel Number: 36-43-42-20-01-010-0010

CONTRACTOR INFORMATION

Name: VECCHIONE CONSTRUCTION
Addr: 1200 TOWN CENTER DRIVE # 222
JUPITER, FL 33458
Phone: (561)252-0177 Lic: CGC020590

OWNER INFORMATION

Name: MOSLER SUE ELLEN GAMBLE TRUST
Address: 700 PARK AVENUE
LAKE PARK, FL 33403
Phone: (561)296-1407

Work Desc: TEMPORARY RESTRIPING. Modifications will encompass an overall parking area which is shared by 700 Park Ave & 748 Park Ave. Temporary restripe only. Circulation and accessibility must be monitored on site. No removal, demolition, or permanent infrastructure changes. Temporary restriping will expire 01/01/14 unless all necessary approvals are received.

APPLICATION FEES

BUILDING PERMIT FEE 130.00 SURCHARGES 4.00

INSPECTIONS REQUIRED

BASE LAYER
FINAL BLDG. 7/3/13 JL

POST THIS PERMIT OUTSIDE VISIBLE FROM THE STREET. NO CONSTRUCTION WORK: 7 P.M. TO 7 A.M. FOLLOWING DAY, SUNDAYS, HOLIDAYS. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OF WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER THE WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THAT SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

IT SHALL BE THE PROPERTY OWNER'S RESPONSIBILITY TO REPLACE, REPAIR, OR PAY FOR ANY DAMAGE TO PUBLIC OR PRIVATE SIDEWALKS, SWALES, STREETS, LANDSCAPING, UTILITIES, OR OTHER PUBLIC OR PRIVATE WAYS THAT MAY OCCUR DURING THE IMPLEMENTATION OF THIS BUILDING PERMIT. FAILURE TO COMPLY WITH MECHANICS' LIEN LAW CAN RESULT IN THE PROPERTY OWNER PAYING TWICE FOR BUILDING IMPROVEMENTS.

ON ALL PERMITS, IF THE IMPROVEMENT COST IS GREATER THAN \$ 2,500 A NOTICE OF COMMENCEMENT (NOC) MUST BE FILED.

FINAL INSPECTIONS ARE REQUIRED ON ALL PERMITS. 24-HOUR NOTICE IS REQUIRED. ALL INSPECTIONS MUST BE CALLED IN BY 4 P.M. PLEASE DO NOT LEAVE INSPECTIONS ON VOICEMAIL. FIRST RE-INSPECTION FEE IS \$ 50.00. FOR SECOND AND SUBSEQUENT RE-INSPECTION FEE IS \$ 75.00.

CONTRACTOR/ AUTHORIZED AGENT

DATE 7/3 2013

APPROVED BY BUILDING OFFICIAL



Exhibit "F"

MEMORANDUM

TO: Honorable Mayor and Members of the Town Commission
FROM: Dale S. Sugerman, Ph.D., Town Manager
DATE: December 11, 2013
SUBJECT: Confirmation of Approval of Purchase Order Extension

During the Town Manager Comments portion of the December 18th Commission meeting, I plan to ask the Commission to vote for a retroactive approval of a decision I had to make on December 9th dealing with the engagement of temporary staffing for the Public Works Department.

As the Commission knows, the town manager's spending authority is limited to \$5,000.00. Anything beyond that amount takes Commission approval. For the most part, although a \$5,000.00 limit is extremely conservative by most standards for Palm Beach County municipalities, I have generally been able to live within that limitation.

We had an unexpected delay in the hiring of the full-time replacement for the vacant position of Administrative Assistant to the Public Works Director. The contractual temporary service provider was working under a purchase order set at \$4,485.60 (an amount within my spending limit). But that purchase order has now run out and we still do not anticipate bringing on the full-time replacement until the end of this month (he has to give two weeks' notice to his current employer).

Therefore, we need to keep the "temp" here to help to keep the administrative functions of the Public Works Department going. To that end, I signed off on adjusting P.O. 55377 by an additional \$2,525.02. Combining that with the \$4,485.60 already encumbered, it means that I would have approved a total of \$7,010.80 for this expense; an amount that exceeds my authority by just over \$2,000.00.

To that end, I will be asking the Town Commission for a retroactive approval of this expense during the Town Manager Comments portion of the December 18th Commission meeting.



Dale S. Sugerman, Ph.D.
Town Manager



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, December 18, 2013, 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
.....		
Dale S. Sugerman, Ph.D.	—	Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian Mendez, CMC	—	Town Clerk

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

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

B. **PLEDGE OF ALLEGIANCE**

C. **SPECIAL PRESENTATIONS/REPORTS**

None

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.

1. Regular Commission Meeting Minutes of December 4, 2013

Tab 1

F. PUBLIC HEARINGS - ORDINANCE ON FIRST READING:

None

G. PUBLIC HEARINGS – ORDINANCE ON SECOND READING:

2. Ordinance No. 16-2013 Staff Initiated Request to Provide More Flexibility to the Special Event Signage Requirements in Section 70-103 (3)(E) of the Town of Lake Park Code

Tab 2

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING SECTION 70-103(3)(e) OF CHAPTER 70, ARTICLE IV, AUTHORIZING THE PLACEMENT OF TEMPORARY SIGNS FOR COMMERCIAL SPECIAL EVENTS; PROVIDING FOR THE NUMBER OF TEMPORARY SIGNS AND THE DURATION OF THEIR PLACEMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR THE REPEAL OF ALL LAWS IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

3. Ordinance No. 17-2013 Staff Initiated Request to Update the Capital Improvement Schedule in the Town's Comprehensive Plan Capital Improvement Element.

Tab 3

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, UPDATING THE CAPITAL IMPROVEMENTS ELEMENT OF ITS COMPREHENSIVE PLAN; PROVIDING FOR AN UPDATED FIVE YEAR CAPITAL IMPROVEMENTS SCHEDULE; PROVIDING FOR THE UPDATE TO THE TEXT OF THE CAPITAL IMPROVEMENTS SCHEDULE SO AS TO BE CONSISTENT WITH THE NEW SCHEDULE; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

H. PUBLIC HEARING/QUASI-JUDICIAL HEARING:

4. Resolution No. 48-12-13 An Application by H&L Planning & Development Services as agent for Waterfront Services Inc. to Amend Resolution 13-06-13, to Revise the Previously Approved Site Plan To Reconfigure the Onsite Parking and to Eliminate the Condition Requiring a Cross Access Easement

Tab 4

I. NEW BUSINESS:

5. Approval of the Rental of a Residential Sanitation Vehicle

Tab 5

J. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

6. Confirmation of Approval of Purchase Order Extension

Tab 6

K. ADJOURNMENT

Next Scheduled Regular Commission Meeting will be held on Wednesday, January 15, 2014