



Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, January 7, 2015, 6:54 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission meeting on Wednesday, January 7, 2015 at 6:54 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. Sugerma, 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:

Anne Lynch, Bayberry Drive – announced the January “Friends of the Library” sponsored events (see Exhibit “A”). She stated that the “Friends of the Library” would have a booth at Pirate’s Fest on January 31, 2015 in Lake Shore Park. She announced that the Friends of the Library would be introducing two new programs this year. The programs are Friends Academy and Text Book Loaner Programs. Mayor DuBois asked Ms. Lynch to update the Friends of the Library information with staff.

CONSENT AGENDA:

- 1. Regular Commission meeting minutes of December 17, 2014**
- 2. Authorizing a Three Month Extension to the Current Landscape Maintenance Contract with Chris Wayne and Associates for the Lake Park Harbor Marina**
- 3. Resolution No. 01-01-15 Adopting the 2015 Revised Unified Palm Beach County Local Mitigation Strategy Plan**

Commissioner Rapoza asked if she could have a discussion item added to the agenda regarding reconsideration of how long the town manager is going to stay on. Mayor DuBois explained that the appropriate time to add an item to an agenda is before a meeting. He stated that her request could be addressed during her Commissioner comments. Commissioner Rapoza agreed to do so.

Motion: Commissioner O'Rourke moved to approve the consent agenda; Commissioner Rapoza seconded the motion.

Vote on Motion:

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

Vice-Mayor Glas-Castro	X		
Mayor DuBois	X		

Motion passed 5-0.

PUBLIC HEARINGS - ORDINANCES ON FIRST READING:

None

PUBLIC HEARINGS - ORDINANCES ON SECOND READING:

4. Ordinance No. 16-2014 Creating Code Provisions for Flexible Land Development Regulations

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 78 OF THE TOWN CODE TO CREATE A NEW ARTICLE XI ENTITLED "FLEXIBLE LAND DEVELOPMENT REGULATIONS"; PROVIDING FOR A PURPOSE AND INTENT; PROVIDING THE COMMUNITY DEVELOPMENT DIRECTOR WITH THE ADMINISTRATIVE AUTHORITY TO WAIVE CERTAIN ZONING REGULATIONS TO FACILITATE ECONOMIC DEVELOPMENT AND REDEVELOPMENT IN THE TOWN; PROVIDING FOR CODIFICATION; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

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

Public Comment:

None

Public Comment Closed:

Motion: Commissioner Rapoza moved to approve Ordinance 16-2014 on second reading; Commissioner Flaherty seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

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

5. Ordinance No. 17-2014 Modification to the Architectural Design Guidelines in the Town Code for Nonresidential Buildings

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 78, ARTICLE XI, ENTITLED "ARCHITECTURAL DESIGN GUIDELINES FOR NONRESIDENTIAL

BUILDINGS” AND RENUMBERING ARTICLE XI AS XII; PROVIDING FOR THE AMENDMENT OF SECTION 78-330 ENTITLED “GENERAL PROVISIONS”; AMENDING SECTION 78-333 ENTITLED “BUILDING FAÇADE AND ELEVATION”; AMENDING 78-337 ENTITLED “PREFERRED ROOF MATERIALS AND STYLES”; PROVIDING FOR CODIFICATION; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

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

Motion: Commissioner Rapoza moved to approve Ordinance 17-2014 on second reading; Commissioner Flaherty seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

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

NEW BUSINESS:

6. A Request from the Event Organizers of the Lake Park Pirate’s Fest to Waive Parking Meter Fees on the Event Day

Community Development Director Nadia DiTommaso explained the item (see attached Exhibit “D”).

Commissioner Flaherty asked if the layout of the event would be the same as the most recent event that took place at Lake Shore Park. Community Development Director DiTommaso stated that the layout provided by the event coordinator was the same as their last event. Vice-Mayor Glas-Castro stated that the submitted application only requested waiving the parking meters fees. She asked if they would need the curb lanes on Park Avenue blocked to use for additional parking. Event Producer of the Lake Park Pirate’s Fest Johnny Ringo stated that “yes” they would need the curb lanes on Park Avenue blocked to be used as additional parking. Mayor DuBois suggested that the request for blocking the curb lanes on Park Avenue be included in future special event applications they submit. Commissioner Rapoza stated that she lives in one of the condominium building closest to Lake Shore. She wanted to know how they would control the noise level from the live bands playing during the event. Mr. Ringo stated that they could move the live band stage away from the building and angle the stage differently in an attempt to control the noise level. He stated that they would have local bands play during Pirate’s Fest.

Motion: Commissioner O'Rourke moved to approve the request by the event organizers of the Lake Park Pirate's Fest to waiving parking meter fees on the event day and block the curb lanes on Park Avenue to be used for additional parking; Vice-Mayor Glas-Castro seconded the motion.

Town Manager Sugerman requested that the event organizers revise their special events application in the Community Development Department to include blocking the curb lanes on Park Avenue. Event Producer Ringo stated that he would revise the application filed with the Community Development Department.

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.

President of the Lake Park Kiwanis, Roger Michaud shared with the Commission activities and fundraising efforts that they accomplished in 2014. He explained some of the collaborated efforts they would be working on in 2015. Mayor DuBois invited Mr. Michaud to come back often to speak before the Commission and provide updates on what the Lake Park Kiwanis is doing.

7. Resolution No. 02-01-15 Appointing a Representative to Serve on the Seacoast Utilities Authority Board

Mayor DuBois explained that with Town Manager Sugerman's retirement the Commission would need to appoint a representative to the Seacoast Utilities Authority Board. Vice-Mayor Glas-Castro asked who serves on the board from the other jurisdictions. Town Manager Sugerman explained that out of the five positions, staff members fill four and an elected official fills one.

Motion: Vice-Mayor Glas-Castro moved to appoint Mayor DuBois as the representative to serve on the Seacoast Utilities Authority Board; Commissioner Rapoza seconded the motion.

Vote on Motion:

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

Motion passed 5-0.

8. Update on the Town Manager Selection Process

Human Resources Director Bambi Turner explained the item (see attached Exhibit "E"). She stated that two applications for the interim town manager position were received as of the January 6, 2015 deadline. They submitted their letters of interest and release of information forms. The names of the two applicants are Louie Chapman, Jr. of Delray Beach and Hector A. Rivera, Sr. of Palm City. She explained that the Commission would receive their redacted applications and release of information forms as part of the packet for the January 21, 2015 Commission meeting. She reported that the Human Resources Department has received seven applicants for the permanent town manager position so far and that the deadline for submitting applications for the permanent town manager position is January 16, 2015. She stated that the seven applicants were as follows: Rich Blankenship of Ironton Ohio; Warren Brown of Clyde Ohio; Louie Chapman of Delray Beach Florida; Mark A. Kutney of Wellington Florida; Joseph F. Pennisi of Sanford Florida; Brian J. Redshaw of Sergeant Bluff Iowa; and Hector S. Rivera of Palm City Florida. She explained that the full applications and release of information forms deadline would be January 23, 2015. She proposed to have all the submitted applications and release of information forms to the Commission at their February 4, 2015 Commission meeting. Vice-Mayor Glas-Castro asked if Kurt Bressner has assisted staff in the process. Human Resources Director Turner stated that Mr. Bressner has assisted in the process and would be available to attend the January 21, 2015 Commission meeting if necessary.

Mayor DuBois explained that he had asked the town manager several days ago if the Senior Advisors would serve as Interim Town Managers and was told that they do not offer that service. He stated that the Senior Advisors assist in the process of identifying an interim town manager or permanent town manager, but the members of their organization do not fill those vacancies. Mayor DuBois asked if the two applicants for interim town manager are not acceptable to the Commission, was there an alternative plan. Human Resource Director Turner explained that there was an alternative plan suggested by Kurt Bressner. Mr. Bressner suggested reaching out to the applicants that apply for the permanent town manager position to see if they would be interested in a six-month probationary or trial run period for the permanent position, if the Commission would agree with this arrangement. Mayor DuBois stated that International City/County Managers Association (ICMA) had suggested appointing someone from staff to fill the role of interim town manager. Vice-Mayor Glas-Castro suggested that the Mayor fill the role of interim town manager. Commissioner Flaherty stated that he would support that. Mayor DuBois stated that he wants to exhaust all other opportunities before considering filling the role of interim town manager. Town Attorney Baird stated that the Town Charter does not permit the dual role of Mayor and interim town manager. Mayor DuBois explained that he would have to resign as Mayor during the interim town manager timeframe (and would agree to do so if it were necessary) and the Commission would need to appoint someone to fill the vacancy on the Commission. He stated that in 2012 a staff member filled the role as acting interim town manager until an interim town manager was chosen by the Commission. He explained that he would prefer choosing a staff member to fill the role of acting interim town manager until an interim town manager was chosen. He thanked Human Resource Director Turner for offering to step into the role of interim town manager at a previous meeting, but felt that there would be a conflict of interest since she would have access to applicants' medical records, among

other information. He stated that having the Human Resources Director have the authority to hire and fire during that time and would have put her in a difficult position. Human Resource Director Turner explained that as HR Director she could not consider medical records in the hiring process at all for any position, including the town manager position. Mayor DuBois suggested that if all other options are exhausted that a member of staff be considered. Commissioner Flaherty asked if all the background checks would be completed on the two interim town manager applicants by the January 21st meeting. Human Resource Director Turner stated yes. Mayor DuBois pointed out that the other applicants' background checks would not be completed by January 21st because the permanent town manager position applicant deadline was not until 5:00 pm on January 23rd.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird had no comments.

Town Manager Sugerman explained that there is a scheduled road closure on 10th Street between W. Kalmia Drive and Laurel Drive tomorrow (January 8th) from 9:00 a.m. until 4:00 p.m. The detoured traffic would be routed through the residential neighborhood by way of 9th Street. AT&T is providing fiber optic cable service to a business in the area and there would be intermittent closures as they patch up the road at the end of the project.

Commissioner Rapoza wished everyone a happy and prosperous 2015. She asked to add, for reconsideration by the Commission the topic of how long the town manager is going to stay on as an agenda item for discussion and possible action. Mayor DuBois asked Commissioner Rapoza if she had discussed with the town manger his willingness to stay on beyond January 23rd. Commissioner Rapoza stated that she had not. Mayor DuBois stated that it would be up to the town manager if he were willing to make that offer again. Commissioner Rapoza stated that Commissioner O'Rourke was absent at the last Commission meeting when the discussion of extending the town manager's time was discussed and Commissioner O'Rourke did not have an opportunity to share in the discussion. She felt it would be beneficial to whoever is chosen as the interim town manager if the town manager would stay on. She felt that a full Commission should have been present for such a discussion and decision. She stated, for the record, that she could not in full conscience want to bring in an interim town manager without an appropriate induction based on the experience of our town manager, which is why she has made her comments and would like the town manager to comment on his feelings. Town Manager Sugerman stated that he would be happy to comment if the majority of the Commission felt it was appropriate to do so. Commissioner O'Rourke asked for an opportunity to address the issue before the town manager responded to Commission Rapoza's question and Commissioner O'Rourke stated that it was his belief that they should move forward with the process of hiring an interim town manager and he would not take Commissioner Rapoza's position. He stated that he would take the position that they move on with an interim town manager. Mayor DuBois stated that he was glad that the Commission did not have to put Commissioner O'Rourke in the tiebreaker position, because that is generally the position of the Mayor. Commissioner Rapoza stated that she wanted Commissioner O'Rourke's comments on the topic.

Commissioner Flaherty wished everyone a Happy New Year. He thanked Anne Lynch and Roger Michaud for what they and their organizations do for the community.

Commissioner O'Rourke stated that it was a New Year and the New Year was starting with a bang; the bang being that the Commission was looking for a new town manager. He stated that there are many things that are happening in the Town that can change the direction that they are going in a significant way. He stated that it was very important that they get it right, and that there are some visions that the Commission have for the direction of this great Town for its future. He stated that he looks forward to that challenge. He looks forward to having a town manager come in who would be willing to accept that challenge with them and that he thinks all things are good and they can move forward and have a great New Year in a new direction.

Vice-Mayor Glas-Castro stated that she has several legislative meetings coming up. She asked staff earlier in the day to provide her with the list of priorities and received the minutes. She asked if the Commission could direct staff to place the Town's legislative priorities in a more presentable fashion than the minutes, so she can distribute them during the meetings. The Commission agreed. She stated that everyone has been invited to a Wawa presentation and asked if Wawa had expressed an interest of coming to Lake Park. Town Manager Sugerman stated that staff has not been approached by Wawa.

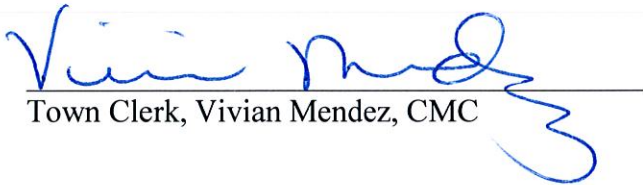
Mayor DuBois stated that he requested that staff send all the Commissioners the North County Intergovernmental meeting agenda. He wished everyone a prosperous New Year. He announced that the Sunset Celebration would be held on January 30th at Lake Shore Park. He announced that the Library would hold its annual book sale on January 24th.

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 8:05 p.m.



Mayor James DuBois



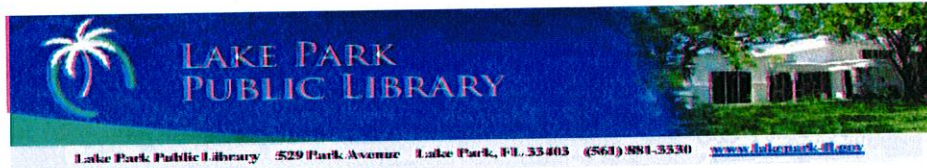
Town Clerk, Vivian Mendez, CMC



FLORIDA

Approved on this 21 of January, 2015

Exhibit "A"



*Mark your calendars!
You don't want to miss these*

**Great events at our
Lake Park Public Library
during January:**

Calling all book lovers!



The ANNUAL **BIG BOOKSALE**

January 24th From 8:45 am - 2 pm

Front lawn, 529 Park Ave, Lake Park *** Parking available on Park Ave in front of the library***

Our annual Friends of Lake Park Public Library book sale is really **BIG** with something for everyone: **Cookbooks, textbooks, children's books, rare and so much more!**

All proceeds benefit our Town Library, so drive up with your pickup or walk up with your wagon to take all of your favorites!



**Don
Brown**



The Friends of The Lake Park Public Library Proudly Presents

The Morphine Dream

By Donald Loring Brown

January 20, 2015 at 6:30 pm - Schuyler Meeting Room

Join us for a Reading and Book Signing with Donald L. Brown
Books will be available for purchase during the event

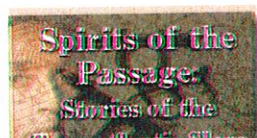
"A most inspirational memoir..." Alan M. Dershowitz, internationally acclaimed author, criminal defense and civil liberties lawyer, and Professor of Law at Harvard Law School (<http://www.brucebrowser.com/node/51396>)

"The story of Brown's life is also slated to be made into a documentary." (Dave Lundgren on <http://empirepress.com/2012/06/author-don-brown-writes-about-waterville-in-new-book/>)



January 20, 6:30 pm, Schuyler room
Seating is limited, so RSVP soon!

LEARN MORE



Come and wander through our
***Mel Fischer Institute exhibit** and
take a step back into time past!



Exhibit "B"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: January 7, 2015

Agenda Item No. 4

Agenda Title: CREATING CODE PROVISIONS FOR FLEXIBLE LAND DEVELOPMENT REGULATIONS.

- Special Presentation/Reports, Board Appointment, Public Hearing Ordinance on 2nd Reading, New Business, Other, Consent Agenda, Old Business.

Approved by Town Manager [Signature] Date: 12/18/14

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 16-2014, Copy of Legal Ad), Advertised (Date: 12-28-2014), and notification requirements.

Summary Explanation/Background:

TOWN COMMISSION (12/17/14 - 1st Reading): APPROVED 4-0.

Over the past few months, staff has been reviewing several projects for new developments and redevelopments within the Town. Staff has also had the privilege of attending several economic development meetings with its North County partners. In light of the economic upturn, an analysis of the Town Code and its flexibility (or lack thereof) was performed. While the Town's Land Development Code was developed over the last 40 plus years and of course, has also been modified throughout this lengthy timeframe, the Town is now over 90% built-out. While staff is concurrently in discussion on a project that would update/modernize the permitted uses allowed within the various zoning districts in order to eliminate inconsistencies and antiquated language in the Code, it is important that the Code provide some flexible land development regulations

for those seeking to develop or redevelop on lots that exemplify unique conditions. While variance or waiver applications will continue to be available to applicants, in an effort to more appropriately account for the Town's current conditions; provide business-friendly initiatives; and promote economic development through a systematic, fair, simple and more practical development standard(s) alternative, staff is proposing a new Code Section entitled: "Flexible Land Development Regulations " AND modifications to the existing "Architectural Design Guidelines" as it relates to parcels located along industrial corridors.

THESE ACTIONS ARE BEING PRESENTED AS TWO SEPARATE ORDINANCES.

An initial discussion, in the form of a workshop item, related to the Flexible Design Standards occurred at the September 8 Planning & Zoning Board meeting. At this meeting, the overall concepts were presented for discussion and staff received some excellent feedback from the Board members. This feedback included possibly incorporating minimum requirements as well as exploring a standardized percentage waiver approach which staff incorporated in the proposed language. The Town Attorney was also very helpful in providing some useful examples from the Town of Jupiter. While other municipalities were researched as well, every municipality seems to use slightly different approaches due to the unique layouts and configurations found throughout Palm Beach County. A second Planning & Zoning Board meeting on this topic was held on December 17, 2014. At this official public hearing, the Planning & Zoning Board members discussed the proposed code sections and provided language modifications aimed to make certain proposed sections more clear, all of which have been incorporated in the proposed Ordinances. A recommendation of approval was unanimously approved by the Board.

Staff believes this "flexible" land development regulation approach (which can also be referred to as indirect incentivizing), should be granted to our entire non-residential development and redevelopment area and that this can be accomplished comprehensively given our rather smaller 2.5 square mile Town size and relatively similar parcels that are both smaller in size and for those that are built-out, in a non-conforming status as it relates to building setbacks; landscape buffer widths and planting; and off-street parking.

Staff is specifically proposing an administrative approval process which would provide relief from certain land development regulations for parcels that are up for development or redevelopment in non-residential areas.

The first area of focus is **BUILDING SETBACKS**. Various commercial/industrial zoning districts have building setbacks which range on average at about 25 feet from the front property line; 15 feet on the side; and 7 feet at the rear. The ordinance proposes a maximum 20% reduction for lot sizes less than 1.0 acre or for parcels with topographic limitations (to facilitate the design and development or redevelopment of these parcels).

Secondly, a maximum 20% reduction, for parcels 1.0 acre in size or less, of off-street parking spaces if a parking needs analysis is submitted; OR an adaptive re-use along with a parking needs analysis being submitted (for example, an older warehouse is converted to a lofty office space); OR an addition to an existing site is proposed whereby the proposed addition meets the parking requirements, but the existing structure's operation retains the existing parking spaces even if they are less than the current code requirement. As it relates to off-street parking, the proposal also requires a minimum of 5 parking spaces on site at all times.

Thirdly, landscape buffer widths and the actual plantings within these landscape buffers would also be modified. The intent is to be able to administratively waive, for lot sizes 1.0 acre or less, up to 20% of the landscape buffer width, along with the number of plantings, if they interfere with certain public agency, or public or private utility requirements. However, a minimum 6 foot buffer width will always be required per the proposed language to ensure an adequate width for planting. For example, the current front property line landscape buffer width requirement is 15 feet. If the maximum is applied, it would reduce the width to 12 feet through this administrative process. Alternately, the interior lot landscape buffer width requirement is 8 feet, which would reduce it to just over 6 feet if the maximum 20% reduction is applied through this administrative process. It is important to note that if this process is used, a variance cannot be applied for under the same code section. If an applicant is able to meet the variance criteria and prefers to go the variance route, which will require the public hearing process, this will always remain an option. Additional conditions of approval and/or mitigation will be applied at staff's discretion if the administrative waiver process is selected.

In conclusion, the key takeaways for the Flexible Development Standards proposal are... MAXIMUM 20% reduction; MAXIMUM 1.0 acre parcel size; with minimum standards for off-street parking and landscape buffers.

The proposed Ordinance is enclosed.

Recommended Motion: I move to ADOPT Ordinance 16-2014 on second reading.



Exhibit "C"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: January 7, 2015

Agenda Item No. 5

Agenda Title: MODIFICATION TO THE ARCHITECTURAL DESIGN GUIDELINES IN THE TOWN CODE FOR NONRESIDENTIAL BUILDINGS.

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

Approved by Town Manager D&S Date: 12/18/14

Nadia Di Tommaso / Community Development Director
Name/Title ND

Originating Department: Community Development	Costs: \$ Legal Ad Funding Source: Town Clerk Acct. #106-48100 <input type="checkbox"/> Finance _____	Attachments: → Ordinance 17-2014 (Architectural Design Guidelines) → Copy of Legal Ad
Advertised: Date: 12-28-2014 Paper: <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone OR Not applicable in this case ND Please initial one.

Summary Explanation/Background:

TOWN COMMISSION (12/17/14 – 1st Reading): APPROVED 4-0, adding Park Avenue Extension Road to Section 78-333 (2) and (3)(c).

Over the past few months, staff has been reviewing several projects for new developments and redevelopments within the Town. Staff has also had the privilege of attending several economic development meetings with its North County partners. In light of the economic upturn, an analysis of the Town Code and its flexibility (or lack thereof) was performed. While the Town's Land Development Code was developed over the last 40 plus years and of course, has also been modified throughout this lengthy timeframe, the Town is now over 90% built-out. While staff is concurrently in discussion on a project that would update/modernize the permitted uses allowed within the various zoning districts in order to eliminate inconsistencies and antiquated language in the Code, it is important that the Code also provide some flexible land development regulations for those seeking to develop or redevelop on lots that exemplify unique conditions. While variance or waiver applications will continue to be available to

applicants, in an effort to more appropriately account for the Town's current conditions; provide business-friendly initiatives; and promote economic development through a systematic, fair, simple and more practical development standard(s) alternative, staff is proposing a new Code Section entitled: "Flexible Land Development Regulations" AND modifications to the existing "Architectural Design Guidelines" as it relates to parcels located along industrial corridors.

THESE ACTIONS ARE BEING PRESENTED AS TWO SEPARATE ORDINANCES.

In addition to the flexible land development regulations presented under a separate ordinance as a business-friendly, economic development tool, staff is also taking this opportunity to address certain architectural design guidelines, ALREADY IN EXISTENCE IN THE TOWN CODE, for internalized industrial parcels. Specifically, for those parcels located along 10th Court, 12th, 13th, 14th, 15th Streets, Brant Road, Miller Way, Newman Road, Joule Road, Kinetic Road, Gateway Road, South Killian Drive, and North Killian Drive. Staff is proposing, from a feasible and reasonable development and redevelopment standpoint of course, given their internalized industrial-type location and uses, that the use of certain materials such as wood that is stained or painted, metal siding that is vinyl-coated or otherwise coated, glass window systems and fluted block that is split and scored or ribbed, are permitted along the facades, as long as 25% of the façade for buildings fronting Old Dixie Highway, Watertower Road, Park Avenue Extension Road and Silver Beach Road, incorporate additional preferred exterior materials as listed in the proposed ordinance.

Additionally, staff is proposing flexibility for these same parcels, to the applicability of blank walls (WITH THE EXCEPTION OF FRONT WALLS) such that side and rear walls within these areas measuring less than 100 feet in length, that are used primarily for garage bay door access, are exempt from adding additional decorative features other than variation in color and material as required by other sections of the architectural design guidelines.

Finally, the Code currently requires two roof offsets, one which is required to be located on the front façade. Staff is proposing that these same parcels, shall be permitted to provide a minimum of one front façade roof offset (i.e. vertical change), with the exception of corner lots that are required to incorporate an additional roof offset along the side street façade.

In conclusion, while staff was modifying the various sections of this Chapter, it also took advantage and cleaned up the Applicability section in Section 78-330 of these Architectural Design Guidelines so that the language is more consistent and that the REPAINTING OF NONRESIDENTIAL BUILDINGS would also be subject to the Building Color and Finish provisions of the Architectural Design Guidelines in order to protect the aesthetic integrity of our commercial/industrial corridors. Currently, nonresidential buildings that are simply repainting, can paint the exterior ANY color, per the existing code requirements.

In conclusion, the Town of Lake Park is fortunate to have a variety of corridors ranging from residential, commercial and industrial. The Town's existing architectural guidelines, both in our general code and along Northlake Boulevard, provide increased aesthetic requirements for what are intended to be commercial developments along our main commercial corridors. In order to promote development and redevelopment along highly-industrial, internalized corridors within the Town, staff is also proposing the relaxation of the architectural design standards aforementioned, that are otherwise impractical and financially unreasonable and consequently, hinder the likelihood of development or redevelopment within these specified areas. The proposal still aims to preserve the aesthetic integrity throughout the entire Town given the additional architectural design standards that are already in existence in the code.

Recommended Motion: I move to ADOPT Ordinance 17-2014 on second reading.



Exhibit "D"

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: January 7, 2015

Agenda Item No. 6

Agenda Title: A REQUEST FROM THE EVENT ORGANIZERS OF THE LAKE PARK PIRATE'S FEST TO WAIVE PARKING METER FEES ON THE EVENT DAY.

- Checkboxes for SPECIAL PRESENTATION/REPORTS, BOARD APPOINTMENT, PUBLIC HEARING, NEW BUSINESS, OTHER, CONSENT AGENDA, OLD BUSINESS.

Approved by Town Manager [Signature] Date: 12/18/14

Nadia Di Tommaso / Community Development Director [Signature]

Table with 3 columns: Originating Department (Community Development), Costs (0), Attachments (Copy of Special Event Application), Advertisized (N/A), and notification details.

Summary Explanation/Background:

A special event permit application was submitted by Larry Marble and the Lake Park Kiwanis on December 2, 2014 to the Community Development Department for holding an event they are calling the Lake Park Pirate's Fest.

It is also important to recognize that this event is proposing live entertainment throughout the event day from 10am to 7pm. The Code exempts public performances being conducted in conjunction with a special event permit under Section 10-161(2) from meeting the noise levels in the noise ordinance.

<u>REQUESTED CATEGORY</u>	<u>VALUE</u> <i>(monetary or other)</i>	<u>APPLICANT REQUEST</u>	<u>NOTES</u>
Parking Meters (Tennis Court Lot; Lake Shore Lot; Greenbriar Drive; Foresteria Drive)	<i>(potential MAX value)</i> \$114 per hour for 9 total hours = \$1,026 at FULL capacity throughout the entire event.	WAIVE ALL FEES, ALL DAY	<i>*please note that the operating hours for the parking meters are 6am - 8pm, even though the event hours are from 10am-7pm. Greenbriar Drive (30); Foresteria Drive (19); Lakeshore Lot (42); Tennis Court Lot (23)</i>
<p><u>TOTAL:</u> Potential Revenue Loss During Event Hours (assuming parking meters are utilized at full capacity) = <u>Parking Meters:</u> \$1,026</p>			



* COI & copies of ^(alcohol) permits not yet received
* signage ^(visuals) _(+ permit) not yet received

DATE/TIME RECEIVED:
COMMUNITY DEVELOPMENT
DEC 02 2014

**TOWN OF LAKE PARK
COMMUNITY DEVELOPMENT DEPARTMENT
SPECIAL EVENT PERMIT APPLICATION**

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

Instructions:

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

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

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

(If applicable)

Name of Applicant (i.e. Event Organizer):

LARRY MARBLE 537-0555 LAKE PARK KIWANIS
ROGER MICHAUD - 512 3914

Name of Event:

LAKE PARK PIRATE FEST

Address/Location of Event:

LAKE SHORE PARK (Requesting that parking meters are waived): Greenbriar / Lakeshore / Tennis Court Lot

If this Event requires a Town facility rental, please contact our Parks and Recreation Department at 561-881-3338 regarding the completion of the Facility Usage Application **PRIOR** to submitting this application.

(request made 12-16-14)

Dates/Times of the event (as applicable):

	Date	Day		Begin Time	End Time
Event Day 1	1/31	SAT	10	() AM () PM <u>7</u>	() AM () PM
Event Day 2				() AM () PM	() AM () PM
Event Day 3				() AM () PM	() AM () PM
Event Day 4				() AM () PM	() AM () PM
Event Day 5				() AM () PM	() AM () PM
Event Day 6				() AM () PM	() AM () PM

Additional Applicant Information:

Name: JOHNNY RINGO SMITH LAKE PARK KIWANIS

Address: 1084 RAINTREE DR. ROGER MICHAUD

State/Zip: PBKE, FL, 33410 LAKE PARK, FL.

CONTACT PHONE: 561 633 2041 561 512 3914

Alternate Phone # _____

Fax: _____

E-mail: PIRATEHEADS@YAHOO.COM

Description and Purpose of the Event

Estimated number of participants? 5000

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

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

Will there be an admission fee for the Event? If yes, how much? Yes _____ (\$) No

DONATIONS ACCEPTED

****THE FOLLOWING SECTIONS MAY NOT APPLY TO
NON-COMMERCIAL EVENTS****

Will your event require road closure? Yes ___ No X

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

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

- Road closure
- Electric service hook-up required
- Water service hook-up required
- Sidewalks blocked
- Municipal park(s) prepared
- Booths or other temporary structures
- Parking lots to be partially or completely closed
- Food Vendors
- Town litter pick-up or street sweeping
- Tents (if yes, describe type and size 10x10)
- Barricades ordered
- Alcohol served
- Security/Law Enforcement
- Music, bands, DJ
- Rides or other amusements
- Animals
- Fireworks
- Food Vendors
- Bleachers
- Designated parking area
- Town Restroom (if yes, please describe _____)
- Portable Restrooms (if yes, please describe _____)
- Dumpsters/Trash Receptacles
- Portable stage
- Other (e.g., bounce house, etc.)

EVENT VENDOR(S) LIST ALL NAMES

KP CONFESSIONS _____

Will the event require the use of electricity? Yes No

Will the event require water hook-up? Yes No

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

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

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

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

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

**Will alcoholic beverages be served? Yes No

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

***Are you proposing signage? Yes No

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

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

(FOR OFFICE USE ONLY)

SIGNATURES/APPROVALS:

Please Sign and Date

✓ **PARKS & RECREATION DIRECTOR:** *(If applicable)*

DATE: _____

✓ **PUBLIC WORKS DIRECTOR:**

DATE: _____

MARINA DIRECTOR: *(If applicable)* N/A

DATE: _____

✓ **PALM BEACH COUNTY SHERIFF:**

DATE: _____

✓ **PALM BEACH COUNTY FIRE-RESCUE:**

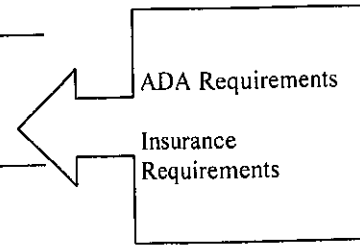
DATE: _____

✓ **RISK MANAGEMENT:** *(If applicable)*

DATE: _____

✓ **CODE COMPLIANCE OFFICER:**

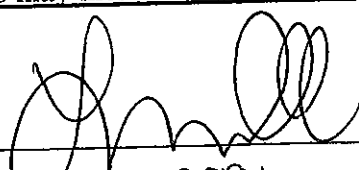
DATE: _____



COMMUNITY DEVELOPMENT DIRECTOR:

DATE: _____

Additional Comments (reviewers may include attachments):

APPLICANT SIGNATURE: 

APPLICANT PRINTED NAME: LARRY MARBLE

DATE: 12/2/14

Lake Park Pirate Fest

LAKE PARK SEAFOOD & WILD FISH FEST 2014

2015

Bars

VIP Area

Portalets

Bounce Houses



Google Earth

Eye at 1325 ft

26°47'53.55" N 80°03'09.25" W 0 ft

Imagery Date: 3/21/2011 1995



Exhibit "E"

Town of Lake Park Town Commission


Agenda Request Form

Meeting Date: January 7, 2015

Agenda Item No. 8

Agenda Title: Update on the Town Manager Selection Process

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

Approved by Town Manager  Date: 12/22/14

 Name/Title HUMAN RESOURCES DIRECTOR

Originating Department: Human Resources	Costs: \$ 256.00 (cost of the ICMA advertisement) Funding Source: Acct. # 105-48100 <input checked="" type="checkbox"/> Finance <u>BKR</u>	Attachments: Copy of Advertisement for the Town Manager Position; and, copies of email exchanges between the Town Manager and Kurt Bressner of ICMA/FCCMA
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <u>BMT</u> Please initial one.

Summary Explanation/Background:

At its December 17, 2014 meeting, the Town Commission directed that staff provide a tentative schedule for the recruitment of the next Town Manager. Such tentative schedule is as follows:

- **12/18/2014 – Prepare advertisement and Town profile:**
 - Staff prepared the advertisement for this position pursuant to Commission direction at its December 17, 2014 meeting, and on December 18, 2014 submitted it to the following sources (a copy of the advertisement is attached for ease of reference):
 - Town of Lake Park website
 - Town of Lake Park Cable Channel 18
 - Florida League of Cities (FLC), which includes the Florida City/County Management Association publications, the FLC eNews (formerly the Datagram), and Ken Small's CMs
 - Palm Beach County League of Cities
 - International City/County Management Association (ICMA), which includes the ICMA Newsletter, Job Opportunities and the ICMA Career Network
 - Career Source
 - Job Spider website as well as other free websites
- **1/7/2015:**
 - Commission to identify the qualities it would like the new Town Manager to possess; Florida City/County Management Association (FCCMA) Senior Advisors to provide proposed interview questions to the Commission based upon such qualities.
- **12/18/2014 to 1/16/2015:**
 - Timeline for receipt of the Release of Information and Contact Information Form, current resume and cover letter from applicants
- **1/23/2015:**
 - Deadline for receipt of the full Employment Application
- **2/04/2015:**
 - FCCMA Senior Advisors to identify 10 – 12 semi-finalists at a public meeting; Commission to identify 5 – 7 finalists for interviews from among this list
- **2/5/2015:**
 - HR Dept. to commencing full criminal and employment background checks, degree verifications, credit checks, media checks, litigation checks, and telephone employment reference checks on each finalist to be interviewed
 - HR Dept. to work with the Commission in scheduling the date for interviews of each finalist which will consist of individual interviews of each finalist with each member of the Commission in the morning, and public interview of each finalist by the Commission in a public meeting. The day will conclude with a reception to provide the community with the opportunity to meet and interface with each finalist.

- **2/10/2015:**
 - HR Dept. will confirm the interview date with each finalist and make all necessary travel arrangements.
- Once the interviews have been completed and the Commission has identified the final candidate, it will direct the Town Attorney to commence employment contract negotiations and establish the start date.

The Commission also directed that staff provide a listing of the proposed qualities it would like the new Town Manager to possess. Such proposed qualities are as follows¹:

- Consensus builder
- Decisive; good judgment
- Excellent communicator to the public, employees, Commissioners
- Honest, ethical, moral
- Willing to work whatever hours are needed
- Outstanding leadership skills
- Keeps composure at all times
- Sensitive to others' needs and positions
- Keeps current on Town/County projects
- Willingness to be innovative
- Available
- Timely executes Commission policy
- Treats everyone with respect; even-handed
- Cooperates with other governments
- Recruits and retains competent staff
- Decentralized management style, but holds people accountable
- Believes in strategic planning
- Ambassador for the Town/county
- Outgoing, confident, positive, proactive, approachable
- Good listening skills
- Demands accountability, and willing to be held accountable
- Strong knowledge of municipal government
- Good presentation skills
- Understanding of the municipal budget process
- Verifiable documentation that the applicant meets the minimum qualifications required for the position
- Completeness of the application submittals

1. The first 21 qualities are proposed by the FCCMA. The last five qualities were proposed by staff during the 2012 Town Manager search.

The Commission also directed that a letter to FCCMA be prepared and that their response be included as part of this agenda item. Attached are copies of the email exchanges between Town Manager Dale Sugerman and Kurt Bressner, International City/County Management Association and FCCMA Florida Senior Advisor Coordinator, who will take the lead on this recruitment project which will suffice in this regard.

Recommended Motion: There is no recommended motion as the purpose of this agenda item is to provide an update on the Town Manager selection process.



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting Immediately
Following the CRA Meeting
Wednesday, January 7, 2015
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 17, 2014 Tab 1

2. Authorizing a Three Month Extension to the Current Landscape Maintenance Contract with Chris Wayne and Associates for the Lake Park Harbor Marina Tab 2

3. Resolution No. 01-01-15 Adopting the 2015 Revised Unified Palm Beach County Local Mitigation Strategy Plan Tab 3

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

- G. PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:
 4. Ordinance No. 16-2014 Creating Code Provisions for Flexible Land Development Regulations Tab 4

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 78 OF THE TOWN CODE TO CREATE A NEW ARTICLE XI ENTITLED “FLEXIBLE LAND DEVELOPMENT REGULATIONS”; PROVIDING FOR A PURPOSE AND INTENT; PROVIDING THE COMMUNITY DEVELOPMENT DIRECTOR WITH THE ADMINISTRATIVE AUTHORITY TO WAIVE CERTAIN ZONING REGULATIONS TO FACILITATE ECONOMIC DEVELOPMENT AND REDEVELOPMENT IN THE TOWN; PROVIDING FOR CODIFICATION; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

 5. Ordinance No. 17-2014 Modification to the Architectural Design Guidelines in the Town Code for Nonresidential Buildings Tab 5

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 78, ARTICLE XI, ENTITLED “ARCHITECTURAL DESIGN GUIDELINES FOR NONRESIDENTIAL BUILDINGS” AND RENUMBERING ARTICLE XI AS XII; PROVIDING FOR THE AMENDMENT OF SECTION 78-330 ENTITLED “GENERAL PROVISIONS”; AMENDING SECTION 78-333 ENTITLED “BUILDING FAÇADE AND ELEVATION”; AMENDING 78-337 ENTITLED “PREFERRED ROOF MATERIALS AND STYLES”; PROVIDING FOR CODIFICATION; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

H. NEW BUSINESS:

- 6. A Request from the Event Organizers of the Lake Park Pirate's Fest to Waive Parking Meter Fees on the Event Day** **Tab 6**
- 7. Resolution No. 02-01-15 Appointing a Representative to Serve on the Seacoast Utilities Authority Board** **Tab 7**
- 8. Update on the Town Manager Selection Process** **Tab 8**

I. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

J. ADJOURNMENT

Next Scheduled Regular Commission Meeting will be held on Wednesday, January 21, 2015