


TAB 1

MEMO

To: Mayor and Town Commissioners

From: J. Douglas Drymon 
Town Manager

Subject: Annexation Update

Date: October 30, 2003

The purpose of this memo is to provide you with an update on the actions which staff has taken to date with regard to annexation.

In our economic development memo dated July 31, 2003, we stated that in view of the fact that the Commission identified annexation as one of its primary goals, the economic development task force would examine and pursue various alternatives which will enable the Town of Lake Park to take advantage of all available opportunities for annexation. And at its September 10, 2003 priorities workshop, the Commission listed annexation as third on its list of priorities for this fiscal year.

Shown below are the actions which staff has taken in order to advance annexation by the Town of Lake Park of the following unincorporated areas of Palm Beach County:

- ◆ The area north of Northlake Blvd., east of Park Lane, across Richard Road and southeast of the C-17 Canal, and west of Prosperity Farms Road; and
 - ◆ The area north of Shares Place, east of Resource Drive, south of Consumer Street and west of the C-17 Canal (Garden Road).
1. Re-initiated the annexation effort with Palm Beach County by meeting with Lisa Lowe, Principal Planner, Palm Beach County Planning Division, and the Palm Beach County Attorney to identify potential annexation areas for the Town of Lake Park and to discuss annexation by the Town of Lake Park of areas across the C-17 Canal. As a result of these meetings, it was determined that such annexation would constitute no legal problem for the Town because the Town has accessibility to the annexation area, and the City of Palm Beach Garden's annexation of the C-17 canal will not interfere.

2. Met with officials of the Florida Department of Community Affairs to determine if it would be possible for Lake Park to proceed with annexation without having an updated comprehensive plan in place. The outcome of such meeting was that Lake Park could in fact proceed with such annexation without an updated comprehensive plan, and that this would present no problem from the Department of Community Affairs' point of view.
3. Contacted local officials with the Town of Lantana and the Village of Palm Springs to explore annexation issues which they faced and the strategies which they developed to overcome such obstacles.
4. Obtained and reviewed parcel maps of the proposed annexation area.
5. Undertaking research to determine taxable property values in the proposed annexation area.
6. Drafted annexation letters for mailing to property owners in proposed annexation areas. Copies of such draft letters were provided to you at the October 15, 2003 Commission meeting. Since then we have received some suggestions for making the annexation letters more effective annexation marketing pieces. We are also in the process of scheduling meetings with business owners in the annexation areas to gauge their interest in annexation and to determine how they hope to benefit from annexation by the Town of Lake Park.
7. Drafted annexation petition form and affidavit for review by Town Attorney.
8. Ordered mailing labels from Palm Beach County Property Appraiser's Office.

Staff will continue to work expeditiously to continue to implement the annexation effort, and will keep the Commission apprised of further developments.