



# AGENDA

Lake Park Town Commission  
Town of Lake Park, Florida  
Regular Commission Meeting  
Wednesday, August 7, 2019, 6:30 P.M.  
Lake Park Town Hall  
535 Park Avenue

<b>Michael O'Rourke</b>	—	<b>Mayor</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Mayor</b>
<b>Erin T. Flaherty</b>	—	<b>Commissioner</b>
<b>John Linden</b>	—	<b>Commissioner</b>
<b>Roger Michaud</b>	—	<b>Commissioner</b>
<hr style="border-top: 1px dashed black;"/>		
<b>John O. D'Agostino</b>	—	<b>Town Manager</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Town Attorney</b>
<b>Vivian Mendez, MMC</b>	—	<b>Town Clerk</b>

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 in Honor of Willie Williams. Tab 1
  - 2. Proclamation in Honor of Lake Park Elementary School Principal Michelle Fleming. Tab 2
  - 3. Presentation by Children's Services Council of Palm Beach County. Tab 3
- 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.

- 4. Commission Budget Meeting of July 17, 2019. Tab 4
- 5. Regular Commission Meeting Minutes of July 17, 2019. Tab 5
- 6. Approval of Stormwater Policy Committee Constitution. Tab 6
- 7. Revised Instructions and Application Form for Town of Lake Park Grant Making Program. Tab 7

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

G. **PUBLIC HEARING(S) - ORDINANCE ON SECOND READING:**

\*\*\*\*\*OPEN PUBLIC HEARINGS\*\*\*\*\*

- 8. Ordinance No. 04-2019 Creating Town Code Section 78-70(n)(20), Providing for Authorization to the Community Development Director to Approve up to a Twenty Percent Deviation from the Height of a Building to Facilitate Better Architecture and Appearances of Building in the Park Avenue Downtown District Tab 8

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, CREATING TOWN CODE SECTION 78-70 (n)(20); PROVIDING FOR AUTHORIZATION TO THE COMMUNITY DEVELOPMENT DIRECTOR TO APPROVE UP TO A TWENTY PERCENT DEVIATION FROM THE HEIGHT OF A BUILDING TO FACILITATE BETTER ARCHITECTURE AND APPEARANCES OF BUILDING IN THE PARK AVENUE DOWNTOWN DISTRICT; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

- 9. Ordinance No. 05-2019 Amending Chapter 28 of the Town Code Repealing Article V Entitled “Economic Development Ad Valorem Tax Exemptions”. Tab 9

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 28 OF THE CODE OF ORDINANCES BY REPEALING ARTICLE V ENTITLED “ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTIONS; AND SECTIONS 28-251 TO 28-260 AS CODIFIED THEREIN; AND PROVIDING FOR AN EFFECTIVE DATE.

**QUASI-JUDICIAL PUBLIC HEARING(S) – RESOLUTION(S):**

- **The Commission to Disclose any Ex-Parte Communication at this time.**
- **All Witnesses to be Sworn-in at this time.**

**10. Resolution No. 57-08-19 Development Order for 754 Park Avenue LLC.**

**Tab 10**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING RESOLUTION 93-11-17 WHICH APPROVED A CONDITIONAL USE AND SITE PLAN FOR THE PROPERTY LOCATED AT 754 PARK AVENUE; PROVIDING FOR THE ELIMINATION OF THE SQUARE FOOTAGE ALLOCATED FOR A RESTAURANT AND INCREASING THE SQUARE FOOTAGE FOR THE BUSINESS OFFICE USE TO 5,205; PROVIDING FOR THE ALLOCATION OF 6,690 SQUARE FEET OF THE PROPERTY FOR A MICROBREWERY USE, WHICH INCLUDES A ROOF-TOP OPEN AIR PATIO AND TASTING ROOM; AND PROVIDING FOR AN EFFECTIVE DATE.**

- A. Staff Report**
- B. Public Comments**
- C. Commission Deliberation**

**\*\*\*\*\* CLOSE PUBLIC HEARINGS \*\*\*\*\***

**H. NEW BUSINESS:**

**11. Resolution No. 58-08-19 Second Amendment to the Palm Beach County Interlocal Agreement for the parking area located on the northeast corner of US-1 and Silver Beach Road.**

**Tab 11**

**12. Resolution No. 59-08-19 Approve Work Authorization with Water Resource Management Associates (WRMA) for the Planning of 10<sup>th</sup> Street Green Infrastructure Project.**

**Tab 12**

**13. Intergovernmental Coordination Program – Commission to Appoint Representative.**

**Tab 13**

**14. A Request from Bridges of Lake Park to Allow the Town to be an Event Co-Sponsor for the Upcoming Community Baby Shower to be Held on Saturday, October 19, 2019 in the Mirror Ballroom.**

**Tab 14**

**15. Setting the Date for the US-1 Streetscape/Medians Workshop as Wednesday, August 28, 2019 at 6:00 p.m., immediately following the Marina Visioning Workshop.**

**Tab 15**

**I. 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.

**J. TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:**

**K. REQUEST FOR FUTURE AGENDA ITEMS:**

**L. ADJOURNMENT:**

**Next Scheduled Regular Commission Meeting will be held on Wednesday, August 21, 2019**

**Special  
Presentations  
/Reports**

# TAB 1



**Town of Lake Park Town Commission**

**Agenda Request Form**

**Meeting Date: August 7, 2019**

**Agenda Item No. *Tab 1***

**Agenda Title: Proclamation in Honor of Willie E. Williams**

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

Approved by <sup>ACTING</sup> Town Manager *Becky McCallister* Date: *7/17/2019*

Name/Title

<b>Originating Department:</b>  <b>Human Resources</b>	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b>  <b>Copy of Proclamation</b>
<b>Advertised:</b> 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.	<b>Yes I have notified everyone <u>BMT</u></b> OR Not applicable in this case ____  <b>Please initial one.</b>

**Summary Explanation/Background:**

**Recommended Motion:**

**PROCLAMATION  
IN HONOR OF WILLIE E. WILLIAMS**

**WHEREAS; Willie E. Williams** commenced working for the Town of Lake Park on February 8, 2008 as a Grounds Maintenance Worker II for the Town's Recreation Department; and

**WHEREAS;** because of his exceptional workmanship and strong work ethic, on August 17, 2009 **Willie E. Williams** was promoted to the position of Grounds Maintenance Crew Leader in the Town's Public Works Department; and

**WHEREAS;** throughout his employment, **Willie E. Williams** has diligently and with distinction served the citizens of the Town of Lake; and

**WHEREAS; Willie E. Williams** has distinguished himself by constantly demonstrating the importance of strong and effective leadership, and has by his example inspired his division to provide a high degree of customer service to the residents of the Town of Lake Park; and

**WHEREAS;** because of his professionalism and natural ability to lead, **Willie E. Williams** has always been highly respected not only by his peers and by management, but by all who have had the privilege to consider him a colleague; and

**WHEREAS; Willie E. Williams** has now retired from his employment and the Town of Lake Park wishes to publicly recognize him for his service and accomplishments.

**NOW, THEREFORE,** on behalf of the Commission of the Town of Lake Park, Florida, I, Michael O'Rourke, Mayor of the Town of Lake Park, do hereby publicly recognize and commend **Willie E. Williams** for his dedication and the service which he has rendered to this community and wish him well in his future endeavors.

**IN WITNESS WHEREOF,** I have hereto set my hand and caused the official Seal of the Town of Lake Park, Florida to be affixed this 7<sup>th</sup> day of August, 2019.

By: \_\_\_\_\_  
Mayor Michael O'Rourke

ATTEST:

\_\_\_\_\_  
Vivian Mendez, Town Clerk



# TAB 2



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 7, 2019

Agenda Item No. *Tab 2*

Agenda Title: Proclamation honoring Lake Park Elementary School for achieving an A school grade

- SPECIAL PRESENTATION/REPORTS
  - BOARD APPOINTMENT
  - PUBLIC HEARING ORDINANCE ON \_\_\_\_\_ READING
  - NEW BUSINESS
  - OTHER: WORKSHOP \_\_\_\_\_
- CONSENT AGENDA
  - OLD BUSINESS

Approved by Town Manager

Date:

*7-31-19*

John O. D'Agostino, Town Manager

Name/Title

<b>Originating Department:</b>  Town Manager	Costs: \$ 0 Funding Source: General Fund Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b> <ul style="list-style-type: none"> <li>• Proclamation</li> </ul>
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties with interest in this agenda item are 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>JOD</u> <b>Please initial one.</b>

**Summary Explanation/Background:** At the last Commission Meeting, Commissioner Flaherty mentioned that Lake Park Elementary School received an A grade. The Town is ecstatic with the school's latest achievement and wanted to take time on August 7, 2019, to congratulate Michelle Fleming, Principal of the School, her staff, students and the parents for making the A grade possible. It is a distinct honor for Lake Park Elementary school in Palm Beach County and the State of Florida.

**Recommended Motion:** No motion is necessary

**PROCLAMATION OF THE TOWN OF LAKE PARK  
HONORING MICHELLE FLEMING PRINCIPAL, THE TEACHERS, SUPPORT STAFF  
AND THE STUDENTS OF LAKE PARK ELEMENTARY SCHOOL FOR ACHIEVING A  
GRADE A RANKED SCHOOL IN PALM BEACH COUNTY.**

**WHEREAS**, the Lake Park Elementry School Principal Michelle Fleming stated that the school achieved an A grade ranking in Palm Beach County thanks to the hard work of quality teachers and technology like i-ready, which offers individualized online and text support to students; and,

**WHEREAS**, the students, teachers and support staff for the School deserve recognition in achieving this exemplary status and,

**WHEREAS**, in Palm Beach County, twenty-four schools improved their rating with some schools achieving a two letter upgrade; and,

**WHEREAS**, eight schools improved to an A grade including Boca Raton Elementry School, Coral Sunset Elementry, Dwight D. Eisenhower Elementary, J.C. Mitchell Elementary, Jupiter Elementary, Loxahatchee Groves Elementary, Northboro Elementry and Lake Park Elementry Schools, and

**WHEREAS**, to achieve an A grade distinction the support of parents and the community play a significant role in the success of high performing schools like Lake Park Elementry School, and

**WHEREAS** student performance on the Florida Standards Assessment (FSA) provides the foundation for state grades, based on a school grading system adopted by the State Board of Education.

**NOW, THEREFORE**, The Town of Lake Park hereby recognizes and congratulates Michelle Fleming, her staff, the students and parents of Lake Park Elementary School for achieving the A Grade for schools in Palm Beach County and the State of Florida.

**IN WITNESS THEREOF**, I Michael O'Rourke, Mayor of the Town of Lake Park, do hereby set my hand and cause the Official Seal of the Town of Lake Park, Florida to be affixed on this the 7<sup>th</sup> day of August 2019.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk

# TAB 3



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 7, 2019

Agenda Item No. Tab 3

Agenda Title: Presentation by Children's Services Council of Palm Beach County

- [x] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS
[ ] PUBLIC HEARING ORDINANCE ON \_\_\_ READING
[ ] NEW BUSINESS
[ ] OTHER: \_\_\_\_\_

Approved by Town Manager [Signature] Date: 7-22-19
[Signature]

Name/Title: ASSISTANT TOWN MANAGER/HUMAN RESOURCES DIRECTOR

Table with 3 columns: Originating Department (Human Resources), Costs (\$ -0-), Attachments (None), Advertised (Not Required), and notification details.

Summary Explanation/Background:

The Children's Services Council of Palm Beach County has requested the opportunity to present to the Commission information regarding the services that it provides on behalf of children in Palm Beach County.

Recommended Motion: There is no recommended motion as this is a presentation only.

# **Consent Agenda**

# TAB 4



**Town of Lake Park Town Commission**

**Agenda Request Form**

**Meeting Date:** August 7, 2019

**Agenda Item No.** *Tab 4*

**Agenda Title: Commission Budget Meeting Minutes of July 17, 2019**

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

**Approved by** <sup>ACTING</sup> *Town Manager* *[Signature]* **Date:** *7/19/2019*

*Vivian Mendez, Town Clerk*

Name/Title

<b>Originating Department:</b>  <p style="text-align: center;"><b>Town Clerk</b></p>	<b>Costs: \$ 0.00</b> <b>Funding Source:</b> <b>Acct. #</b> <input type="checkbox"/> Finance _____	<b>Attachments:</b> <b>Agenda Minutes Exhibits "A"</b>
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> <b>Not Required</b>	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. <b>Please initial one.</b>

**Recommended Motion:** To approve the Commission Budget meeting minutes of July 17, 2019.





# AGENDA

Lake Park Town Commission  
Town of Lake Park, Florida  
Budget Meeting  
Wednesday, July 17, 2019, 6:00 p.m.  
Lake Park Town Hall  
535 Park Avenue

<b>Michael O'Rourke</b>	—	<b>Mayor</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Mayor</b>
<b>Erin T. Flaherty</b>	—	<b>Commissioner</b>
<b>John Linden</b>	—	<b>Commissioner</b>
<b>Roger Michaud</b>	—	<b>Commissioner</b>
.....		
<b>John O. D'Agostino</b>	—	<b>Town Manager</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Town Attorney</b>
<b>Vivian Mendez, MMC</b>	—	<b>Town Clerk</b>

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

B. **PLEDGE OF ALLEGIANCE**

C. **NEW BUSINESS**

1. Presentation of the Preliminary Fiscal Year 2019/2020 Budget

1a. Commission Discussion of the Presented Preliminary Fiscal Year 2019/2020 Budget Tab 1

2. Setting the Current Year Proposed Operating Millage Rate, and Restating the Date, Time, and Location for the First Public Budget Hearing. Tab 2

D. **PUBLIC COMMENT:**

This time is provided for audience members to address items related to the Fiscal Year 2019/2020 Budget. 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. **ADJOURNMENT:**

**Next Scheduled Budget Meeting will be held on Monday, August 21, 2019.**



**Minutes**  
**Town of Lake Park, Florida**  
**Commission Budget Meeting**  
**Wednesday, July 17, 2019, 6:00 PM**  
**Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Commission Budget Meeting on Wednesday, July 17, 2019 at 6:06 p.m. Present were Mayor Michael O'Rourke, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, John Linden, Roger Michaud, Assistant Town Manager/Human Resources Director Bambi Turner, Attorney Thomas Baird, and Town Clerk Vivian Mendez. Town Manager John D'Agostino was absent.

Town Clerk Mendez performed the roll call and Vice-Mayor Glas-Castro led the pledge of allegiance.

**NEW BUSINESS:**

**1. Presentation of the Preliminary Fiscal Year 2019/2020 Budget**

**1a. Commission Discussion of the Presented Preliminary Fiscal Year 2019/2020 Budget.**

Assistant Town Manager/Human Resources Director Bambi Turner explained that the budget was being presented to the Commission in general (see Exhibit "A") and that individual meetings with the Town Manager have been scheduled to discuss the budget line item by line item. She brought the Commission's attention to the Revenues pie chart at the front of the budget packet. She stated that during the one-on-one meetings with the Commissioners and staff the Town Manager would discuss the Evergreen Solutions Compensation Study. After the one-on-one meetings with the Commission, the Town Manager will meet with Department Heads to discuss the Evergreen Solutions Compensation Study.

She explained that the Commission would need to set a proposed millage rate that would not exceed an amount. The millage rate could be lowered during the budget process, but it could not be raised. The current millage rate is 5.3474 mills.

Vice-Mayor Glas-Castro asked what the rollback rate was. Assistant Town Manager/Human Resources Director Bambi Turner stated that the rollback rate was 4.6648, which would reduce the budget by \$410,292.00. She pointed out that going to the rollback rate would result in loss of staff.

Commissioner Flaherty asked if the millage rate pie chart could be included as it was in past years. Finance Director Lourdes Cariseo agreed to include the pie chart for the next budget meeting.

Vice-Mayor Glas-Castro stated "for the record" that there was no increase to the millage rate being proposed. Mayor O'Rourke clarified that staff was not recommending an increase. He pointed out that the primary function of the Commission was to set the

millage rate. Vice-Mayor Glas-Castro asked if the Commission considered raising the millage rate, how high could they be allowed to go. Finance Director Cariseo stated that the Commission could increase the millage by 1.2 mills.

Mayor O'Rourke asked what the discretionary percentage was for the Commission to discuss. Finance Director Cariseo stated that it was under one percent. Vice-Mayor Glas-Castro reiterated that the services that are being provided today are the bare bones of what the Town could afford due to all its obligations. Finance Director Cariseo explained that the pie chart shows the percentage used for public safety.

**2. Setting the Current Year Proposed Operating Millage Rate, and Restating the Date, Time, and Location for the First Public Budget Hearing.**

**Motion: Vice-Mayor Glas-Castro moved to set the current year proposed millage rate to 5.3474 mills, and that we restate that the date, time and place for the first public budget hearing is set for September 5, 2019 at 6:30 p.m. in the Town Commission Chamber; Commissioner Michaud seconded the motion.**

Vote on Motion:

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

Motion passed 5-0.

**PUBLIC COMMENT:      None**

**ADJOURNMENT**

There being no further business to come before the Commission and after a motion to adjourn by Vice-Mayor Glas-Castro and seconded by Commissioner Michaud, and by unanimous vote, the meeting adjourned at 6:22 p.m.

\_\_\_\_\_  
Mayor Michael O'Rourke

\_\_\_\_\_  
Town Clerk, Vivian Mendez, MMC

Town Seal

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2019

**Budget Comments:**

The following information is being provided to the Commission at the Town Manager's request. We are here tonight to present the FY 2020 budget in global terms and to indicate what the budget drivers are, rather than to go through the budget by line item.

I would first like to call the Commission's attention to revenues. The amount of revenue we are expecting next year; where the large revenue numbers are coming from, set forth on the general revenue chart. The amount of additional amount of revenue is in the area of \$309,836.00. What is being presented this evening is a balanced budget with revenues offsetting expenditures. Town Department heads worked very closely with the Town Manager and the Finance Director in arriving at a balanced budget for FY 2020, which is again what is being presented this evening.

We have an operating budget of \$8,970,345.00, and we have \$8,970,345.00 in the general fund for expenditures. The expenditures that we would like to focus on that they have approved are:

- Johnson Controls -- \$105,324 for FY 2020 (debt continues through 2037).  
We don't yet have the actual numbers, but this results in energy savings which will be taken into account for comparison purposes when six months' worth of numbers come. The annual fees on shot-spotter and LPR in the amounts of \$65,000 and \$17,000 are also included. Lambda rail internet \$13,800, Cyber Security, etc. There are the large increases in the budget which we have no control over.
- There is also discretionary and non-discretionary spending to be taken into account. Discretionary spending is the amount of funds we have for discretionary purposes, such as Travel and Education. Non-discretionary spending are fixed costs which include salaries, employee benefits, property and casualty insurance, and contractual items that we are obligated to pay (e.g., PBSO [contracted at \$3,037,751, which is a 2 percent increase over FY 2019; the Town Manager dropped it from 3 percent to 2 percent with PBSO], fleet rental lease payments, Johnson Controls, utilities, bonds and debt payments). Also, the amount of money the Town pays to the CRA included in non-discretionary spending. (\$783,106) an increase of \$136,000 over FY 2019.

When we look at discretionary spending, it is less than 1 percent of the budget conservatively speaking than the cost of operating the Town for a year.

There are also included in the budget general fund and proprietary funds. Proprietary funds include enterprise funds which generate their own revenue to meet their own expenses. Examples are the Marina, Stormwater, Streets and Roads. Also, the Marina and the CRA which are special revenue funds.)

There is also a list of one-time expenditures that are over our budget. We will come back to the Commission for approval of these items, and we will explain them during the one-on-one budget meetings.

You will have plenty of time to go through the budget by line item. At least 2 & ½ hours will be spent with the Mayor and each Commissioner for this purpose during which the Town Manager will be answering any individual questions that may arise.

During such meetings we will also be talking with the Mayor and each Commissioner regarding the outcome of the compensation study. The Town Manager will also meet with each employee regarding the compensation study after we have met with the Mayor and Commissioners.

**Millage Rate Comments:**

This evening, the Commission needs to set a millage rate for FY 2020 at a not-to-exceed rate. They can lower it, but they cannot raise it. The rate is 5.3474.

## **TM COMMENTS**

**7/17/2019**

Mr. D'Agostino is currently on vacation, and the following announcements are being made on his behalf:

### **SPECIAL EVENTS DEPARTMENT NEWS**

#### **SUNSET CELEBRATION**

The Town of Lake Park will host its monthly Sunset Celebration on Friday, July 26, 2019 from 6:00 pm – 9:00 pm at Lake Park Harbor Marina. This month's event will feature live entertainment from *Square 1*, featuring a versatile range of rock and roll through the ages that the crowd is sure to enjoy! There will be a full cash bar, happy hour prices, and a variety of food and arts & crafts vendors. For more information please contact the Special Events Department at 561-840-0160.

#### **BACK TO SCHOOL EXTRAVAGANZA**

The Town of Lake Park will host its annual Back to School Extravaganza on Saturday, August 10, 2019 from 10:00 am to 1:00 pm at Town Hall. If anyone would like to make a monetary donation, provide school supplies, be a vendor or event volunteer please contact the Special Events Department at 561-840-0160.

#### **LIBRARY INFORMATION**

Tomorrow night at 6:00 pm the Lake Park Public Library is having Astronomer, Sam Storch as the guest who will deliver a talk entitled "A Deliberate Yet Impossible World" about the planet Pluto. Come and find out about the little-known history leading to the discovery of Pluto.

On Saturday, Bow Wow Tales will be held from 11:00 a.m. until noon.

On Tuesday, July 30<sup>th</sup> at 6:00 pm the Library's Florida Bar Speaker Series topic will be, "How not to be sued".

For more information on upcoming Library activities, call the Library at 561-881-3330.

Also, please be advised that the Lake Park Public Library will be closing on Tuesday and Wednesday, August 20<sup>th</sup> and 21<sup>st</sup>, 2019 for staff to attend training on the new catalog system (ILS). Such closure will be posted on the Town's website and on the Library's webpage.

### **Property of the Month**

The property of the month for the July is the home of Iris Sullivan, and is located at 348 Flagler Drive. The homeowner accepted the honor and presentation of the gift card was made on July 1, 2019.

### **Request for Re-establishment of the PBC Issues Forum**

The Town Manager has received an email from Anna Yeskey of the Palm Beach County Intergovernmental Coordination Program stating as follows:

For the past 25 years, the local governments in Palm Beach County have met their state mandated requirement of intergovernmental coordination through two interlocal agreements which establish the Intergovernmental Coordination Program.

The primary agreement, (IPARC) meets the F.S. 163 requirements, maintains a continuous process for disseminating comprehensive plan amendments and resolving related conflicts. The other (Issues Forum) established a method for addressing countywide issues. It has been inactive for the past eight years.

To reestablish the Issues Forum, she needs each participant to nominate a member and an alternate. As the purpose is to develop solutions and build consensus to issues at a policy level, the preference is for this representative to be an elected policy maker. The nomination process is set by our protocol.

The Town Manager has asked me to check with the Commission this evening to determine if you want this placed on the agenda as a future agenda item.

The first meeting will be held once all participants have nominated members to serve. I have set a tentative date of August 29 at 10:30 am. Once established, the meetings will be held quarterly.

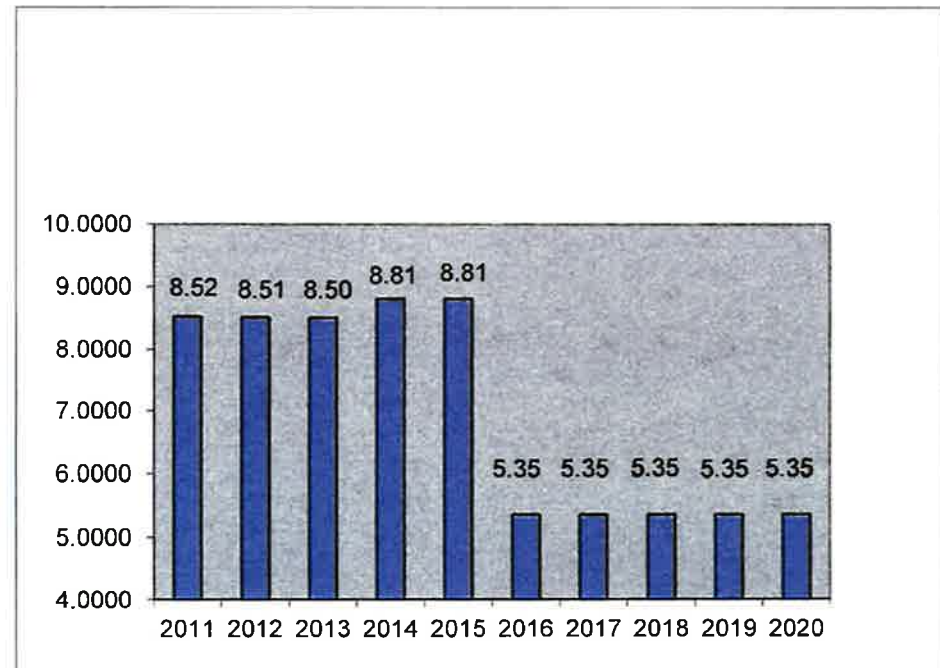


**TOWN OF LAKE PARK**  
**FISCAL YEAR 2019 - 2020**  
**ANALYSIS OF OPERATING MILLAGE**

**FOR TEN YEAR PERIOD 2011 - 2020**

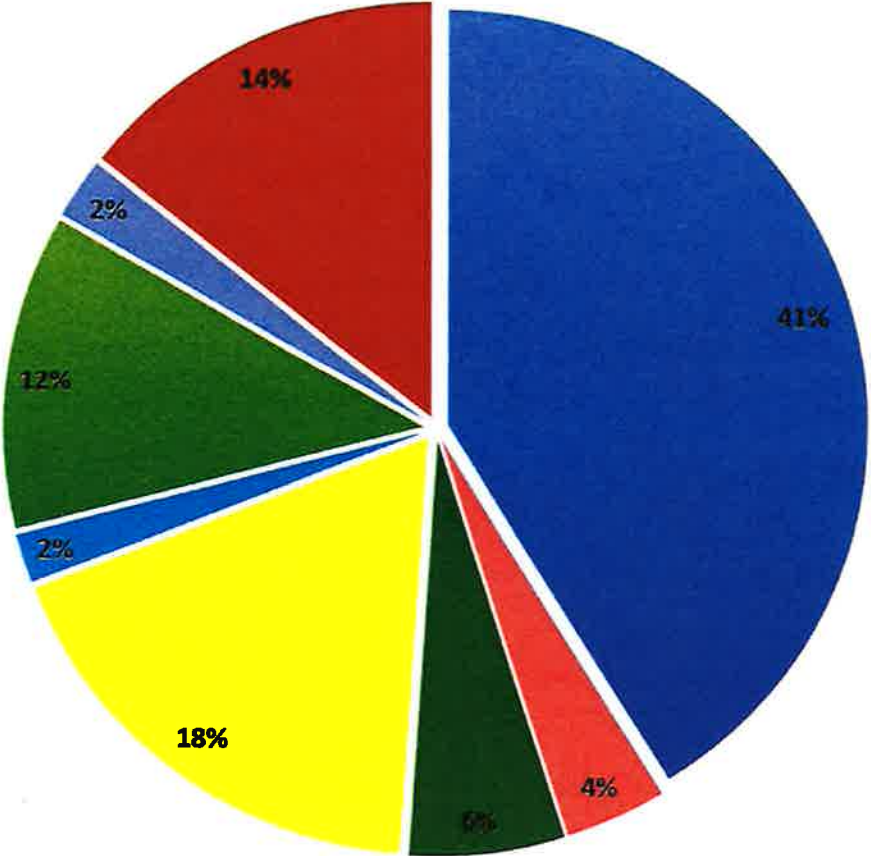
Fiscal Year	Oper. Millage	Inc./Dec. Over Prior Year	% Inc./Dec. Over Prior Year
2011	8.5163	0.0000	0.00%
2012	8.5083	(0.0080)	-0.09%
2013	8.5000	(0.0083)	-0.10%
2014	8.8055	0.3055	3.59%
2015	8.8055	0.0000	0.00%
2016	5.3474	(3.4581)	-39.27%
2017	5.3474	0.0000	0.00%
2018	5.3474	0.0000	0.00%
2019	5.3474	0.0000	0.00%
2020	5.3474	0.0000	0.00%

\* 2016 is the first year of the Fire MSTU  
 2016 PBC F/R Millage is 3.4581



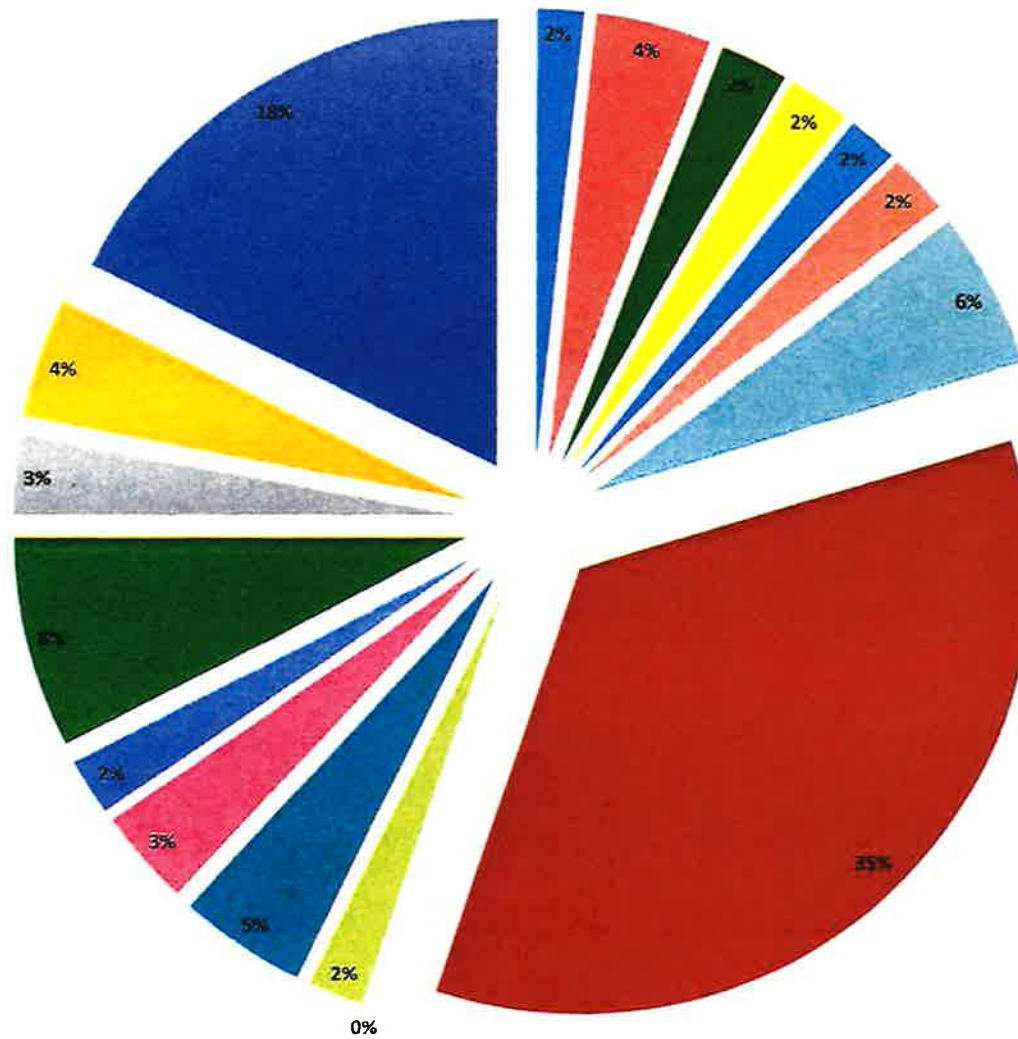
# General Fund Revenue

- Ad Valorem 41%
- Business Tax 4%
- Code/Permits/Violations 6%
- Franchise/Utility Fees 18%
- Interest Earnings 2%
- Interdepartmental 12%
- Other Revenue 2%
- State Revenues 14%



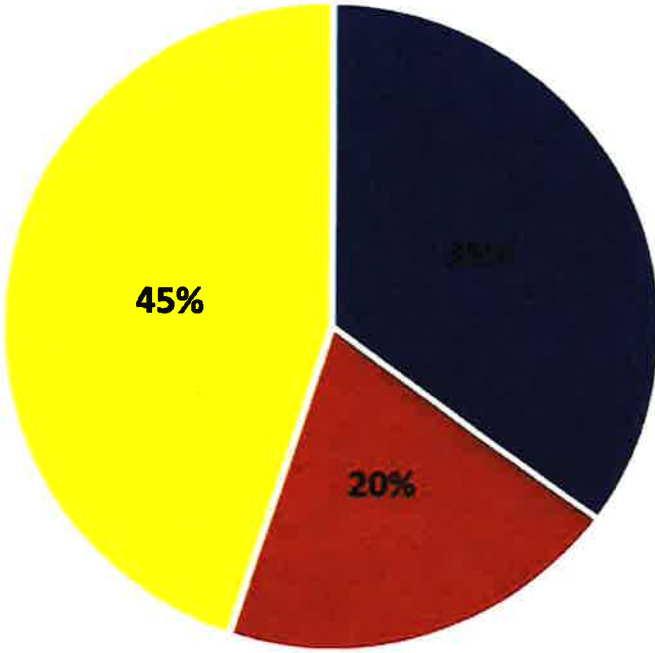
## General Fund Expenditures

- Town Commission 2%
- Town Manager 4%
- Human Resources 2%
- Town Clerk 2%
- Town Attorney 2%
- Information Technology 2%
- Finance 6%
- Public Safety 35%
- Emergency Management < 1%
- Public Works Administration 2%
- Public Works Grounds 5%
- Public Works Facilities 3%
- Public Works Vehicle Maintenance 2%
- Community Development 8%
- Special Events 3%
- Library 4%
- Non-Departmental 18%



# PUBLIC SAFETY AS A % of GENERAL FUND BUDGET

- PBSO 35%
- FIRE 20%
- ALL OTHER COST CENTERS 45%



# TAB 5



**Town of Lake Park Town Commission**

**Agenda Request Form**

**Meeting Date:** August 7, 2019

**Agenda Item No.** *Tab 5*

**Agenda Title: July 17, 2019 Regular Commission Meeting Minutes.**

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

**Approved by Town Manager** \_\_\_\_\_

*[Signature]*

**Date:** \_\_\_\_\_

*7-22-19*

*[Signature]*  
Name/Title

*Shaquita Edwards, Deputy Town Clerk*

<b>Originating Department:</b>  <p style="text-align: center;"><b>Town Clerk</b></p>	Costs: \$ 0.00 Funding Source: Acct.: <input type="checkbox"/> Finance _____	<b>Attachments:</b> - Minutes
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> <b>Not Required</b>	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <u>S.E.</u>  <b>Please initial one.</b>

**Recommended Motion:** To approve the July 17, 2019 Regular Commission Meeting Minutes.



**Minutes  
Town of Lake Park, Florida  
Regular Commission Meeting  
Wednesday, July 17, 2019, 6:30 PM  
Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a Regular Commission Meeting on Wednesday, July 17, 2019 at 6:30 p.m. Present were Mayor Michael O'Rourke, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, John Linden, Roger Michaud, Assistant Town Manager/Human Resources Director Bambi McKibbon-Turner, Attorney Thomas Baird, and Town Clerk Vivian Mendez.

Town Clerk Mendez performed the roll call and Mayor O'Rourke led the pledge of allegiance.

**SPECIAL PRESENTATIONS/REPORTS:**

None

**PUBLIC COMMENT:**

Willie Goode, Clean Sweep, LLC expressed interest in opening a business in the Town of Lake Park.

**CONSENT AGENDA:**

- 1. Regular Commission Meeting Minutes of June 19, 2019**
- 2. Marina Visioning Workshop Minutes of June 26, 2019**
- 3. Regular Commission Meeting Minutes of July 3, 2019**
- 4. Resolution No. 53-07-19 Support for the Creation of a Community Redevelopment Agency within the Village of Palm Springs, Florida.**
- 5. Authorizing the Mayor to Sign the Application Letter to Register the New Domain Name of LPFL.GOV for the Town of Lake Park.**

**Motion: Vice-Mayor Glas-Castro moved to approve the consent agenda; Commissioner Michaud seconded the motion.**

Vote on Motion:

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

Motion passed 5-0.

**BOARD MEMBERSHIP:**

**6. Nomination of Lupe Lawrence for Re-appointment to the Library Board as a Regular Member.**

**Motion: Commissioner Linden moved to approve the Re-Appointment of Lupe Lawrence to the Library Board as a Regular Member; Commissioner Flaherty seconded the motion.**

Vote on Motion:

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

Motion passed 5-0.

**PUBLIC HEARING(S) – ORDINANCE ON FIRST READING:**

**7. Ordinance No. 05-2019 Amending Chapter 28 of the Town Code Repealing Article V Entitled “Economic Development Ad Valorem Tax Exemptions”.**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 28 OF THE CODE OF ORDINANCES BY REPEALING ARTICLE V ENTITLED “ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTIONS: AND SECTIONS 28-251 TO 28-260 AS CODIFIED THEREIN; AND PROVIDING FOR AN EFFECTIVE DATE.**

Assistant Town Manager McKibbon-Turner explained the item. Vice-Mayor Glas-Castro questioned the Supervisor of Elections deadline for revised language. Town Clerk Mendez answered, “December 18, 2019.”

**Motion: Vice-Mayor Glas-Castro moved to approve Ordinance No 05-2019 on first reading; Commissioner Michaud seconded the motion.**

Vote on Motion:

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

Motion passed 5-0.

Attorney Baird read Ordinance No. 05-2019 by title.



**PUBLIC HEARING(S) – ORDINANCE ON SECOND READING:**

None

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**8. Designation the Town’s Voting Delegate for the 2019 Annual Conference of the Florida League of Cities.**

Assistant Town Manager McKibbon-Turner explained the item. Mayor O’Rourke questioned if Vice-Mayor Glas-Castro would serve as the Town’s Voting Delegate.

**Motion: Commissioner Linden moved to Designate Vice-Mayor Glas-Castro as the Town of Lake Park Voting Delegate for the 2019 Annual Conference of the Florida League of Cities; Commissioner Michaud seconded the motion.**

Vote on Motion:

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

Motion passed 5-0.

Mayor O’Rourke expressed his gratitude to Vice-Mayor Glas-Castro for her service to the Town of Lake Park.

**9. Resolution No. 54-07-19 Authorizing the Town Manager to Approve a Work Order with NZ Consultants in the Amount of \$34,890 for the Preparation of a Parking Study for the Park Avenue Downtown District.**

Community Development Director Nadia DiTommaso explained the item. Nilsa Zacarias of NZ Consultants introduced herself and staff members (Planners and Traffic Engineers). She explained that NZ Consultants were excited to work with the Town of Lake Park. Mayor O’Rourke questioned if the Parking Study would provide an analysis related to Special Events parking. Vice-Mayor Glas-Castro questioned the deliverable would identify parking needs and suggest locations. Ms. Zacarias explained that those issues would be addressed during the first coordination meeting scheduled for Thursday, July 18, 2019. Commissioner Linden questioned if Park Avenue Downtown District business owners would be interviewed. Ms. Zacarias explained that stakeholder interviews were not included in the desired scope of work.

**Motion: Commissioner Michaud moved to approve Resolution No. 54-07-19; Commissioner Linden seconded the motion.**

Vote on Motion:

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

Motion passed 5-0.

**10. Resolution No. 55-07-19 Authorizing & Directing Mayor to Execute the Grant Agreement for the Resilience Planning Grant from the Florida Department of Environmental Protection to Create a Stormwater Master Plan.**

Public Works Director Richard Scherle explained the item and the importance of creating a Stormwater Master Plan. Mayor O'Rourke questioned if the grant required matching funds. Public Works Director Scherle explained that the Town would need to match approximately \$45,000.00. Assistant Town Manager McKibbon-Turner explained that funding was available via the Stormwater Fund.

**Motion: Commissioner Linden moved to approve Resolution No. 55-07-19; Vice-Mayor Glas-Castro seconded the motion.**

Vote on Motion:

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

Motion passed 5-0.

**11. Resolution No. 56-07-19 Amendment to the Agreement with My PR Guru for the Development and Implementation of a Crisis Communications Strategy to Combat Crime Perceptions.**

Assistant Town Manager McKibbon-Turner explained the item. Elliot Cohen, My PR Guru, addressed the Commission and explained the importance of public perception in the Town of Lake Park. Mayor O'Rourke questioned if Mr. Cohen had knowledge of the next-door social media platform. Mr. Cohen explained that he was aware of next-door. Commissioner Linden expressed concerns regarding the amendment to the agreement with My PR Guru. He explained that per his research, it appeared that Crisis Management was the primary service of My PR Guru. Discussion ensued regarding social media platforms and public perceptions. Commissioner Linden asked Attorney Baird if it would

be permissible to allow My PR Guru to monitor social media relations. Attorney Baird explained that it was permissible to retain firms such as My PR Guru to monitor social media relations. Assistant Town Manager McKibbon-Turner explained that per the approval of Resolution No. 56-07-19, a meeting would be scheduled with Town Manager John D’Agostino, Strategic Marketing, and My PR Guru to review scopes of services. Vice-Mayor Glas-Castro explained that the previously executed contract expired in March 2019, and that a new contract should be created. She commented that the monthly newsletter was excellent, and thanked Mr. Cohen for his services. Attorney Baird suggested that a Commissioner offer a motion to approve an amended agreement subject to his review and approval.

**Motion: Vice-Mayor Glas-Castro moved to approve an amended agreement subject to the review and approval of Town Attorney Baird; Commissioner Flaherty seconded the motion.**

Vote on Motion:

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

Motion passed 5-0.

**PUBLIC COMMENT:**

None.

**FUTURE AGENDA SUGGESTIONS:**

None.

**TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:**

**Town Attorney Baird** announced that representatives of the Department of Justice would visit the Town of Lake Park on Tuesday, July 30, 2019, 1:00 p.m.-6:00 p.m. to discuss issues concerning voting systems. He requested that the Commission contact him on Thursday, July 18, 2019 regarding the creation of a Community Development Corporation per Town Manager D’Agostino’s email.

**Assistant Town Manager McKibbon-Turner** announced the following:

Mr. D’Agostino is currently on vacation, and the following announcements are being made on his behalf:

**SPECIAL EVENTS DEPARTMENT NEWS**  
**SUNSET CELEBRATION**

The Town of Lake Park will host its monthly Sunset Celebration on Friday, July 26, 2019 from 6:00 pm – 9:00 pm at Lake Park Harbor Marina. This month’s event will feature

live entertainment from *Square 1*, featuring a versatile range of rock and roll through the ages that the crowd is sure to enjoy! There will be a full cash bar, happy hour prices, and a variety of food and arts & crafts vendors. For more information, please contact the Special Events Department at 561-840-0160.

### **BACK TO SCHOOL EXTRAVAGANZA**

The Town of Lake Park will host its annual Back to School Extravaganza on Saturday, August 10, 2019 from 10:00 am to 1:00 pm at Town Hall. If anyone would like to make a monetary donation, provide school supplies, be a vendor or event volunteer please contact the Special Events Department at 561-840-0160.

### **LIBRARY INFORMATION**

Tomorrow night at 6:00 pm the Lake Park Public Library is having Astronomer, Sam Storch as the guest who will deliver a talk entitled "A Deliberate Yet Impossible World" about the planet Pluto. Come and find out about the little-known history leading to the discovery of Pluto.

On Saturday, Bow Wow Tales will be held from 11:00 a.m. until noon.

On Tuesday, July 30<sup>th</sup> at 6:00 pm the Library's Florida Bar Speaker Series topic will be, "How not to be sued".

For more information on upcoming Library activities, call the Library at 561-881-3330.

Also, please be advised that the Lake Park Public Library will be closing on Tuesday and Wednesday, August 20<sup>th</sup> and 21<sup>st</sup>, 2019 for staff to attend training on the new catalog system (ILS). Such closure will be posted on the Town's website and on the Library's webpage.

### **Property of the Month**

The property of the month for the July is the home of Iris Sullivan, and is located at 348 Flagler Drive. The homeowner accepted the honor and presentation of the gift card was made on July 1, 2019.

### **Request for Re-establishment of the PBC Issues Forum**

The Town Manager has received an email from Anna Yeskey of the Palm Beach County Intergovernmental Coordination Program stating as follows:

For the past 25 years, the local governments in Palm Beach County have met their state mandated requirement of intergovernmental coordination through two interlocal agreements which establish the Intergovernmental Coordination Program.

The primary agreement, (IPARC) meets the F.S. 163 requirements, maintains a continuous process for disseminating comprehensive plan amendments and resolving

related conflicts. The other (Issues Forum) established a method for addressing countywide issues. It has been inactive for the past eight years.

To reestablish the Issues Forum, she needs each participant to nominate a member and an alternate. As the purpose is to develop solutions and build consensus to issues at a policy level, the preference is for this representative to be an elected policy maker. The nomination process is set by our protocol. The Town Manager has asked me to check with the Commission this evening to determine if you want this placed on the agenda as a future agenda item.

The first meeting will be held once all participants have nominated members to serve. I have set a tentative date of August 29 at 10:30 am. Once established, the meetings will be held quarterly.

**Commissioner Linden** announced that on July 16, 2019, he attended a meet and greet for Mr. Jonathan Evans, City Manager, City of Riviera Beach, Florida. He announced that he looked forward to an upcoming event at the Lake Park Public Library.

**Commissioner Michaud** announced that he attended a meeting of the Economic Forum of Palm Beach County. He suggested that the Town consider joining the Economic Forum of Palm Beach County in support of economic growth initiatives in Lake Park. He thanked the Lake Park Kiwanis Club for their community outreach at St. George's Community Church in Riviera Beach, Florida.

**Commissioner Flaherty** congratulated the Sullivan's for winning Property of the Month. He announced that Lake Park Elementary earned an "A" Grade on the Florida Standards Assessment. A proclamation honoring Principal Michelle Fleming would be presented at a future Commission meeting.

**Vice-Mayor Glas-Castro** announced the monthly Palm Beach County League of Cities Meeting was scheduled for Wednesday, July 24, 2019, 12:00 p.m., at the Village of Palm Springs.

**Mayor O'Rourke** announced that he attended an informational meeting hosted by the Solid Waste Authority. He announced that he attended a Legislative Conference Breakfast on Wednesday, July 17, 2019.

**ADJOURNMENT**

There being no further business to come before the Commission and after a motion to adjourn by Vice-Mayor Glas-Castro and seconded by Commissioner Michaud, and by unanimous vote, the meeting adjourned at 8:11 p.m.

---

Mayor Michael O'Rourke

---

Town Clerk, Vivian Mendez, MMC

---

Deputy Town Clerk, Shaquita Edwards, MPA, CMC

Town Seal

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2019



TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

Regular Comm  
mtg.

MEETING DATE: 7-17-19

**Cards must be submitted before the item is discussed!!**  
**\*\*\*Three (3) minute limitation on all comments**

Name: Willie Goode

Address: 810 Water tower Rd

If you are interested in receiving Town information through Email, please provide your E-mail address: goode1991@gmail.com

I would like to make comments on the following Agenda Item:

Introducing myself and Future Business

To Lake Park

I would like to make comments on the following Non-Agenda Item(s):

Introducing myself and Future Business

To Lake Park

**Instructions:** Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.

①

# TAB 6





**Town of Lake Park Town Commission**

**Agenda Request Form**

**Meeting Date: August 7, 2019**

**Agenda Item No. *Tab 6***

**Agenda Title: Approval of Stormwater Policy Committee Constitution.**

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

**Approved by Town Manager** *ACTING* *Richard Scherle* **Date:** *7/11/2019*

*Richard Scherle* *7/10/19*  
**Richard Scherle / Public Works Director**

<b>Originating Department:</b> <b>Public Works</b>	<b>Costs:</b> n/a <b>Funding Source:</b> n/a <b>Acct. #</b> n/a <input type="checkbox"/> Finance _____	<b>Attachments:</b> 1. Resolution 42-05-19 2. Resident Applications (Qty: 2)
<b>Advertised:</b> <b>Date:</b> <b>Paper:</b> <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.	<b>Yes I have notified everyone</b> <u><i>RS</i></u> OR Not applicable in this case _____ <b>Please initial one.</b>

**Summary Explanation/Background:**

On May 15<sup>th</sup>, 2019, the Commission authorized via Resolution 42-05-19 the establishment of a Stormwater Policy Steering Committee to help facilitate stakeholder engagement in the Town's new Stormwater Master Plan initiative. Part of the Committee's purpose will be to foster the participation of various stakeholders, such as business owners, other residents, realtors, etc. It is hoped that this process will help staff arrive at a final product that incorporates a range of experience and opinion. Public Works has been soliciting for applications, and we have received two applications for the Stormwater Policy Steering Committee.

The resolution that was approved on May 15<sup>th</sup> called for the following five committee members:  
 1.) Town Manager

- 2.) Technical Public Works Professional or Land Use Planner from Town Staff
- 3.) Two residents
- 4.) One professional engineering consultant or Certified Floodplain Manager (CFM).

The proposed constitution of the Committee is as follows:

- 1.) John D'Agostino, Town Manager
- 2.) Richard Scherle, Public Works Director
- 3.) Ronnie Lee Cohen, resident (see attached application)
- 4.) Dena Davis, resident (see attached application)
- 5.) Raul Mercado, Certified Floodplain Manager

Meetings are anticipated to be held once per month, or on an as-needed basis, and the committee will help guide the formation of the master plan. The Town Commission will be kept abreast of committee meetings through minutes and recommendations. Staff recommends approval.

**Recommended Motion: I move to approve the constitution of the Stormwater Policy Committee as proposed.**

**RESOLUTION NO. 42-05-19**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA ESTABLISHING A STORMWATER POLICY COMMITTEE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Lake Park, Florida (“Town”) is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

**WHEREAS**, the Town Commission has adopted provisions in Chapter 32 of its Code of Ordinances (the Code) pertaining to the management of stormwater utilities; and

**WHEREAS**, on February 6, 2019, the Town Commission approved the development of a new stormwater master plan, and;

**WHEREAS**, as part of the master planning effort, a stormwater policy committee is needed to provide a public forum to allow for stakeholder engagement, to be used in the development of the final stormwater plan, and;

**WHEREAS**, the Town Commission determined that the most appropriate way to establish a stormwater policy committee is to create a technical committee which will conduct public meetings and receive public comments regarding the development of a stormwater master plan.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA:**

**SECTION 1.** Merger. The whereas clauses are incorporated herein as true and correct.

**SECTION 2.** Stormwater Policy Committee.

A Stormwater Policy Committee (the Committee) is hereby created which shall consist of five members. The Committee’s existence shall continue until the Commission determines its existence is no longer necessary, or until such time as a Stormwater Master Plan is adopted.

**SECTION 3. Membership**

The Committee shall consist of the Town Manager, one technical public works professional or land use planner from town staff, two residents, and one professional who need not reside in the Town, but who shall be a professional engineering consultant, or a Certified Floodplain Manager (CFM) employed by a company with a continuing services contract with the Town. The members of the Committee shall serve at the pleasure of the town commission. The Commission shall elect a Chairperson and Vice-Chairperson from among its members.

**SECTION 4. Meetings.**

A Quorum of the Committee shall consist of three or more members present and qualified to vote. The Committee shall meet monthly on a date to be determined by the Committee, unless it is determined there is no business to conduct. Meetings shall be governed by the Sunshine Law, including advertised notice, a recording of the meeting to be taken and maintained, and minutes. The conduct of the meetings shall be generally governed by Roberts Rules of Order. The Committee shall provide the opportunity for public comment at all meetings. Members of the public shall be permitted three minutes of comment on any agenda item. Additional time may be granted at the discretion of the Committee.

**SECTION 5. Powers and purpose of the Committee**

The purpose of the Committee is to provide a public forum for the development of a Stormwater Master plan for the Town. The Committee's powers are limited to providing technical recommendations regarding the development of a Stormwater Master Plan, but the Committee may provide recommendations of policy to the Commission regarding the adoption of a Stormwater Master Plan. Issues for discussion and recommendation may include areas of flooding concerns, proposed adjustments to the Capital Improvement Plan (CIP), and other items pertaining to the development of Town's Stormwater Masterplan.


**SECTION 6. This Resolution shall become effective upon execution.**

The foregoing Resolution was offered by Commissioner Flaherty, who moved its adoption. The motion was seconded by Commissioner Linden and upon being put to a roll call vote, the vote was as follows:

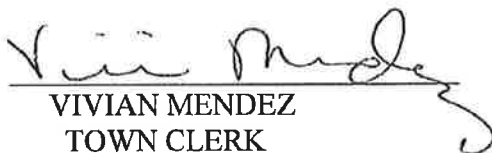
	AYE	NAY
MAYOR MICHAEL O'ROURKE	<u>  /  </u>	<u>  —  </u>
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u>  /  </u>	<u>  —  </u>
COMMISSIONER ERIN FLAHERTY	<u>  /  </u>	<u>  —  </u>
COMMISSIONER JOHN LINDEN	<u>  /  </u>	<u>  —  </u>
COMMISSIONER ROGER MICHAUD	<u>  /  </u>	<u>  —  </u>

The Town Commission thereupon declared the foregoing Resolution 42-05-19 duly passed and adopted this 15 day of May, 2019.

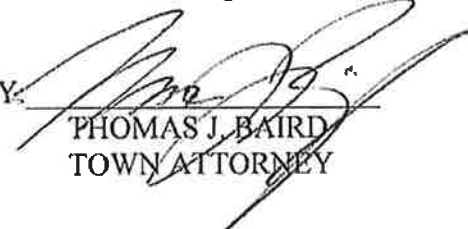
TOWN OF LAKE PARK, FLORIDA

BY:   
MICHAEL O'ROURKE  
MAYOR

ATTEST:

  
VIVIAN MENDEZ  
TOWN CLERK

Approved as to form and legal sufficiency:

BY:   
THOMAS J. BAIRD  
TOWN ATTORNEY





# The Town of Lake Park

## Application to Serve on Town Boards and Committees

This application serves as an information file of the skills, talents, and interests of citizens who are willing to serve on advisory boards and committees for the *Town of Lake Park*. When an opening occurs on one of the boards on which you have indicated a desire to serve, your application will be submitted to the Town Commission. You will be notified when your nomination to be on a board has been made.

Please print the following information:

Name: Cohen RonnieLee  
Last First Middle

Address: 142 Evergreen Drive

Birthday: Month: 12 Day: 12

Telephone: home (561) 628-4782 work (561) 721-0678 cell (561) 628-4782

E-Mail Address ronnie.c. @ ESToyota.com

	Yes	No
Are you a resident of Lake Park <u>yes</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you a non-resident business owner in Lake Park <u>NO</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you a registered voter (Response to this question is not mandatory) <u>yes</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you currently serve on a Town Board or Committee <u>NO</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If so, which one(s): _____		<input checked="" type="checkbox"/>
Have you been convicted of a crime <u>NO</u>		<input checked="" type="checkbox"/>
If so, when? _____ where? _____		

Please indicate your preference by number "1" through "3" of which board you wish to serve, with #1 being the most desired and #3 being the least desired.

<u>Active Boards:</u>			
<u>Choice #</u>	<u>Board</u>	<u>Choice #</u>	<u>Board</u>
_____	CRA Board (Community Redevelopment Agency)	_____	Planning & Zoning/Historic Preservation Board *
_____	Library Board		
<u>1</u>	Stormwater Policy Steering Committee		
<u>2</u>	Floodplain Management Committee		

<u>Inactive Boards:</u>	
Code Compliance	Construction Board of Adjustments & Appeals
Harbor Marina Advisory Board	Tree Board

Please note: Membership on these (\*) Boards require members to complete an annual financial disclosure form pursuant to F.S. 112.3145 (1)(a), (2)(b), (7)

535 Park Avenue, Lake Park, Florida 33403  
Lake Park Board Application

(561) 881-3311 Fax: (561) 881-3314

page 2

Your Name: Ronnie Lee Cohen

Please indicate the reason for your interest in your first and second choices:

I want to help Lake Park move forward with helping  
it's citizens and protect it's properties.

Number of Meetings of the above boards you have attended in the past six months: 3

Your educational background: (High school, College, Graduate School or other training)

3 year college

What is/was your profession or occupation: Customer Service

How long: 15 years

Please indicate employment experience that you feel relates to your desired service on an

advisory board or committee: avid plant enthusiast and dedicated Lake Park  
home owner.

Please indicate other general experience or community involvement that you feel qualifies you to

serve on the boards you have chosen: Active member of Harbour Marina advisory  
board, COP volunteer 5 years (citizens on patrol for PBSO)

Feel free to attach additional sheets if necessary. Also, please attach your resume, if available.

Please return your completed form to the Office of the Town Clerk, 535 Park Avenue, Lake Park, Florida 33403.

**I HEREBY CERTIFY THAT THE STATEMENT AND ANSWERS PROVIDED ARE TRUE AND ACCURATE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE CAUSE FOR REMOVAL FROM A BOARD OR COMMITTEE, IF APPOINTED:**

Signature: Ronnie Lee Cohen Date: June 5, 2019





# The Town of Lake Park

## Application to Serve on Town Boards and Committees

This application serves as an information file of the skills, talents, and interests of citizens who are willing to serve on advisory boards and committees for the *Town of Lake Park*. When an opening occurs on one of the boards on which you have indicated a desire to serve, your application will be submitted to the Town Commission. You will be notified when your nomination to be on a board has been made.

Please print the following information:

Name: DAVIS  DENA  DELORES  
Last First Middle

Address: 639 Evergreen Dr, Lake Park, FL 33403

Birthday: Month: 11 Day: 15

Telephone: home \_\_\_\_\_ work (561) 881-3352 cell (561) 252-0701

E-Mail Address ddelores2017@gmail.com  
Yes No

Are you a resident of Lake Park Yes

Are you a non-resident business owner in Lake Park No

Are you a registered voter (Response to this question is not mandatory) Yes

Do you currently serve on a Town Board or Committee

If so, which one(s): No

Have you been convicted of a crime

If so, when? No where? \_\_\_\_\_

Please indicate your preference by number "1" through "3" of which board you wish to serve, with #1 being the most desired and #3 being the least desired.

<u>Active Boards:</u>			
<u>Choice #</u>	<u>Board</u>	<u>Choice #</u>	<u>Board</u>
_____	CRA Board (Community Redevelopment Agency)	_____	Planning & Zoning/Historic Preservation Board *
_____	Library Board		
<u>1</u>	Stormwater Policy Steering Committee		
<u>2</u>	Floodplain Management Committee		

<u>Inactive Boards:</u>	
Code Compliance	Construction Board of Adjustments & Appeals
Harbor Marina Advisory Board	Tree Board



Please note: Membership on these (\*) Boards require members to complete an annual financial disclosure form pursuant to F.S. 112.3145 (1)(a), (2)(b), (7)

535 Park Avenue, Lake Park, Florida 33403  
Lake Park Board Application

(561) 881-3311 Fax: (561) 881-3314

page 2

Your Name: Dena D Davis

Please indicate the reason for your interest in your first and second choices:

I have always had a vision of Lake Park  
taking a lead position in Palm Beach County  
as a innovative "green city."

Number of Meetings of the above boards you have attended in the past six months: \_\_\_\_\_

Your educational background: (High school, College, Graduate School or other training)

Bachelors Degree in Accounting

What is/was your profession or occupation: Accountant

How long: 31 years

Please indicate employment experience that you feel relates to your desired service on an advisory board or committee:

I currently work in  
the Finance Dept and have knowledge  
of Town projects, grants etc.

Please indicate other general experience or community involvement that you feel qualifies you to serve on the boards you have chosen:

I was involved as a project  
co-ordinator in the Seeds of Hope Community garden  
here in Lake Park. This garden was the largest  
Community garden in PBC County.

Feel free to attach additional sheets if necessary. Also, please attach your resume, if available. Please return your completed form to the Office of the Town Clerk, 535 Park Avenue, Lake Park, Florida 33403.

**I HEREBY CERTIFY THAT THE STATEMENT AND ANSWERS PROVIDED ARE TRUE AND ACCURATE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY BE CAUSE FOR REMOVAL FROM A BOARD OR COMMITTEE, IF APPOINTED:**

Signature: Dena D Davis Date: 6/4/19

# TAB 7



**Town of Lake Park Town Commission**

**Agenda Request Form**

Meeting Date: August 7, 2019

Agenda Item No. *Tab 7*

**Agenda Title: Revised Instructions and Application Form for Town of Lake Park Grantmaking Program**

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

Approved by Town Manager *S. Wright* Date: *7-22-19*

*Merrell Angstreich*

Merrell Angstreich, Grants Writer

<b>Originating Department:</b> <b>Town Manager/Grants</b>	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b> Drafts of updated Grant Application Instructions and Grant Application Form.
<b>Advertised:</b> 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 <b>MA</b> <b>Please initial one.</b>

**Summary Explanation/Background:** Existing Grant Application Instructions and Grant Application Form were not presented in the clearest possible manner. Additional questions have been added for the purpose of clarification, and an option for applicants to meet with the Town's Grants Writer for guidance in advance of submission is now included in order to give each applicant the best chance to receive funding. Items presented in red will be updated when the available amount and dates for the next application cycle are finalized.

**Recommended Motion:** I move that the Commission approve the revised Grant Application Instructions and Grant Application Form for implementation beginning with the upcoming grant cycle.



## TOWN OF LAKE PARK GRANT APPLICATION INSTRUCTIONS AND FORM

### I. GRANT PROCESS

The following processes have been established by the Commission of the Town of Lake Park to assist individuals and groups seeking financial support in the form of a grant from the Town of Lake Park (the Town). Grants are made available by the Town each fiscal year (commencing October 1 and ending September 30). Under the Small Grant Program, individuals who reside in the Town may request up to a total of \$500. The Large Grant Program, which is available to groups, corporate entities, etc., that are based in the Town, requires a 100% match by the applicant (applicants may request up to 50 percent of the total monetary cost of a proposed project, up to the maximum amount budgeted for this purpose, and must provide the other 50 percent via allowable matches). The maximum amount available shall be subject to the Commission's annual appropriation as part of its fiscal year budget. **No grant funding shall be recommended to the Commission for award either on a grant or reimbursement bases unless the Town's Finance Director has certified to the Commission that such funding has been budgeted for and appropriated during the regular fiscal year budget process.**

The grant amounts will be available on the following basis:

- **Small Grant Program:** The maximum amount that shall be available through this program shall be \$500. Applications for funding through the Small Grant Program must be approved by the Town Manager (following written confirmation by the Town's Finance Director of the availability of funds) prior to approval and after notice of intent to award has been provided by the Town Manager to the Commission. The total amount needed will be used to determine the grant award. There shall be no artificial division of needed grant funding in order to qualify for the Small Grant Program. No match is required for the Small Grant Program. All funds awarded through the Small Grant Program shall be paid directly to the vendor(s) identified in the grant application.
- **Large Grant Program:** The grant amount available through this program will range from a minimum of \$500.01 to a maximum of \$XX,XXX budgeted for Fiscal Year 20XX (based upon approval by the Town Commission at a regularly scheduled Town Commission meeting). A 100 percent match is required for the Large Grant Program, which may be provided in the form of volunteer labor (which is valued at \$25 per hour for the purpose of this grant program), donated services, goods/materials, in-kind contributions and/or cash from another organization or business. The match must be substantiated by the submission of a signed Contribution/Match Worksheet as part of the application. **Town resources MAY NOT be used as matching funds. Matching funds are not transferrable to other projects.**

Grant funds are to be disbursed as either direct payments to vendors or reimbursements to applicants with a valid checking account. In order to reimburse an applicant, the following must be submitted to the Town:

- Invoice from the applicant to the Town
- Vendor receipts marked “paid” and/or credit card receipts
- Copy of front/back of cancelled checks if vendor was paid by check

All vendors receiving direct payment from the Town must complete a W-9 (and any other required paperwork) and file with the Town Finance Department. Applicants without a valid checking account will be limited to direct payments to vendors.

All grants are dependent upon the availability of the Town Commission’s appropriation of funding. Funds are expected to be available for release by the Town by Month X, 20XX. No expenses may be incurred before Town approval of the application. Payments to contractors, vendors or distributors that are in excess or outside of the grant award and arranged by the applicant are the responsibility of the applicant. **The Town shall not be held responsible for arrangements of services made by the applicant. As part of its application, the applicant must demonstrate the ability to complete the proposed project and expend all grant funds no later than Month X, 20XX. Any funds that are not expended by this date will be forfeited unless prior written approval is provided by the Town Manager.**

## **II. APPLICATION DEADLINE**

Each applicant may submit only one application for funding each fiscal year. There is one funding round per fiscal year. For Fiscal Year 20XX, the deadline for submittal of all applications is 5:00 PM Eastern Time on Month X, 20XX. All applications must be submitted with an original signed in blue ink and three (3) copies in sealed envelopes/packages to the following address:

**Town of Lake Park  
Office of the Town Clerk, Town of Lake Park  
Lake Park Town Hall  
535 Park Avenue  
Lake Park, Florida 33403**

***NO APPLICATIONS WILL BE ACCEPTED VIA FAX OR EMAIL***

Applications received after the above-stated deadline shall be returned unopened. Receipt of an application by any Town office or personnel other than the Office of the Town Clerk shall not constitute submittal. The Town Clerk’s time stamp shall be conclusive as to the timeliness of each submittal.

## **III. ELIGIBILITY CRITERIA**

With the exception of public entities, eligible applicants must be located within the municipal boundaries of the Town of Lake Park. Eligible applicants include legally established 501(c)3 nonprofit tax-exempt organizations; for-profit businesses; or public entities; individuals are considered eligible applicants for the Small Grant Program only. Eligible projects must, in the opinion of the Town Manager (for the Small Grant Program) and the Town Commission (for the Large Grant Program) directly benefit the citizens of the Town of Lake Park. Grants under the Large Grant Program will not be made to individuals under any

circumstances, or to organizations or businesses that have been in existence for less than three (3) years prior to the date of application; 501(c)3 nonprofit tax-exempt organizations that have been in existence for less than three (3) years are eligible to apply.

Examples of projects or programs that are eligible for consideration are as follows (to the extent that such proposed projects or events are consistent with the eligibility criteria set forth above):

- *Beautification*, including community cleanups, landscaping in public rights-of-way, minor park improvements, public art
- *Children/Youth*, including short-term neighborhood-operated programs that would benefit children (after-school/summer program, tutoring, mentoring), neighborhood-based sporting events
- *Communication/Membership* such as websites, newsletters, advertising, membership drives, directories
- *Crime Deterrents* such as signage, newsletters and items associated with neighborhood crime watch operations (video devices may be considered as long as they can be affixed in a secure location)
- *Event Requirements*, including supplies, notices, entertainment, rentals for festivals/celebrations (any and all special events must obtain applicable Town of Lake Park Special Event Permits)
- *Identity Promotion*, such as signage, logo design, membership t-shirts

Eligible projects must comply with the Town's Comprehensive Plan (with regard to economic development projects), as well as all applicable land development codes, including the Florida Fire Prevention Code with Palm Beach County Amendments, if applicable. Such compliance must be evidenced by a review by the Town's Department of Community Development and the Palm Beach County Fire Inspector; compliance will be noted on the application form by Town staff.

Examples of projects or programs that are **NOT** eligible for funding are as follows:

- Capital items, including any individual item over \$500 that would require tracking by Town property control, excluding signage/surveillance camera equipment
- Computer hardware and/or software, electronic devices and related equipment
- Food and/or provisions for festivals or celebrations
- Ongoing multi-year projects
- Ongoing or operational costs, including salaries or other personnel costs
- Projects or programs already funded by another source, including current operating budgets

- Projects or programs that have already been completed
- Projects typically funded under other sources, such as the Town (or Palm Beach County) department operating budgets, Capital Improvement Program, Community Development Block Grant Program
- Political causes or candidates, religious organizations
- Grants from the Town cannot be used to meet the applicant's matching requirement under the Lake Park Community Improvement Beautification Fund or the Community Redevelopment Agency program funding or to pay the Town's rental fees or deposits or for payment of the Town's special event permit application fee

#### **IV. MANDATORY PRE-APPLICATION CONFERENCE**

A mandatory pre-application conference will be held at X:00 Eastern Time on Month XX, 20XX in the Commission Chamber, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida, 33403. **Only those entities that have attended this pre-application conference will be eligible to submit applications to this program.**

#### **V. ADDITIONAL REQUIREMENTS**

Applications must be typed or neatly handwritten, and must be provided on 8½" x 11" paper. All required substantiating material (quotes, meeting minutes, etc.) must be attached to the application at the time of submittal.

#### **VI. REQUESTS FOR APPLICATION PRE-REVIEW/COMMENTARY**

Applicants wishing to request a meeting with the Town's Grant Writer to review their draft proposals for comments may do so no later than 30 days prior to the due date.

*Remainder of page intentionally left blank*



**TOWN OF LAKE PARK  
APPLICATION FOR GRANT ASSISTANCE**

(Please type or print clearly)

**SECTION 1: APPLICANT INFORMATION**

Legal Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date Organization Was Legally Established: \_\_\_\_\_ State: \_\_\_\_\_

Legal Form of Organization: \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_ C or S Corporation \_\_\_\_\_ Public Entity  
\_\_\_\_\_ Limited Liability Company \_\_\_\_\_ Partnership or Limited Partnership \_\_\_\_\_ Nonprofit 501(c)3

Name of Principal Officer/Business Owner: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Person for This Application: \_\_\_\_\_

Telephone Number (if different from above): \_\_\_\_\_

Nature of Organization (please list products/services provided; please attach a separate sheet if needed):  
\_\_\_\_\_

Palm Beach County Business Tax Receipt Number (if applicable): \_\_\_\_\_

Lake Park Business Tax Receipt Number (if applicable): \_\_\_\_\_

EIN Number (if applicable): \_\_\_\_\_



**SECTION 2: DESCRIPTION OF PROPOSED PROJECT**

Project/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Detailed Project Description, Including Project Timeline (please attach a separate sheet if necessary):

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Estimated Project Completion Date: \_\_\_\_\_

(Please note that all proposed projects must be consistent with the Town of Lake Park's Comprehensive Plan (with regard to economic development projects) and all applicable zoning requirements, as well as all applicable building and safety codes, as set forth in the Lake Park Code of Ordinances and the Florida Fire Prevention Code with Palm Beach County Amendments. For further information regarding these requirements, please contact the Lake Park Department of Community Development at 561-881-3318).

**SECTION 3: FUNDING INFORMATION**

**Amount requested from Town of Lake Park**

\$ \_\_\_\_\_

*The maximum grant amount that shall be available through the Small Grant Program is \$500 (for which no match is required). The minimum grant amount that shall be available through the Large Grant Program is \$500.01 and the maximum grant amount is \$XX.XXX.*

**Compilation of matching funds:**

**Volunteer labor**

\$ \_\_\_\_\_

(Calculate at \$25 per hour. Volunteer Labor Worksheet must be attached.)

**Cash**

\$ \_\_\_\_\_

(Please itemize on Contribution/Match Worksheet)

**Donated professional services**

\$ \_\_\_\_\_

(Not including Volunteer Labor. Please itemize on Contribution/Match Worksheet)

**Donated materials/supplies**

\$ \_\_\_\_\_

(Please itemize on Contribution/Match Worksheet)

**Other (please describe)**

\$ \_\_\_\_\_

(Matching funds that are not directly related to the project will not be considered)

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**Total Matching Funds:**

\$ \_\_\_\_\_

**Please explain how you will complete your project/program if you are awarded 75% of your request; if you are awarded 50% of your request; and if you are awarded less than 50% of your request. Please feel free to attach additional pages if necessary.**

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**SECTION 4: HOW WILL THIS PROJECT MEET THE ELIGIBILITY CRITERIA SET FORTH IN SECTION III OF THE APPLICATION INSTRUCTIONS?**

(Please attach additional pages if necessary)

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**SECTION 5: REQUIRED DOCUMENTATION**

The applicant shall submit the following documentation:

**For the Small Grant Program:**

- A copy of the current official Certificate of Status from the Florida Department of State (if applicable). *Please note that a printout of corporate information from the Department of State Corporations online public inquiry web page DOES NOT meet this requirement.*
- A copy of current Certificate of Status of Fictitious Name Registration from the Florida Department of State (if applicable)
- A copy of current Palm Beach County Business Tax Receipt (if applicable)
- A copy of current Town of Lake Park Business Tax Receipt (if applicable)
- A summary of how the applicant proposes to spend the grant funds

**For the Large Grant Program (in addition to the documentation listed above):**

- Detailed program/project budget, including revenues and expenses
- A copy of applicant's current financial statements covering one fiscal year (prepared within 90 days of submittal of this application); or
- Copies of written estimates

**For nonprofit organizations or public entities, in addition to the documentation required for the Small and Large Grant Programs:**

- A copy of the history of the organization, its mission statement and/or goals
- A complete copy of the applicant's Internal Revenue Service 501(c)3 tax-exempt certification letter
- A copy of the applicant's registration with the Florida Department of Agriculture and Consumer Services (for nonprofit organizations only)
- A list of the applicant's governing board (Board or Directors or similar) and a brief biography of each officer and member, including corporate/professional affiliation (if any)

## **SECTION 6: REPORT AND REIMBURSEMENT**

Applicant must submit a project report to the Town Manager within 60 days of completion of the project. The report must include final timeline of project, final costs and final outcomes. Documentation of expenditures to be reimbursed must be attached. If appropriate, photos may be included, but may not be used in lieu of a comprehensive report.

Following Town Manager review and approval of the report, reimbursement of all approved expenses will be processed, and a Request for Disbursement will be approved by the Town Manager and submitted to the Finance Department.

The following must be submitted to the Town in order to receive reimbursement:

- Invoice from the applicant to the Town
- Vendor receipts marked "paid" and/or credit card receipts
- Copy of front/back of cancelled checks if vendor was paid by check

*Remainder of page intentionally left blank*

<b>GRANT RATING SHEET</b>		
<b>RATING CRITERIA</b>	<b>MAXIMUM RATING POINTS</b>	<b>TOTAL POINTS AWARDED</b>
<b>Each application may be awarded a maximum of 110 points, as follows:</b>	*****	*****
<b>Project Description (How well does the application clearly describe the project and its goals?)</b>	20	*****
<b>Demonstration of Community Need (How well does the application describe, communicate/address a community need?)</b>	20	*****
<b>Evidence of Community/Applicant Strengthening (Does the project have the potential to strengthen the overall neighborhood and applicant?)</b>	20	*****
<b>Community Support (Does the application provide evidence of community consensus for the project and resident involvement in the implementation?)</b>	20	*****
<b>Appropriateness of Proposed Budget (Are the budget revenues and expenses clear and justifiable? Are funding sources appropriate?)</b>	20	*****
<b>Bonus: Up to 10 additional points may be allocated through the incorporation of sustainable/"green" initiatives that are directly related to the project and documented in the grant application.</b>	10	*****
<b>TOTAL POINTS</b>		*****

The average score derived from the Grant Review Committee will be determined by dividing the total points awarded to an application by the number of scores. The highest scoring applications will be considered first. Funds will be allocated based on application average scores in descending order until funds are depleted. Funds will not be allocated to any application with an average score lower than 65.

## VOLUNTEER LABOR WORKSHEET

All volunteer labor hours must be allocated after X/XX/XX. Preparation of the grant application cannot be considered part of the volunteer labor hours)

Type of Work	Volunteer Information			
	Name and Address	Phone Number	Number of Hours	Signature of Volunteer
<b>TOTAL HOURS</b>				<i>Please attach additional Volunteer Labor Worksheets if necessary</i>
<b>RATE</b>			\$25 PER HOUR	
<b>TOTAL VOLUNTEER LABOR VALUE</b>			\$	

## CONTRIBUTION/MATCH WORKSHEET

Please provide information for each donation (not including volunteer hours) to be used as part of the grant project. Please make as many copies of this worksheet as necessary in order to include each contribution and/or match.

**Grant Project Name:** \_\_\_\_\_

**Donation Type:**                     Cash     Services     In-kind     Goods/Materials  
(Check all that apply)             Other \_\_\_\_\_

**Donor Information:** \_\_\_\_\_  
Organization/Company/Individual Name

\_\_\_\_\_ City/Zip Code  
Address

\_\_\_\_\_ Email  
Telephone

**Detailed/Itemized Description of Contribution/Match:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Value of Contribution/Match:** \$ \_\_\_\_\_  
(The value of in-kind contributions must be determined by the donor, not the applicant)

\_\_\_\_\_  
Authorized Signature of Donor

\_\_\_\_\_  
Date

# **Ordinance on Second Reading**



# TAB 8



**Town of Lake Park Town Commission**

**Agenda Request Form**

**Meeting Date: August 7, 2019**

**Agenda Item No. Tab 8**

**Agenda Title: AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, CREATING TOWN CODE SECTION 78-70 (n)(20); PROVIDING FOR AUTHORIZATION TO THE COMMUNITY DEVELOPMENT DIRECTOR TO APPROVE UP TO A TWENTY PERCENT DEVIATION FROM THE HEIGHT OF A BUILDING TO FACILITATE BETTER ARCHITECTURE AND APPEARANCES OF BUILDING IN THE PARK AVENUE DOWNTOWN DISTRICT; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

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

**Approved by Town Manager** *Nadia Di Tommaso* **Date:** 7-31-19

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

<b>Originating Department:</b>  Community Development	<b>Costs: \$ Legal Review and Legal Ad</b>  <b>Funding Source: Legal / Advertising</b>  <b>Acct: # 108 / # 106-48100</b>  <input type="checkbox"/> Finance <u><i>Dondeau</i></u>	<b>Attachments:</b>  → Ordinance 04-2019 → Legal Ad
<b>Advertised:</b> Date: <b>07/28/19</b> Paper: <b>Palm Beach Post</b> <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone Or Not applicable in this case <u>ND</u>  <b>Please initial one.</b>

**Summary Explanation/Background:**

Approved on first reading by the Town Commission on July 3, 2019.

This Ordinance is fairly simple. It is a staff initiated agenda item proposing the creation of a new Town Code Section for the Park Avenue Downtown District (PADD) as it relates to providing Staff with design flexibility in the PADD. The Town Code already provides for flexible land development regulations (LDRs) however, these flexible LDRs are not applicable to the PADD. Given that our PADD is our downtown core, located within the Community Redevelopment Area and ultimately one of our prime redevelopment areas with several projects currently in the pipeline, it was brought to Staff's attention that flexibility should be facilitated at the staff level particularly as it relates to architectural design elements that must be incorporated within buildings of two stories or more, which is the desired building type for redevelopment in the PADD per the Town Code.

Flexibility in the PADD was also previously discussed by the Town Commission during several workshops held in 2018. While the entire Code Section governing the PADD is still being worked on so as to incorporate additional changes, Staff is prioritizing this amendment since there are several projects currently moving forward along Park Avenue and these amendments have proven to be warranted in order to provide flexibility in design. The additional reality is that construction drawings, which are typically prepared following site plan approval, sometimes encounter slight changes/deviations in design that require flexibility. Currently, this is the case for 754 Park Avenue, as they are having to redesign the elevator shaft, which now requires an additional 4+ feet above the height prescribed in the Town Code (which is currently set at 45 feet). These types of flexibilities are not unreasonable in relation to building compatibility and overall approved design intent, but rather provide for a more streamlined approach to development and redevelopment within the Town.

**Planning & Zoning Board** – The Board considered this item at their June 3, 2019 meeting and recommended approval (vote: 5-0). The Board did ask how 20% was selected in terms of flexibility and staff explained that the 20% is a percentage already referenced in the flexible land development LDRS of the Town Code (not applicable to the PADD) therefore, given the “flexibility” intent of this Ordinance, 20% is being proposed for consistency and given its reasonableness as it relates to overall building design.

The Ordinance proposes the following Code provision for Section 78-70(n)(20):

(20) Building heights. The community development director is hereby authorized to review and administratively approve up to a 20 percent deviation in the height of a building to enhance certain architectural features that are required to accomplish improved building design. Examples of these architectural features include parapets, shielding mechanical equipment, cooling towers, elevator shafts, and other elements. The community development director may impose conditions or limitations as he/she deems necessary.

**Recommended Motion: I MOVE TO ADOPT ORDINANCE NO. 04-2019 on second reading.**

ORDINANCE NO. 04-2019

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, CREATING TOWN CODE SECTION 78-70 (n)(20); PROVIDING FOR AUTHORIZATION TO THE COMMUNITY DEVELOPMENT DIRECTOR TO APPROVE UP TO A TWENTY PERCENT DEVIATION FROM THE HEIGHT OF A BUILDING TO FACILITATE BETTER ARCHITECTURE AND APPEARANCES OF BUILDING IN THE PARK AVENUE DOWNTOWN DISTRICT; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Lake Park, Florida is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

**WHEREAS**, the Town Commission has adopted a Land Development Code in Subpart B of Chapter 78 of the Town Code; and

**WHEREAS**, the Land Development Code within subpart B, Chapter 78 consists of several Chapters and identifies the Town's various zoning districts and the land development regulations to be applied within these zoning districts; and

**[WHEREAS**, the Community Development Director has recommended an amendment to the Park Avenue Downtown District (PADD); and]

**WHEREAS**, the Community Development staff has recommended that the Town Commission create Town Code, Chapter 78, Article III, Section 78-70(n)(2) to provide the Community Development Director with certain administrative flexibility pertaining to building heights.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA:**

**Section 1.** The whereas clauses are incorporated herein as true and correct and as the legislative findings of the Town Commission.

**Section 2.** Chapter 78, Article III, Section 78-7(n) of the Town Code is hereby amended to create subsection (20) to read as follows

(20) Building heights. The community development director is hereby authorized to review and administratively approve up to a 20 percent deviation in the height of a building to enhance certain architectural features that are required to accomplish improved building design. Examples of these architectural features include parapets, shielding mechanical equipment, cooling towers, elevator shafts, and other elements. The community development director may impose conditions or limitations as he/she deems necessary.

**LEGAL NOTICE  
OF PROPOSED ORDINANCE  
TOWN OF LAKE PARK**

Please take notice that on Wednesday, August 7, 2019 at 6:30 p.m. or soon thereafter the Town Commission, of the Town of Lake Park, Florida in a regular session, will meet in the regular session to be held in the Community Center, Town Hall, 535 Park Avenue, Lake Park, Florida will consider the following Ordinances on second reading and proposed adoption there-of:

**ORDINANCE NO. 04-2019**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, CREATING TOWN CODE SECTION 78-70 (n)(20); PROVIDING FOR AUTHORIZATION TO THE COMMUNITY DEVELOPMENT DIRECTOR TO APPROVE UP TO A TWENTY PERCENT DEVIATION FROM THE HEIGHT OF A BUILDING TO FACILITATE BETTER ARCHITECTURE AND APPEARANCES OF BUILDING IN THE PARK AVENUE DOWNTOWN DISTRICT; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; AND, PROVIDING FOR AN EFFECTIVE DATE.**

If a person decides to appeal any decision made by the Town Commission with respect to any hearing, they 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. For additional information, please contact Vivian Mendez, Town Clerk at 561-881-3311.

Vivian Mendez, MMC, Town Clerk  
Town of Lake Park, Florida  
7-28/2019

0000496303-01

# TAB 9



**Town of Lake Park Town Commission**

**Agenda Request Form**

Meeting Date: August 7, 2019

Agenda Item No. *Tab 9*

**Agenda Title: Ordinance Amending Chapter 28 of the Town Code by Repealing Article V Entitled "Economic Development Ad Valorem Tax Exemption".**

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by <sup>*ACTING*</sup> Town Manager *Ronald M. [Signature]* Date: *7/19/2019*

*Vivian Mendez, MMC, Town Clerk*

Name/Title

<b>Originating Department:</b>  <p style="text-align: center;"><b>Town Attorney</b></p>	Costs: \$ 147.52 Funding Source: Advertisement Acct. # 106-48100. <input checked="" type="checkbox"/> Finance <i>Flavio</i>	<b>Attachments:</b>  <p style="text-align: center;"><b>Ordinance 05-2019 Legal Advertisement</b></p>
<b>Advertised:</b> Date: <u>July 28, 2019</u> Paper: <u>Palm Beach Post</u> <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <b><u>VM</u></b>  <b>Please initial one.</b>

**Summary Explanation/Background:**

The purpose of this agenda item is to remove the expired language from the Town Code. Staff has been directed to draft an Ordinance that would include ballot language to appear on the 2020 Mayoral Election ballot, in which, if approved by the voters, would reinstate the Taxation language in the Town Code..

**Recommended Motion:** I move to approve Ordinance 05-2019 on second reading.

**ORDINANCE 05- 2019**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 28 OF THE CODE OF ORDINANCES BY REPEALING ARTICLE V ENTITLED "ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTIONS: AND SECTIONS 28-251 TO 28-260 AS CODIFIED THEREIN; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, The Town of Lake Park, Florida (Town) is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes: and

**WHEREAS**, Article VII, Section 3, of the Constitution of the State of Florida and Florida Statutes §196.1995 empowers the municipality to grant economic development ad valorem tax exemptions provided the electors of the municipality, affirmatively vote in a referendum to authorize such exemptions; and

**WHEREAS**, in a referendum which was held on March 10, 2009, the electors of the Town authorized the Town Commission to grant economic development ad valorem tax exemptions pursuant to § 196.1995, Fla. Stat.; and

**WHEREAS**, pursuant to § 196.1195, Fla. Stat., the Town Commission enacted Article V of Chapter 28 of the Code to provide an incentive to those new or expanded businesses which, in accordance with the statute are eligible for tax relief in exchange for providing new jobs and improvements to real and personal property within the Town; and

**WHEREAS**, during the time this program existed there were no applicants for tax exemptions pursuant to Article V; and

**WHEREAS**, pursuant to § 196.1995 (7), Fla. Stat., the Commission's authority to grant economic development ad valorem tax exemptions expired.



**NOW THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE  
TOWN OF LAKE PARK, FLORIDA:**

**Section 1.** The Whereas clauses are incorporated herein as true and correct and as the legislative findings of the Town Commission.

**Section 2.** Chapter 28, Article V, entitled “Economic Development Ad Valorem Tax Exemption” and Sections 28-251, 28-252, 28-253, 28-254, 28-255, 28-256, 28-257, 28-258, 28-259 and 28-260 of the Code of Ordinances of the Town of Lake Park, Florida are hereby repealed.

**Section 3.** This Ordinance shall take effect upon its execution.

**LEGAL NOTICE OF  
PROPOSED ORDINANCE  
TOWN OF LAKE PARK**

Please take notice that on Wednesday, August 7, 2019 at 6:30 p.m. or soon thereafter the Town Commission, of the Town of Lake Park, Florida in a regular session to be held in the Commission Chambers, Town Hall, 535 Park Avenue, Lake Park, Florida will consider the following Ordinances on second reading and proposed adoption thereof:

**ORDINANCE 05- 2019**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 28 OF THE CODE OF ORDINANCES BY REPEALING ARTICLE V ENTITLED "ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTIONS; AND SECTIONS 28-251 TO 28-260 AS CODIFIED THEREIN; AND PROVIDING FOR AN EFFECTIVE DATE.

If a person decides to appeal any decision made by the Town Commission with respect to any hearing, they 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. For additional information, please contact Vivian Mendez, Town Clerk at 561-881-3311.

Vivian Mendez, MMC, Town Clerk  
Town of Lake Park, Florida  
7-28/2019

0000499214-01

**Palm Beach Post, The**  
July 28, 2019  
Miscellaneous Notices

LEGAL NOTICE OF PROPOSED ORDINANCE TOWN OF LAKE PARK Please take notice that on Wednesday, August 7, 2019 at 6:30 p.m. or soon thereafter the Town Commission, of the Town of Lake Park, Florida in a regular session to be held in the Commission Chambers, Town Hall, 535 Park Avenue, Lake Park, Florida will consider the following Ordinances on second reading and proposed adoption thereof:

ORDINANCE 05- 2019 AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 28 OF THE CODE OF ORDINANCES BY REPEALING ARTICLE V ENTITLED "ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTIONS: AND SECTIONS 28-251 TO 28-260 AS CODIFIED THEREIN; AND PROVIDING FOR AN EFFECTIVE DATE. If a person decides to appeal any decision made by the Town Commission with respect to any hearing, they 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. For additional information, please contact Vivian Mendez, Town Clerk at 561-881-3311. Vivian Mendez, MMC, Town Clerk Town of Lake Park, Florida 7-28/2019

**Public  
Hearing  
Quasi-  
Judicial**

# TAB 10



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 7, 2019

Agenda Item No. Tab 10

**Agenda Title:** A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING RESOLUTION 93-11-17 WHICH APPROVED A CONDITIONAL USE AND SITE PLAN FOR THE PROPERTY LOCATED AT 754 PARK AVENUE; PROVIDING FOR THE ELIMINATION OF THE SQUARE FOOTAGE ALLOCATED FOR A RESTAURANT AND INCREASING THE SQUARE FOOTAGE FOR THE BUSINESS OFFICE USE TO 5,205; PROVIDING FOR THE ALLOCATION OF 6,690 SQUARE FEET OF THE PROPERTY FOR A MICROBREWERY USE, WHICH INCLUDES A ROOF-TOP OPEN AIR PATIO AND TASTING ROOM; AND PROVIDING FOR AN EFFECTIVE DATE.

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- ORDINANCE ON 1<sup>st</sup> READING
- NEW BUSINESS – Quasi-Judicial Public Hearing Resolution**
- OTHER: \_\_\_\_\_

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager

*[Signature]*

Date:

*7-31-19*

*Nadia Di Tommaso / Community Development Director*

Name/Title

<p><b>Originating Department:</b></p> <p style="text-align: center;"><b>Community Development</b></p>	<p>Costs: \$ <b>Certified Mail/Notices/Legal Review</b></p> <p>Funding Source: <b>Applicant Escrow Account</b></p> <p>Acct. # <b>5083</b></p> <p><input type="checkbox"/> Finance <i>[Signature]</i></p>	<p><b>Attachments:</b></p> <ul style="list-style-type: none"> <li>→ Resolution <u>57-08-19</u></li> <li>→ Applicant application and associated documents</li> <li>→ Original Resolution 93-11-17</li> <li>→ Legal Ad and Certified Letter</li> <li>→ <b>PLANS - in the Dropbox</b></li> </ul>
<p><b>Advertised:</b></p> <p>Date: <b>07/28/2019 and Certified Mail on 07/26/19</b></p> <p>Paper: <b>Palm Beach Post and Mail</b></p> <p><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></p> <p>OR</p> <p>Not applicable in this case</p> <p><b>Please initial one.</b></p>

**Summary Explanation/Background:**

On behalf of 754 Park Ave, LLC (the Owner), the Everglades Architecture Group, acting as the Owner's authorized agent (the Applicant) has submitted an application to amend the site plan approved for the property located at 754 Park Avenue (the Site). The Owner's application proposes a reallocation of the square footage of the uses on the Site and some minor exterior architectural modifications. The revised site plan proposes a combined 6,690 square foot microbrewery conditional use (previously approved) inclusive of a roof-top open air patio and tasting room, and a 5,205 square foot business office, with common area and the total number of maximum rooftop seats (270) not changing (the Application), at 754 Park Ave (the Site). The Site proposed for development has a future land use designation of "Downtown" and with a Park Avenue Downtown District (PADD) zoning district designation. While these amendments appear to be minor, they must be reflected on the Development Order (i.e. a revised Resolution) and consequently require a Site Plan amendment which is being presented to the Town Commission for approval. The enclosed plans reflect the new square footage allocation of uses; the elimination of the restaurant; and minor exterior elevation changes.

**Recommended Motion: I move to APPROVE Resolution 57-08-19 with the conditions proposed by Staff.**

**RESOLUTION NO. 57-08-19**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING RESOLUTION 93-11-17 WHICH APPROVED A CONDITIONAL USE AND SITE PLAN FOR THE PROPERTY LOCATED AT 754 PARK AVENUE; PROVIDING FOR THE ELIMINATION OF THE SQUARE FOOTAGE ALLOCATED FOR A RESTAURANT AND INCREASING THE SQUARE FOOTAGE FOR THE BUSINESS OFFICE USE TO 5,205; PROVIDING FOR THE ALLOCATION OF 6,690 SQUARE FEET OF THE PROPERTY FOR A MICROBREWERY USE, WHICH INCLUDES A ROOF-TOP OPEN AIR PATIO AND TASTING ROOM; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, on behalf of 754 Park Ave, LLC (the Owner), the Everglades Architecture Group, acting as the Owner's authorized agent (the Applicant) has submitted an application to amend the site plan approved for the property located at 754 Park Avenue (the Site); and

**WHEREAS**, the Owner's application proposes a reallocation of the square footage of the uses on the Site and some minor exterior architectural modifications; and

**WHEREAS**, the revised site plan proposes a combined 6,690 square foot microbrewery conditional use (previously approved) inclusive of a roof-top open air patio and tasting room, and a 5,205 square foot business office, with common area and the total number of rooftop seats (270) not changing (the Application), at 754 Park Ave (the Site); and

**WHEREAS**, the Site proposed for development has a future land use designation of "Downtown"; and

**WHEREAS**, the zoning of the Site is Park Avenue Downtown District (PADD); and

**WHEREAS**, the Town's Planning and Zoning Board previously reviewed the original Application and recommended approval to the Town Commission with certain conditions that remain unchanged; and

**WHEREAS**, the Town Commission has conducted a quasi-judicial hearing to consider the Application; and

**WHEREAS**, at this hearing, the Town Commission considered the evidence presented by the Town Staff, the Owner, Applicant, and other interested parties and members of the public, regarding the Application.

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK:**

**Section 1:** The whereas clauses are incorporated herein as the findings of fact and conclusions of law of the Town Commission.



**Section 2.** Subject to the conditions of approval of this Section, the Town Commission hereby approves an amendment to the Development Order and the Site Plan for the Site which proposes a reconfiguration to consist of the following: a combined 6,690 square foot microbrewery conditional use (previously approved) inclusive of a roof-top open air patio and tasting room, and a 5,205 square foot business office, with common area and the total number of rooftop seats (270), subject to the following conditions:

- (1) The Owner shall develop the Site consistent with the following Plans:
  - a. Site Plan, Demolition and Erosion Plan, Paving/Grading/Drainage Plan, Signage and Pavement Marking Plan, Utility Plan and Utility Details Plan, Landscape Plan, Irrigation Plans, Lighting Plans, and Elevations including color renderings, respectively referenced as Sheets 2 through 8, L1, I-1, E1 through E3, received and dated by the Department of Community Development on 04/03/19.
  - b. Elevations, referenced as Sheets A-401 and A-402, received and dated by the Department of Community Development on 04/03/19 and signed and sealed on 03/27/19.
  - c. Survey prepared by Bob Buggee, Inc. signed and sealed dated 6/13/17 and received by the Department of Community Development on 10/26/17.
- (2) Construction on the Site is permitted only between the hours of 7:00 a.m. and 7:00 p.m., Monday through Saturday, except holidays, unless otherwise approved in writing by the Community Development Director. Any proposed disruption to the normal flow of traffic within the right of way of Park Avenue, 8<sup>th</sup> Street, 7<sup>th</sup> Street, or the alleyways, or any other surrounding street and parking areas as part of the construction of the Site, shall also be subject to the review and approval of the Community Development Director and Public Works Director.
- (3) All landscaping as shown on the Site and Landscaping Plans referenced hereinabove shall be continuously maintained from the date of the issuance of the Certificate of Occupancy by the Town. The Owner shall replace any and all dead or dying landscape material so as to maintain the quantity and quality of the landscaping shown on the approved Site and Landscaping Plans.
- (4) The Owner shall ensure that any and all contractors use commonly accepted practices to reduce airborne dust and particulates during construction on the Site.
- (5) Prior to issuance of the Certificate of Occupancy, the Owner shall provide certification from the Landscape Architect of record that the plant installations on the Site are in accordance with the approved Site and Landscaping Plans.
- (6) Prior to the issuance of any building permits, the Owner shall submit copies of any other permits required by other agencies, including but not limited to the Palm Beach County Health Department, Palm Beach County Land Development Division, South Florida Water Management Division and Florida Department of Environmental Protection.
- (7) Any revisions to the approved Site and Landscaping Plans, architectural elevations, signs, Statement of Use, photometric plan, or other plans or details submitted as part of the Application, including, but not limited to, the location of the proposed improvements or additional, revised, or deleted colors, materials, or structures, shall be submitted to the Community Development Department and shall be subject to its review and approval.

- (8) to require that security personnel is present during the operating hours of the roof-top open air patio of the Brewery onsite.
- (9) The Town's Public Works Department's sanitation requirements shall be met, particularly in the Downtown area where shared alleyway dumpster usage is available.
- (10) The Owner shall initiate bona fide and continuous development of the Site within 3 months from the effective date of this amendment to the Development Order. Once initiated, the development of the Site shall be completed within 18 months. Failure to do so shall render the Development Order void.
- (11) This approval of the amendment to the Site Plan is subject to the abandonment of a 0.9 foot by 53.8 foot right-of-way.
- (12) The Owner shall cause the Site to be 100% irrigated. Prior to the issuance of a Building Permit, the Owner shall submit the detailed irrigation plans for the Community Development Department. The irrigation plans shall be subject to the Community Development Department's review and approval..
- (13) Prior to the submission of the final Site Plan, the Applicant shall incorporate additional exterior window moldings or trim to enhance the aesthetics of the windows around the building.
- (14) Cost Recovery. All professional consulting fees and costs, including the legal fees incurred by the Town in reviewing the Application and preparing the amendment to the Development Order shall be paid by the Owner within 10 days of receipt of an invoice from the Town. The failure of the Owner to pay the Town for the professional fees or costs involved to the Owner within the 10 days will result in the suspension of any further review of any building or other plans which may be associated with the approval of this amendment to the Site Plan, or the revocation of the approved amendment to the Development Order. A certificate of occupancy will not be issued if invoices are outstanding.
- (15) The two westernmost pods of the community garden area parking design as identified in the Master Public Parking Plan 78-70-4, shall be constructed with a temporarily grassed surface, or impervious materials such that the parking area can be used for parking, by the public, prior to the issuance of the Certificate of Occupancy for the rooftop patio bar. Should the Owner propose improving the community garden parking area a temporary grassed area, this temporary condition shall be subject to the review and approval of the Town Commission. The temporary parking grassed parking area is limited to 6months. The Owner may subsequently request that the Town Commission approve a 6month extension. If improved as a temporary grassed area first, the Property Owner must secure the necessary valet parking during the interim period when the grassed area is being converted into a permanent parking lot.
- (16) Amplified music on the rooftop patio bar is prohibited after midnight every day of the week.
- (17) "Annuals" identified on the landscape plans shall be revisited to either identify a specific maintenance schedule that requires proper maintenance, or swapped out with a more permanent species.

**Section 3.** This Resolution shall become effective upon execution.



**DATE:** Monday, April 1, 2019  
**TO:** Nadia DiTommaso  
**FROM:** Jessica Dornblaser on behalf of the Everglades Architecture Group,  
and its sub contractors  
**RE:** Resolution 93-11-17 754 Park Avenue, Lake Park, FL

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The attached documents have been revised by the Architect and others as necessary and approved by the client:

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Please find attached our request for a site plan amendment to the approved resolution order 93-11-17. The amendment request is for the deletion of the ground floor restaurant and side patio and the addition of professional office to the ground floor. Minor architectural changes were made due to existing conditions and the further development of construction documents for permit.

To clarify the existing development order was for a 6,850 square foot brewery (inclusive of accessory roof-top area); 4,225 square feet for the business office, and 1,575 square feet for the restaurant; totaling 12,650 square feet.

The proposed development order will be for 6,688.3 square feet of brewery (does not require reconsideration at this time), 5,205 square feet for the business office (+980 Square feet increase), and approximately 777 square feet of common area (elevator lobby and stairs). This change totals 12, 670.3 square feet (20.3 square feet increase from the original order).

As for the architectural changes the design intent remains the same. However during the course of the construction documents phase it became apparent that the floor plans proposed did not match the elevations. The elevator and exit stair were incorrect in the site plan submittal and have been revised to match the floor plan and to meet requirements of the Florida building code.

Please see attached sheets as part of this revision request.

Sincerely,

Jessica Dornblaser, AIA NCARB

719 North Dixie Highway  
West Palm Beach, FL. 33401  
561-912-0400

**RESOLUTION NO. 93-11-17**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, APPROVING A CONDITIONAL USE AND SITE PLAN FOR THE BUILDING AT 754 PARK AVENUE TO INCLUDE A 4,225 SQUARE FOOT MICROBREWERY WITH AN ACCESSORY 2,625 SQUARE FOOT ROOF-TOP OPEN AIR PATIO AND TASTING ROOM, A 1,575 SQUARE FOOT RESTAURANT, AND A 4,225 SQUARE FOOT BUSINESS OFFICE; PROVIDING FOR THE APPROVAL OF CERTAIN WAIVERS TO THE LAND DEVELOPMENT REGULATIONS OF THE PARK AVENUE DOWNTOWN DISTRICT; PROVIDING FOR CONDITIONS ASSOCIATED WITH THE APPROVAL OF THE SITE PLAN AND THE CONDITIONAL USE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, on behalf of 754 Park Ave, LLC (the Owner), the MilCor Group, Inc. acting as the Owner's authorized agent (the Applicant) has submitted applications for a site plan and a 4,225 square foot microbrewery conditional use with an accessory 2,625 square foot roof-top open air patio and tasting room, 1,575 square foot restaurant with outdoor seating, and 4,225 square foot business office, with an estimated 270 seats for the rooftop open air patio and outdoor dining area for the restaurant, combined (the Application), at 754 Park Ave (the Site); and

**WHEREAS**, the Site proposed for development has a future land use designation of "Downtown"; and

**WHEREAS**, the zoning of the Site is Park Avenue Downtown District (PADD); and

**WHEREAS**, the Town's Planning and Zoning Board has reviewed the Application and has recommended to the Town Commission its approval with certain conditions; and

**WHEREAS**, the Town Commission has conducted a quasi-judicial hearing to consider the Application; and

**WHEREAS**, at these hearings, the Town Commission considered the evidence presented by the Town Staff, the Owner, Applicant, and other interested parties and members of the public, regarding the Application.

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK:**

**Section 1:** The whereas clauses are incorporated herein as the findings of fact and conclusions of law of the Town Commission.

**Section 2.** The Town Commission hereby approves a Site Plan for the Site authorizing a conditional use of a 4,225 square foot microbrewery with an accessory 2,625 square foot rooftop open-air patio and tasting room, a 1,575 square foot restaurant with outdoor

seating, and a 4,225 square foot business office, with 270 seats combined for the rooftop area and outdoor dining area, subject to the following conditions:

- (1) The Applicant shall develop the Site consistent with the following Plans:
  - a. Site Plan, Demolition and Erosion Plan, Paving/Grading/Drainage Plan, Signage and Pavement Marking Plan, Utility Plan and Utility Details Plan, Landscape Plan, Irrigation Plans, Lighting Plans, and Elevations including color renderings, respectively referenced as Sheets 2 through 8, L1, I-1, E1 through E3, 1.6a and 1.7a received and dated by the Department of Community Development on 10/27/17 and signed and sealed on 10/26/17.
  - b. Survey prepared by Bob Buggee, Inc. signed and sealed dated 6/13/17 and received by the Department of Community Development on 10/26/17.
- (2) Construction on the Site is permitted only between the hours of 7:00 a.m. and 7:00 p.m., Monday through Saturday, except holidays, unless otherwise approved in writing by the Community Development Director. Any proposed disruption to the normal flow of traffic within the right of way of Park Avenue, 8<sup>th</sup> Street, 7<sup>th</sup> Street, or the alleyways, or any other surrounding street and parking areas as part of the construction of the Site, shall also be subject to the review and approval of the Community Development Director and Public Works Director.
- (3) All landscaping as shown on the Site Plan and the Landscaping Plan shall be continuously maintained from the date of the issuance of the Certificate of Occupancy by the Town. The Owner shall replace any and all dead or dying landscape material so as to maintain the quantity and quality of the landscaping shown on the approved Site Plan and Landscaping Plan.
- (4) The Owner shall ensure that any and all contractors use commonly accepted practices to reduce airborne dust and particulates during construction on the Site.
- (5) Prior to issuance of the Certificate of Occupancy, the Owner shall provide certification from the Landscape Architect of record that the plant installations on the Site are in accordance with the approved Site and Landscaping Plans.
- (6) Prior to the issuance of any building permits, the Owner shall submit copies of any other permits required by other agencies, including but not limited to Palm Beach County Health Department, Palm Beach County Land Development Division, South Florida Water Management Division and the State of Florida Department of Environmental Protection.
- (7) Any revisions to the approved Site Plan, Landscape Plan, architectural elevations, signs, Statement of Use, photometric plan, or other detail submitted as part of the Application, including, but not limited to, the location of the proposed improvements or additional, revised, or deleted colors, materials, or structures, shall be submitted to the Community Development Department and shall be subject to its review and approval.

- (8) The Owner shall contract with a security company which shall be present during the operating hours of the roof-top open air patio of the Brewery onsite.
- (9) The Town's Public Works Department sanitation requirements shall be met, particularly in the Downtown area where shared alleyway dumpster usage is available.
- (10) The Owner shall initiate bona fide and continuous development of the Site within 18 months from the effective date of this Development Order. Once initiated, the development of the Site shall be completed within 18 months. Failure to do so shall render the Development Order void.
- (11) This approval of the Site Plan is subject to the abandonment of a a 0.9 foot by 53.8 foot right-of-way.
- (12) The Owner shall cause the Site to be 100% irrigated. The Owner shall submit the detailed irrigation plans for the Community Development Department review and approval prior to the issuance of a building permit.
- (13) Prior to the submission of the final Site Plan, the Applicant shall incorporate additional exterior window moldings or trim to enhance the aesthetics of the windows around the building.
- (14) Cost Recovery. All professional consulting fees and costs, including legal fees incurred by the Town in reviewing the Application and preparing the Development Order shall be billed to the Owner. The Owner shall pay these fees and costs to the Town within 10 days of receipt of an invoice from the Town. The failure of the Owner to pay the Town for any of the professional fees or costs within the 10 days will result in the suspension of any further review of any building or other plans which may be associated with the approval of the site plan and conditional use, and may result in the revocation of the approved Development Order. A certificate of occupancy will not be issued if invoices are outstanding.
- (15) The two westernmost pods of the community garden area parking design as identified in the Master Public Parking Plan 78-70-4, must be constructed and usable by the Town either with a temporary grassed surface or as a permanently improved parking lot area, prior to the issuance of the Certificate of Occupancy for the rooftop patio bar. If improved as a temporary grassed area, this temporary condition requires Town Commission approval and shall not extend longer than a 6-month period initially without completing the permanent parking lot conversion, with the option of having the Town Commission revisit and approve one 6-month extension. If improved as a temporary grassed area first, the Property Owner must secure the necessary valet parking during the interim period when the grassed area is being converted into a permanent parking lot.
- (16) Amplified music shall not be permitted after midnight on any day of the week for the rooftop patio bar operation.

- (17) "Annuals" identified on the landscape plans shall be revisited to either identify a specific maintenance schedule that requires proper maintenance, or swapped out with a more permanent species.

**Section 3:** The Owner, Applicant and their successors and assigns shall be subject to the conditions of approval.


**Section 4.** This Resolution shall become effective upon execution.

The foregoing Resolution was offered by Vice-Mayor Glas-Castro who moved its adoption. The motion was seconded by Commissioner Lynch and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR MICHAEL O'ROURKE	<u>/</u>	<u>   </u>
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u>/</u>	<u>   </u>
COMMISSIONER ERIN FLAHERTY	<u>/</u>	<u>   </u>
COMMISSIONER ANNE LYNCH	<u>/</u>	<u>   </u>
COMMISSIONER ROGER MICHAUD	<u>/</u>	<u>   </u>

The Town Commission thereupon declared the foregoing Resolution NO. 93-11-17 duly passed and adopted this 15 day of November, 2017.

TOWN OF LAKE PARK, FLORIDA

BY:   
MICHAEL O'ROURKE  
MAYOR


ATTEST:

  
VIVIAN MENDEZ  
TOWN CLERK



Approved as to form and legal sufficiency:

BY:   
THOMAS J. BAIRD  
TOWN ATTORNEY

**Certification**  
I, Sherrita Edwards Deputy Clerk of the Town of Lake Park Florida, do hereby certify that the foregoing is a true and correct copy of the original instrument as contained in the official records of the Town. Witness my hand and the Official Seal of the Town of Lake Park This 15 day of November 2017  
Town Seal   
Town Clerk

FLORIDA



**NOTICE OF  
QUASI-JUDICIAL PUBLIC HEARING  
TOWN COMMISSION  
Town of Lake Park**

Please take notice and be advised that the Town Commission will consider the following application as a quasi-judicial public hearing agenda item on the date indicated below in the Lake Park Town Commission Chambers at Town Hall, located at 535 Park Avenue, Lake Park, Florida. Records related to these items may be inspected at the Community Development Department located at Town Hall. The application scheduled for the meeting is as follows:

**A Site Plan AMENDMENT** Application submitted by The Everglades Group on behalf of the owner 754 Park Ave LLC for the redevelopment of the 754 Park Avenue property has been submitted. The redevelopment proposal was previously approved through the site plan public hearing process (Resolution 93-11-17 -- development order) however, the applicant is now proposing to amend the redevelopment proposal. The main changes are the elimination of the restaurant use for a larger office use, revised floor plans, and minor alterations to the permit conditions. The site is located on the southeast corner of Park Avenue and 7th Street in the Town. The Parcel Control Number is 636-43-20-01-010-0201. The Town Commission will consider this application as a quasi-judicial public hearing item at their meeting of **Wednesday, August 7, 2019 at 6:30 p.m., or as soon thereafter as can be heard.**

If a person decides to appeal any decision made by the Town Commission with respect to any hearing, they 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. For additional information, please contact Vivian Mendez, Town Clerk, at 561-881-3311. Records related to this item can also be inspected at the Community Development Department located at Town Hall, 535 Park Avenue, Lake Park, FL 33403.

Town Clerk: Vivian Mendez  
7-28/2019

000500963-01

Sent via certified mail

Notification of Public Meetings

July 26, 2019

Dear Property Owner:

You are receiving this notice of public meetings because you are the legal owner of record for property that is located within 300 feet of the subject property. Should you wish to attend the meetings to comment on the application please take note of the date, time and location, if you do not wish to attend the meetings you may disregard this notice.

AGENDA ITEM

A Site Plan AMENDMENT Application submitted by The Everglades Group on behalf of the owner 754 Park Ave LLC for the redevelopment of the 754 Park Avenue property has been submitted. The redevelopment proposal was previously approved through the site plan public hearing process (Resolution 93-11-17 - development order) however, the applicant is now proposing to amend the redevelopment proposal. The main changes are the elimination of the restaurant use for a larger office use, revised floor plans, and minor modifications to the exterior elevations. Their amendment application indicates the following:

"The existing development order was for a 6,850 square foot brewery (inclusive of accessory roof-top area), 4,225 square feet for the business office, and 1,575 square feet for the restaurant; totaling 12,650 square feet. The proposed development order will be for 6,688.3 square feet of brewery (does not require reconsideration at this time), 5,205 square feet for the business office (+980 square feet increase), and approximately 777 square feet of common area (elevator lobby and stairs). This change totals 12,670.3 square feet (20.3 square feet increase from the original order). As for the architectural changes, the design intent remains the same. However, during the course of the construction documents phase it became apparent that the floor plans proposed did not match the elevations. The elevator and exit stair were incorrect in the site plan submittal and have been revised to match the floor plan and to meet requirements of the Florida Building Code."

The Parcel Control Number is 36-43-20-01-010-0201.

PUBLIC HEARINGS

MEETING: TOWN COMMISSION (QUASI-JUDICIAL)
LOCATION: 535 PARK AVENUE, COMMISSION CHAMBERS
LAKE PARK, FL 33403

DATE: WEDNESDAY, AUGUST 7, 2019
TIME: 6:30 P.M., OR AS SOON THEREAFTER AS CAN BE HEARD

Should you wish to review any of the documents associated with the applications, or if you have further questions about the applications please visit the Community Development Department at 535 Park Avenue, Lake Park, FL 33403 or contact Nadia D. Tommaso at 561-881-3319 or ndtommaso@lakeparkflorida.gov.



Community Development Department

535 Park Avenue, Lake Park, FL 33403
Phone: (561) 881-3318
Fax: (561) 881-3325

www.lakeparkflorida.gov

Sent via certified mail

LOCATION MAP



Community Development Department

535 Park Avenue, Lake Park, FL 33403
Phone: (561) 881-3318
Fax: (561) 881-3325

www.lakeparkflorida.gov

# **New Business**

# TAB 11



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 7, 2019

Agenda Item No. Tab 11

**Agenda Title:** A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AMENDMENT TWO TO THE INTERLOCAL AGREEMENT BETWEEN PALM BEACH COUNTY AND THE TOWN OF LAKE PARK (R2019-0892); AND PROVIDING AN EFFECTIVE DATE

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- ORDINANCE
- NEW BUSINESS – RESOLUTION**
- OTHER
- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *J. R. Aguirre* Date: 7-31-19

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

<b>Originating Department:</b>  <p style="text-align: center;"><b>Community Development</b></p>	Costs: \$ <b>Attorney Review</b> Funding Source: # <b>Legal</b> Acct. # <b>108</b> <input type="checkbox"/> Finance <u><i>Dem Dowse</i></u>	<b>Attachments:</b> <ul style="list-style-type: none"> <li>→ Resolution <u>58-08-19</u></li> <li>→ R2019-0892</li> <li>→ Original Interlocal Agreement (R2010-1943) and Amendment One (R2014-0356)</li> </ul>
<b>Advertised:</b> Date: <b>N/A</b> Paper: <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <i>ND</i>  <b>Please initial one.</b>

Summary Explanation/Background:

**Please refer to the enclosed Resolution.** This is an amendment to the original Interlocal Agreement entered into with Palm Beach County for the parking area located on the northeast corner of US-1 and Silver Beach Road.

On November 16, 2010, the County and Town entered into an Interlocal Agreement which provided the Town with \$2.4 Million for acquisition of .8 acres of land adjacent to the Marina for expansion of boat trailer parking. The Town closed on the acquisition in December of 2010 using the County's grant funding. The Interlocal Agreement required the Town to complete the boat trailer parking lot expansion, which the Town did. The Interlocal Agreement also required the Town to reconfigure the trailer parking lot and develop a pedestrian promenade, which the Town has not pursued pending adoption of changes to its Comprehensive Plan and zoning regulations (LDRs) designed to encourage high intensity mixed-use redevelopment. The Town has recently adopted the contemplated changes to its Comprehensive Plan and zoning regulations (LDRs) and sought the County's approval to select a developer for redevelopment of the Town's Marina property, including the property purchased with County grant funding and other adjacent privately owned property. The Town will either issue an RFP or utilize the PPP (P3) procurement procedures established under F.S. Section 255.065, which allows for direct negotiations with a selected developer. This Amendment Two provides the Town one (1) year in which to conduct its RFP or PPP (P3) process. The Town will require that developers incorporate as many of the existing boat trailer parking spaces as possible into the ground floor of the redevelopment, with passenger vehicle parking, retail and residential development built over the top of the trailer parking. Developers will also be required to include restaurants, the promenade and other uses which would provide increased public access to and use of the waterfront and Marina. Upon selection of a proposal which meets the requirements set forth above, County and Town staff will prepare another amendment to the Interlocal Agreement and present it to the Palm Beach County Board of County Commissioners for approval. Both County and Town Staff support this concept for redevelopment and selection of a developer through either the RFP or PPP (P3) process. While the Town is well behind the timeframes for completing improvements required by the Interlocal Agreement, this is a large and complicated project for the Town which, if ultimately completed, will fulfill the objectives of the Waterfront Bond Issue to increase public access to the water and will also assist the Town in accomplishing its economic redevelopment objectives. The Palm Beach County Board of County Commissioners considered this item at their June 18, 2019 meeting and unanimously approved Amendment Two to the Interlocal Agreement. Town approval is now required.

**Recommended Motion: I move to "APPROVE" Resolution 58-08-19 allowing the Mayor to execute R2019-0892.**

**RESOLUTION NO. 58-08-19**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AMENDMENT TWO TO INTERLOCAL AGREEMENT BETWEEN PALM BEACH COUNTY AND THE TOWN OF LAKE PARK (R2019-0892); AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the Town of Lake Park (“Town”) is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

**WHEREAS**, the Town is empowered to enter into contractual arrangements with public agencies, private corporations or other persons, pursuant to Florida Statutes; and

**WHEREAS**, Amendment Two is further defined and enclosed as R2019-0892, attached hereto and incorporated herein as **Exhibit “A”**.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK:**

**Section 1.** The whereas clauses are hereby incorporated herein as true and correct.

**Section 2.** R2019-0892 is enclosed as **Exhibit “A”**.

**Section 3:** This Resolution shall take effect upon execution.



R2019 0892

**AMENDMENT TWO TO INTERLOCAL AGREEMENT BETWEEN  
PALM BEACH COUNTY AND THE TOWN OF LAKE PARK**

**THIS AMENDMENT TWO TO INTERLOCAL AGREEMENT** is made and entered into on \_\_\_\_\_, by and between PALM BEACH COUNTY, a political subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter referred to as "COUNTY", and the Town of Lake Park, a Florida municipal corporation, hereinafter referred to as "MUNICIPALITY".

**WITNESSETH:**

**WHEREAS**, on November 16, 2010 the COUNTY and MUNICIPALITY entered into an Interlocal Agreement (R2010-1943) for funding of additional boat trailer parking and increased access to the Lake Park Marina (the "Interlocal Agreement"); and

**WHEREAS**, on March 11, 2014 the COUNTY and MUNICIPALITY entered into Amendment One to the Interlocal Agreement (R2014-0356) to modify the work to be performed in Phases 1A and 1B of the project and extend the required time frames for completion; and

**WHEREAS**, the MUNICIPALITY has been unable to obtain funding to complete the work and requires assistance from private developers in order to complete the project; and

**WHEREAS**, the MUNICIPALITY desires to obtain proposals from private developers to redevelop the Marina, boat trailer parking and surrounding privately owned properties; and

**WEHEREAS**, COUNTY is willing to extend all time frames for Municipality's performance of its obligations hereunder.

**NOW, THEREFORE**, the parties hereto agree as follows:

1. The MUNICIPALITY shall issue a Request for Proposals, and/or utilize the Public Private Partnership procurement process established under F.S. Section 255.065, seeking developers willing to redevelop the Marina, boat ramp and trailer parking areas, and surrounding privately owned property. The Town shall provide COUNTY staff with drafts of the procurement documentation for County staff review and comment.
2. All proposals must incorporate as many as possible existing boat trailer parking spaces within the proposed development on the ground floor of parking garages or surface parking areas, and provide a boat ramp comparable to the existing ramp. In addition, proposals must include within the mix of proposed development, the promenade, restaurants, retail, residential units and other uses which provide increased public access to and use of the waterfront and Marina.
3. The MUNICIPALITY shall complete the Request for Proposals and/or the Public Private Partnership process within one (1) year of the date hereof and shall present the proposal selected by MUNICIPALITY as the most responsive to the Board of County Commissioners for their review. If the Board finds that the proposal selected by MUNICIPALITY meets the



requirements of this Interlocal Agreement and fulfills the objectives of the Waterfront Bond issue, the parties shall negotiate a further amendment documenting the actions required by MUNICIPALITY to implement said proposal and the time frame therefor. If the Board does not approve the selected proposal and enter into a further amendment to this Interlocal Agreement, the Town shall be obligated to repay the grant funding provided to MUNICIPALITY.

4. Capitalized terms not defined within this Amendment Two shall have the same meaning herein as within the Interlocal Agreement. Except as modified by this Amendment Two, the Interlocal Agreement remains unmodified and in full force and effect.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

IN WITNESS WHEREOF, the parties have caused this Amendment Two to Interlocal Agreement to be executed on the day and year first above written.

R2019 0892 JUN 18 2019

ATTEST:  
SHARON R. BOCK,  
CLERK & COMPTROLLER

PALM BEACH COUNTY, FLORIDA BY ITS  
BOARD OF COUNTY COMMISSIONERS

By: [Signature]  
Deputy Clerk

By: [Signature]  
Mack Bernard, Mayor

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

APPROVED AS TO TERMS AND  
CONDITIONS:

By: [Signature]  
County Attorney

By: [Signature]  
Department Director

WITNESSES:

TOWN OF LAKE PARK

Signature \_\_\_\_\_

By: \_\_\_\_\_  
Mayor

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

By: \_\_\_\_\_  
Municipality Attorney

R 2010 19 43 NOV 16 2010

**INTERLOCAL AGREEMENT BETWEEN PALM BEACH COUNTY  
AND THE TOWN OF LAKE PARK FOR FUNDING OF ADDITIONAL BOAT TRAILER PARKING AND  
INCREASED PUBLIC ACCESS TO THE LAKE PARK MARINA**

**WHEREAS**, Florida Statutes Section 163.01 known as the Florida Interlocal Cooperation Act of 1969" authorizes local government units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities by entering into Interlocal Agreements; and

**WHEREAS**, Section 163.01, Florida Statutes, permits public agencies to enter into Interlocal Agreements with each other to jointly exercise any power, privilege, or authority which such agencies share in common and which each might exercise separately; and

**WHEREAS**, on November 2, 2004, a bond referendum was passed by the voters of Palm Beach County (COUNTY) for the issuance of General Obligation Bonds for the purpose of financing the acquisition, construction, and/or improvements to provide for and enhance waterfront access throughout Palm Beach County, in the principal amount of \$50 Million ("the \$50 Million Waterfront Access Bond"); and

**WHEREAS**, the Town of Lake Park (TOWN) desires to create additional boat trailer parking, car parking and a pedestrian promenade (the Project) at the Lake Park Harbor Marina (Marina) and its surrounding area to provide for and enhance public access to its Marina and the Waterways in proximity thereto; and

**WHEREAS**, MUNICIPALITY has asked COUNTY to participate in the Project by providing funding for the acquisition of a certain parcel of land located in the TOWN at 115 Federal Highway for the purpose of creating additional boat trailer and vehicle parking; and

**WHEREAS**, the COUNTY has approved proposed funding allocations for the \$50 Million Waterfront Access Bond (the Bond); and

**WHEREAS**, the Project qualifies as a waterfront access and boat ramp project eligible for funding pursuant to the Bond; and

**WHEREAS**, on January 27, 2009, Palm Beach County Commission conceptually approved funding from the Bond being allocated to the Town for the purpose of enhancing waterfront access opportunities for the public; and

**WHEREAS**, the TOWN will operate and maintain the Project upon its completion; and

**WHEREAS**, the TOWN will ensure that the Project is open to and benefits all residents of Palm Beach County; and

**WHEREAS**, the parties cooperation in exercising their respective powers and authority would provide for an increase in boat ramp trailer parking and waterfront access opportunities for residents of Palm Beach County.

**NOW, THEREFORE**, in consideration of the mutual covenants, promises and representations contained herein, the parties hereto agree as follows:

**ARTICLE 1: GENERAL**

FILE NUM 20100490854 OR BOOK/PAGE 242780231 DATE: 12/22/2010 14:22:33 Pgs 0231 - 243 (13pgs)  
Sharon R. Beck, CLERK & COMPTROLLER

Section 1.01 The foregoing recitals are true and correct and are incorporated herein as if fully set forth.

Section 1.02 The purpose of this Interlocal Agreement is to enhance boat ramp trailer parking and waterfront access opportunities for use by the public and to provide a mechanism for COUNTY to assist TOWN in the funding of the Project.

Section 1.03 COUNTY shall provide to the TOWN a total amount not to exceed 2.4 Million Dollars (\$2,400,000) for the acquisition of a parcel of land more fully described in Exhibit "D" (the "Property"), TOWN recognizes that COUNTY'S funding of the acquisition is being paid from the proceeds of tax-exempt bonds issued by COUNTY.

Section 1.04 COUNTY'S representative during the renovation and construction of the Project shall be the Director of Parks and Recreation, Palm Beach County Parks and Recreation Department, (561-966-6600). TOWN'S representative during the acquisition/design/construction of the Project shall be Maria Davis, Town Manager, Town of Lake Park (561-881-3304).

Section 1.05 TOWN shall renovate and reconfigure the existing boat trailer/automobile parking lot upon the Property acquired by TOWN.

Section 1.06 TOWN shall be solely responsible for the funding, design/construction of the pedestrian promenade on property owned by TOWN more commonly known as Lakeshore Drive, commencing at a point from the northeast corner of Cypress Drive and Lakeshore Drive and continuing for approximately 500 feet in a southerly direction along Lakeshore Drive. Such construction shall be dependent upon the TOWN being the successful recipient of state and/or federal grant dollars.

Section 1.07 TOWN shall utilize its procurement process for all design/construction and acquisition services required for the Project. Said procurement process shall be consistent with all federal, state and local laws, rules and regulations. COUNTY shall have no contractual obligation to any person retained by TOWN with regard to the Project. Any dispute, claim, or liability that may arise as a result of TOWN'S procurement is solely the responsibility of TOWN and TOWN hereby holds COUNTY harmless for same to the extent permitted by law and subject to the limitations of Section 768.28, Florida Statutes.

## **ARTICLE 2: DESIGN AND CONSTRUCTION**

Section 2.01 TOWN shall be responsible for the design and construction of the Project. TOWN shall design and construct the Project in accordance with Project description, conceptual site plan and cost estimate attached hereto as Exhibits "A", "B" AND "C" respectively and made a part hereof, and with all applicable federal, state and local laws, rules and regulations.

Section 2.02 TOWN shall be responsible for securing all permits and approvals necessary to construct the Project.

Section 2.03 Prior to TOWN commencing renovation of the boat trailer/automobile parking lot, TOWN shall provide a copy of all plans and specifications, along with the associated costs thereof, to COUNTY'S Representative for review to ensure consistency with the intent of this Interlocal Agreement.

Section 2.04 TOWN shall complete the boat trailer/automobile parking lot renovations described in Phase IB of the Project and open same to the public for its intended use within 24

months from the date of execution of this Interlocal Agreement by the parties hereto. Upon notification to COUNTY no later than 21 months after the date of execution of this Interlocal Agreement by the parties hereto, TOWN may request an extension beyond this period for the purpose of completing the Project. COUNTY shall not unreasonably deny TOWN'S request for said extension.

Section 2.05 TOWN shall complete the pedestrian promenade described as Phase IIA of the Project upon the successful receipt of grant funding for such purpose within 60 months after the date of execution of this agreement.

Section 2.06 TOWN shall submit project status reports to COUNTY'S Representative if requested. This report shall include, but not be limited to, a summary of the work accomplished, problems encountered, percentage of completion, and other information as deemed appropriate by COUNTY'S Representative.

### **ARTICLE 3: FUNDING**

Section 3.01 The total not to exceed amount as set forth in Section 1.03 hereinabove shall be paid by COUNTY to TOWN at closing of the acquisition of the Property. Any costs incurred in connection with the Project in excess of that amount shall be the sole responsibility of TOWN.

### **ARTICLE 4: OWNERSHIP, OPERATION AND MAINTENANCE OF THE PROJECT**

Section 4.01 Upon completion, Phase I and Phase IIA of the Project shall remain the property of the TOWN.

Section 4.02 TOWN hereby warrants and represents that it has full legal authority and financial ability to operate and maintain said Project. TOWN shall be responsible for all costs, expenses, fees and charges, and liability related to the operation and maintenance of the Project.

Section 4.03 TOWN shall operate and maintain Phase I and IIA of the Project as a part of the Marina as a public marina for use by the general public in perpetuity. TOWN shall maintain the Project in accordance with industry standards for such facilities to prevent undue deterioration and to encourage public use.

Section 4.04 The rights and duties arising under this Interlocal Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns. TOWN may not assign this Interlocal Agreement or any interest hereunder without the express prior written consent of COUNTY.

Section 4.05 It is the intent of the COUNTY to issue this funding assistance to TOWN for the purpose set forth hereinabove. In the event TOWN ceases to operate the Marina as a public marina or transfers ownership of all or any material part of the Marina or Phase I and IIA of the Project to a party or parties not now a part of this Interlocal Agreement, other than another governmental entity that agrees to assume, in writing, TOWN'S obligations hereunder, TOWN shall reimburse COUNTY for its participation to the full extent of the funding assistance awarded to accomplish the Project. Should TOWN transfer management of the Marina or Project to a party or parties not now a part of this Interlocal Agreement, TOWN shall continue

to be responsible for the liabilities and obligations as set forth herein. Further, TOWN shall not transfer management of the Marina or Project to a third party without the written consent of COUNTY.

#### **ARTICLE 5: USE OF THE PROJECT**

Section 5.01 TOWN warrants that the Project shall serve a waterfront access purpose and be open to and benefit all residents of Palm Beach County and shall be available thereto on the same cost and availability basis as to residents of TOWN. TOWN shall not discriminate on the basis of race, color, sex, national origin, age, disability, religion, ancestry, marital status or sexual orientation with respect to use of the Project.

Section 5.02 The term of this Interlocal Agreement shall extend in perpetuity commencing upon the date of execution of this Interlocal Agreement by the parties hereto. TOWN shall restrict its use of the Project to public waterfront access purposes unless otherwise agreed to in writing by the parties hereto.

Section 5.03 TOWN shall affix a permanent plaque or marker in a prominent location at the completed Project indicating that the COUNTY was a contributor to the development of the Project. Said plaque or marker shall include the COUNTY Seal and a list of County Commissioners, unless otherwise directed by COUNTY'S Representative.

#### **ARTICLE 6: ACCESS AND AUDITS**

TOWN shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the (acquisition/design/construction) of the Project for at least 5 years after the end of the fiscal year in which the final payment is released by COUNTY, except that such records shall be retained by TOWN until final resolution of matters resulting from any litigation, claim, or special audit that starts prior to the expiration of the 5 year period. COUNTY reserves the right, upon reasonable request and during normal business hours, to inspect said Project and shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit.

#### **ARTICLE 7: NOTICES**

Any notice given pursuant to the terms of this Interlocal Agreement shall be in writing and hand-delivered or sent by Certified Mail, Return Receipt Requested. All notices shall be addressed to the following:

As to COUNTY:

Director of Parks and Recreation  
Palm Beach County Parks and Recreation Department  
2700 Sixth Avenue South  
Lake Worth, FL 33461

With a copy to:

County Attorney  
301 North Olive Avenue, Suite 601

West Palm Beach, FL 33401

As to TOWN:

Maria Davis, Town Manager  
Town of Lake Park  
535 Park Avenue  
Lake Park, FL 33403

#### **ARTICLE 8: TERMINATION FOR NON-COMPLIANCE**

COUNTY may terminate this Interlocal Agreement upon written notice to TOWN for non-compliance by TOWN in the performance of any of the terms and conditions as set forth herein and where TOWN does not cure said non-compliance within 90 days of receipt of written notice from COUNTY to do so. Further, if TOWN does not cure said non-compliance within the time frame specified above, then upon written notice, COUNTY may require TOWN to reimburse any funds provided to TOWN pursuant to this Interlocal Agreement either in whole or in part once COUNTY has reasonably determined that no other remedy is available.

#### **ARTICLE 9: REMEDIES**

This Interlocal Agreement shall be governed by the Laws of the State of Florida. Any and all legal action necessary to enforce the Interlocal Agreement will be held in Palm Beach County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof. The parties hereto may pursue any and all actions available under law to enforce this Interlocal Agreement including, but not limited to, actions arising from the breach of any provision set forth herein.

#### **ARTICLE 10: FILING**

A copy of this Interlocal Agreement shall be filed with the Clerk of the Circuit Court in and for Palm Beach County and recorded in the Public Records of Palm Beach County, Florida.

#### **ARTICLE 11: INDEMNIFICATION**

It is understood and agreed that TOWN is merely a recipient of COUNTY funding and is an independent contractor and is not an agent, servant or employee of COUNTY or its Board of County Commissioners. It is further acknowledged that COUNTY only contributes funding under this Interlocal Agreement and operates no control over the Project. In the event a claim or lawsuit is brought against COUNTY or any of its officers, agents or employees, TOWN shall indemnify, save and hold harmless and defend the COUNTY, its officers, agents, and/or employees from and against any and all claims, liabilities, losses, judgments, and/or causes of action of any type arising out of or relating to any intentional or negligent act or omission of

TOWN, its agents, servants and/or employees in the performance of this Interlocal Agreement. The foregoing indemnification shall survive termination of this Interlocal Agreement.

#### **ARTICLE 12: INSURANCE**

Without waiving the right to sovereign immunity as provided by Section 768.28, Florida Statutes, TOWN acknowledges to be either insured or self-insured for General Liability and Automobile Liability under Florida sovereign immunity statutes with coverage limits of \$100,000 Per Person and \$200,000 Per Occurrence; or such monetary waiver limits that may change and be set forth by the Legislature.

TOWN agrees to maintain or to be self-insured for Workers' Compensation and Employer's Liability Insurance in accordance with Florida Statutes Chapter 440.

TOWN agrees to maintain or acknowledges to be self-insured for property insurance, which would include builder's risk insurance while the project is in the course of construction in an amount at least equal to the estimated completed project value as well as subsequent modifications of that sum; thereafter, All-Risk property insurance for adequate limits based on TOWN'S replacement cost or probable maximum loss estimates for the perils of either fire, wind, or flood. TOWN shall agree to be fully responsible for any deductible or self-insured retention.

TOWN shall agree to provide a statement or Certificate of Insurance evidencing insurance, self-insurance, and/or sovereign immunity status, which COUNTY agrees to recognize as acceptable for the above mentioned coverages.

Compliance with the foregoing requirements shall not relieve TOWN of its liability and obligations under this Interlocal Agreement.

TOWN shall require each Contractor engaged by TOWN for work associated with this Interlocal Agreement to maintain:

1. Workers' Compensation coverage in accordance with Florida Statutes including endorsements for U.S. Longshore and Harbor Workers Compensation Act and the Merchant Marine Act (Jones Act) in the event any portion of the scope of services/work occurs over, near, or contiguous to any navigable bodies of water.
2. Commercial General Liability coverage at limits of not less than \$1,000,000 Each Occurrence. COUNTY shall be added as "Additional Insured".
3. Business Auto Insurance with limits of not less than \$1,000,000 Each Accident.
4. If the construction work being performed exceeds \$200,000, a payment and performance bond for the total amount of their construction contract, in accordance with Section 255.05 Florida Statutes.

#### **ARTICLE 13: PUBLIC ENTITY CRIMES**



As provided in Section 287.132-133, Florida Statutes, by entering into this Interlocal Agreement or performing any work in furtherance hereof, TOWN certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by Section 287.133(3)(a), Florida Statutes.

#### **ARTICLE 14: CAPTIONS**

The captions and section designations herein set forth are for convenience only and shall have not substantive meaning.

#### **ARTICLE 15: SEVERABILITY**

If any term or provision of this Interlocal Agreement, or the application thereof to any person or circumstance, shall to any extent be held invalid or unenforceable, the remainder of this Interlocal Agreement, or the application of such term or provision, to any person or circumstance other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Interlocal Agreement shall be deemed valid and enforceable to the extent permitted by law.

#### **ARTICLE 16: ENTIRETY OF AGREEMENT**

This Interlocal Agreement represents the entire understanding between COUNTY and TOWN, and supersedes all other negotiations, representations or agreements, written or oral, relating to this Interlocal Agreement. None of the provisions, terms and conditions contained in this Interlocal Agreement may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

#### **ARTICLE 17: THIRD PARTY BENEFICIARIES**

This Interlocal Agreement is made solely and specifically among and for the benefit of the parties hereto, and their respective successors and assigns subject to the express provisions hereof relating to successors and assigns, and no other person shall have any rights, interest, or claims hereunder or be entitled to any benefits under or on account of this Interlocal Agreement as a third-party beneficiary or otherwise.

#### **ARTICLE 18: OFFICE OF THE INSPECTOR GENERAL**

Palm Beach County has established the Office of the Inspector General, Ordinance R2009-049, as may be amended. The Inspector General's authority includes but is not limited to the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and audit, investigate, monitor, and inspect the activities of the parties or entities with which the County enters into agreements, their officers, agents, employees, and lobbyists in order to ensure compliance with contract specifications and detect corruption and fraud. All parties or entities doing business with the County or receiving County funds shall fully cooperate with the Inspector General including granting the Inspector General access to records relating to the agreement and transaction.

**EXHIBIT "A"**

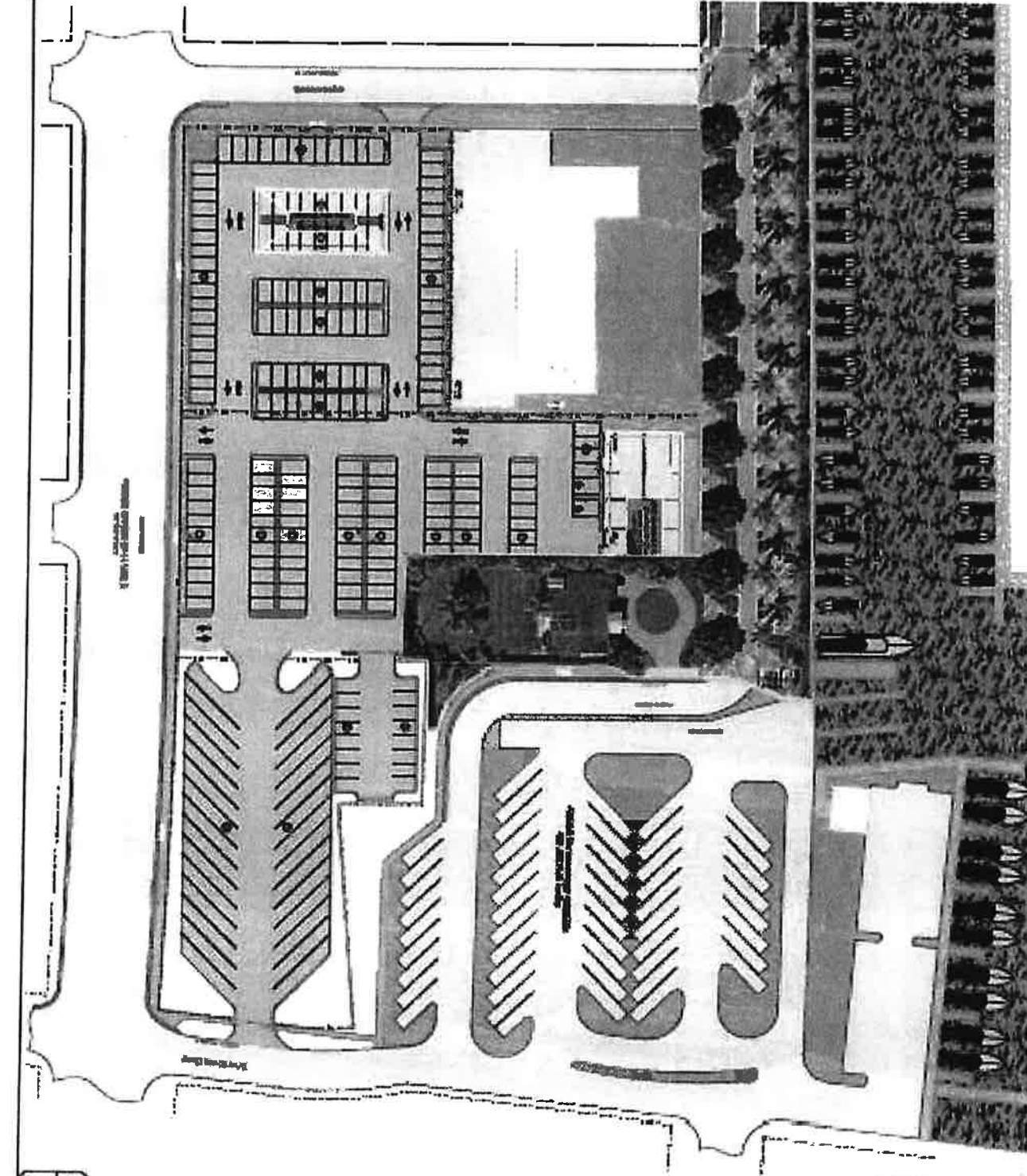
**Project Description**

**PHASE I**

No.	Project	Description
A.	Acquisition of Parking Lot Property	<i>This Phase of the Project is for the acquisition of a parcel of land located at the northeast corner of Silver Beach Road and US Highway 1. The property will be used for the expansion of the Lake Park Marina's boat trailer lot which abuts the property to be acquired.</i>
B.	Boat Trailer Parking Lot Renovation	<i>This Phase of the Project involves the renovation of an existing boat trailer parking lot on the above acquired land. The lot will provide an additional 30 boat trailer parking spaces along with 16 standard vehicle parking spaces. The Project will provide much needed trailer parking spaces in northern Palm Beach County. This will increase trailer parking spaces at the Marina by 42% and thus enable more pedestrians and boaters to access the water.</i>
<b>Future Projects Dependent on Public Sector Funding and Private Investment</b>		
<b>PHASE II</b>		
A.	Pedestrian Promenade	<i>This phase of the Project involves the construction of a pedestrian promenade. The TOWN will close the southernmost section of Lake Shore Drive and construct a pedestrian promenade amenity. This Phase of the Project will provide public pedestrian access to the waterfront for both boaters and non-boaters. This Phase of the Project depends on public grant monies.</i>
B.	Restaurant and Retail Improvements	<i>The private sector will finance this Phase of the Project and will include the construction of amenities to include restaurants and other retail uses that will be built by a private company using private funds. This Phase of the Project will provide a positive experience for the public to access the waterfront and provide amenities that will enhance the public marina and its environs. This type of public/private partnership will help leverage public dollars with private dollars to increase the public's enjoyment of and access to the waterfront.</i>

**EXHIBIT "B"**  
**CONCEPTUAL SITE PLANS**

**See separate attachment.**



Project Name	10000 S. ...
Site No.	...
Scale	1" = 40'
Date	...
Drawn by	...
Checked by	...
Approved by	...

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NOTES:  
 1. The site is to be developed in accordance with the City of ...  
 2. The site is to be developed in accordance with the City of ...  
 3. The site is to be developed in accordance with the City of ...



**EXHIBIT "C"**

**COST ESTIMATE**

No.	Project	Cost
1.	Acquisition of Parking Lot Property	\$2,400,000
2.	Boat Trailer Parking Lot Construction	\$300,000
<b>Future Projects Dependent on Public Sector Funding and Private Investment</b>		
3.	Pedestrian Promenade	\$1,300,000
4.	Restaurant and Retail Improvements	\$2,000,000 + <i>Private investment</i>
	<b>Total Investment</b>	<b>\$5,600,000 +</b>

## *EXHIBIT D*

### LEGAL DESCRIPTION OF THE PROEPRTY

Parcel Identification Number: 36-43-42-20-01-114-0160

#### **LEGAL DESCRIPTION**

Portions of Lots 16 through 24 and 28 through 31, Inclusive Block 114, according to the Plat of LAKE PARK (formerly Kelsey City), Florida, as recorded in Plat Book 8, at page 23, in and for the records of Palm Beach County, Florida, being more particularly described as follows:

Beginning at the Southeast Corner of Lot 24, Aforesaid, thence North 9°01' 57" West, along the Easterly line of said Lot 24 a distance of 158.06 feet to a point in the Southerly line of Lot 28, aforesaid; thence North 85°19'00" East along the Southerly line of said Lot 28, a distance of 57.70 feet, to a point; thence North 3°07'00" West a distance of 100.03 feet, to a point in the Northerly line of Lot 31 aforesaid; thence South 85°19'00" West, along the Northerly line of said Lot 31, a distance of 175.02 feet, to a point in a curve, concave to the West, and having a radius of 5759.65 feet, said point being in the Easterly right-of-way of US Highway No. 1 (State Road No. 5) as laid out and in use; thence Southerly, along the arc of said curve through a central angle of 2°27'21", distance of 246.86 feet to the point of intersection of the Easterly right of way of said US Highway No. 1 and the Northerly right of way of Silver Beach Road; thence 88°06'00" East along the Northerly right of way of said Silver Beach Road, a distance of 87.03 feet, to the point of curvature of a curve concave to the North and having a radius of 262.04 feet thence Easterly along the arc of said curve through a central angle of 10°55'57", a distance of 50.0 feet to the Point of Beginning.

ATTEST:

TOWN OF LAKE PARK

By: Vivian M. Lemley  
Vivian M. Lemley, Town Clerk



By: Desca DuBois  
Desca DuBois, Mayor

FLORIDA

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

BY: Thomas J. Baird  
Thomas J. Baird, Town Attorney

R 2010 19 43 NOV 16 2010  
BOARD OF COUNTY COMMISSIONERS

PALM BEACH COUNTY, FLORIDA

ATTEST:

By: Nancy Powell  
Nancy Powell, Deputy Clerk



By: Karen T. Marcus  
Karen T. Marcus, Chair

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

By: [Signature]  
County Attorney

APPROVED AS TO TERMS AND  
CONDITIONS

By: Audrey Wolf  
Audrey Wolf, Director  
Facilities Development & Operations

R2014-0356

AMENDMENT ONE TO INTERLOCAL AGREEMENT BETWEEN  
PALM BEACH COUNTY AND THE TOWN OF LAKE PARK

THIS AMENDMENT ONE TO INTERLOCAL AGREEMENT is made and entered into on MAR 11 2014, 2014, by and between PALM BEACH COUNTY, a political subdivision of the State of Florida, hereinafter referred to as "COUNTY", and the Town of Lake Park, a Florida municipal corporation, hereinafter referred to as "MUNICIPALITY".

WITNESSETH:

WHEREAS, on November 16, 2010 the COUNTY and MUNICIPALITY entered into an Interlocal Agreement (R-2010-1943) for funding of additional boat trailer parking and increased access to the Lake Park Marina (the "Interlocal Agreement"); and

WHEREAS, the parties desire to amend the provisions of the Interlocal Agreement regarding closure of Lake Shore Drive and configuration of the parking areas and pedestrian promenade.

NOW, THEREFORE, the parties hereto agree as follows:

1. Section 2.04 of the Interlocal Agreement is hereby deleted in its entirety and replaced with the following:

Section 2.04. Town shall complete the boat trailer/automobile parking lot renovations described in Phase IB of the project within 24 months of the date of this Amendment One.

2. Phases IB and IIA of the Project Description attached as Exhibit "A" to the Interlocal Agreement are hereby replaced with the descriptions of those Phases attached as Exhibit "A" to this Amendment One.

3. The Conceptual Site Plan attached as Exhibit "B" to the Interlocal Agreement is hereby replaced with the Conceptual Site Plan attached hereto as Exhibits "B-1 and B-2" to this Amendment One.

4. Except as modified by this Amendment One, the Interlocal Agreement remains unmodified and in full force and effect.

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IN WITNESS WHEREOF, the parties have caused this Amendment One to Interlocal Agreement to be executed on the day and year first above written.

R2014 0356 MAR 11 2014

PALM BEACH COUNTY, FLORIDA BY ITS BOARD OF COUNTY COMMISSIONERS

ATTEST:  
SHARON R. BOCK,  
CLERK & COMPTROLLER



By: \_\_\_\_\_  
Deputy Clerk

By: Priscilla A. Taylor  
Priscilla A. Taylor, Mayor

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

APPROVED AS TO TERMS AND CONDITIONS:

By: [Signature]  
County Attorney

By: [Signature]  
Department Director

WITNESSES:

[Signature]  
Signature  
Vivian Mendez  
Print Name

TOWN OF LAKE PARK  
By: [Signature]  
Mayor

[Signature]  
Signature  
Janet R. Miller  
Print Name

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

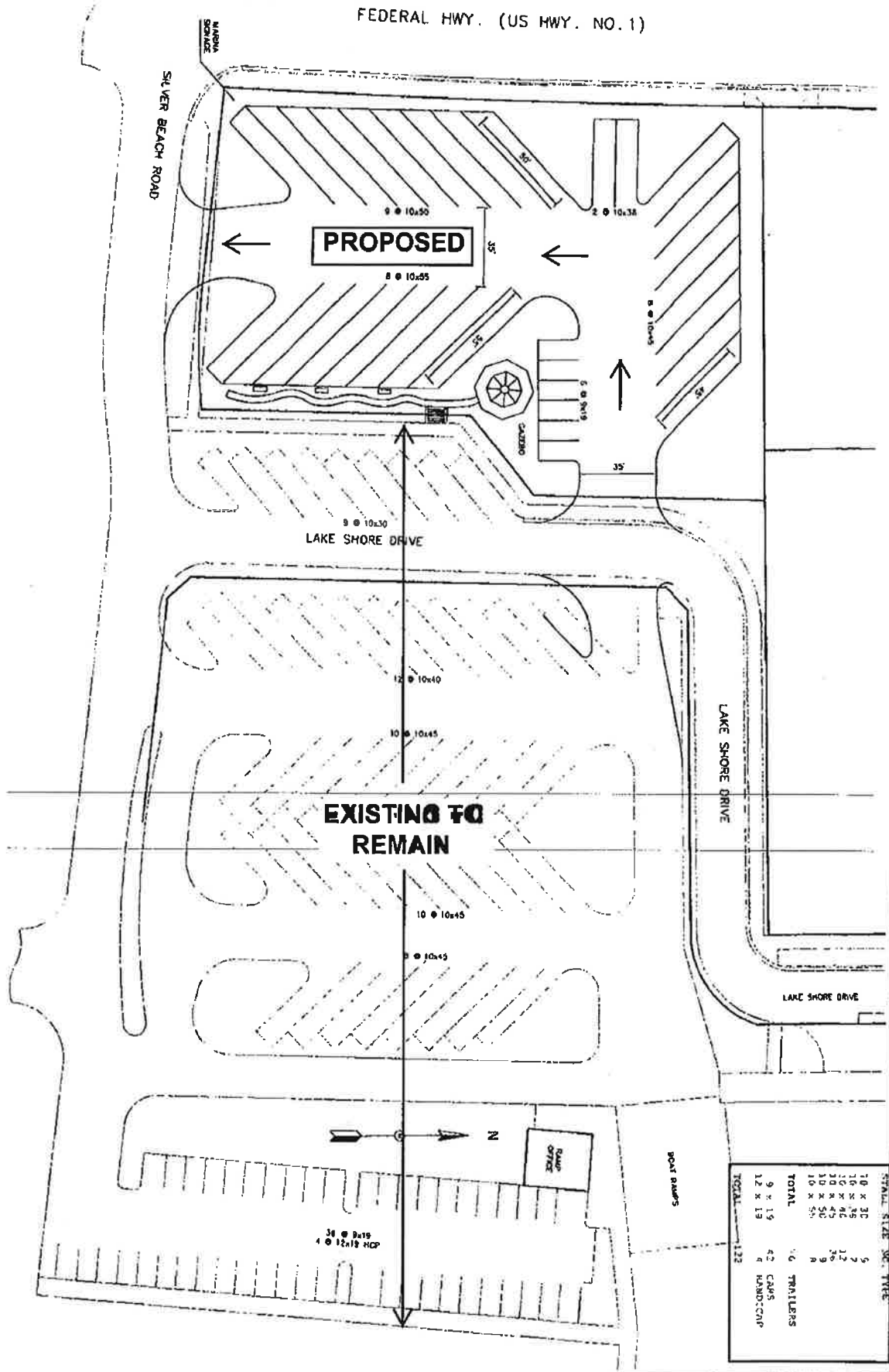
By: [Signature]  
Municipality Attorney

EXHIBIT "A"

Project Description

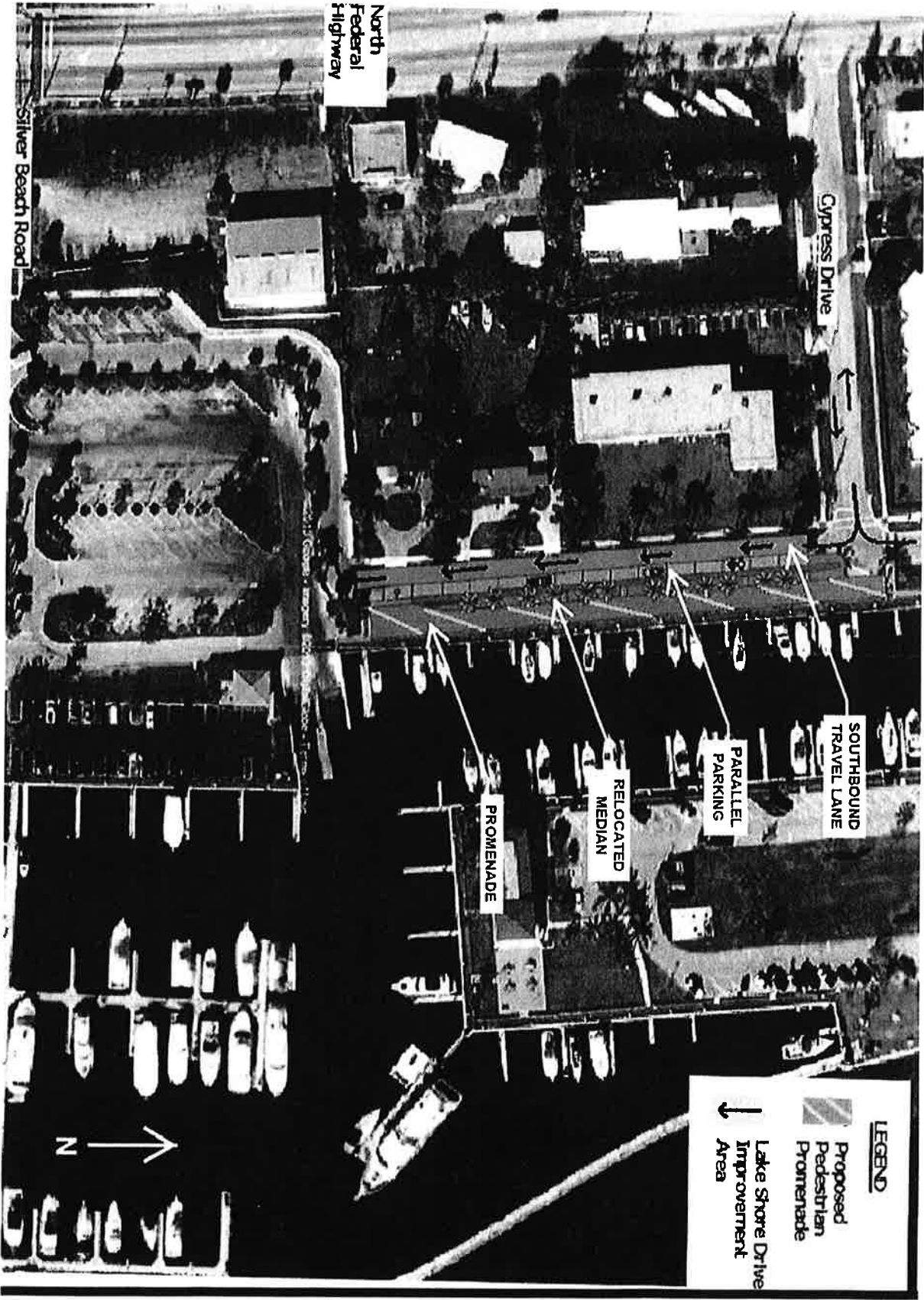
B.	Boat Trailer Parking Lot Renovation	<i>This phase of the Project involves the renovation of an existing boat trailer parking lot on the above acquired land as well as the integration of the existing lower lot with the upper lot. With the integration of the two lots, the traffic pattern through the integrated lots, as well as ingress and egress onto Silver Beach Boulevard, will be modified to ensure that a much safer flow of boat trailer traffic will be reached. The acquired upper lot will provide an additional 30 27 (twenty seven) boat trailer parking spaces along with 16 6 (six) standard vehicle parking spaces. The Project will provide much needed trailer parking spaces in northern Palm Beach County. This will increase trailer parking spaces at the Marina by 42 37% and thus enable more pedestrians and boaters to access the water.</i>
<p style="text-align: center;"><b>Future Projects Dependent on Public Sector Funding and Private Investment</b></p> <p><b>PHASE II</b></p>		
A.	Pedestrian Promenade	<i>This phase of the Project involves the construction of a pedestrian promenade. The TOWN will close approximately 460 feet of the northbound lane of traffic of the southernmost section of Lake Shore Drive (retaining, rather than eliminating, 12 public parking spaces) and construct a pedestrian promenade amenity. This Phase of the Project will provide public pedestrian access to the waterfront for both boaters and non-boaters. This Phase of the Project depends on public grant monies.</i>

**EXHIBIT B-1**  
**CONCEPTUAL SITE PLAN**  
**TRAILOR PARKING LOT RECONFIGURATION**  
 FEDERAL HWY. (US HWY. NO. 1)



SPOT SIZE		SPOT TYPE
10 x 30	5	TRAILERS
10 x 38	2	
10 x 40	12	
10 x 45	21	
10 x 50	9	
10 x 55	8	CARS
TOTAL	42	
12 x 18	4	HAND-CAP
TOTAL	122	

**EXHIBIT B-2**  
**CONCEPTUAL SITE PLAN**  
**LAKE SHORE DRIVE/PEDESTRIAN PROMENADE RECONFIGURATION**



# TAB 12



**Town of Lake Park Town Commission**

**Agenda Request Form**

**Meeting Date: August 7, 2019**

**Agenda Item No. *Tab 12***

**Agenda Title: Resolution to Approve Work Authorization with WRMA for the Planning of 10<sup>th</sup> Street Green Infrastructure Project.**

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by <sup>ACTING</sup> Town Manager *[Signature]* Date: *7/15/2019*  
*R Scherle* *7/12/19*  
 Richard Scherle / Public Works Director

<b>Originating Department:</b> <b>Public Works</b>	<b>Costs: \$25,920.00</b> Funding Source: Stormwater Enterprise Fund – Professional Services Acct. # 402-34000* <input type="checkbox"/> Finance <u><i>[Signature]</i></u>	<b>Attachments:</b> 1. Resolution <u><i>59-08-19</i></u> 2. Project Scope 3. Project Fee Schedule 4. Project Timeline
<b>Advertised:</b> <b>Date:</b> <b>Paper:</b> <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 <input checked="" type="checkbox"/> <b>Please initial one.</b>

**Summary Explanation/Background:**

The condition of the 10<sup>th</sup> Street corridor between Silverbeach Road and Park Avenue has continued to deteriorate. The road is in less than ideal condition due to the age of the pavement (combined with its high usage) and poor drainage, which has significantly contributed to roadway deterioration. This area of 10<sup>th</sup> Street must be examined for restoration, and is currently on the Town's five-year Capital Improvement Plan (CIP).

This area of 10<sup>th</sup> Street is important for several reasons. First, it is a heavily travelled roadway, with a history of complaints from motorists, pedestrians, and various property owners in the area. Second,

the Town has been seeking a Tri-Rail station adjacent to the Fire Station, which if awarded, would significantly increase the number of people transiting the area. Third, properties along this Right-of-Way are being considered for redevelopment. And finally, the run-off from this area currently discharges into a pipe that later discharges directly into the Lake Worth Lagoon, which is a sensitive, highly important ecological waterway that has been targeted for pollution reduction by the Lake Worth Lagoon Initiative. Thus, the restoration of this Right-of-Way, which includes environmental considerations, is a priority. Unfortunately, without an additional funding source, visibility for the project is poor due to very high costs associated with the project. For this reason, a strategic alternative is needed that will allow the Town to access and leverage grant funding for its restoration.

Currently, the Town is in the process of developing a Stormwater Masterplan (SWMP). One of the most significant elements of the SWMP is the utilization of Green Infrastructure and Low Impact Development (LID), which are methods to intercept and treat excess stormwater and reduce run-off volumes – thereby easing capacity strains on the currently existing “hard” infrastructure, such as pipes, inlets, gutters, etc. Based on discussions we have had with various regulatory agencies, the Town’s approach has been **very well received** (to the point that the plan itself has been given grant funding from the Florida Resilient Coastlines Program in an amount of \$75,000). A significant contributing factor to the poor condition of 10<sup>th</sup> Street has been an undersized and inadequate drainage system, which allows water to accumulate, stand, and degrade the pavement. Projects that utilize Green Infrastructure and LID (as ways to treat and improve drainage) are becoming a favorite funding opportunity for various grantors, such as Florida Department of Environmental Protection, South Florida Water Management, and the Lake Worth Lagoon Initiative Grant Program. Staff has identified the 10<sup>th</sup> Street corridor between Park Avenue and Silverbeach Road as an excellent candidate for a Green Infrastructure Pilot Program, which will not only demonstrate the attractiveness of these techniques (which are anticipated to be replicated across Town), but will allow the Town to restore the Right-of-Way by accessing grant opportunities that otherwise would not be available. In essence, we are seeking to restore the roadway by the incorporation of “green elements,” which will allow us to access much needed grant funds.

In order to be competitive with grants, we have learned that preparation, documentation, and well-conceived plans are absolutely essential. The environment we find ourselves in is highly competitive, and we are fighting for funding against many other larger, very technically complex entities. In order to be successful with obtaining grant awards for the 10<sup>th</sup> Street corridor, we believe that the following items are needed:

- Robust analysis of the site, in terms of reviewing “as-built” data, land use planning (including the real potential for a Tri-Rail station), LiDAR and topographic analysis.
- Comprehensive studies of the hydrologic and hydraulic systems that affect 10<sup>th</sup> Street.
- Preliminary design analysis (with a focus towards adoption of Green Infrastructure and LID) with well-conceived site planning.
- Assessment of the extent to which we can reduce or eliminate point and non-point sources of pollution (highly effective data used for grant funding).
- Assessment of all applicable grant opportunities from a wide range of governmental agencies – then – the creation of well-prepared grant applications which clearly demonstrate to the grant funders that we have done “our homework” and are more than worthy of funding (because we have a phenomenal project).

We are seeking approval of a work authorization with WRMA that will address all of these items. A very detailed scope of work is attached (see attachment 2). We anticipate that the completion of this scope of work will position us to compete for both professional design and construction funding. Without grant funding, we do not believe that the 10<sup>th</sup> Street corridor will be able to be rehabilitated.

In summary, the approval of this work will allow the Town to be competitive and to create a robust framework with which to aim at very sizable grant opportunities for the rehabilitation and restoration of 10<sup>th</sup> Street between Park Avenue and Silverbeach Road. The fee schedule is included as Attachment 3, with a scope timeline included as Attachment 4. The costs associated with this work is our investment, and will allow us to tap into potentially millions of dollars in grants. Staff recommends approval.

**Recommended Motion:** I move to adopt Resolution 59-08-19.



ATTACHMENT 1  
(Resolution)

**RESOLUTION NO. 59-08-19**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, APPROVING A WORK AUTHORIZATION WITH WATER RESOURCE MANAGEMENT ASSOCIATES (WRMA) FOR THE PLANNING OF THE 10<sup>TH</sup> STREET GREEN INFRASTRUCTURE PROJECT; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Lake Park, Florida (“Town”) is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

**WHEREAS**, the Town is empowered to enter into contractual arrangements with public agencies, private corporations or other persons, pursuant to Florida Statutes; and

**WHEREAS**, the Town has previously determined, within its five-year Capital Improvement Plan, a need to restore the condition of 10<sup>th</sup> Street between Park Avenue and Silverbeach Road (the “Project”); and

**WHEREAS**, pursuant to the Consultants Competitive Negotiation Act (CCNA) the Town entered into a contract on November 7, 2018 with Water Resources Management Associates for stormwater engineering services (the “Consultant”); and

**WHEREAS**, the Town requires the services of the Consultant to assist it with planning the Project, so that it can be competitive with other government entities in the pursuit of design and construction grant funding for the Project; and

**WHEREAS**, based on this need, the Consultant has provided a proposal to the Town for the provision of professional services which will satisfy the need; and

**WHEREAS**, the cost of the proposal is \$25,920.00; and

**WHEREAS**, the work associated with the proposal will be governed by the terms and conditions of the Town’s contract with the Consultant; and

**WHEREAS**, the Town Manager has recommended to the Town Commission of Lake Park that it is in the best interest of the Town to accept the Consultant’s proposal and approve a work authorization to commence work on the Consultant’s proposal.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AS FOLLOWS:**

**Section 1.** The whereas clauses are true and correct and are incorporated herein.

**Section 2.** The Commission hereby authorizes the work with the Consultant, and directs the Town Manager to execute purchase orders or other documents needed to effectuate the purchase of the professional services of the Consultant as required by the Town, and detailed within the Consultant's proposal, a copy of which is attached hereto and incorporated herein as Exhibit "A".

**Section 3.** This Resolution shall become effective immediately upon execution.

ATTACHMENT 2  
(Project Scope)

**PROPOSED SCOPE OF SERVICES  
FOR TOWN OF LAKE PARK  
10<sup>th</sup> STREET GREEN INFRASTRUCTURE PROJECT**

**BACKGROUND**

Within the Town of Lake Park, the Tenth Street Right-of-Way between Park Avenue and Silver Beach Road has seen periodic inundation due to the lack of a dedicated drainage system and mostly impervious areas within and adjacent to the Right-of-Way. **Figure 1** shows the location of the Tenth Street Right-of-Way.

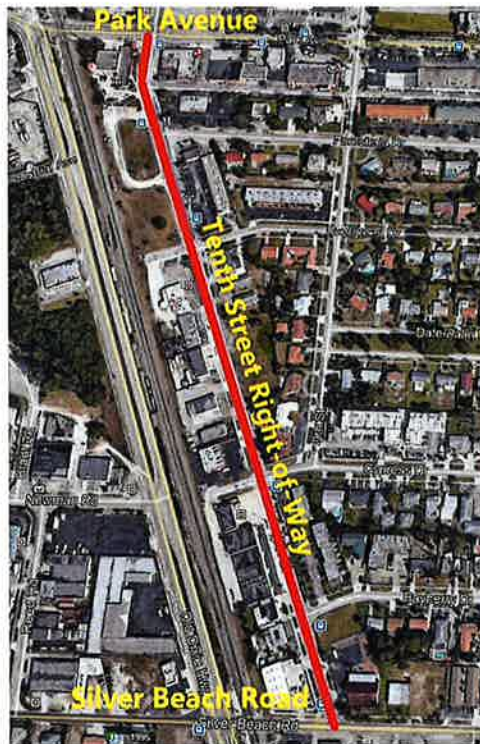


Figure 1: 10<sup>th</sup> Street ROW

The Tenth Street Right-of-Way covers an area of approximately 3 Acres and is located within “Basin 12” of the Town’s 2018 Stormwater Atlas. The area contains a mix of both commercial/industrial and residential properties along both sides of the Right of Way. The existing stormwater management system in Basin 12 consists of inlets and storm sewers. The existing system is chronically undersized and does not provide sufficient capacity to collect and convey the large volumes of excess stormwater runoff from the Tenth Street right-of-way. The system also does not provide any treatment of runoff.

Currently, the Town of Lake Park is in the process of developing a Stormwater Masterplan (SWMP). One of the most significant elements of the SWMP is to utilize green infrastructure and low impact development (LID) methods to intercept and treat excess stormwater runoff from Rights-of-Way throughout the Town with the objective of removing pollutants and reducing the total volume of excess stormwater runoff discharged into the Town’s sewer collection system of storm drains, inlets and pipes. Stormwater runoff from Basin 12 is collected by the Town’s existing stormsewer system and is conveyed

towards the South Eastern portion of the Town, into a 60-inch stormwater outfall pipe which then discharges the untreated runoff into the Lake Worth Lagoon within the Intracoastal Waterway.

The existing stormwater management infrastructure throughout the Town consists of primarily storm drain inlets, manholes, curbs, gutters and pipes, all the typical elements of a conventional “hard-engineered” stormwater collection system. Such a system is indicative of traditional “pipe-and-pond” methods and is neither aware, nor responsive to the consequences of harmful untreated polluted stormwater runoff.

A core strategy of the Town’s Stormwater Masterplan shall be to enhance the town’s gray or mechanical infrastructure with LID and Green Infrastructure (GI) methods which promote the use of pervious surfaces and networked plant communities to remediate pollution and peak flow of runoff after a storm. In such a manner, LID facilities can be designed and constructed in a connected, distributed network to reduce quantity and quality by employing both mechanical and biological processes.

As a part of the larger SWMP effort to begin the process of implementing GI to capture and treat stormwater runoff pollution, the Town of Lake Park has expressed an interest in demonstrating how LID and GI facilities could be applied to a typical Town Right-of-Way, in order to provide context for developing a Town-wide approach in implementing Green Infrastructure as one part of the Town’s long term Stormwater Masterplan strategy.

To this end, WRMA has proposed that the town begin development of a Pilot Project. In consultation with the Town, Tenth Street between Park Avenue and Silver Beach Road has been selected by the Town, as properties along this Right-of-Way are currently being considered for re-development, in addition to having been previously identified as prone to flood inundation. Furthermore, the Town has set aside real estate along the Tenth Street Right-of-Way for planning purposes of a future Tri-Rail train station. Finally, Tenth Street has previously been identified as a roadway re-paving priority of the Town.

The SWMP goal for Climate Change abatement will be to reduce or replace 10% of the Town’s impervious surface areas over the next 20 years with LID facilities capable of capturing and treating one or more inches of stormwater runoff during storms. This strategy would not only affect a reduction in the total volume of excess runoff conveyed and treated at a lower cost, but also would offset an anticipated increase in rainfall intensity due to climate change events. One of the ways in which Climate change is manifested is through increases in both the frequency and intensity of rainfall events. (As an example, a 3 Year – 1 Hour storm event today, would likely be equivalent, in terms of the volume of rainfall produced, to a 5 Year – 1 Hour storm event, within the next 20 years.)

In addition to providing a starting point for the implementation of Green Infrastructure as a part of the SWMP, an objective of the Tenth Street Pilot Project is to expedite the planning and preliminary design of selected GI/LID Best Management Practice (BMP) techniques in order to reduce pollutant loadings with the intention to submit applications for grant funding for the project to the South Florida Water Management District (SFWMD) and the Florida Department of Environmental Protection (FDEP).

The following Scope of Services is proposed.

**TASK 1.0 SITE ANALYSIS, COLLECTION OF AS-BUILT INFORMATION AND PLANNING**

Crucial to implementing a Green Infrastructure Design of 10th Street is to gain an understanding of the real estate and existing property along the Right-of-Way including ascertaining the function and type of businesses residing on 10th Street. Furthermore, WRMA shall perform a preliminary review of the existing utilities in the Right-of-Way through analysis of existing drainage, utility as-built drawings and GIS information available. Information gathered will be utilized to develop an understanding of the type and quantity of utility re-locations that would be required to construct LID facilities along the Right-of-Way.

**1.1 Collection of As-Built Data**

WRMA shall communicate with the Town, FDOT, FP&L and other agencies as necessary to obtain as-built information for existing utilities in the 10<sup>th</sup> Street Right-of-Way. As-Built information will be analyzed during the pre-liminary planning process to locate potential utility conflicts during the siting of proposed LID facilities.

**1.2 Existing and Future Land Use Planning**

The existing and future land use classification for the project area vicinity, as obtained from the Town Planning Department will be acquired and processed for hydrologic analysis. Different LID facilities may be considered according to the existing or proposed land uses for each parcel along the Right-of-Way. WRMA shall coordinate with the Town's Planning Staff to identify existing or proposed land uses along the 10th street corridor.

**1.3 Collection of GIS/LiDAR Data Sources and Topographic Analysis**

WRMA will obtain all available GIS and LiDAR data from the Town, the Town's Consultants, Palm Beach County and other agencies as necessary for use in the planning and modeling process for 10th Street. WRMA shall analyze the topography of 10th Street for the purposes of developing a hydrologic model for calculation of peak runoff and to identify locations of ponding in conjunction with photos and reports of ponding during wet weather provided by the Town. GIS data shall be utilized for developing a base map of the project site during this preliminary planning process and LID concept development phase.

**1.4 Pre-Liminary Site Investigation for a Proposed Tri-Rail Station**

WRMA will provide preliminary site investigation of a proposed tri-rail station at a location to be designated by the Town. WRMA shall coordinate with the Town's planning staff, FDOT and/or Tri-Rail to determine the site requirements and space needs for multi-modal and pedestrian traffic lanes within the Right-of-Way which may impact siting selections for LID facilities.

**Task 1 Deliverable**

WRMA will prepare a summary report of all of its findings concerning the 10th Street Site Analysis including a DVD with all data and research collected under this Task. This information may be provided to a future design consultant or design-builder as part of a design criteria package. The deliverable may include:

- As-Built Drawing information found
- Soil Boring Information found
- Topographic Data (LiDAR) used in the analysis

**TASK 2.0      HYDROLOGIC ANALYSIS**

WRMA will expedite the hydrologic and hydraulic modeling of the portion of Basin #12 that includes the 10th Street ROW to determine the quantity and generation (flow and depth) of runoff along the ROW.

**2.1 Hydrologic and Hydraulic Data**

WRMA will acquire and process existing available soils and impervious area data for the project area. WRMA shall also acquire and process point rainfall (NOAA Atlas 14) data for the project area. A reconnaissance field assessment of the 10<sup>th</sup> Street study area will be performed, to ascertain the locations of the primary and secondary drainage conveyance system using as guidance the Town's Drainage Atlas Sheets DR-8 & DR-12 including the location, type and size of drainage pipes and structures found/located throughout the study area. Drainage cross sections of flowways and/or ditches will be obtained from GPS field surveying (if needed) and from DEM take-offs. Flooding of the public ROW or private property along 10<sup>th</sup> Street has historically been reported to Town authorities. WRMA will research the occurrences of flooding events and compare them with recorded hydrologic storm events in the project area (such as Tropical Depressions). Recorded precipitation for identified historical rainfall events may be used for hydrologic model calibration.

**2.2 Hydrologic Model Development**

The ICPR4 model will be used by WRMA to assess hydrology systems, hydraulic networks, and functions of the Town's stormwater management. The ICPR4 1D module shall be used for the development of flood control GI/LID based design alternatives. The project GIS database will be extensively applied to delineate subbasin boundaries and process the selected model hydrologic parameters. Upon generation of final catchment boundaries links and nodes corresponding to drainage conveyance elements, flood staging locations will be coded into the ICPR model. Cross-sectional data obtained from the field and from the DEM process will be coded along the ROW length of the hydraulic model. Stage storage will be provided at selected locations to assess the level of runoff impoundment for various design storm event simulations.

**2.3 Perform Hydrologic/Hydrodynamic Model Runs for Level of Service Analysis**

WRMA will perform ICPR model simulations of the following storm events to assess existing vs proposed drainage level of service analysis:

- 3-year, 24-hr design storm event (Selected operational LOS)
- 10-year, 24-hr design storm event (Roadways)
- 25-year, 72-hr design storm event (Detention/retention for pre vs post design peak discharge)
- 100-year, 72-hr design storm event (Flooding of adjacent residential, commercial first floor elevation)

**2.4 Perform Conceptual/Preliminary Drainage Design Alternative Analysis**

The objective of the conceptual drainage alternative analysis is to site and incorporate GI/LID BMP's into the model. Based on selected level of service criteria, WRMA shall evaluate preliminary drainage design alternatives including:

- Dry detention/retention bioswales
- Onsite/off-site drainage detention/retention facilities



- Cross connected exfiltration trenches
- Pervious pavement (interlocking pavers, grass pavers, pervious concrete, porous asphalt, etc.)

As previously stated, the objective is to convert at least 10% of the ROW impervious area into LID facilities including a treatment train network along the path of the ROW in combination with conventional infrastructure.

### **Task 2 Deliverable**

WRMA will prepare a technical report for the 10th Street Drainage Study including all findings of the study and ICPR modeling information and data. This information may be provided to a future design consultant or design-builder as part of a design criteria package.

## **TASK 3.0 PRE-LIMINARY AND CONCEPTUAL SITE PLANNING FOR LID FACILITIES AND TRI-RAIL STATION**

### **3.1 Selection and Siting of LID Facilities for 10<sup>th</sup> Street**

Based on the results of the existing drainage analysis of the 10th Street Right-of-Way, WRMA will select, site and design various types of LID facilities along the 10th Street ROW. WRMA will select and design LID facilities with varying levels of service, combined in a treatment train network which will provide a higher level of treatment and volume reduction.

LID facilities selected by WRMA may include any of the following:

- Oversized Pipes
- Flow Control Devices
- Dry Swales
- Underground Detention
- Detention Ponds
- Wet Vaults
- Rainwater Harvesting
- Retention Ponds
- Filter Strips
- Underground Sand Filters
- Surface Sand Filters
- Vegetated Walls
- Vegetated Roofs
- Pervious Paving
- Infiltration Trenches
- Tree Box Filters
- Rain Gardens
- Bio-swales
- Infiltration Basins
- Constructed Wetlands

### **3.2 Tri-Rail Station Conceptual Site Planning**

WRMA will coordinate with the Town of Lake Park Planning Department, to prepare a series of conceptual site plans for a future proposed Tri-Rail station. WRMA will prepare alternative site layouts showing the proposed station facilities and parking areas, and incorporate elements of green infrastructure into the layout of parking areas, walks and green space areas. The LID facilities for the train station will be tied into the LID treatment train facilities sited along the 10th Street Right-of-Way. The addition of LID facilities within the train station property limits will add additional treatment and volume reduction for the 10th Street treatment train and will enhance the value and B/C ratios of the both projects in terms of applying for grant funding.

### **3.3 InfraWorks Model Development for Conceptual Site Plan Renderings and Planning Assessment**

Following completion of the conceptual site plans for the 10th Street LID facilities and the Tri-Rail Train Station Conceptual Site Plan, WRMA will produce a series of 3D models in Infracore. The Infracore Models will provide Town Planning Staff and Officials with the ability to experience virtual walkthroughs as well as view traditional site renderings of the various site plan alternatives. The Infracore Models will provide a detailed visual context and the ability for planning staff and Town Officials to have more in-depth discussions about issues concerning multi-modal transportation planning, landscaping, engineering and construction issues as well as maintenance and funding concerns.

#### **Task 3 Deliverable**

WRMA will provide the 3D Infracore Model files to Town staff, including virtual walkthroughs, exhibits and conceptual site plan renderings for multiple or as many aspects or view angles, as is requested by Town staff or officials.

### **TASK 4.0 WATER QUALITY ASSESSMENT OF POINT/NON-POINT SOURCE POLLUTION & GRANT FUNDING**

The objective of this task is to characterize and determine the type and quantity of pollutants that are discharged into the Lake Worth Lagoon (Via the Basin 12 outfall) from the 10<sup>th</sup> Street ROW via point and non-point sources. To perform this task WRMA will request the portion of the SIMPLE model that was prepared by NPBCID/Mock Roos in Cycle 3 and will use the model to simulate proposed LID facilities in the 10<sup>th</sup> Street ROW project area. This effort is needed to prepare FDEP, SFWMD and Lake Worth Lagoon Initiative (LWLI) water quality grants.

#### **4.1 SIMPLE Modeling**

WRMA will code the SIMPLE land use-based pollutant loading model for existing and future land use conditions along the 10<sup>th</sup> Street ROW drainage area using the latest EMC's estimates available from the NPBCID/Mock Roos. The goal is to determine an estimate of the current and future (alternative BMP design) pollutant loadings for this portion of the Town's MS4 contributing area to the LWL receiving water. This load reduction information is essential to secure grant funding from the SFWMD/FDEP or FDOT permitting agencies.

#### **4.2 Pollutant Load Reduction Assessment**

The Clean Water Act (CWA) Section 303(d) requires both the USEPA and the FDEP to identify water segments that are currently unable to (or are not expected to) meet water quality standards through the use of technology-based effluent limitations (Lake Worth Lagoon). Pollutant load reductions will be estimated for the proposed LID facilities along 10<sup>th</sup> Street and pollutant loading reductions will be subtracted from the estimates provided by the NPBCID NPDES program group, thus enhancing the Town's NPDES co-permittee participation program.

The Town's monitoring program for the NPBCID NPDES program group requires sampling four times per year for six test parameters, including Chlorophyll-A, Dissolved Oxygen (DO), Total Phosphorus (TP), Total Nitrogen (TN), Total Suspended Solids (TSS) and Turbidity.

The following parameters are included in the SIMPLE analysis of the data:

- Dissolved Oxygen
- Total Nitrogen
- Total Phosphorus
- Total Suspended Solids
- Turbidity
- Chlorophyll A

#### **4.3 Screening of Potential Funding Sources**

There are a number of traditional and non-traditional funding sources that could be beneficial to the Town of Lake Park in all areas of the Stormwater Master Plan Program, and specifically for the 10<sup>th</sup> Street Green Infrastructure Project. These include sources classified as direct loans and grants.

##### Specific Information Regarding Eligibility

WRMA will research the availability of state and federal grants that could apply to the implementation of the 10<sup>th</sup> Street GI/LID Project.

Primarily WRMA will concentrate on three sources:

1. The State of Florida DEP Non-Point Source Program that administers both the Federal Clean Water Act Section 319(h) Grants (also known as "319 Grants"), and the State Water-quality Assistance Grants (also known as "SWAG").
2. The South Florida Water Management District Cooperative Funding Program
3. The Lake Worth Lagoon Initiative Grant Program

#### **4.4 Preparation of Funding Source Grant Applications**

WRMA will prepare grant applications for funding of the final design and implementation of the 10<sup>th</sup> Street GI/LID Project for any of these three aforementioned grant sources (As applicable depending on applications deadlines in the Fiscal 2019-2020 year). This task will also include preparation of presentations and/or exhibits for selection committee presentations if selected. WRMA will assist Town staff in presenting the project for funding to selection committees if the project is selected or shortlisted for grant funding.

#### **Task 4 Deliverable**

WRMA will provide the final SIMPLE water quality model and water quality calculations to the Town's staff as well as staff or consultants from the NPBCID NPDES Program. WRMA will also provide multiple grant applications for the 10<sup>th</sup> Street Green Infrastructure Project, including power point presentations and accompanying exhibits in the event the project is shortlisted or selected for funding and a presentation is required.

#### **END OF SCOPE OF SERVICES**

#### **PRICE PROPOSAL**

Please see attached cost estimate for a breakdown of the direct labor hours and expenses related to the proposed Scope of Services.

**Total Cost of Proposed Scope of Services: \$ 25,920.00**

## GRANT RESOURCES

Eligibility information on the aforementioned Grant sources follows:

### 1. FDEP Nonpoint Source Program

The goal of these grants is to reduce nonpoint source pollution from land use activities. Total funding amounts available each year in these two grant programs depends on Federal and state appropriations but is usually around \$8 - \$9 million.:

Eligibility: Financial assistance is available to Florida's local governments, including county and municipal governments. Eligible projects include, but are not limited to:

- Demonstration and evaluation of best management practices (BMPs);
- Nonpoint pollution reduction in priority watersheds (e.g., areas with water quality restoration plans, etc.).

Example includes treatment of impaired waters.

- Green Infrastructure/Low Impact Development for stormwater;
- Ground water protection from nonpoint sources;
- Public education programs on nonpoint source management ("319 Grant" only).

Description: Annually, the state Legislature provides approximately \$5 million in Water Quality Restoration Grant funding for the implementation of best management practices designed to reduce pollutant loads to impaired waters from urban stormwater discharges.

Example of Applicable Projects: Construction of urban stormwater Best Management Practices, monitoring to determine pollutant loads from the project, public education activities associated with a project.

Requirements: Matching funds or in-kind contributions are required. State Revolving Fund loan can be a matching fund.

Funding Cycle: The current solicitation cycle runs from March 18, 2019 through April 30, 2019. Complete the Nonpoint Source (NPS) Project Proposal Request and submit supporting documents via the DEP Grantee Portal.

### 2. SFWMD Cooperative Funding Program

For nearly two decades, the District has provided funding to local governments, special districts, utilities, homeowners associations, water users and other public and private organizations for stormwater, alternative water supply and water conservation projects that are consistent with the agency's core mission. The Cooperative Funding Program combines these funding programs into one streamlined program to provide partnership opportunities and financial incentives to implement local projects that complement regional flood control, restoration, water quality and water supply efforts.

Managing stormwater runoff is a District priority that relies on successful local partnerships. The stormwater component of the Cooperative Funding Program will share the cost of local projects that address water quality and flooding issues caused by stormwater runoff.

Eligible projects should target:

- Areas discharging to an impaired water body
- Areas with Total Maximum Daily Load (TMDL) allocations
- Areas identified in a Best Management Action Plan (BMAP)
- Areas identified within a Surface Water Improvement and Management Plan
- Areas identified within another regional plan, such as the Caloosahatchee River Watershed Protection Plan, St. Lucie River Watershed Protection Plan or Broward County Integrated Water Resource Plan

Examples of eligible stormwater projects in previous years include stormwater treatment areas, innovative restoration projects that improve water quality, water storage and infrastructure modifications, sediment reduction facilities and stormwater retrofits.

### 3. Lake Worth Lagoon Initiative Grant Program

#### Background

Since 1998, the Florida Legislature has appropriated more than \$22 million towards Lake Worth Lagoon restoration. These funds have been leveraged with local funds to support over \$88 million in restoration and water quality improvements in the lagoon. Palm Beach County will solicit project proposals to provide collaborative support for a stronger Lake Worth Lagoon Initiative (LWLI) legislative request, and to assist local municipalities and special taxing districts in improving the lagoon through projects such as habitat restoration, storm water retrofits and septic-to-sewer conversions.

A Selection Committee (“Committee”), comprised of representatives of the following agencies: Palm Beach County, South Florida Water Management District, Palm Beach County League of Cities, Florida Inland Navigation District, Florida Department of Environmental Protection, Florida Fish and Wildlife Conservation Commission, and the U.S. Army Corps of Engineers (USACE), will be convened for one day to hear presentations and to rank projects for inclusion in Palm Beach County’s annual legislative agenda for the LWLI funding request.

Funds are appropriated to the LWLI by the Florida Legislature and will be distributed to projects in order of ranking. Each recipient will be responsible for entering into a contractual agreement with the Florida Department of Environmental Protection to receive reimbursement based funding.

Eligibility: Inclusion in the Lake Worth Lagoon Initiative Legislative Funding Request is limited to political subdivisions of the State of Florida.

Project Selection Criteria: To the greatest extent possible, all projects must be consistent with the Water Projects Grant Program as defined in FS 403.885. The Legislature’s preference is

towards turn-dirt projects. No more than 10% of the funding for any year should be spent on research, education, and monitoring. Land acquisition is allowed if the land will be utilized to further a water quality or habitat improvement project.

- Projects should be completed within a one-year period. Larger projects, which require multi-year implementation, may be broken down to phased projects, but each phase should yield tangible and standalone results. In no circumstance should contract duration exceed 24 months unless otherwise specifically authorized by the Florida Department of Environmental Protection.
- Bang for the Buck: Does the proposed project represent tangible and measurable expectations of water quality or habitat improvements to the Lake Worth Lagoon and its watershed?
- Ready to Go: Has the proposed project-initiated land acquisitions and local approvals, if necessary, to move forward with the construction phase? (ranking preference will be given towards construction ready projects) If regulatory permits are required, have those permits been received? (Lower consideration will be given for projects that have not yet received necessary permits)

Local Commitment: Does the proposed project have a commitment from the local sponsor of at least 50/50 cost match (match may be other non-state funding commitments)? Does the sponsor have a record of timely completion?

Consistency with Lake Worth Lagoon Management Plan: Does the proposed project demonstrate consistency with the goals, action plans, and/or program areas specified in the management plan?

General Information: The LWLI Legislative Funding Request will be open from May 10, 2019 to August 2, 2019. Applications must be submitted by August 2, 2019. The application form is located on the LWLI website, [www.lwli.org](http://www.lwli.org). Applicants will be expected to provide the Committee a ten (10) minute presentation outlining the merits of the proposed project on August 15, 2019. After presentations, Committee members may ask questions of the applicant. The Committee will rank the selected projects by a formal vote. A final project list and ranking will be announced at the Lake Worth Lagoon Initiative Steering Committee meeting on September 18, 2019.

Subsequently, the ranked project list will be recommended to the Palm Beach County Board of County Commissioners for inclusion into its annual legislative agenda. Each LWLI member entity is also encouraged to adopt and support the LWLI legislative funding request. Projects will be funded in order of ranking until all available funds are encumbered. If a ranked project does not receive funding, it can be re-submitted the following year for ranking. Funding becomes available July 1, 2020 and requires each organization to enter into a contractual agreement with the Florida Department of Environmental Protection. Funds are distributed on a reimbursement basis for project completion. Work conducted prior to July 1, 2020, may not be eligible for reimbursement.

**ATTACHMENT 3**  
**(Project Fee Schedule)**



**TOWN OF LAKE PARK  
PROPOSED SCOPE OF SERVICES  
10TH STREET GREEN INFRASTRUCTURE PROJECT**

TASK ITEM AND DESCRIPTION	Sr. Prj Mgr	Sr Engineer	Associate Engineer Prj Mgr	Staff Engineer	Sr Scientist Analyst	Sr GIS/RS Analyst	Admin	Total Hours (hrs)	Total Labor Cost (hrs x rate)	Task Subtotal Cost
	\$ 125.00	\$ 115.00	\$ 110.00	\$ 85.00	\$ 110.00	\$ 95.00	\$ 65.00			
<b>1.0 SITE ANALYSIS, COLLECTION OF AS-BUILT INFORMATION AND PLANNING</b>										\$ 2,375.00
1.1 Collection of As-Built Data		1	1	4			1	7	\$ 630.00	
1.2 Existing and Future Land Use Planning		1	4	2				7	\$ 725.00	
1.3 Collection of GIS/LiDAR Data Sources and Topographic Analysis			1	4			1	6	\$ 515.00	
1.4 Pre-Liminary Site Investigation for a Proposed Tri-Rail Station		1	2	2				5	\$ 505.00	
<b>2.0 HYDROLOGIC ANALYSIS</b>										\$ 7,930.00
2.1 Hydrologic and Hydraulic Data		4	8	2				14	\$ 1,510.00	
2.2 Hydrologic Model Development		4	8	2				14	\$ 1,510.00	
2.3 Perform Hydrologic/Hydrodynamic Model Runs for Level of Service Analysis		4	16	2				22	\$ 2,390.00	
2.4 Perform Conceptual/Preliminary Drainage Design Alternative Analysis		4	16	2			2	24	\$ 2,520.00	
<b>3.0 PRE-LIMINARY AND CONCEPTUAL SITE PLANNING</b>										\$ 8,025.00
3.1 Selection and Siting of LID Facilities for 10th Street		1	16	2				19	\$ 2,045.00	
3.2 Tri-Rail Station Conceptual Site Planning		1	16	2				19	\$ 2,045.00	
3.3 InfraWorks Model Development and Planning Assessment		1	32	2			2	37	\$ 3,935.00	
<b>4.0 WATER QUALITY ASSESSMENT AND GRANT FUNDING</b>										\$ 7,590.00
4.1 SIMPLE Modeling		4	8	2				14	\$ 1,510.00	
4.2 Pollutant Load Reduction Assessment		4	8	2				14	\$ 1,510.00	
4.3 Screening of Potential Funding Sources		4	8	2				14	\$ 1,510.00	
4.4 Preparation of Funding Source Grant Applications		4	8	8			16	36	\$ 3,060.00	
<b>SUBTOTAL DIRECT LABOR</b>	\$ -	\$ 4,370.00	\$ 16,720.00	\$ 3,400.00	\$ -	\$ -	\$ 1,430.00	252	\$ 25,920.00	
<b>TOTAL COST</b>									\$ 25,920.00	

**Note:**

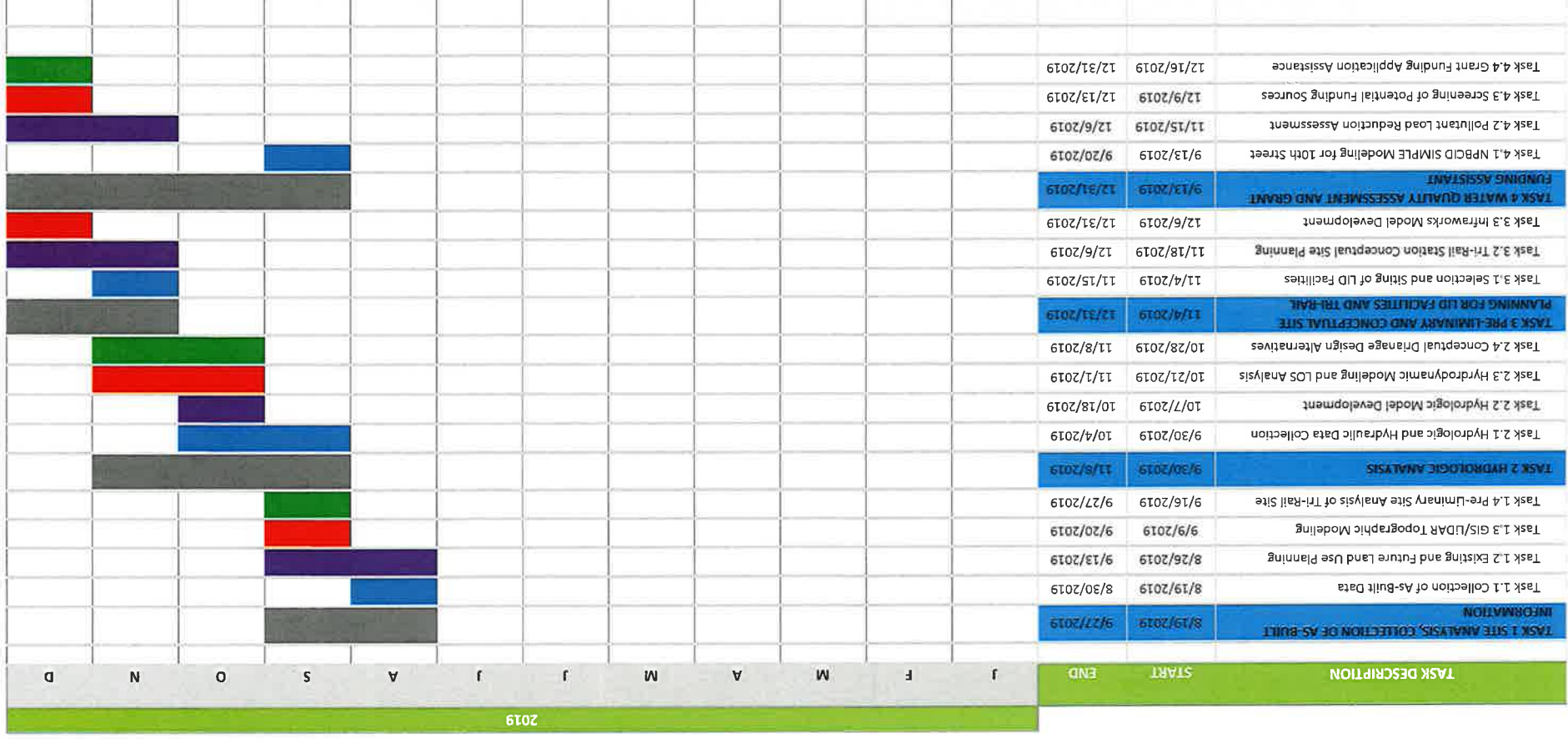
Task 4.0 Includes running the SIMPLE water quality model for the entire Town area for use in preparing water quality grants for FDEP and the Lake Worth Lagoon Initiative



ATTACHMENT 4  
(Project Timeline)

10TH STREET GREEN INFRASTRUCTURE PROJECT SCHEDULE

Water Resources Management Associates, Inc.



# TAB 13



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: August 7, 2019

Agenda Item No. *Tab 13*

Agenda Title: Reestablishment of the Palm Beach County Issues Forum by Nominating a Regular Member and an Alternate Member to this Forum

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

Approved by <sup>ACTING</sup> Town Manager *Boyd McRoberts, Sr.* Date: *7/19/2019*

Name/Title

<p><b>Originating Department:</b></p> <p style="text-align: center;"><b>Town Manager</b></p>	<p>Costs: <b>\$ 0.00</b></p> <p>Funding Source:</p> <p>Acct. #</p> <p><input type="checkbox"/> Finance _____</p>	<p><u><b>Attachments:</b></u></p> <p><b>Copy of June 5, 2019 Email from Ana Yeskey of the Palm Beach County Intergovernmental Coordination Program</b></p>
<p><b>Advertised:</b></p> <p>Date: _____</p> <p>Paper: _____</p> <p><input checked="" type="checkbox"/> <b>Not Required</b></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><b>Yes I have notified everyone <u>BMT</u></b></p> <p>OR</p> <p>Not applicable in this case _____</p> <p><b>Please initial one.</b></p>

**Summary Explanation/Background:**

At the July 17, 2019 Commission meeting, information was presented regarding the request by Ana Yeskey of the Palm Beach County Intergovernmental Coordination Program regarding the reestablishment of the Issues Forum. According to the information received from Ms. Yeskey and as presented by staff, for the past 25 years the local governments in Palm Beach County have met their state mandated requirement of intergovernmental coordination through two interlocal agreements which establish the Intergovernmental Coordination Program. The primary agreement, (IPARC), meets the Florida Statutes 163 requirements and maintains a continuous process for disseminating comprehensive plan amendments and resolving related conflicts. The other (Issues Forum) established a method for addressing countywide issues. This Issues Forum has been inactive for the past eight years.

To reestablish the Issues Forum, each participating municipality needs to nominate a member and an alternate. As the purpose is to develop solutions and build consensus to issues at a policy level, the preference is for this representative to be an elected policy maker. The nomination process is set by our protocol. The first meeting will be held once all participants have nominated members to serve. It is anticipated that the tentative date for the first meeting will be August 29, 2019 at 10:30 a.m. Thereafter, meetings will be held quarterly.

The purpose of this agenda item is to nominate a member and an alternate to the Issues Forum.

**Recommended Motion: I move to nominate \_\_\_\_\_ to serve as a member and \_\_\_\_\_ to serve as an alternate to the Issues Forum.**

Town Clerk  
Town of Lake Park  
535 Park Avenue  
Lake Park, Florida 33403  
561-881-3311  
561-881-3314 (fax)  
[vmendez@lakeparkflorida.gov](mailto:vmendez@lakeparkflorida.gov)

\* Please note: Florida has a very broad public records law. Written communication regarding Town business are public records available to the public upon request. Your email communications are therefore subject to public disclosure. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity, instead contact this office by phone. Florida State Statute Section 668.6076.

**From:** Clearinghouse [<mailto:amyeskey@bellsouth.net>]  
**Sent:** Wednesday, July 17, 2019 10:59 AM  
**To:** Town Clerk <[townclerk@lakeparkflorida.gov](mailto:townclerk@lakeparkflorida.gov)>  
**Subject:** Fwd: Issues Forum Representative

**CAUTION: This email originated from outside of the Town of Lake Park. Do not click links or open attachments unless you recognize the sender and know the content is safe!**

As discussed

Sent from my iPhone

Begin forwarded message:

**From:** "John D'Agostino" <[JD'Agostino@lakeparkflorida.gov](mailto:JD'Agostino@lakeparkflorida.gov)>  
**Date:** June 5, 2019 at 6:38:40 AM EDT  
**To:** Anna Yeskey <[amyeskey@bellsouth.net](mailto:amyeskey@bellsouth.net)>  
**Cc:** Kim Glas-Castro <[kglas-castro@lakeparkflorida.gov](mailto:kglas-castro@lakeparkflorida.gov)>, Nadia DiTommaso <[NDiTommaso@lakeparkflorida.gov](mailto:NDiTommaso@lakeparkflorida.gov)>  
**Subject: Re: Issues Forum Representative**

Anna:

Given the policy aspect of the committee, we will need to place this on an agenda for Commission nomination and approval.

John D'Agostino  
Town Manager, Town of Lake Park Florida

On Jun 5, 2019, at 12:47 AM, Anna Yeskey <[amyeskey@bellsouth.net](mailto:amyeskey@bellsouth.net)<<mailto:amyeskey@bellsouth.net>>> wrote:

For the past 25 years, the local governments in Palm Beach County have met their state mandated requirement of intergovernmental coordination through two interlocal agreements which establish the Intergovernmental Coordination Program.

The primary agreement, (IPARC) meets the F.S. 163 requirements, maintains a continuous process for disseminating comprehensive plan amendments and resolving related conflicts. The other (Issues Forum) established a method for addressing countywide issues. It has been inactive

for the past eight years.

To reestablish the Issues Forum, I need each participant to nominate a member and an alternate. As the purpose is to develop solutions and build consensus to issues at a policy level, the preference is for this representative to be an elected policy maker. The nomination process is set by your protocol.

Please respond to this email with the name, phone number and an email address of the Issues Forum representative(s).

The first meeting will be held once all participants have nominated members to serve. I have set a tentative date of August 29 at 10:30 am. Once established, the meetings will be held quarterly.

In addition please consider and submit any issues your governing body would like to have addressed by the Forum. This is required to be through a formal action of the governing body.

Issues can be submitted at any time. To be considered the following must be addressed: the nature of the item and a statement identifying its multi-jurisdictional significance; how or why the issue is not being adequately addressed at present; and a statement as to why the Forum is the appropriate place to address the issue.

Lastly, as you may be working on your budget, the Executive Committee met last week and have set the annual membership fee for 2019-2020 at \$1000, the first increase in 10 years.

Please feel free to call me to discuss at 561-434-2575. I look forward to working with you and continuing to enhance coordination.

Anna Yeskey -

Palm Beach County Intergovernmental Coordination Program

(561) 434-2575

# TAB 14





**Town of Lake Park Town Commission**

**Agenda Request Form**

Meeting Date: August 7, 2019

Agenda Item No. *Tab 14*

**Agenda Title: A REQUEST FROM BRIDGES OF LAKE PARK TO ALLOW THE TOWN TO BE AN EVENT CO-SPONSOR FOR THE UPCOMING COMMUNITY BABY SHOWER TO BE HELD ON SATURDAY, OCTOBER 19, 2019 IN THE MIRROR BALLROOM.**

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

- CONSENT AGENDA
- OLD BUSINESS

Approved by Town Manager *J. M. [Signature]* Date: *7-24-19*

By *Ruinite Franks*  
 Name/Title *(Special Events Director)*

<b>Originating Department:</b>  <p style="text-align: center;">Special Events</p>	<b>Costs: \$ 0 (see requests below)</b>  Funding Source:  Acct.  <input type="checkbox"/> Finance _____	<b>Attachments:</b>  → Copy of Facility Rental Application  → Copy of Facility Rental Invoice
<b>Advertised:</b> 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.	<b>Yes I have notified everyone</b> <u>RCF</u> OR Not applicable in this case _____  <b>Please initial one.</b>

**Summary Explanation/Background:**

Bridges of Lake Park is currently planning a Community Baby Shower to be held on Saturday, October 19, 2019 from 10:00 am to 2:00 pm in the Mirror Ballroom.

According to the results of a recent project evaluation conducted by the Florida Department of Health, Bridges of Lake Park was found to have a high incidence of pregnant members with

hypertension, members that gave birth to babies that were born pre-term and with low birth weights, as well as babies that were admitted into Neonatal Intensive Care.

The Community Baby Shower is designed to bring awareness to these staggering statistics while celebrating 50 expecting mothers in the local community by providing them with the tools they need to ensure a healthy beginning for their newborns. Attendees will be showered with gifts, a free lunch, entertainment, games, community resources, educational information, and prizes for all. The event will be free, however each participant must be pre-screened by Bridges of Lake Park. Current event partners include Healthy Mother's/Healthy Babies, Home Safe, Children's Healing Institute and many more.

At this time, Bridges of Lake Park is requesting that the Town of Lake Park co-sponsor the event by supplying the location, assisting with the event marketing, providing staffing and waiving the event fees that are listed below:

REQUESTED CATEGORY	VALUE (monetary or other)	APPLICANT REQUEST
Mirror Ballroom Deposit	\$500.00	<ul style="list-style-type: none"> <li>• Bridges of Lake Park has requested that the Town waive the \$500.00 refundable security deposit fee for renting the Mirror Ballroom.</li> </ul>
Mirror Ballroom Staff Fee	\$240.00	<ul style="list-style-type: none"> <li>• Bridges of Lake Park has requested that the Town waive the \$240.00 staff fee (\$30.00 per hour x 8 hours) for renting the Mirror Ballroom. (Bridges of Lake Park is eligible to receive the non-profit rate of three free rentals per year. Therefore, they do not have to pay the \$100.00 per hour rental fee.)</li> </ul>
Marketing	\$0	<ul style="list-style-type: none"> <li>• The use of the Town of Lake Park logo on all event marketing material</li> <li>• Event flyer and information posted on the Town of Lake Park website and Channel 18</li> <li>• Event flyer and information posted on all Town of Lake Park social media accounts</li> <li>• Event flyers posted on all Town of Lake Park property</li> <li>• Event flyers posted at all Town of Lake Park special events</li> <li>• Event press release and flyer sent to all Town of Lake Park communication contacts</li> <li>• Email blasts about the event sent via the Town of Lake Park's Constant Contact account</li> </ul>
<b>TOTAL FISCAL IMPACT - \$240.00</b>		

**Recommended Motion: I approve of the Town of Lake Park becoming a co-sponsor of the Community Baby Shower and the requests made by the event organizer.**



# Town of Lake Park Facility Rental Application

Date of Event: OCTOBER 19, 2019

Time of Event: Start 10 : 00 (a.m. /p.m.) End 2 : 00 (a.m. /p.m.)

Set-up 8 : 00 (a.m. /p.m.) to 10 : 00 (a.m. /p.m.)

Breakdown 2 : 00 (a.m. /p.m.) to 4 : 00 (a.m. /p.m.)

### Rental Facility

Town Hall:  Mirror Ballroom  
 W. Ilex Park:  Picnic Pavilion  
 Lake Park Harbor Marina:  Full  Marina Meeting Room  
 Kelsey Park:  Full  Gazebo  
 Lake Shore Park:  Full  Indoor Pavilion  
 Lake Shore Park:  Picnic Pavilions (North, South, Playground)

Type of Event:  Baby Shower  Birthday Party  Meeting  
 Wedding Ceremony  Wedding Reception  Other

Requests:  Alcoholic Beverages  Bounce House  
 Special Events Permit Required

### Contact Information:

Name: ANISHKA HERSBURN

Address: 1411 10<sup>TH</sup> ST LAKE PARK FL 33403

Home: ( ) - Cell: (561) 779 - 0404

Work: (561) 881 - 5060 Other: ( ) -

E-mail: ANISHKA.HERSBURN@CHSEFL.ORG

I, THE UNDERSIGNED, HAVE READ AND UNDERSTAND EVERYTHING IN THE FACILITY RENTAL POLICY AGREEMENT.

Renter:  [Signature] Date 7/18/19

Lake Park Staff:  [Signature] Date 7/18/19



## Facility Usage Agreement

This agreement, made the 18<sup>th</sup> day of July, 2019, by and between THE TOWN OF LAKE PARK, a Florida municipal corporation (Town) and Bridges of Lake Park (Renter).

**Premises:** Town leases to Renter and Renter leases from Town the Mirror Ballroom (Facility Name)

**Term:** The hours of rental are from 8 o'clock a.m. until 4 o'clock p.m. on October 19, 2019 (Day/Date).

**Security Deposit:** Event organizer shall deposit with Town the sum of \$500.00 as security for the full and faithful performance by event organizer of all of event organizers obligations hereunder. The deposit shall be made at the time the reservation for the premise is made with Town. No interest shall be paid upon the security deposit nor shall Town be required to maintain said deposit in a segregated account. The security deposit shall not be considered prepaid rent. In the event that the event organizer shall default in the full and faithful performance of any of the terms hereof, then Town may, without notice, either retain the security deposit as liquidated damages, or Town may retain the same and apply it toward actual damages sustained by Town by reason of the default of the event organizer. If the event organizer fully and faithfully complies with all of the terms hereof, the security deposit or any balance thereof shall be returned to the event organizer within one month of the event.

**Rental Rate:** Event Organizer shall pay Town the rental sum of \$240.00, fourteen (14) business days prior to the event. Any payment made to the Town after the 14 days must be paid in cash only.

**Leases and Assignments:** Event Organizer shall not have the right to assign this agreement to any other person or entity.

**Rules and Regulations:** The rules and regulations included hereto shall be incorporated into and made a part of this agreement.

**Indemnification:** Renter shall, during the term of this agreement, fully protect, indemnify and hold Town harmless from any and all claims, demands, actions, suits, judgments, liabilities, losses, costs and expenses (including reasonable attorney's fees and expenses) of every kind and character arising, or alleged to arise, out of or in connection with any injury to, or the death of, any person or any damage to or loss of any property in any manner growing out of or connected with, or alleged to grow out of or to be connected with, any act, omission, event, condition or casualty in connection with the business or profession conducted on the premises or the use or occupancy of the premises by Renter, his employees, agents, licensees or invitees, or causes by or resulting from, or alleged to be caused by or to result from, the negligence of other conduct of Renter, his employees, agents, licensees or invitees.

**General Provisions:**

Captions: The captions or titles to the various sections of this agreement are for convenience and ease of reference only and do not define, limit, augment or describe the scope, content or intent of this agreement or of any parts thereof.


Joint and Several Obligations: If event organizer consists of more than one person or entity, the obligation of all such persons is joint and several.

Situs: The agreement shall be constructed and interpreted according to the laws of the State of Florida.

In witness whereof, the parties have executed this Agreement, as evidence of their agreement to the information set out therein.

**I, THE UNDERSIGNED, HAVE READ AND UNDERSTAND EVERYTHING IN THIS RENTAL AGREEMENT POLICY.**

**EVENT ORGANIZER:** ANISHKA HEPBURN  
(PRINT)

  
(SIGNATURE)

**DATE:** 7 / 18 / 2019



# TOWN OF LAKE PARK

535 Park Avenue  
Lake Park, FL 33403  
561-881-3338

## FACILITY RENTAL INVOICE

NAME: Bridges of Lake Park

ADDRESS: 1411 10th Street

Lake Park, FL 33403

PHONE: 561-881-5060

EVENT DATE: October 19, 2019

EVENT TIME: 10:00 am to 2:00 pm

SET-UP TIME: 8:00 am to 10:00 am

BREAK DOWN TIME: 2:00 pm to 4:00 pm

EVENT TYPE: Community Baby Shower

LOCATION: Mirror Ballroom NO. OF PEOPLE 100

<b>RENTAL (Plus 7% Tax)</b>		
RFRNT Resident Fee	\$ _____/HR* X _____ HRS	\$ <u>Non-Profit Rate</u>
RFRNT Non-Resident Fee	\$ _____/HR* X _____ HRS	\$ _____
<b>* Plus \$30/hr Personnel Fee (see below)</b>		
RFRNT Flat Rate Rental Fee	\$ _____	\$ _____
RFRNT Set-up/Breakdown	\$60.00/HR X _____ HRS	\$ _____
	<b>RENTAL FEE</b>	\$ _____
RFTAX	<b>TAX 7%</b> (On Rental Fee only)	\$ _____

**TOTAL RENTAL FEE** (From above taxed box) \$ N/A

DEPMB/DEPPV **DEPOSIT** \$ 500.00

RSCUR **\*PERSONNEL** \$30.00/HR X 8 HRS = \$ 240.00

**TOTAL:** \$ 740.00

**PAID TODAY:** \$ \_\_\_\_\_

(14 days prior to the Event) (Balance Due Date:  / / )

**BALANCE DUE:** \$ 740.00

**NOTES:** \_\_\_\_\_

# TAB 15



**Town of Lake Park Town Commission**

**Agenda Request Form**

**Meeting Date:** August 7, 2019

**Agenda Item No.** Tab 15

**Agenda Title:** Setting the Date for the US-1 Streetscape/Medians Workshop as Wednesday, August 28, 2019 at 6:00pm, immediately following the Marina Visioning Workshop.

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- ORDINANCE
- NEW BUSINESS**
- OTHER
- CONSENT AGENDA
- OLD BUSINESS

**Approved by Town Manager** *Nadia Di Tommaso* **Date:** 7-31-19  
**Nadia Di Tommaso / Community Development Director**

<b>Originating Department:</b>  Town Manager/Community Development	Costs: \$ None at this time Funding Source: Acct: # <input type="checkbox"/> Finance _____	<b>Attachments:</b>  → None
<b>Advertised:</b> Date: Paper: <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone or Not applicable in this case <u>ND</u>  <b>Please initial one.</b>

**Summary Explanation/Background:**

As the Town Commission may recall, streetscape plans for the US-1 corridor were adopted as part of the Land Development Regulations for the Federal Highway Mixed Use District Overlay (FHMUDO). We have been recently working with the Palm Beach County Transportation Planning Authority and Federal Department of Transportation (FDOT) on the implementation plan for the streetscape improvements and since we are also undergoing a Stormwater Master Planning effort, it is important to have a "phase 2" discussion on the implementation of the streetscape plans and their respective design options. The property owners within the FHMUDO will also be invited to the workshop through direct mail notifications that will be mailed the week of August 12. Since the Town already has a workshop scheduled on August 28, Staff is recommending that this workshop immediately follow the Marina Visioning Workshop.

**Recommended Motion:** I move to **SCHEDULE** the **US-1 Streetscape/Medians Workshop for August 28, 2019 at 6:00pm** (immediately following the Marina Visioning Workshop).