

# TAB 9

## Town of Lake Park Town Commission Agenda Request Form

Meeting Date: **November 5, 2003**      Agenda Item No. 11

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|---|--|
| <input type="checkbox"/> PUBLIC HEARING<br><input type="checkbox"/> Ordinance on Second Reading<br><input type="checkbox"/> Public Hearing<br><br><input type="checkbox"/> ORDINANCE ON FIRST READING<br><br><input type="checkbox"/> GENERAL APPROVAL OF ITEM<br><br><input type="checkbox"/> Other: | <input type="checkbox"/> RESOLUTION<br><br><br><br><input checked="" type="checkbox"/> DISCUSSION<br><br><input type="checkbox"/> BID/RFP AWARD<br><br><input type="checkbox"/> CONSENT AGENDA |
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**SUBJECT:**                                      **Westlake (Venetian Isles)**

Staff noticed at recent walk through at Westlake dirt paths that had been formed by the residents walking from the parking lot to the occupied buildings. Specifically, Building Type VI was approved with stairwells that empty out onto a green-space, instead of providing a connecting sidewalk or pedestrian pathway to the parking lots. Building type VI on the approved Site Plan and located on the Southwest corner of the development. This oversight could be rectified by requiring the applicant to provide a paved path to the parking field from these stairwells.

**RECOMMENDED MOTION/ACTION:** Staff is recommending the authority to administratively allow the applicant to add to all Building Type IV additional walkways from the parking lot to the side stairwells.

**Approved by Town Manager:** *Teresa A. Fitzner*      **Date:** 10/29/03

Originating Department:  Community Development <u><i>Teresa A. Fitzner</i></u> Tresa A. Fitzner	Costs: \$ _____  Funding Source: _____  Account # _____	
<b>Department Review:</b> <input checked="" type="checkbox"/> City Attorney <u><i>TAF</i></u> <input type="checkbox"/> Community Affairs _____ <input checked="" type="checkbox"/> Community Development _____	<input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Department _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> PBSO _____	<input type="checkbox"/> Personnel _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
<b>Advertised:</b> Date: _____ Paper: _____  <input checked="" type="checkbox"/> Not Required	<b>Finance Director Approval:</b>  _____	<b>Attachments:</b> Memo Pictures Site Plan



**Calvin, Giordano & Associates, Inc.**  
Engineers • Surveyors • Planners

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West Palm Beach, Florida 33409  
Phone: 561 684 6161 Fax: 561 684 6360

## Memorandum

**DATE:** October 28, 2003  
**TO:** The Honorable Mayor Castro and Town Commission  
**FROM:** Jamie A. Gentile, Calvin, Giordano & Associates  
**SUBJECT:** Westlake Apartments (Venetian Isles)  
**CC:** Doug Drymon, Town of Lake Park Town Manager

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As of October 1, 2003, the Venetian Isles Development (Westlake Apartments) has been issued Certificates of Occupancy for the first seven buildings in Phase I. These buildings have been leased and are currently being occupied by tenants. Staff is now preparing the CO's for the next several buildings that are near completion. Subsequent to a recent walk through of those structures, Staff took notice of dirt paths that had been formed by the residents walking from the parking field to in two of the occupied buildings. Specifically, Building Type VI was approved with stairwells that empty out onto a green-space, instead of providing a connecting sidewalk or pedestrian pathway to the parking field. Attached are pictures of building number 1 and a site plan map showing the building locations, which is labeled as building type IV on the approved Site Plan and located on the Southwest corner of the development. Staff feels that this was an oversight when the plan was reviewed and could be rectified by requiring the applicant to provide a paved path to the parking field from these stairwells.

The applicant has agreed to correct this oversight by paving and creating concrete paths that lead to the parking lot in order to stop the destruction of the grass. They want to keep the appearance of the complex attractive and well maintained.

Staff is requesting permission to address this administratively as quickly as possible so as to minimize the inconvenience to the residents of the development.

If you require any additional information, please feel free to contact me at 881-3318 or 684-6161.

Westlake Apartments  
(Venetian Isles)  
October 27, 2003



*North stairwell on Building 1 Type IV*



*View looking north in breezeway on North side of building 1 type IV*

