



Minutes
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, September 16, 2015, 6:30 PM
Town Commission Chamber, 535 Park Avenue

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, September 16, 2015 at 6:30 p.m. Present were Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Michael O'Rourke and Kathleen Rapoza, Town Manager John O. D'Agostino, 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

1. Proclamation for Fensely Wisdom Employee of the Year for 2014.

Mayor DuBois presented Fensely Wisdom the proclamation for the 2014 Employee of the Year. Mr. Wisdom thanked the Commission and the staff for the honor. He explained that during his interview he stated that he would give 100 percent every day. He is proud to live and work for the Town of Lake Park.

PUBLIC COMMENT:

None

CONSENT AGENDA:

- 2. Regular Commission meeting minutes of September 2, 2015**
- 3. First Public Hearing on the Budget meeting minutes of September 3, 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.

PUBLIC HEARING(S) – ORDINANCE ON FIRST READING:

None

PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:

None

PUBLIC HEARING(S) – QUALSI-JUDICIAL - RESOLUTION:

4. Resolution No. 32-09-15 Approving a Site Plan and the Special Exception Use for an Auto Paint and Body Shop to be Located at 1145 Water Tower Road in the Commercial 4 (C-4) Business District.

Public Hearing Opened:

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

Commissioner O’Rourke had no ex-parte communications to disclose.

Vice-Mayor Glas-Castro had no ex-parte communications to disclose.

Mayor DuBois had no ex-parte communications to disclose.

Commissioner Flaherty had no ex-parte communications to disclose.

Commissioner Rapoza had no ex-parte communications to disclose.

Town Attorney Baird swore in all of the witnesses.

Community Development Director Nadia DiTommaso presented the item (see Exhibit “A”). Mayor DuBois asked if the property was using sanitary sewer. Community Development Director DiTommaso stated that it was not on septic and that it was using sanitary sewer. Town Manager D’Agostino asked if they were planning on using an alternative to the watering system. Mr. Khaled Grayeb stated that another alternative has been reviewed, steam or foam. He expected that the steam system would work best. Town Manager D’Agostino asked if the steam system had been proposed to be used at the site. Mr. Grayeb stated “yes”.

Public Comment

None

Public Hearing Closed:

Motion: Commissioner O’Rourke moved to approve Resolution 32-09-15; 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.

NEW BUSINESS:

5. Resolution No. 33-09-15 to Amend the Town of Lake Park Uniform Classification System to Revise the Job Descriptions for positions of Assistant to the Town Manager, Operations Manager, and Special Projects Coordinator; and, to Create the New Job Description for the Assistant to the Human Resources Director, Assistant to the Community Development Director, Sanitation Forman, Grounds Maintenance Foreman, and Assistant Town Manager/Human Resources Director.

Town Manager D'Agostino/Human Resources Director Bambi Turner presented the item (see Exhibit "B"). Mayor DuBois agrees that an Assistant Town Manager position be created with someone within the organization and does not feel that a standalone position was necessary. He expressed concern that in the future if associating Assistant Town Manager with Human Resources (HR) was the correct way to go, or reserving that choice of who would serve in that position for the Town Manager, rather than assigning it a position. He stated that Ms. Turner has proven to be capable of the responsibilities by stepping in as Interim Town Manger. He asked for clarification if the position of HR become available, would the Town be hiring someone to fill both roles as the job description describes. Town Manager D'Agostino explained that the way the job description was being proposed that would be the case; however, any manager that would recruit for that position would look for someone that has the characteristic to carry the load responsibilities. He stated that the job description could be changed if they were unsuccessful in recruiting the right candidate. He stated that Ms. Turner has those qualifications and abilities and it would be up to the individual being hired. He stated that the need to reevaluate the Assistant Town Manager portion of the job description could be removed. Mayor DuBois asked if the Town Manger would preferred to reserve that selection among the staff to himself rather than having it assigned to a particular position. Town Manager D'Agostino stated that at this point he was very comfortable with Ms. Turner. Mayor DuBois stated that prior to hiring him (Mr. D'Agostino) as Town Manager, there was a discussion among the Commissioner about having the HR act as the Interim Town Manger considering that HR has access to confidential medical record information. He stated that there needs to be a wall between the information and the hiring/firing of people. He used an example of HR having the private information and hiring/firing someone, he felt it was a conflict. Town Manager D'Agostino stated that the Mayor raised good questions and suggested that they postpone action and staff would come back with another recommendation. Human Resources Director Bambi Turner clarified the concern of access to medical information and protected information. She stated that currently HR Director does make recommendations to the Town Manager in situation involving hiring of new personnel and termination of employment. However, the HR Director, by law, cannot let any medical information enter into a decision regarding hiring/firing of an employee, which was contrary to Health Insurance Portability and Accountability Act (HIPAA). Mayor DuBois expressed concern with having the same person that has hiring/firing capacities and being the Assistant Town Manager. He reiterated that Ms. Turner knows how to separate out those responsibilities, but was concerned by the perception. Human Resources Director Turner stated that they make every effort possible to keep those types of considerations out of the hiring/firing decisions. She stated that HR always makes sure that there are cause and that a person has gone through the progressive disciplinary process outlined in the employee handbook

before being fired. She stated that the protected factors are against the HIPAA discrimination laws. Town Manager D’Agostino stated that they would rewrite the job description better to avoid those types of issues. He explained that he received a Master Degree in Human Resource Development because employment law was complicated.

Motion: Commissioner O’Rourke moved to approve Resolution 33-09-15 excluding the job description of Assistant Town Manager/Human Resources Director; 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. Resolution No. 34-09-15 Authorizing Execution of an Agreement between the Town of Lake Park and Calvin Giordano & Associates, Inc. for Continuing Professional Consultant Services in Response to RFQ 103-2015.

Town Manager D’Agostino presented the item (see Exhibit “C”). Mayor DuBois asked if the outfall project on Northlake Blvd was part of the list. Town Manager D’Agostino stated that the outfall project was a new project. Vice-Mayor Glas-Castro stated that it does not appear that Calvin Giordano & Associations (CGA) has a traffic engineer. She asked what other disciplines would the Town need to hire sub-consultants for. Patrick Figurella with CGA stated that they have four (4) traffic engineer in-house and that no disciplines would need to be sub-contracted. Mayor DuBois asked if CGA had an office in Palm Beach County. Mr. Figurella stated “yes”, 560 Village Blvd, suite 340.

Motion: Commissioner O’Rourke moved to approve Resolution 34-09-15; 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. Proposed Workshop Dates for Lake Park Visioning.

Town Manager D’Agostino presented the item (see Exhibit “D”). The Commission discussed and decided that the Visioning sessions would be conducted after Regular Commission meetings. They chose to have the first session for Wednesday, October 7,

2015 after the Regular Commission meeting, with a second session on Wednesday, November 4, 2015 after the Regular Commission meeting.

TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

Town Attorney Baird had no comments.

Town Manager D'Agostino announced that the Sunset Celebration would be held on Friday, September 25, 2015 from 6:00 p.m. – 9:00 p.m. at the Harbor Marina. He announced that an October Fall Fest would be held at Lake Shore Park on October 30, 2015 at 6:00 p.m. – 9:00 p.m. He stated that candy would be distributed to children. Commissioner O'Rourke asked if the Palm Beach Sheriff's Office (PBSO) would have their "Truck or Treat" event. Town Manager D'Agostino stated that PBSO would not have a Truck or Treat event, but would be donating candy for the event. He announced that a new band would be playing at the October Fall Fest event.

Commissioner O'Rourke thanked Palm Beach County Fire Rescue and Bright Futures for their help during the 911 Memorial Ceremony held at the Fire station. He would be interested in the Town having its own 911 Memorial.

Commissioner Rapoza announced that she would not be attending the October 21, 2015 meeting.

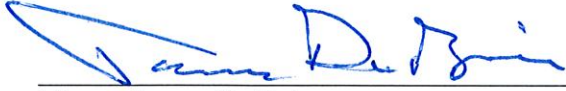
Commissioner Flaherty had no comments.

Vice-Mayor Glas-Castro had no comments.

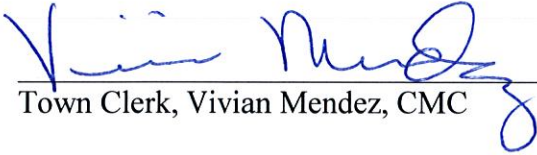
Mayor DuBois announced that the Kiwanis garage sale was canceled due to a lack of items to sell. He attended the Mayor's Literacy Luncheon where they announced the "Read for the Record" event would be held the week of October 18, 2015 through October 23, 2015. The Town would participate on October 22, 2015 and that they would be reading "Not Norman" by Kelly Bennett.

ADJOURNMENT

There being no further business to come before the Commission and after a motion to adjourn by Commissioner Rapoza and seconded by Commissioner O'Rourke, and by unanimous vote, the meeting adjourned at 7:46 p.m.



Mayor James DuBois



Town Clerk, Vivian Mendez, CMC



FLORIDA
Approved on this 7 of October, 2015



Town of Lake Park Town Commission

Agenda Request Form

Exhibit "A"

Meeting Date: September 16, 2015

Agenda Item No. Tab 4

Agenda Title: A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, APPROVING A SITE PLAN AND THE SPECIAL EXCEPTION USE FOR AN AUTO PAINT AND BODY SHOP TO BE LOCATED AT 1145 WATERTOWER ROAD IN THE C-4 BUSINESS DISTRICT; PROVIDING FOR CONDITIONS ASSOCIATED WITH THE USE; AND PROVIDING FOR AN EFFECTIVE DATE.

- 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 *J. DiCristo* Date: 8-31-15

Nadia Di Tommaso / Community Development Director
Name/Title *ND*

<p>Originating Department: Community Development</p>	<p>Costs: \$ Legal Ads and Certified Mail Funding Source: Applicant Escrow Account Acct. # 4896 <input checked="" type="checkbox"/> Finance <u><i>BK2</i></u></p>	<p>Attachments:</p> <ul style="list-style-type: none"> → Staff Report → Resolution <u>32-09-15</u> → Copy of Applicant's Application, including proposed site/landscape plan and site photos → Legal Ad
<p>Advertised: Date: September 6, 2015 Paper: Palm Beach Post <input type="checkbox"/> Not Required</p>	<p>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.</p>	<p>Yes I have notified everyone <u>ND</u> or Not applicable in this case _____ Please initial one.</p>

Summary Explanation/Background: PLEASE SEE STAFF REPORT.

Recommended Motion: I MOVE TO APPROVE THE PROPOSED SPECIAL EXCEPTION USE OF AN AUTO PAINT AND BODY SHOP AT 1145 WATERTOWER ROAD WITH THE CONDITIONS OF APPROVAL #1 THROUGH #5 AS LISTED IN THE STAFF REPORT.



Town of Lake Park
TOWN COMMISSION
Meeting Date: September 16, 2015

SPECIAL EXCEPTION APPLICATION FILED BY KALED GRAYEB FOR THE SPECIAL EXCEPTION USE OF AN AUTO PAINT AND BODY SHOP (“SPECTRUM COLLISION AND AUTO REPAIR”) TO BE LOCATED IN THE C-4 COMMERCIAL DISTRICT

BACKGROUND INFORMATION:

Applicant: Khaled Grayeb (“Spectrum Collision and Auto Repair”)
Owner: Watertower LLC
Site: 1145 Watertower Road
Net Acreage: 0.29
Legal Description: 20-42-43 WLY 100 FT OF SLY 74.96 FT & WLY 73.15 FT OF NLY 74.97 FT OF SLY 150 FT OF ELY 312.6 FT
Current Zoning: C-4 Business District
FLUM land use category: Commercial Light Industrial

Adjacent Zoning

North: Commercial-4 (C-4)
South: Campus Light Industrial/Commercial District (CLIC)
East: Commercial-4 (C-4)
West: Commercial-4 (C-4)

Adjacent Existing Land Use

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

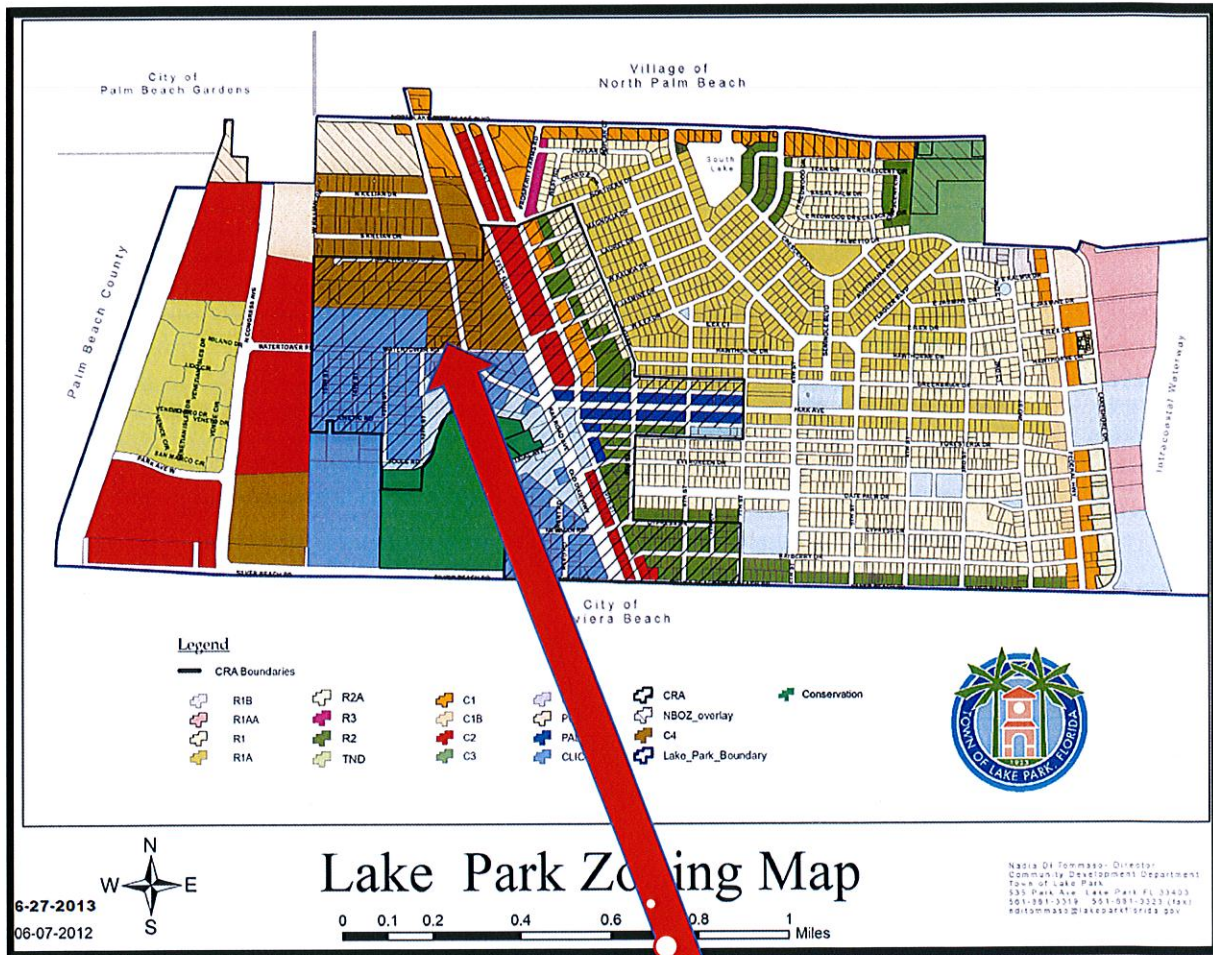
FIGURE 1: Aerial View





Town of Lake Park
TOWN COMMISSION
Meeting Date: September 16, 2015

FIGURE 2: Town Zoning Map

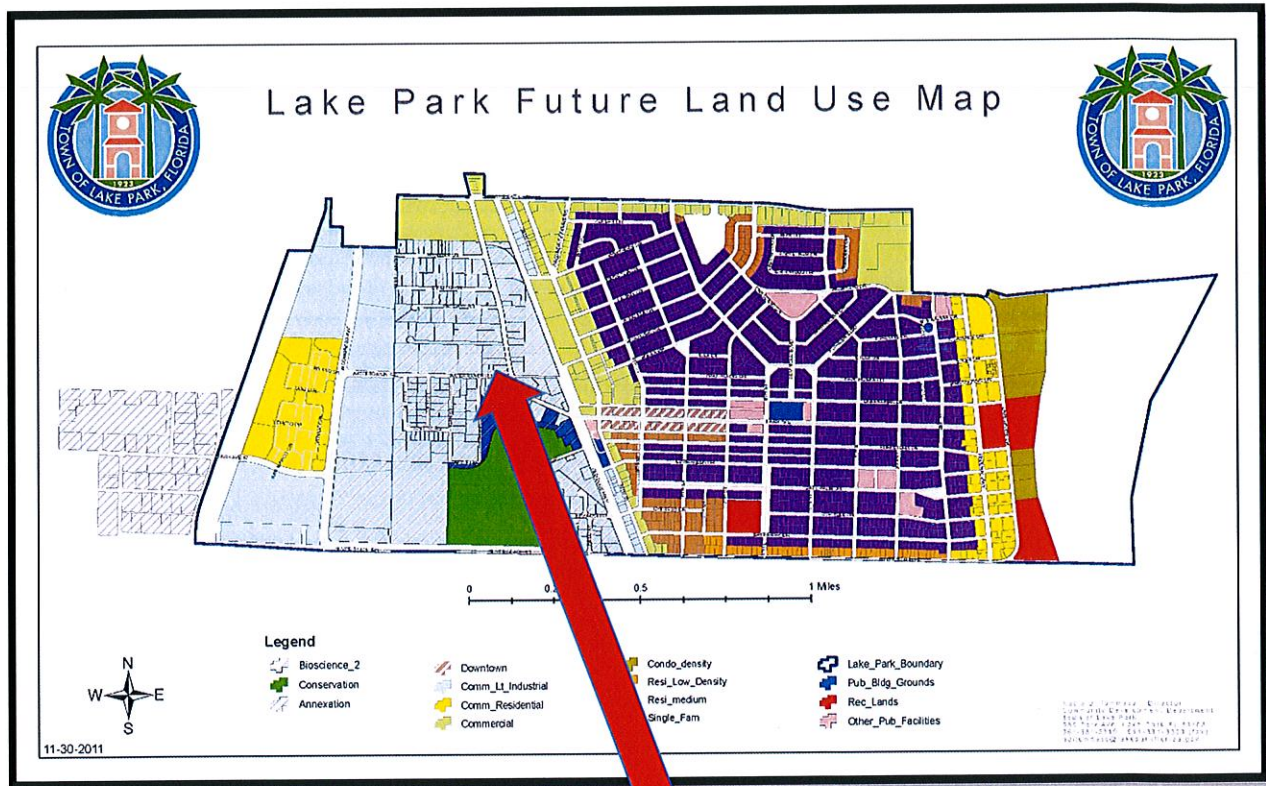


Location of site



Town of Lake Park
TOWN COMMISSION
Meeting Date: September 16, 2015

FIGURE 3: Town Future Land Use Map (FLUM)





**Town of Lake Park
TOWN COMMISSION
Meeting Date: September 16, 2015**

SUMMARY OF THE APPLICATION:

The Applicant proposes an auto paint and body shop use at 1145 Watertower Road. The use may include some mechanical work to a vehicle, as part of the body shop component, depending on the extent of the damage. Examples of this mechanical work includes the replacement of radiators, condensers or suspension parts. All of the mechanical work will be performed inside the building (as conditioned and required by Code as well). The Applicant's proposed operating hours are 8:00 am to 5:00 pm Monday through Friday, and 8:00am to 1:00pm on Saturday. Vehicles that are to be restored/repared, or have already been restored/repared will be stored inside the building, or occasionally outside of the building in a secured gated portion of the property. The building is to consist of approximately 280 square feet of office space and a garage of approximately 5,180 square feet.

The site upon which the special exception use is proposed was originally developed in 1970 (the Site). The Site is located in a Commercial-4 (C-4) Zoning District, across the street from properties within the Campus Light Industrial Commercial (CLIC) Zoning District. While an auto paint and body business is a special exception use in the C-4 Zoning District, it is a use by right in the CLIC Zoning District. To the east of the Site is an automotive mechanic business. To the west of the Site are two auto body repair businesses. To the south of the Site is a concrete plant. The properties further south of the Site, between 12th and 15th Streets comprise a warehouse district primarily of light manufacturing uses also catering to automotive uses.

The Site and the overall area has a future land use designation of Commercial Light Industrial. The C-4 and the CLIC are the only two districts allowing (by right or special exception) the auto paint and body shop use proposed by this special exception application.

PLANNING & ZONING (P&Z) BOARD

The P&Z Board considered this application at their August 20, 2015 Special Call Meeting. At this meeting, the Board reviewed visuals of the interior (included herein) and received clarifications that all repair and auto paint work would be conducted indoors. The site will be equipped with an adequate ventilation system which will require inspection and approval by the Town's Building Official and the Palm Beach County Fire Rescue Inspector. The site also currently has insulation which shall serve as a noise barrier. The Application explained that all of the required employee and customer spaces, including one accessible space, will located in front the building on the exterior. The additional code required spaces are needed for repair vehicles and will be located inside the building, using lifts to maximize the interior space, pursuant to Plan Sheet A submitted as part of this packet for the Town Commission. Additionally, the Applicant has confirmed that a waterless car washing system will be used following repair to clean off of the repair vehicles for customer pick-up. If water is used in the future, a water reclamation system permit, approved by Seacoast and the Florida Department of Environmental Protection, will be required prior to this change being made. The P&Z Board recommended APPROVAL the Application (5-0) with added conditions #4 and #5 found herein.



Town of Lake Park
TOWN COMMISSION
Meeting Date: September 16, 2015

Figure 4: Panoramic View of Property:



Figure 5: Panoramic View Directly South Across Watertower Road:





**Town of Lake Park
TOWN COMMISSION
Meeting Date: September 16, 2015**

ANALYSIS OF SPECIAL EXCEPTION CRITERIA

The six criteria required for the approval of a Special Exception Use and the analysis of same are as follows:

Criteria 1: *The proposed special exception use is consistent with the goals, objectives, and policies of the Town's Comprehensive Plan.*

Applicable Goals and Objectives:

The proposed special exception use is consistent with Chapter 3, Objective 5 of the Future Land Use Element of the Comprehensive Plan, which states:

"As a substantially built-out community in an urbanized area, the Town shall promote redevelopment and infill development in a manner that is considerate to existing neighborhoods and uses, the built and natural environments, and neighboring jurisdictions."

Staff Comments

The Comprehensive Plan encourages redevelopment and infill development provided it is considerate to existing uses. As referenced above, the proposed special exception use is consistent with the commercial and industrial uses in this area of the Town.

FINDING: CRITERIA MET



Town of Lake Park
TOWN COMMISSION
Meeting Date: September 16, 2015

Criteria 2: *The proposed special exception is consistent with the land development and zoning regulations and all other portions of this Code.*

Staff Comments

<p>Parking:</p>	<p>Per Section 78-142 of Town Code, parking space requirements allow for the following calculations:</p> <ul style="list-style-type: none"> • <i>Auto Paint and Body: 4 spaces per 1,000 square feet calculated at 5,180 square feet calls for a minimum of 21 spaces.</i> <p>Therefore a total of 21 spaces, inclusive of 1 ADA space, is required for the proposed development.</p> <p>There is a total of 7 customer parking spaces, including 1 ADA space, located in the front yard along Watertower Road and an additional 3 spaces for employee parking located in the eastern side yard. These areas provide ample parking for customers and employees, while the remaining 11 spaces that are required by Town Parking Code will be designated for use only by vehicles received for repair and located inside the garage. The facility's large interior space can easily accommodate this indoor storage need above and beyond the maximum number of vehicles they will service in one week. Per the business model, they expect to service 3-4 cars at one time with a turnaround of 2-3 days. This equates to an average of 3.5 cars in a 2.5 day period or 7 cars over one week (5 days).</p>
<p>Landscaping:</p>	<p>The Site is entirely paved except for several narrow linear areas along the eastern and western property lines. Staff recommends that landscaping be applied to these east and west linear areas and a 15' landscaping buffer should be excavated along a portion of Watertower Road, which may have the opportunity to contain some hedging that will screen a portion of the parking lot as indicated on the proposed plan SP-1 and dated June 22, 2015.</p>
<p>Building Height:</p>	<p>The structure complies with maximum building height for this district. Per Section 78-74, structures shall not exceed 45 feet in height.</p>
<p>Lot Coverage:</p>	<p>Section 78-74 requires that the maximum lot coverage is no more than 50% of the lot area. The Site is .29 acres or 12,632ft². The building covers approximately 5,608 square feet, or 44% lot coverage. Thus, the lot coverage regulation has been met.</p>
<p>Outdoor Storage:</p>	<p>Section 78-74 allows for the outdoor storage of goods, materials and vehicles as an accessory to the primary land use provided it is on an improved surface, and is screened by fencing, landscaping, fabric fence or other suitable materials. If approved, the applicant is required to add screening to the fence located along the front and western side yards to screen the storage area as indicated on the proposed plan SP-1 and dated June 22, 2015.</p>
<p>Setbacks:</p>	<p>The structure encroaches on its western side yard setback, but the applicant does not propose any expansion of the building that will result in an increase of this non-conformity. The structure meets all other setbacks required for this site.</p>



**Town of Lake Park
TOWN COMMISSION
Meeting Date: September 16, 2015**

The special exception use will meet requirements of this zoning district by:

1. Not expanding the structure's non-conforming western side yard setback.
2. Providing all necessary customer, employee and ADA parking in the front and eastern side yards and reserving the remaining 11 spaces for vehicle repair within the structure given its 5,460 total square foot size.
3. Add additional landscaping and screening were feasible and per the plans referenced in condition of approval #1.

FINDING: CRITERIA MET

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Town of Lake Park
TOWN COMMISSION
Meeting Date: September 16, 2015

Criteria 3: *The proposed special exception use is compatible with the character and use (existing and future) of the surrounding properties in its function; hours of operation; type and amount of traffic to be generated; building location, mass, height and setback; and other relevant factors peculiar to the proposed special exception use and the surrounding property.*

Staff Comments

Function:	The Site is located in the C-4 Commercial District, which promotes, among others, light manufacturing activities and has a future land use designation of Commercial Light Industrial, which promotes light industrial and small scale uses that are contained within a building. The activities on the Site are compatible with the character and uses of the surrounding properties.
Hours of Operation:	The business proposes to operate between the hours of 8:00-5:00pm Monday through Friday and 8:00-1:00pm on Saturday. These hours and days of operation are consistent with the days and business hours of neighboring businesses in the district.
Traffic:	The volume of work is estimated to service 3-4 cars at a time with an average turnaround time of 2-3 days. This may generate an average of 18 trips per week or 72 per month. The traffic which will be generated will not exceed any applicable traffic standards.
Location\Mass\Setbacks:	The structure encroaches on its western side yard setback, but the applicant does not propose any expansion of the building that will result in an increase of this non-conformity. The Site meets the other setbacks, massing, and height requirements of the Code.
Future Land Use:	The Site's future land use is designated as Commercial Light Industrial, which is defined by the Comprehensive Plan as: <i>"Lands and structures devoted to light industrial uses [and small scale commercial uses] with pollutants controlled on site, warehouses, commercial, wholesale establishments..."</i> Since the proposed special exception use and all of its activities will be contained completely indoors with adequate screening, and the use being proposed is light industrial in nature, the use is consistent with the future land use designation.

The proposed special exception use is compatible and complimentary to the existing and future uses and character of the surrounding properties.

FINDING: CRITERIA MET



**Town of Lake Park
TOWN COMMISSION
Meeting Date: September 16, 2015**

Criteria 4:

The establishment of the proposed special exception use in the identified location does not create a concentration or proliferation of the same or similar type of special exception use, which may be deemed detrimental to the development or redevelopment of the area in which the special exception use is proposed to be developed.

Staff Comments

The approval of the proposed special exception use will result in three auto body/paint shops in very close proximity to one another. However, because the C-4 and CLIC zoning districts are the only districts which permit these types of automotive uses those who want to establish such uses in the Town are limited to this area. Therefore, staff finds that the proposed special exception use will not create a concentration of uses which is detrimental to the development or redevelopment of this area of the Town.

FINDING: CRITERIA MET

(intentionally left blank)



**Town of Lake Park
TOWN COMMISSION
Meeting Date: September 16, 2015**

Criteria 5:

The proposed special exception use does not have a detrimental impact on surrounding properties based on:

- (a) The number of persons anticipated to be using, residing, or working on the property as a result of the special exception use;*
- (b) The degree of noise, odor, visual, or other potential nuisance factors generated by the special exception use; and*
- (c) The effect on the amount and flow of traffic within the vicinity of the proposed special exception use.*

Staff Comments

- (a) The establishment will employ four people inclusive of the owner/operator. The proposed number of individuals working at the property is minimal and will not have a detrimental impact on surrounding properties as a result of this special exception use.
- (b) The proposed special exception use may generate noise or odor. However, the work generating the greatest noise (such as welding and use of other handheld power tools) will be performed indoors and consequently the noise will be mitigated by the building's insulated walls and ceiling. Also, to further mitigate the noise emanating from the Site, staff is proposing a condition to the development order that will require the building's two garage doors to remain closed except when vehicles need to enter/exit the facility. In addition, staff is recommending a condition to require the business to implement "best practices" to mitigate any odors produced from painting and the use of the spray booth that filters air returned to the environment.



- (c) The proposed special exception use will not have a detrimental impact on surrounding properties based on the amount and flow of traffic within the vicinity of the proposed special exception use.

Overall, the proposed special exception, if approved, will be located in a district of like uses and is not near any residential district, or a commercial use that will create nuisance. Therefore, it will not have a detrimental impact on surrounding properties.

FINDING: CRITERIA MET



**Town of Lake Park
TOWN COMMISSION
Meeting Date: September 16, 2015**

Criteria 6:

That the proposed special exception use:

- (a) Does not significantly reduce light and air to adjacent properties;*
- (b) Does not adversely affect property values in adjacent areas;*
- (c) Would not be a deterrent to the improvement, development or redevelopment of surrounding properties in accord with existing regulations;*
- (d) Does not negatively impact adjacent natural systems or public facilities, including parks and open spaces; and,*
- (e) Provides pedestrian amenities, including, but not limited to, benches, trash receptacles, and/or bicycle parking.*

Staff Comments

Staff findings for Criteria 6 are as follows:

- (a) The proposed special exception use **will not** reduce light or air to adjacent properties since the application does not propose any additions or exterior renovations that will alter building height and mass.
- (b) The proposed special exception use **will not** adversely affect property values in the surrounding areas.
- (c) The proposed special exception use **will not** be a deterrent to the improvement, development or redevelopment of surrounding properties.
- (d) The proposed special exception use **will not** have a negative impact on adjacent natural systems or public facilities since there are no adjacent lands or facilities of this nature.
- (e) n/a

FINDING: CRITERIA MET



**Town of Lake Park
TOWN COMMISSION
Meeting Date: September 16, 2015**

CONCLUSION AND STAFF RECOMMENDATION

Staff finds that the proposed special exception use meets the criteria set forth in the Zoning Code. Staff recommends approval of the Applicant's proposed Special Exception Use with the following conditions:

1. The Owner is required to improve the site pursuant to Site Plan SP-1 and the Interior Floor Plan A prepared by Khaled Grayeb and received by the Community Development Department on July 22, 2015 and August 28, 2015, respectively, for the location of landscaping, indoor and outdoor parking, and screening.
2. The Owner shall keep the two east garage bay doors closed at all times except when it is necessary for vehicles to enter or exit the building.
3. The Owner is required to implement best practices to mitigate any odors produced from painting vehicles.
4. All painting and repairs of vehicles shall be conducted indoors.
5. The Owner shall operate with a waterless vehicle washing system for cleaning the vehicles being repaired on the Subject Property. Should the Owner propose the use of a different washing system, that system shall be subject to the review and approval of the Town Commission and shall be permitted through the Seacoast Utility Authority and the Department of Environmental Protection.



Town of Lake Park Town Commission

Agenda Request Form Exhibit "B"

Meeting Date: September 16, 2015

Agenda Item No. Tab 5

Agenda Title: Resolution to Amend the Town of Lake Park Uniform Classification System to Revise the Job Descriptions for the Positions of Assistant to the Town Manager, Operations Manager, and Special Projects Coordinator; and, to Create the New Job Descriptions of Assistant to the Human Resources Director, Assistant to the Community Development Director, Sanitation Foreman, Grounds Maintenance Foreman, and Assistant Town Manager/Human Resources Director

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager [Signature] Date: 9-4-15

Name/Title Human Resources Director

<p>Originating Department: Human Resources</p>	<p>Costs: \$ -0- Funding Source: Acct. # <input type="checkbox"/> Finance _____</p>	<p>Attachments: Resolution; Revised Job Descriptions in <u>CLEAN</u> Format, Clean copies of Current Job Descriptions</p>
<p>Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required</p>	<p>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.</p>	<p>Yes I have notified everyone _____ OR Not applicable in this case BMT Please initial one.</p>

Summary Explanation/Background:

Revision of the Assistant to the Town Manager and Operations Manager Job Descriptions:

Currently, job descriptions exist in the Town's Uniform Classification System entitled Assistant to the Town Manager, and Operations Manager in the Public Works Department. The purpose of the action to revise the Assistant to the Town Manager and Operations Manager job descriptions to reflect the increased level of responsibilities to be undertaken by the employees in these two positions effective October 1, 2015.

The annual pay range for the Assistant to the Town Manager position as set forth in the Fiscal Year 2016 budget will be \$38,750.40 to \$52,145.60. The annual salary range for the Operations Manager position as set forth in the Fiscal Year 2016 budget will be \$44,137.60 to \$68,140.80.

Redline versions of these two revised job descriptions could not be provided as the current job descriptions do not exist in electronic format. Clean copies of the current job descriptions and the revised job descriptions are attached.

Revision of the Special Projects Coordinator Job Description:

There also exists a job description in the Town's Uniform Classification System entitled Special Projects Coordinator in the Parks and Recreation Department. The purpose of action is to revise this job description reflect the duties and responsibilities that will be undertaken effective October 1, 2015 by the two new part-time employees that have been included in the Fiscal Year 2016 budget for this position. Secondly, it is to change the job title to Special Events Coordinator.

The hourly rate for this part-time position as set forth in the Fiscal Year 2016 budget is \$15.00.

A redline version of this revised job description could not be provided as the current job description does not exist in electronic format. A clean copy of the current job description is attached and the new job description are attached.

Creation of the New Job Descriptions of Assistant to the Human Resources Director and Assistant to the Community Development Director:

The purpose of this action is to create the two new the new job description of Assistant to the Human Resources Director and Assistant to the Community Development Director to reflect the increased level of responsibilities to be undertaken by the employees in these positions effective October 1, 2015.

The annual pay range for these two positions as set forth in the Fiscal Year 2016 budget will be \$38,750.40 to \$52,145.60.

These job titles do not currently exist in the Town's classification plan. Therefore copies of the current job descriptions could not be provided. Clean copies of these two new job descriptions are attached.

Creation of the Sanitation Foreman and Grounds Maintenance Foreman Job Descriptions:

The purpose of this action is to create the new job descriptions of Sanitation Foreman and Grounds Maintenance Foreman in the Public Works Department. Currently, the Foreman in both the Sanitation Division and Grounds Maintenance Divisions have worked under the same general job description. This action will more accurately capture and reflect the current specific duties of a Sanitation Division foreman and a Grounds Maintenance foreman.

There will be no additional financial burden placed on the budget of the Town of Lake Park as a result of this action as the annual pay range for this position will remain the same, i.e., \$30,908.80 to \$52,540.80.

These job titles do not currently exist in the Town's classification plan. Therefore copies of the current job descriptions could not be provided. A copy of the general "Foreman" job description is attached, along with clean copies of new job descriptions for Sanitation Foreman and Grounds Maintenance Foreman.

Creation of the Assistant Town Manager/Human Resources Director Job Description:

Currently, a position exists in the Town of Lake Park Uniform Classification System entitled Human Resources Director. The purpose of action is to create a new job description to provide that in addition to performing the current duties as Human Resources Director, the Human Resources Director shall also serve as the Assistant Town Manager and as acting Town Manager in the Town Manager's absence. Secondly, the purpose is to change the job title to Assistant Town Manager/Human Resources Director.

There will be no additional financial burden placed on the budget of the Town of Lake Park as a result of this action as the annual salary range for this position will remain the same, i.e., \$51,875.20 to \$80,516.80.

The position of Assistant Town Manager has remained unfilled for more than ten years. As a result, a copy of the current job description could not be located. Therefore, a clean copy of the new job description is attached along with a clean copy of the job description for the position of Human Resources Director.

Recommended Motion: I move to approve Resolution 33-09-15.



Town of Lake Park Town Commission

Agenda Request Form

Exhibit "C"

Meeting Date: September 16, 2015

Agenda Item No. *Table*

Agenda Title: Resolution No. *34-09-15* -2015 Authorizing Execution of an Agreement between the Town of Lake Park and Calvin, Giordano & Associates, Inc. for Continuing Professional Consultant Services in Response to RFQ No. 103-2015

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *[Signature]* Date: *8-31-15*

for David Hunt/Director of Public Works *Richard Pittman, Project Manager*
Name/Title

Originating Department: Public Works	Costs: \$ 0 Funding Source: N.A. Acct. # _____ <input checked="" type="checkbox"/> Finance <u><i>8192</i></u>	Attachments: Resolution No. <u><i>34-09-15</i></u> Contract with Exhibits Older Fee Schedules
Advertised: Date: April 26, 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 the agenda.	Yes I have notified everyone _____ or Not applicable in this case <u><i>RP</i></u> Please initial one.

Summary Explanation/Background: On April 26, 2015 the Town solicited for Continuing Professional Consultant Services. Per Section 287.055, Florida Statutes, Consultants Competitive Negotiation Act, the Town went through a selection process culminating in the firm of Calvin, Giordano and Associates, Inc. being the highest ranked firm of three firms interviewed.

On July 15, 2015 the Town Commission approved authorization for the Town Manager to negotiate a contract with Calvin, Giordano & Associates for Continuing Professional Consultant

Services. Subsequent negotiations have resulted in a basic contract which includes exhibits that identifies types of services to be provided, hourly rates of qualified personnel that may be assigned to perform the work.

The term of the agreement is for three years with limited fee increases to be considered at the second and third years of the contract. The agreement provides an option to extend the term of the contract for up to two one-year periods with limited fee increases. The agreement has terms for termination.

Older fee schedules are included as attachments to this agenda item for comparison purposes only.

Resolution No. 34-09-15-2015 authorizes execution of an agreement with Calvin, Giordano & Associates, Inc. for Continuing Professional Engineering Consultant Services

Recommended Motion: Approval of Resolution No. 34-09-15 is recommended.



Town of Lake Park Town Commission

Agenda Request Form *Exhibit "D"*

Meeting Date: September 16, 2015

Agenda Item No. *Tab 7*

Agenda Title: Proposed Workshop Dates for Lake Park Visioning

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

Approved by Town Manager *John O. D'Agostino* **Date:** *9-9-15*
John O. D'Agostino, Town Manager

Name/Title

Originating Department: Town Manager	Costs: \$ 0 Funding Source: Acct. # <input type="checkbox"/> Finance ___N/A_____	Attachments: None
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>JOD</i> Please initial one.

Summary Explanation/Background:

The Town Commission requested dates for at least one, if not multiple visioning workshop sessions. The sessions are designed to facilitate broad discussions about the direction, makeup, composition and development of the Town of Lake Park for the next ten to twenty years. What would you like Lake Park to look like over the next decade or two? The action steps to realize this vision will evolve into the strategic plan for the Town. Discussion should NOT focus on project specific issues, but rather on the broad vision and direction for the community-at-large. As the Strategic Plan is developed to implement the vision, all resources available to the community must be committed to the action steps necessary to implement the vision.

Senior staff met collectively to provide input for the commission on the areas the Commission Members might want to focus in on. The following represents some ideas:

- ✓ Create more business activity along Park Avenue, 10th Street and Old Dixie Highway
- ✓ Community Redevelopment Area (CRA) District should consider extending its boundary, if a Finding of Necessity is justified, to encompass the northern segments of Old Dixie Highway and 10th Street, which includes Cardello's Plaza.
- ✓ Development of a Marketing Plan that establishes Lake Park as a Multi-Cultural, ethnically diverse and welcoming community. The Marketing Plan must establish an identity for Lake Park. Implement a multi-cultural festival, food and entertainment activities on Park Avenue.
- ✓ Establish geographic identity for the Community.
- ✓ Park Avenue Extension
- ✓ Annexation of industrial land contiguous to Lake Park, west of Walmart.
- ✓ Establish Lake Park as an Amenity Driven Municipality.
- ✓ Community Center
- ✓ Mixed-Use along Federal Highway.
- ✓ Review Code to Create Higher Density/Intensity development in areas of the Town that make sense.
- ✓ Understand why businesses are leaving Lake Park and create a strategy to retain existing businesses and attract new businesses to Lake Park.
- ✓ Network with all businesses in the Town.
- ✓ Brownfield site designation for the 5.4 acres on the north side of Silver Beach Road, known as Thousand Parks.
- ✓ Assist in the creation of Neighborhood Associations, Downtown Associations to engage residents and business owners in local government.
- ✓ Assist in the creation of an Industrial Development Board for Industrial Businesses in Lake Park.
- ✓ Engage the Community by hosting neighborhood/district meetings in unique areas of Town.
- ✓ Celebrate diversity by attracting unique and culturally diverse restaurants to Park Avenue.
- ✓ Attract Millennials to the Downtown by creating open air café's, unique dining experiences, micro-brew pubs and entertainment venues, including artist loft apartments or condominiums, thereby creating a live/work/play environment, similar to the Mixed-Use strategy for Federal Highway
- ✓ Given our geographic size and our grid network street pattern, enhance walkability through integrating various techniques in town. Consider establishing bike lanes, where appropriate, in Town. Repair, install and link (as needed) all sidewalks in Town.
- ✓ Enhance walking trails internal to the existing open air parks in Town.
- ✓ Promote Yacht and Marine related businesses to the industrial areas to complement the existing Marina and create a niche market.

The above represents some of the ideas you may want to keep in mind as we collectively develop a vision and direction for our community. The information above was culled from staff who, like the Town Commission, have a significant interest in making Lake Park a Community people want to visit, live, work and recreate in.

The following are suggested dates for the visioning workshop:

Monday, October 26, 2015 @ 6:30 pm
Tuesday, October 27, 2015 @ 6:30 pm
Thursday, October 29, 2015 @ 6:30 pm
Tuesday, November 3, 2015 @ 6:30 pm
Thursday, November 5, 2015 @ 6:30 pm
Monday, November 9, 2015 @ 6:30 pm
Tuesday, November 10, 2015 @ 6:30 pm

Recommended Motion: Move to establish _____, at 6:30 p.m., as the Town's Visioning Workshop date.



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, September 16, 2015, 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
.....		
John O. D'Agostino	—	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

1. Proclamation for Fensely Wisdom Employee of the Year for 2014

Tab 1

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.

- 2. Regular Commission meeting minutes of September 2, 2015 Tab 2
- 3. First Public Hearing on the Budget meeting minutes of September 3, 2015 Tab 3

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

G. PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:
None

- H. PUBLIC HEARING(S) – QVALSI-JUDICIAL - RESOLUTION:
- 4. Resolution No. 32-09-15 Approving a Site Plan and the Special Exception Use for an Auto Paint and Body Shop to be Located at 1145 Water Tower Road in the Commercial 4 (C-4) Business District Tab 4

- I. NEW BUSINESS:
- 5. Resolution No. 33-09-15 to Amend the Town of Lake Park Uniform Classification System to Revise the Job Descriptions for positions of Assistant to the Town Manager, Operations Manager, and Special Projects Coordinator; and, to Create the New Job Description for the Assistant to the Human Resources Director, Assistant to the Community Development Director, Sanitation Foreman, Grounds Maintenance Foreman, and Assistant Town Manager/Human Resources Director Tab 5

- 6. Resolution No. 34-09-15 Authorizing Execution of an Agreement between the Town of Lake Park and Calvin Giordano & Associates, Inc. for Continuing Professional Consultant Services in Response to RFQ 103-2015 Tab 6

- 7. Scheduling a Visioning Workshop (October or November) Tab 7

J. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:

K. ADJOURNMENT:

Next Scheduled Regular Commission Meeting will be held on Wednesday, October 7, 2015