



**TOWN OF LAKE PARK
SPECIAL CALL
PLANNING & ZONING BOARD
MEETING MINUTES
AUGUST 23, 2017**

CALL TO ORDER

The Planning & Zoning Board Meeting was called to order by Chair Judith Thomas at 6:30 p.m.

ROLL CALL

Judith Thomas, Chair	Present
Martin Schneider, Vice-Chair	Present
Lawrence Malanga	Present
Charlemagne Metayer	Present
Joseph Rice	Present

Also in attendance were Town Attorney Thomas J. Baird; Nadia DiTommaso, Community Development Director, Scott Schultz, Town Planner and Board Secretary Kimberly Rowley.

APPROVAL OF AGENDA

Chair Thomas requested a motion for the approval of the Agenda. Vice-Chair Schneider made a motion for approval, and the motion was seconded by Board Member Rice. The vote was as follows:

	Aye	Nay
Joseph Rice	X	
Martin Schneider	X	
Lawrence Malanga	X	
Charlemagne Metayer	X	
Judith Thomas	X	

The Motion carried 5-0, and the Agenda was approved.

APPROVAL OF MINUTES

Chair Thomas requested a motion for the approval of the Minutes of the July 10, 2017, Special Call Planning & Zoning Board Meeting. Vice-Chair Schneider made a motion for approval, and the motion was seconded by Board Member Rice. The vote was as follows:

	Aye	Nay
Joseph Rice	X	
Martin Schneider	X	
Lawrence Malanga	X	
Charlemagne Metayer	X	
Judith Thomas	X	

The Motion carried 5-0, and the July 10, 2017, Special Call Planning & Zoning Board Meeting Minutes were approved.

PUBLIC COMMENTS

Chair Thomas explained the Public Comment procedure.

ORDER OF BUSINESS

Chair Thomas outlined the Order of Business.

NEW BUSINESS

I. PZ CASE 17-012: SITE PLAN APPLICATION FOR A 7,440 SQUARE FOOT OFFICE/WAREHOUSE TO BE LOCATED ON THE SOUTHEAST CORNER OF WATERTOWER ROAD AND 14TH STREET. APPLICANT: JOHNSTON GROUP DEVELOPMENT AND DESIGN

STAFF PRESENTATION – PZ CASE 17-012

Scott Schultz, Town Planner, addressed the Planning & Zoning Board Members and explained this Site Plan Application is for a 7,440 square foot office/warehouse located at the southeast corner of Water Towner Road and 14th Street, submitted by Johnston Group Development & Design (Applicant/Agent) on behalf of Youngfish, LLC (Property Owner).

Mr. Schultz explained all lands Adjacent to the site are zoned Campus Light Industrial and Commercial (CLIC),

- North: Campus Light Industrial and Commercial (CLIC)
- South: Campus Light Industrial and Commercial (CLIC)
- East: Campus Light Industrial and Commercial (CLIC)
- West: Campus Light Industrial and Commercial (CLIC)

And the Future Land Use of all adjacent lands is commercial/light industrial.

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

Mr. Schultz explained the Site Plan has been reviewed by:

- The Town's consulting Engineers and Architects
- Community Development Department
- Public Works Department
- Palm Beach County Sheriff's Office (PBSO)
- Seacoast Utilities
- Palm Beach County Fire

Based upon the reviews, Staff finds that the Site Plan meets the Land Development Regulations of the Town Code. He explained that Administrative Waivers were granted by Staff pursuant to Town Code Section 78-321, for reductions to the east, west and south landscape buffers, and a reduction to the front yard setback. He further reviewed specifics of the Site Plan, as follows:

- The site is comprised of two (2) cleared and vacant parcels which are just over half an acre in size (0.63 acres) and located on the south side of Water Tower Road and 14th Street.
- There is one access point proposed for the site along 14th Street.
- Palm Beach County's Traffic Division has confirmed there is sufficient capacity on the roadways to serve the Site.
- Proposed setbacks are compliant with code requirements, with the exception of the Administrative Waivers - a 20% administrative reduction was granted for the front yard setback resulting in a new minimum front setback of 20' from the required 25'.
- The Site Plan meets the Town's Landscaping Code per the Town's consulting landscape architect. A 20% administrative reduction was granted for landscape buffers on the east, west and south sides. The east and south landscape buffer were reduced from 8' to 6.4' and the western landscape buffer reduced from 15' to 12' **Mr. Schultz noted an error on Page 7 of the Staff Report which indicates the reduction at 6.4'.*
- The Applicant is proposing one freestanding sign and one wall sign; however, these will be reviewed and permitted separately from the Site Plan Application.
- Proposed lighting at the site meets the minimum requirements as set forth in the Town Code.

- Regarding parking, there was back and forth at the last minute, which resulted in a revised Site Plan Sheet SP-1, which was provided to Board Members this evening. The Administrative Waiver which was originally requested has been removed as it is no longer necessary as the site does meet the required parking requirements.
- Town Code requires 18 parking spaces and the Applicant has provided 24 parking spaces inclusive of one (1) ADA parking space.
- Regarding architecture, the proposed Elevations meet the Town's Architectural Guidelines; however, Staff is recommending to the Board that additional features, such as stonework and awnings consistent with the other elevations be applied to the eastern façade since this elevation will remain highly visible from Watertower Road even when the neighboring site develops.
- Staff has also suggested that the Applicant provide alternate color palette options that would provide more contrast; however, this was only a suggestion since the proposed colors are Code compliant.

STAFF RECOMMENDATION

Mr. Schultz stated Staff is recommending **APPROVAL** of the Site Plan for the 7,440 square foot office warehouse with standard Conditions of Approval. The additional two (2) Conditions include (1) a reduction to landscape buffers and front yard setback via Administrative Waivers and (2) a requirement to either re-plat the site or establish Unity of Title for the sites, as they are split into two (2) separate parcels.

Ms. DiTommaso noted that Condition No. 2 contained within Staff's Recommendation on Page 9 of the Staff Report should be modified to eliminate the Administrative Waiver for Off-Street Parking, as explained by Mr. Shultz during his presentation, as well as the typographical error for the west landscape buffer that brings it from 15 feet to 12 feet, rather than to 6.4 feet.

APPLICANT PRESENTATION

Mr. Ryan Johnston of the Johnston Group Development & Design, 5090 PGA Boulevard, Suite 200, Palm Beach Gardens, addressed the Planning & Zoning Board and thanked them for their time. He stated he will be reviewing the design aspects and look at the property and the surrounding area. Mr. Johnston showed a Power Point Presentation which included the location of the site and provided aerial photographs of the site and surrounding buildings. He stated that they are provided 24 parking spaces, though only 18 are required by Code. This is a 7,440 square foot one-story building comprised of a small warehouse space (190 square feet), which could eventually grow in the future, as well as 6,721 square feet of dedicated office space for employees, and 529 square feet for the lobby area and conference room. He reviewed the Town's parking requirements and stated there was a last minute change to the parking calculations based on a late interpretation of the Town Code. Mr. Johnston reviewed the parking spaces and stated that there will be 15 employees on site at the most and one (1) space per employee will be provided; for the lobby and conference room area (customer access areas) Town Code requires two (2) spaces and eight (8) parking spaces will be provided for customers, though they do not expect a lot of

customers due to the nature of their business; the warehouse area (190 square feet) requires one (1) space. They will be providing 24 parking spaces, though only 18 parking spaces are required per Town Code.

Mr. Johnston stated the Applicant may desire to increase the size of their warehouse space in the future, though it would not affect their parking requirements. He reviewed the details of the proposed Administrative Waivers to the landscape buffers, as previously outlined by the Town Planner. Mr. Johnston showed photos and identified the surrounding properties, which he stated are mostly older buildings without must architectural character. He presented renderings of the proposed building, which they feel brings a lot of character to the neighborhood and is a significant improvement beyond the aesthetics of the existing surrounding buildings and will hopefully set the stage for future buildings. He stated the proposed building is a contemporary style and will have a highly articulated roofline, columns and aluminum awnings. There will be a variation of three (3) different paint colors, which will be accented by Eldorado stone on the columns. Mr. Schultz stated that Jeff Fisher and Greg Young from Fisher Contracting are present to answer any Board questions.

BOARD COMMENTS/DISCUSSION

Vice-Chair asked for a description of the warehouse use. Mr. Johnston replied that it will be mostly building supplies used on a daily basis and not heavy equipment. Vice-Chair questioned the access to the back garage door and will trucks be trying to turn in to load up. Mr. Johnston replied there will be trucks there to load up in order to bring supplies to the jobsite. He stated they originally proposed a 12' driveway on the south side of the building and the Public Works Department requested that it be 20' in order to provide enough room to get the sanitation truck in to empty the dumpster. In the process of accommodating the Public Works request, they were able to provide a wider turning radius. Vice-Chair questioned if there would be outdoor storage. Mr. Johnston replied that there would not be any outdoor storage due to the nature of their business. Vice-Chair asked if they are okay with Staff's additional Condition of adding additional stonework on the east side of the building due to the visibility since it is a vacant lot. Mr. Johnston replied that the lot behind their building had recently been sold and they have been in discussion with the new property owners regarding their plans for the lot. The understanding is that they are planning to back their building up to the proposed building, so the east side will ultimately be blocked by the new building.

Board Member Rice asked for clarification on the reference to the warehouse use being used for "light equipment". Mr. Johnston stated they would have light power tools and hand tools, etc. Board Member Malanga asked if the stonework isn't put in place on the back side of the building, would it be just a plain white wall or could the two-tone accent colors be added at least temporarily. Mr. Johnston replied that the stonework will be visible on the backside of the building at the corners and all of the accent paint colors go entirely around the building.

Board Member Metayer did not have any questions. Chair Thomas asked Mr. Johnston to elaborate on what type of contracting business Fisher Contracting does and what type of business comes in. Mr. Johnston stated that Fisher Contracting is currently based in Palm Beach Gardens on Burns Road, where they are currently leasing space in a building west of I-95. They decided

for financial reasons there are interested in purchasing/owning property and they liked the property in the Town of Lake Park.

Jeff Fisher, Fisher Contracting/Youngfish, LLC, addressed the Board and explained they are a General Contractor, with project managers, estimators and support staff located in the office, with superintendents that come and go throughout the course of the day as they are on the job site for most of the day. The warehouse will be utilized for small generators, small power tools, heavy duty drills, etc., as well as a retention area for building plans and files. All fifteen (15) employees on site will be administrative and all heavy equipment is subcontracted out. Mr. Fisher stated that Fisher Contracting is currently leasing five (5) 1,200 office/warehouse square foot units in Palm Beach Gardens.

Chair Thomas asked if the plans submitted were presented to Staff today. Mr. Johnston stated that the plans were submitted today due to the late request to reexamine the parking calculations. Chair Thomas stated that it was cumbersome to review plans on the dais. Mr. Johnston apologized that the parking calculations had to be addressed at the last minute. Vice-Chair Schneider stated he is comfortable now that there will be enough parking.

Vice-Chair Schneider stated he is not a fan of the Yellow Tabs because they are brittle and asked if they would look at a substitute with something that will create some shade. He asked if at least a palm tree might be added on the two (2) islands on the south end of the parking lot. The landscape architect stated there is room for a tree, however they are having to abide by the strict guidelines of Seacoast Utilities specifically for the island with a fire hydrant, which requires that a 5' radius be maintained with sod only. He stated that the FPL box and PBC Fire connection has been blocked/screened as well as possible. Vice-Chair Schneider suggested adding a palm tree maybe further back in the buffer or further west of the hydrant, and if not, to make a response that it cannot work. Vice-Chair Schneider commented that because of the changes to the parking that both the Applicant's Narrative and the Staff Report need to be up-dated to reflect the changes.

Chair Thomas asked if there would be a designated pedestrian crosswalk from the parking spaces on the west side leading to the building, for safety reasons. Mr. Johnston replied that there is no proposed crosswalk through the parking lot and that it would be unusual for a small parking lot. He stated that unfortunately, the parking space in front of the door would need to be eliminated in order to add a crosswalk in the parking lot.

BOARD RECOMMENDATION

Upon conclusion of the discussion, Chair Thomas asked for a motion. Vice-Chair Schneider made a motion for approval with Staff Conditions and that the Yellow Tabs be replaced with a different landscaping material. The motion was seconded by Board Member Rice and the vote on the matter was as follows:

	Aye	Nay
Joseph Rice	X	
Martin Schneider	X	
Lawrence Malanga	X	

Charlemagne Metayer	X	
Judith Thomas	X	

The vote was 5-0 in favor of APPROVAL of the Site Plan Application, with Conditions.

PLANNING & ZONING BOARD MEMBER COMMENTS

There were no comments from the Planning & Zoning Board Members.

COMMUNITY DEVELOPMENT DIRECTOR COMMENTS

The Community Development Director announced the following Meetings:

- Special Call Planning & Zoning Board Meeting on September 18, 2017, at 6:30 p.m.
- A Joint Special Call Planning & Zoning Board Meeting with the Village of North Palm Beach will be scheduled sometime in October regarding a Site Plan Application for the Publix Plaza PUD. A date of October 11th at 6:30 p.m. is tentatively planned and when the date/time are confirmed the Board Members will be notified.

Chair Thomas asked the Community Development Director the Statute of Limitations for an approved site plan. Ms. DiTommaso replied that once a site plan is approved, they have 18 months to initiate construction, and then 18 months from initiation to complete construction.

There was discussion regarding the start time of future Planning & Zoning Meeting. Board Member Rice asked if in the future, plans could also be provided in 11” x 17” size.

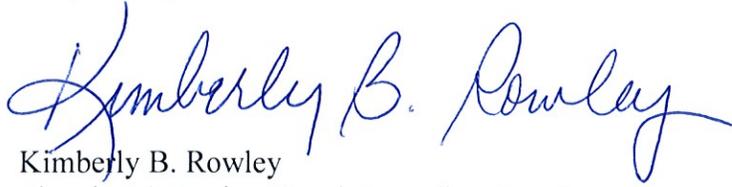
ADJOURNMENT

There being no further business before the Board, Board Member Malanga made a motion to adjourn, and it was seconded by Vice-Chair Schneider. The vote was as follows:

	Aye	Nay
Joseph Rice	X	
Martin Schneider	X	
Lawrence Malanga	X	
Charlemagne Metayer	X	
Judith Thomas	X	

The vote was 5-0 and the Meeting was adjourned at 7:12 p.m.

Respectfully Submitted,



Kimberly B. Rowley
Planning & Zoning Board Recording Secretary

PLANNING & ZONING BOARD APPROVAL:



Judith Thomas, Chair
Town of Lake Park Planning & Zoning Board

DATE: 9/25/2017