



Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, March 4, 2015, 6:40 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, March 4, 2015 at 6:40 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Michael O'Rourke and Kathleen Rapoza, Interim Town Manager Bambi Turner, 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 February 18, 2015.**

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.

NOMINATION FOR BOARD MEMBERSHIP:

- 2. Martin Schneider – Nomination for Re-Appointment to the Planning and Zoning Board as a Regular Member.**

Motion: Commissioner Rapoza nominated Martin Schneider for re-appointment to the Planning and Zoning Board; Vice-Mayor Glas-Castro seconded the nomination.

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 – QUASI-JUDICIAL HEARING :

3. Resolution No.07-03-15 An application by RaceTrac Petroleum Inc., for the Special Exception Use and Site Plan Approval of a Gas Station with 5,928 Square Foot Convenience Store.

The members of the Commission made the following ex-parte communication disclosures:

Commissioner Rapoza had no ex-parte communications to disclose.

Commission O'Rourke had no ex-parte communications to disclose.

Commissioner Flaherty had no ex-parte communications to disclose.

Vice-Mayor Glas-Castro disclosed that she met with the applicant.

Mayor DuBois disclosed that he spoke with the applicant.

Town Attorney Baird sworn in all of the witnesses.

Community Development Director Nadia DiTommaso explained the item (see attached Exhibit "A").

Mr. Dan Brown of RaceTrac Petroleum Inc. gave a brief overview of the project. Commissioner Flaherty asked for clarification regarding the proposed blue stripe above and below the canopy and would that blue stripe run all along the gas pumps. Mr. Brown explained that the blue stripe is along the canopy façade. He pointed out that there is a white stripe along the red façade and there is a blue trim around the white stripe as backlighting, so the blue light is not on the actual canopy, but a panel. Commissioner Flaherty asked if they intended to place LED lighting in the blue stripe, or will each stripe have its own lighting. Mr. Brown explained that it is a blue stripe with an LED panel. Attorney Gary Brandenburg explained that the white stripe is not lit, but has the LED lighting around it. He explained that the Planning and Zoning Board had expressed concerns with the potential glare the light around the white stripe would cause on the street. Attorney Brandenburg explained that by using the LED lighting it would not shine onto the street, so drivers would not experience a glare. Vice-Mayor Glas-Castro stated that she noticed that there was a seating area outside of the establishment and expressed concern that patrons purchasing beer would be sitting outside the establishment to consume alcohol. Mr. Brown explained that there is no alcohol consumption allowed on

the premises and employees would ask those loitering to leave the premises. The seating area was designed for those that wish to eat and drink their purchased meals. Attorney Brandenburg stated that signs could be posted that consumption of alcohol is prohibited on the premises.

Mayor DuBois expressed concern with the silt filter being used for stormwater drainage. He asked if all the stormwater drains directed toward retention areas. Erik Juliano with Bowman Consulting explained that all the inlets eventually go to the onsite dry retention treatment ponds, which then the water gets treated before entering the main retention pond. Mayor DuBois asked if there is a permanent silt trap, or permanent silt separator. Mr. Juliano explained that the treatment would be provided in the dry retention ponds. Mr. Brown expanded the explanation regarding the protective measure taken to prevent petroleum from spilling into the stormwater drainage system.

Mr. Juliano explained that he has a design for a different type of baffle box if the Commission were interested in viewing it. Attorney Baird stated that if the Mayor's intention were to add a condition, then he should state what that condition is and the maker of the motion can add or remove that condition from their motion.

Mr. Tom Hardy with RaceTrac Petroleum Inc. explained that he understood the Mayor's concern with water quality issues, but more maintenance would be necessary to include a higher level of baffle box or filtration system, which would cause them to redesign the plan in order to accommodate the request. He stated, however, that they could satisfy the Mayor's concerns by implementing water quality control measures, which they could work on with staff. Mayor DuBois stated that he has provided staff with information regarding this issue and they could work with staff to implement the change. Commissioner O'Rourke asked for clarification in what the Mayor would like included in the motion. Mayor DuBois explained that he would like stormwater catching baffle boxes including oil absorbents materials to be changed to manufacture specification. Commissioner O'Rourke expressed concern with alcohol consumption on the premises. He stated that he would like to include a condition that signs prohibiting alcohol consumption on the premises be installed.

Public Comment:

None

Public Comment Closed:

Motion: Commissioner O'Rourke moved to approve Resolution 07-03-15 including the conditions stated in the Resolution with additional conditions that would include signs being posted advising that onsite consumption of alcoholic beverages are prohibited and the additional condition added by the Mayor regarding stormwater catch baffle boxes be included for oil absorbent materials and not support conditions 20, 21, and 22; Commissioner Flaherty seconded the motion.

Vice-Mayor Glas-Castro expressed concern with the Planning and Zoning Board conditions not being included in the motion. Mayor DuBois explained that he does not support the Planning and Zoning conditions. Commissioner O'Rourke clarified that his

motion was to accept the applicant's explanations to each of the concerns expressed by the Planning and Zoning Board.

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 HEARING(S) – ORDINANCE ON FIRST READING:

None

PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:

None

NEW BUSINESS:

4. Resolution No. 08-03-15 Authorizing the Mayor to Sign a First Amendment to Site Lease with Options with R G Towers LLC for the Placement of a Stealth Telecommunications Towers at the Lake Park Harbor Marina.

Town Clerk/Deputy Town Manager Vivian Mendez explained the item (see attached Exhibit "B").

Public Comment Opened:

Diane Bernhard – 301 Lake Shore Drive expressed concern that residents were not notified of the project and health concerns with a stealth tower so close to residents. She also expressed a concern with how the tower would look at the Harbor Marina.

Public Comment Closed:

Holly Valdez, Vice-President of Operations with R G Towers, LLC explained that notification would be sent to residents during the public hearing process. She stated that anyone that has safety concerns are referred to FCC.gov. She stated that the ground equipment would be shielded with fencing and landscaping. Commissioner Flaherty asked if generators would be installed. Ms. Valdez stated that no generators would be installed. Commissioner Flaherty asked for clarification regarding the height of the tower and the expansion of the tower. Ms. Valdez explained that no additional space would be encroached and if an antennae would need to be changed the antennae is on the inside of the stealth tower so it would not be visible. Vice-Mayor Glas-Castro asked how big would the utility boxes be. Ms. Valdez explained that the cabinet is 3 feet by 3 feet. Mayor DuBois clarified that we are not cost-sharing, we are revenue-sharing on the tower. He asked who would maintain the flags on the tower. Scott Richards with R G Towers explained that they would be responsible for maintaining the flags on the tower. Mayor DuBois asked if they had any recent studies on the health concerns. Mr. Richards provided the FCC.gov website as a resource. Mayor DuBois asked if the request for additional ground space would be adequate for all the additional co-locators. Mr.

Richards stated that future co-locators would need additional ground square footage, and they would need to come back before the Commission to request the additional square footage space.

Motion: Commissioner Rapoza moved to approve Resolution 08-03-15; Vice-Mayor Glas-Castro seconded the motion.

Vice-Mayor Glas-Castro expressed concern that the utility boxes would be visible at the Marina due to its location. Mayor DuBois explained that the fence would be screened in faces north. Commissioner O'Rourke stated that he is against this project. He stated that the Marina is a gem to this community and was not sure that for \$3,000 a year it would be worth affecting the ascetics or the possible future growth of the Marina by installing a stealth tower. He urged the Commissioners to also take that position. Mayor DuBois stated that with all due respect it was \$36,000 of based income a year on one user and that there was the potential for three more users on the tower and a significant generator of income with four users. Commissioner O'Rourke expressed concern with the placement of the tower at the Marina. Mayor DuBois stated that if there were an opportunity for signage on the tower it would also be a great asset to the Town. Commissioner Rapoza asked the Commission to consider the location of the Tower as ideal for safety and risk management purposes. Mayor DuBois suggested that the item be approved because it is the beginning of the revenue streaming for the Town. He explained that if it were the desire of the Commission to deny the project, they would have that opportunity during the site plan process. Commissioner Flaherty asked if the funds generated go to the Marina Enterprise Fund or the General Fund. Finance Director Blake Rane stated that the funds would go to the Marina Enterprise Fund. Vice-Mayor Glas-Castro expressed concern that the original project was not originally presented in a way that the Commission would understand that R G Towers LLC would be coming back to request additional square footage. She stated that she was not driven by revenues. Mayor DuBois stated that he was expecting that the project would come back when co-locators would be needed.

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 3-2.

5. Selecting a Date for the Volunteer Recognition Reception

Town Clerk Mendez explained the item (see attached Exhibit "C").

Motion: Commissioner O'Rourke moved to set the Volunteer Recognition Reception date as Friday, May 1, 2015 and a donation of \$250.00 be given to Artist of Palm Beach County Art on Park Gallery; 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.

6. Waiving the Parking/Meter Fees for the Easter Egg Hunt on April 4, 2015 and Closing the Curb Lane to be used for Parking on Park Avenue.

Mayor DuBois explained the item (see attached Exhibit "D").

Motion: Commissioner O'Rourke moved to approve waiving the parking meter fees for the Easter Egg Hunt on April 4, 2015 and closing the curb lane to be used for parking on Park Avenue; 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.

7. Update on Town Manager Selection Process.

Interim Town Manager Turner explained the item (see Exhibit "E").

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird had no comments.

Interim Town Manager Turner updated on the Seacoast Utility Authority situation. She stated that out of the six properties that were affected, only two families have been able to return to their home. Seacoast would continue to accommodate the families displaced from their homes. She explained that the contract with the Lobbyist firm of Gomez Barker expired on February 28, 2015. She explained that the summer camp enrollment had begun and two children had already been enrolled into the program. She announced that the Easter Egg Hunt would take place on Saturday, April 4, 2015 in Kelsey Park from 9:00 a.m. until 11:00 a.m. The Recreation Manager was looking for volunteers to assist with the event. She announced that the next Sunset Celebration would take place on Friday, March 27, 2015 at Lake Shore Park.

Commissioner O'Rourke thanked Matt Wilander, a seven time Grand Slam Tennis Champion for making an appearance at the Haitian Church. He asked if the Sunset Celebration vendor forms had an inclement weather clause. Interim Town Manager Turner explained that staff was currently working on that language.

Commissioner Rapoza asked if the Commission had submitted nomination applications for Citizen of the Year, or Volunteer of the Year, with the Northern Palm Beach Chamber of Commerce. She asked if the Commission would be interested in nominating members of the community. The Commission asked staff to bring back the nomination applications to the next Commission meeting. She asked Attorney Baird how the Town could allow a business to not pay their sanitation bill and still be in business. Attorney Baird stated that that was an administrative decision. Commissioner Rapoza asked if something could be done in the future to avoid this type of situation from occurring. Attorney Baird stated that the restaurant is in bankruptcy court now and the Town would be restricted on recovering fees. He explained that the Town could file a claim with the court and seek to recover whatever the courts award the debtors. Interim Town Manager Turner explained that the Chapter 11 bankruptcy case was dismissed on February 2, 2015. She stated that a notice has been sent to the restaurant notifying them that they have 30 days to pay the outstanding balance or their dumpster would be pulled.

Commissioner Flaherty asked if the Commission would review the Town Manager contract template. Interim Town Manager Turner explained that the item would be on the March 18, 2015 agenda. Commissioner Flaherty apologized to Mr. Rick Goodsell for not responding in a timely manner to his email regarding the stamped concrete. He stated that the dance studio on Park Avenue called Dance Tonight offered affordable rates for dance classes for children ages 3-6 and 7-10.

Vice-Mayor Glas-Castro had no comments.

Mayor DuBois explained that Florida Power and Light representatives, along with many volunteers visited Lake Park Elementary and cleaned the grounds. He stated that it was a great event. He explained that he attended the funeral service for North Palm Beach Councilman Bill Manuals. He asked the Commission to consider sponsoring a child to attend this year's Summer Camp program. He stated it would cost each Commissioner about \$125 to sponsor one child. He apologize for not responding to Mr. Goodsell's emails. He reminded everyone to change the clocks this weekend for Daylight Savings time. He announced that Lake Park Elementary would be hosting their annual Field Day at Kelsey Park on March 11 and March 12, 2015.

Commissioner Flaherty welcomed Town Manager candidate Robert Kellogg for attending the Commission meeting.

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 8:33 p.m.

Mayor James DuBois

Town Clerk, Vivian Mendez, CMC

Town Seal

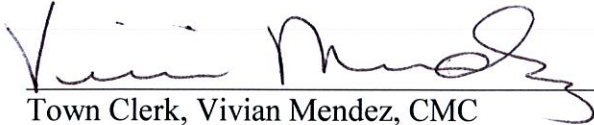
Approved on this _____ of _____, 2015

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 8:33 p.m.



Mayor James DuBois



Town Clerk, Vivian Mendez, CMC



Approved on this 18 of March, 2015



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 4, 2015

Agenda Item No. 3

Agenda Title: AN APPLICATION BY RACETRAC PETROLEUM INC., FOR THE SPECIAL EXCEPTION USE AND SITE PLAN APPROVAL OF A GAS STATION WITH 5,928 SQUARE FOOT CONVENIENCE STORE.

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON ___ READING
- RESOLUTION – PUBLIC HEARING/QUASI-JUDICIAL
- OTHER

Approved by Town Manager *[Signature]* Date: 2/20/15

Nadia Di Tommaso / Community Development Director
Name/Title *[Signature]*

Originating Department: Community Development	Costs: \$ Required advertisement and certified mail Funding Source: Applicant ("RaceTrac Petroleum, Inc.") Acct. # 4758 <input checked="" type="checkbox"/> Finance <u><i>[Signature]</i></u>	Attachments: → Staff Report → Resolution 07-03-15 → Copy of Applications → Copy of Legal Ad and Certified Letter → Site Plan Package – <i>available in the drop box and in paper format in the Community Development Department.</i>
Advertised: Date: 01-18-2015 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 <u>ND</u> – see <i>notation in costs field</i> OR Not applicable in this case _____ Please initial one.

Summary Explanation/Background:

RaceTrac Petroleum, Inc. ("Applicant"), is proposing to develop a gas station with a 5,928 square foot convenience store within Tract B of the Congress Business Park Planned Unit Development (PUD) ("the Site"). The Site is currently owned by Congress Avenue Properties ("Owner"). The Applicant has a contract to purchase the Site from the Owner and has submitted Applications for a Site Plan and the Special Exception Use of a gasoline station.

The Site has a "Commercial/Light Industrial" future land use designation and is within the Congress Business Park PUD Zoning District. The Site has an underlying Commercial-2 Business District (C-2) zoning designation. The C-2 designation allows "gasoline and other motor fuel stations" as special exception uses.

Section 78-77(1)(g)(3) of town code states that the uses which are permitted within a PUD include those which are listed in the underlying zoning district. A gas station is listed as a special exception use in the C-2 underlying zoning district per Section 78-72 of the Town Code.

Both applications, the special exception use and the site plan, were reviewed pursuant to the town code criteria for special exception uses and requirements for site plan review and have met the town code criteria and requirements. The enclosed staff report includes a detailed description of the criterion and requirements.

The Planning & Zoning Board (P&Z) reviewed the applications at its February 2, 2015 meeting and provided a unanimous recommendation of approval on both the special exception use of a gas station with a 5,928 square foot convenience store and on the site plan application with all the conditions of approval proposed by staff along with additional conditions. These additional conditions are included in the staff report, but only condition ##19 has been inserted into the proposed Resolution because the Applicant is respectfully requesting that the Town Commission reconsider the additional, recommended (P&Z) conditions #20, #21 and #22 for the following reasons:

19. Blue stripe on canopy should not be LED.

Applicant response to added comment: *We would respectfully request that the Town Commission reconsider this condition since the blue stripe is a translucent panel which covers the LEDs behind them, producing a very dim light without any glare.*

20. Gas Price LED letters shall be reduced to 20 inches in height.

Applicant response to added comment: *We would respectfully request that the Town Commission reconsider this condition since height of the price numerals have not been reduced since the project is currently proposing signage that is significantly below what is allowed. The PUD allows for a 10 foot by 8 foot sign, but the project is only proposing 10' x 6'. The PUD allows for 32 square feet of pricing and the RaceTrac LED price numerals only account for 15.67 SF of pricing (half of what's allowed).*

21. Add an additional 2 feet of stone to the base of monument signs.

Applicant response to added comment: *We would respectfully request that the Town Commission reconsider this condition since the project is proposing significantly less than the allowable signage, a compromise by adding 8-3/8 inches to the stone base was added.*

If the Town Commission is in favor of including these added conditions, they will need to be added to the proposed Resolution and recommended motion.

Recommended Motion: I MOVE TO APPROVE RESOLUTION 07-03-15 WITH THE CONDITIONS AS LISTED IN THE RESOLUTION.



Town of Lake Park Town Commission

Agenda Request Form

Exhibit "B"

Meeting Date: March 4, 2015

Agenda Item No. 4

Agenda Title: AUTHORIZING THE MAYOR TO SIGN A FIRST AMENDMENT TO SITE LEASE WITH OPTION WITH R G TOWERS LLC FOR THE PLACEMENT OF A STEALTH TELECOMMUNICAITONS TOWER AT THE LAKE PARK HARBOR MARINA.

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON ___ READING
- RESOLUTION
- OTHER
- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *Vivian Mendez* Date: 2/20/15

Spoken From Manager

Vivian Mendez – Town Clerk/Deputy Town Manager
Name/Title

Originating Department: TOWN CLERK/DEPUTY TOWN MANAGER	Costs: \$ 0 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: → Resolution 0803-15 (First Amendment) → Applicant Request Letter and Modified Exhibits 'A' and 'B' → Resolution 10-04-14 already executed
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 <u>VM</u> or Not applicable in this case _____ Please initial one.

Summary Explanation/Background:

On April 2, 2014, the Town Commission unanimously approved the Mayor to sign a Site Lease with Option Agreement with T-Mobile LLC for their interest in installing a 125 foot stealth tower on the grounds of the Lake Park Harbor Marina through Resolution 10-04-14. The general terms of this Lease include the following:

- T-Mobile is given two (2), 12 month option periods to determine if this site will be a successful location for the installation of a cell tower. They would pay the Town \$2,950.00 for each 12-month period.
- If the locations works for T-Mobile, T-Mobile will be responsible for all costs associated with getting the cell tower approved through a separate public hearing process and with installing the cell tower if approved.
- The cell tower will be a “stealth” tower. It will be designed as a yard arm and will fit in with the motif of the Marina. All antennae will be internal to the tower. The ground space required as part of the original agreement measures 25 feet by 20 feet (total of 500 square feet). Visual depictions of how the stealth tower will look are attached as exhibits to the modified agreement.
- After the initial option period, monthly rental payments will be \$2,950 (\$35,400.00 in the first year, with an annual 3% escalator of the rental payments.
- The agreement will be for an initial 5 year term, with 5 renewals. If the rented period covers all 25 years, the annual rental payment in the 25th year would be approximately \$93,500.00.

Since 2014, T-Mobile LLC has made their first annual option payment of \$2,950 in order to enter into their due diligence phase. This initial due diligence phase has also allowed T-Mobile to revisit the site and realize they are in need of an additional 250 square feet of ground space (total of 750 square feet) in order to accommodate an additional co-locator on the tower in the future. In addition, they also assigned the ground space lease to R G Towers LLC. The existing Agreement provides T-Mobile with 500 square feet of ground space. The ground area is still being proposed on the south end of the retention area and does not propose to encroach onto this retention area. **Increasing the ground space for an additional co-locator is advantageous to the Town because of the Town Commission’s very wise decision to require a 50% cost-sharing for all co-locators when this initial agreement was approved. This translates into increased revenue for the Town in the future if this modification is approved and the tower is ultimately constructed.**

A copy of the proposed Site Lease with Option Agreement with modified Exhibit “A” (Legal Descriptions) and modified Exhibit “B” (Location Maps) is enclosed with this agenda item. A representative from T-Mobile and R G Towers LLC (the new ground space leaseholder) will be in attendance at this meeting to answer any questions the Town Commission may have. **The actual cell tower will still require a separate review and approval of the Planning and Zoning Board and Town Commission through the code required telecommunication tower site plan (public hearing) approval process.**

Recommended Motion: I MOVE TO APPROVE RESOLUTION 08-03-15.



Town of Lake Park Town Commission

Exhibit "C"

Agenda Request Form

Meeting Date: March 4, 2015

Agenda Item No. 5

Agenda Title: Selecting a Date for the Volunteer Recognition Reception.

- SPECIAL PRESENTATION/REPORTS
 - BOARD APPOINTMENT
 - PUBLIC HEARING ORDINANCE ON FIRST READING
 - NEW BUSINESS
 - OTHER: _____
- CONSENT AGENDA
 - OLD BUSINESS

Approved by Town Manager

Donald McMillan
Vivian Mendez

Date:

2/24/2015

Vivian Mendez - Town Clerk

Name/Title

Originating Department: <p style="text-align: center;">Town Clerk</p>	Costs: \$ To be determined Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: <p style="text-align: center;">Facility Rental schedule</p>
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 <i>V.M.</i> Please initial one.

Summary Explanation/Background: At the February 18, 2015 Regular Commission meeting, the Commission was provided with a few dates in the month of April to hold a volunteer recognition reception to be hosted at the Artist of Palm Beach County Art on Park Gallery. The proposed dates in April conflicted with the Commissioners' schedules, so staff was directed to speak with the Artist of Palm Beach County Vice-President John Palozzi to select additional date options in the month of May. Mr. Palozzi advised that the following dates in May are available:

Friday, May 1, 2015

Friday, May 8, 2015

Friday, May 15, 2015

The Commission offered to make a donation for the use of the facilities for this event. To determine the donation amount, the Commission requested the facility rental fee for the Mirror Ballroom (see attached) to use as a guide in determining the donation amount.

Recommended Motion: I move to select the date of _____ 2015 for the Volunteer Recognition Reception and the amount of _____ to be given as a donation to the Artists of Palm Beach County.

535 Park Avenue, Lake Park, FL 33403
 PH: (561) 881-3300 | FAX: (561) 881-3314
 EMAIL: information@lakeparkflorida.gov
 Hours of Operation: 8:30 a.m.-5:00 p.m.

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Facility Rental

NOTE:

ALL RENTAL INQUIRES ARE TO BE DIRECTED TO: 561-881-3300

RENTALS ARE SECURED BY APPOINTMENT ONLY.

Town Hall, 3rd Floor Reception
 535 Park Avenue
 Lake Park, FL 33403

The Town of Lake Park has six facilities available for rental. [Click Here](#) to download the Facilities Rental Policies Handbook.

Email: *

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GENERAL RENTAL FEES

Mirror Ballroom - Historic Town Hall

Maximum Capacity: 100 guests



Rental Fee: Resident: \$70/hr* + \$30/hr staff fee = \$100/hr
 Non-Resident: \$100/hr* + \$30/hr staff fee = \$130/hr
 Set-up/Breakdown Fee: \$30/hr* + \$30/hr staff fee = \$60/hr
 Plus 6% Tax

Deposit: \$250 Non-refundable if cancelled.

Chairs and tables are included.



[Rental Facilities](#)
[View all images](#)

[Picture Gallery](#)

Lake Shore Park Indoor Pavilion Rental

Maximum Capacity: 40 guests



Resident Fee: \$60/hr* + \$30/hr staff fee = \$90/hr
 Non-Resident Fee: \$90/hr* + \$30/hr staff fee = \$120/hr
 Set-up/Breakdown Fee \$30/hr* + \$30/hr staff fee = \$60/hr

Plus 6% Tax

Deposit: \$200 Non-refundable if cancelled.

Optional Parking Passes available for an additional fee.

Chairs and tables are included.

[Departments](#)

[Town Manager](#)

[Mayor & Commissioners](#)

[Finance Department](#)

[Town Clerk/](#)

[Community Development Corporation](#)

[Community Redevelopment Agency](#)

[Lake Park Library](#)

[Human Resources](#)

[Information Technology](#)

Kelsey Park Blakely Commons Gazebo Rental

(Ceremonies only)

Resident Fee: \$45/hr Plus 6%Tax





Town of Lake Park Town Commission

Agenda Request Form

Exhibit "D"

Meeting Date: March 4, 2015

Agenda Item No. 6

Agenda Title: Waiving of Parking/Meter Fees for the Easter Egg Hunt on April 4, 2015 and Closing the Curb Lane to be used for Parking on Park Avenue

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager

[Signature]
[Signature]

Date:

2/25/2015

Kathleen Carroll Walters, Recreation Manager

Vivian Mendez, Town Clerk/Deputy Town Manager

Name/Title

Originating Department: Parks & Recreation Department	Costs: \$ 500.00 Funding Source: Promotional Acct. # 600-48056 <input checked="" type="checkbox"/> Finance <i>BKR</i>	Attachments: <ul style="list-style-type: none"> • Easter Egg Hunt Flyer
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 KCW Please initial one.

Summary Explanation/Background:

The Easter Egg Hunt is an annual Town event held in Kelsey Park. Town sponsored community events usually have all parking meter fees waived around the park. Staff is recommending that all parking meter fees be waived around Kelsey and Lake Shore Parks from 8:00 a.m. to 1:00 p.m. on Saturday, April 4, 2015. Staff is also requesting that the curb lanes on Park Avenue be blocked to serve as additional parking from 8:00 a.m. to 1:00 p.m.

Recommended Motion:

I move to waive parking/meter fees for the Easter Egg Hunt on April 4, 2015 from 8 a.m. to 1 p.m. and to block the curb lanes on Park Avenue to serve as additional parking.



OUR BIGGEST EVER!
EASTER EGG HUNT

WITH OVER 5,000 EGGS!



SATURDAY, APRIL 4TH
9:00 A.M.—11:00 A.M.
KELSEY PARK

(Corner of U.S. 1 and Foresteria Drive)

The Easter Bunny will be hopping by to join us
so don't forget your cameras for

Pictures with the Easter Bunny!

Children, don't forget to bring your Easter Baskets!

Ages: 2—10 yrs with **PRIZES** for each category!

GAMES, CRAFTS AND ACTIVITIES FOR THE CHILDREN!

There will be refreshments available for sale!



Lake Park Baptist School
Strong Roots ♦ New Growth



Bridges
at LAKE PARK
Connecting Families. Strengthening Communities
a project of Children's Service Council



Town of Lake Park
Parks & Recreation Department ~ 561-881-3338



Town of Lake Park Town Commission

Agenda Request Form Exhibit "E"

Meeting Date: March 4, 2015

Agenda Item No. 7

Agenda Title: Update on the Town Manager Selection Process

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

Approved by Town Manager *Angela McKelvey* Date: 2/25/2015
Interim Town Manager

Name/Title

Originating Department: Town Manager	Costs: \$ -0- Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: <p style="text-align: center;">None</p>
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: BMT Please initial one.

Summary Explanation/Background:

At the February 18, 2015 meeting, the following five finalists were chosen by the Commission for the position of Town Manager:

- Lyndon L. Bonner, of Flagler Beach, Florida
- John O. D'Agostino, of Mansfield, Massachusetts
- James D. Drumm, of Zephyrhills, Florida
- Gregory L. Dunham, of Kenly, North Carolina
- Robert Kellogg, of Palm City, Florida

The above finalists were contacted by staff immediately following the February 18, 2015 meeting to advise them of their selection as finalists.

Staff has commenced the full criminal background checks, degree verifications, credit checks, media checks, litigation checks, and telephone reference checks on the above finalists. Pursuant to the verbal report provided by staff at the February 18, 2015 meeting, staff will report on the outcome of such actions at the March 18, 2015 Commission meeting.

Recommended Motion: There is no action requested at this time as the purpose of this agenda item is an update only.



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, March 4, 2015,
Immediately Following the
Special Call CRA Board Meeting
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
.....		
Bambi McKibbon-Turner	—	Interim 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 February 18, 2015 Tab 1

- F. NOMINATION FOR BOARD MEMBERSHIP:
 2. Martin Schneider – Nominated for Re-Appointment to the Planning and Zoning Board as a Regular Member Tab 2

- G. PUBLIC HEARING (S) – QUASI-JUDICIAL HEARING:
 3. Resolution No. 07-03-15 An Application by RaceTrac Petroleum Inc., for the Special Exception Use and Site Plan Approval of a Gas Station with 5,928 Square Foot Convenience Store Tab 3

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

None

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

None

- J. NEW BUSINESS:
 4. Resolution No. 08-03-15 Authorizing the Mayor to Sign a First Amendment to Site Lease with option with R G Towers LLC for the Placement of a Stealth Telecommunications Tower at the Lake Park Harbor Marina. Tab 4

 5. Selecting a Date for the Volunteer Recognition Reception Tab 5

 6. Waiving of Parking/Meter Fees for the Easter Egg Hunt on April 4, 2015 and Closing the Curb Lane to be used for Parking on Park Avenue Tab 6

 7. Update on Town Manager Selection Process Tab 7

- TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

- K. ADJOURNMENT

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