



Lake Park Town Commission, Florida

Community Redevelopment Agency Meeting Minutes

Wednesday, December 06, 2023 at 6:30 PM

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403

Roger Michaud	—	Chair
Kimberly Glas-Castro	—	Vice-Chair
John Linden	—	Agency Member
Carmen Rodriguez	—	Agency Member
Mary Beth Taylor	—	Agency Member
Judith Thomas	—	Agency Member
Henry K. Stark	—	Agency Member
Bambi McKibbon-Turner	—	Asst. Town Manager/ HR Director
Thomas J. Baird, Esq.	—	Agency Attorney
Vivian Mendez, MMC	—	Agency Clerk
Laura Weidgans	—	Agency Deputy Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.

CALL TO ORDER/ROLL CALL

6:32 pm

PRESENT

Chair Roger Michaud

Vice-Chair Kimberly Glas-Castro

Board Member John Linden

Board Member Carmen Rodriguez

Board Member Mary-Beth Taylor

Board Member Judith Thomas

Board Member Henry Stark

PLEDGE OF ALLEGIANCE

Led by Joanne Linden

SPECIAL PRESENTATION/REPORT: NONE

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 Agency Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

-Jason Ramos from Lokal Gastropub spoke about the holiday lights and displays and also stated that there was confusion as to why the roads were closed. He feels that the Town should consider reducing speed as opposed to closing the roads.

EXECUTIVE DIRECTOR/BOARD MEMBER COMMENTS:

Assistant Town Manager/HR Director McKibbon-Turner provided comments (Exhibit A).

Board Member Linden had no comments.

Board Member Thomas spoke about how beautiful the holiday lights are.

Board Member Stark also feels that the holiday lights are better than he expected and would like to see the Board and the Town Manager work more closely with the business associates in the CRA. He would like to see the holiday display improved next year to include music. He also asked about the alleyway behind 801 Park Avenue. Community Development Director Nadia DiTommaso advised that there are sections of alleyway that are complete, but the section between 9th and 8th streets is not complete. Board Member Stark asked about the future use of this area. Community Development Director DiTommaso stated that the area could potentially be used as a parking area. Board Member Stark asked about the progress of the Oceana site. Vice-Chair Glas-Castro stated that she also was looking for an update on the progress of this site. Community Development Director DiTommaso explained that Oceana has all of the necessary permits in hand and they have moved forward with construction. Vice-Chair Glas-Castro asked if the site was ready for vertical construction.

Board Member Taylor asked what the cost was for the holiday lights project. Finance Director Jeffrey Duvall explained that the cost for the lights was \$129,000.

Board Member Taylor asked if there would be an assessment to see if the holiday lights were successful as far as generating more business in the CRA business district. Assistant Town Manager/HR Director McKibbon-Turner stated that there would be a discussion with staff and the Town Manager to evaluate the success and staff would reach out to business owners to assess the effects of the holiday lights.

Board Member Rodriguez asked about signage indicating where the businesses were located. Chair Michaud advised there was a sign that advised the road was closed and directing traffic to the parking area.

Vice-Chair Glas-Castro expressed concerns with releasing money to Oceana without a progress report from staff.

Board Member Linden thanked Public Works for fixing the pot holes.

Board Member Thomas spoke about Oceana and is unsure if Oceana has begun vertical construction and what the definition of vertical construction is. She feels that making another disbursement to Oceana is pre-mature because they haven't met the vertical construction requirement. She asked for clarification from staff as to what constitutes vertical construction. Community Development Director DiTommaso stated that the site passed the rebar inspection on December 5, 2023. Chair Michaud asked for staff to provide a complete report of what has been completed so far. Assistant Town Manager/HR Director McKibbon-Turner advised that this item would be placed on the December 20th agenda and that the next disbursement of \$200,000 to Oceana has not been released yet. Chair Michaud stated that we should hold off on releasing those funds for a little bit longer.

CONSENT AGENDA:

Motion to approve the consent agenda made by Board Member Thomas, Seconded by Board Member Taylor.

Voting Yea: Chair Michaud, Vice-Chair Glas-Castro, Board Member Linden, Board Member Rodriguez, Board Member Taylor, Board Member Thomas, Board Member Stark.

1. October 18, 2023 Special Call Community Redevelopment Agency Meeting Minutes
2. November 15, 2023 Special Call Community Redevelopment Agency Meeting Minutes

NEW BUSINESS:

3. Lake Park Car Show and Cruise

Special Events Director Riunite Franks explained the item (Exhibit B).

AGENCY MEMBER REQUESTS:

Chair Michaud requested that staff provide a progress report on the Oceana Coffee site at the next meeting and would like Oceana to be in attendance.


ADJOURNMENT:


7:10 pm

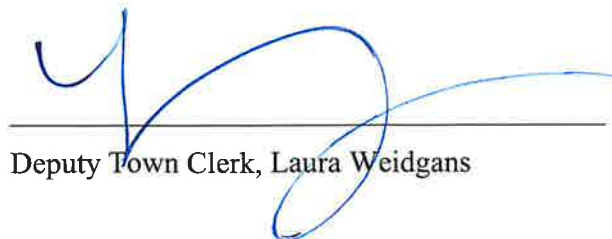
Motion to adjourn made by Board Member Stark, Seconded by Board Member Thomas.

Voting Yea: Chair Michaud, Vice-Chair Glas-Castro, Board Member Linden, Board Member Rodriguez, Board Member Taylor, Board Member Thomas, Board Member Stark.

FUTURE MEETING DATE: The next scheduled Special Call Community Redevelopment Agency Meeting will be conducted on December 20, 2023.


Chair, Roger D. Michaud


Town Clerk, Vivian Mendez, MMC


Deputy Town Clerk, Laura Weidgans



Approved on this 20 of December, 2023



CRA EXECUTIVE DIRECTOR COMMENTS

COMMUNITY REDEVELOPMENT AGENCY MEETING Wednesday, December 6, 2023

COMMUNITY REDEVELOPMENT

- **Oceana Coffee at 1301 10th Street** is moving forward with their construction. They have met the provisions of the grant agreement so far in that they demolished the building on or before August 15, 2023 and they received their permit for site work and vertical construction on or before September 15, 2023. Their 2nd disbursement of \$200,000 is scheduled to be released this Friday, December 8. They are also coordinating an 'official' groundbreaking ceremony on January 19. Staff is working with them on the details and more information is forthcoming. Of course, the CRA Board will be invited.
- **Two CRA expansion areas** were previously presented to the CRA Board and approved by the Board and transmitted to the County. A meeting with the County is scheduled for January 2024 to discuss the Finding of Necessity at a staff level. We are hopeful it will then move forward to their Board of Commissioners sometime thereafter. The CRA Executive Director will update the CRA Board following the County meeting as needed.
- **754 Park Avenue:** Staff met with the owner, his team and his contractor again on November 28. At this meeting, we reviewed their permit resubmittal requirements (for the exterior redevelopment of the property) again and they guaranteed the Town would receive a complete permit submittal by the end of last week (maybe this week). While it has yet to be received, Code Compliance does have a pending case for the permits and the property owner will be subject to a timeline them to have a permit in hand by early February so that construction can continue in February 2024. The owner acknowledged this timeline and confirmed resuming construction in February is feasible. We have confirmed with the property owner that the property is not currently for sale.
- Staff has been in discussions with the **Kelsey Market owners on Park Avenue**. Staff met with them to discuss some code violations and encourage them to revitalize their property and possibly work with the neighboring owner as well. The owner is open to the idea and is currently working with an architect and engineer to develop plans and a cost estimate. A CRA grant may be requested, but more information is forthcoming.
- **801 Park Avenue (One Park Place):** Staff has meet with the owner several times. The owner is working with a consultant on developing plans for the redevelopment of the alleyway directly behind their property to accommodate

additional parking. Once the plans are ready, along with construction costs, discussions on a CRA partnership for a possibly cost sharing will be coordinated. A dessert and coffee shop tenant (cheesecakes and more) is in negotiations with the owner on their two easternmost ground floor units. The tenant (Wow Concoctions) is a mother-daughter run business and the business owners live in Town and have been in business for several years (their previous location was in Jupiter). Staff is working with them on coordinating build out, grease trap requirements, and so on. Hopefully they will be able to open in early to mid-2024.

- **10th Street corridor (south of Park Avenue):** Staff is in continued discussions with several property owners along 10th, south of Evergreen Drive. A vision plan that includes an extension of the downtown into this area is being discussions, so as to promote redevelopment in this area as well, promote streetscape improvements, and promote a refreshed entryway coming from Silver Beach Road, with a blend of active uses, residential and open spaces. More info is forthcoming. A follow-up (internal) meeting with stakeholders is scheduled for next week.

HUMAN RESOURCES

Job Opening:

The following job opening is being advertised for the Community Redevelopment Agency:

- Community Redevelopment Administrator – Salary rate \$90,000.00 per year. This position is open until filled.

To view the complete job posting for the above position or to download an employment application, please visit the Town's official website at www.lakeparkflorida.gov . For additional information please contact the Town's Human Resources Department at 561-881-3300 and choose Option 8.



Exhibit B

DATE/TIME RECEIVED:

11/28 1pm

SN

**TOWN OF LAKE PARK
SPECIAL EVENTS DEPARTMENT
SPECIAL EVENT PERMIT APPLICATION**

For Events being held on Town Property, Town services may be requested for an additional fee(s). Please schedule a pre-submittal meeting with the Special Events Director at least 60 days in advance of your event by calling 561-840-0160.

This Application must be completed and submitted by the Event Organizer ("Applicant")

If this Event requires a Town facility rental, please contact our Special Events Department at 561-840-0160 regarding the completion of the Facility Usage Application PRIOR to submitting this application.

Instructions:

This **completed** Special Event Permit Application and **all** relevant attachments must be submitted to the Special Events Department not less than thirty **(30) calendar days** prior to the date of the proposed Event. For events being proposed wholly or partially on Town Property, the deadline to submit is sixty **(60) calendar days** prior to the date of the proposed Event.

Application Fee Due and Payable Upon Submittal: \$100.00 (\$50.00 for individuals or Non-profit organizations). *Note: Application Fees are Non-Refundable.*

Non-Profit IRS Tax Identification Number (required if Applicant is a non-profit):

23-7167701 - non profit

(If applicable)

Name of Applicant (i.e. Event Organizer):

Kimberly Thomson & Carlo Vernia

Name of Event:

Lake Park car show and cruise

Address/Location of Event:

796 10th St. Lake Park

Are you interested in sponsorship from the Town of Lake Park? Yes ☒ No ☐

Dates/Times of the event (as applicable):

	Date	Day	Begin Time	End Time
Event Day 1	Sunday	Dec 10, 2023	() AM (x) PM 3:00	() AM (x) PM 7:00
Event Day 2	_____	_____	() AM () PM _____	() AM () PM _____
Event Day 3	_____	_____	() AM () PM _____	() AM () PM _____
Event Day 4	_____	_____	() AM () PM _____	() AM () PM _____
Event Day 5	_____	_____	() AM () PM _____	() AM () PM _____
Event Day 6	_____	_____	() AM () PM _____	() AM () PM _____

Additional Applicant Information:Name: Kimberly Thomson Carlo VerniaAddress: 796 10th St. Lake ParkState/Zip Fl. 33403CONTACT PHONE: 561.309.2820Alternate Phone # 914.906.0905

Fax: _____

E-mail: estatespalmbeach@gmail.com**Description and Purpose of the Event**

Charity Event: see Attached - Please
wave application fee: it is a non profit
event - please see attached

Estimated number of participants? 200Has this event ever occurred in the Town of Lake Park? Yes _____ No ✓Has this site had a Special Event Permit this calendar year? Yes _____ No ✓Will there be an admission fee for the Event? If yes, how much? Yes ✓ (\$) No _____10.00 donation

535 PARK AVENUE, LAKE PARK, FLORIDA • Phone 561-881-3318 • Fax 561-881-3323

Special Event Permit Application

Revised: January 2023

Previous Editions Obsolete

****THE FOLLOWING SECTIONS MAY NOT APPLY TO
NON-COMMERCIAL EVENTS****

Will your event require road closure?

Yes ☒ No ☐

If YES, describe the requested street segment closure and time and provide a Traffic Circulation Plan prepared by a Traffic Engineer, including a detour signage plan. You are responsible for notifying affected businesses/entities, including Palm Tran, regarding affected routes: CRA TO provide MOT Plan
(Initial to acknowledge statement)

EVENT COMPONENTS (Check the items that will be associated with your event.)

- ☒ Road closure
- ☐ Electric service hook-up required
- ☐ Water service hook-up required
- ☒ Sidewalks blocked
- ☐ Municipal park(s) prepared
- ☐ Booths or other temporary structures
- ☒ Parking lots to be partially or completely closed - parking for guests at Town Hall, Library, CRA Parking Lot
- ☒ Food Vendors (Liquid Propane Gas Log).
- ☐ Town litter pick-up or street sweeping
- ☐ Tents (if yes, describe type and size _____)
- ☒ Barricades ordered (TOWN) → MOT PLAN
- ☐ Alcohol served
- ☐ Security/Law Enforcement
- ☒ Music, bands, DJ Inside Coastal Karma
- ☐ Rides or other amusements
- ☐ Animals
- ☐ Fireworks
- ☐ Bleachers
- ☒ Designated parking area
- ☐ Town Restroom (if yes, please describe _____)
- ☐ Portable Restrooms (if yes, please describe _____)
- ☒ Dumpsters/Trash Receptacles (TOWN)
- ☐ Portable stage
- ☐ Other (e.g., bounce house, etc.)

EVENT VENDOR(S) LIST ALL NAMES (identify which ones are food trucks)

Queen P Smoothies _____

Smash em up Burger _____

Tacos Veracruz _____

92 Golf _____

Will the event require the use of electricity?

Yes ☐ No ☒

Will the event require water hook-up?

Yes ☐ No ☒

*Will food and/or beverages be served?

Yes ☒ No ☐

*Will the event have vendors or concession sales, including food? Yes ☒ No ☐

****If the answer to the above question is YES, the Applicant/Event Organizer is responsible for securing all respective Palm Beach County and State of Florida Health Certificates for food vendors, as well as copies of all other commercial vendor licenses.***

WILL THE EVENT INCLUDE FOOD TRUCKS?

Yes ☒ No ☐

****If the answer to the above question is YES, all food trucks must have the proper State license, PBC Business Tax Receipt, and a current PBC Fire Rescue Safety Inspection Report. Copies of these documents must be provided to the Town no later than fourteen (14) calendar days prior to the event.***

For events on Town property, the Liquid Propane Gas tanks will be inspected the day of the event for leaks prior to operating any gas appliances. Applicants must provide staff with their LPG Log at each event to ensure proper safety measures have been followed.

For events on Town property, Applicants must also provide to the Town a Certificate of Insurance issued no more than thirty (30) days prior to the date of the event and naming the Town of Lake Park (and the CRA, if the event is taking place within the CRA area) as certificate holder and an additional insured with respect to commercial general liability. The required limits are \$1 million per occurrence and \$2 million aggregate. \$100,000 damage to rented premises must also be provided.

Applicants who are found to have attempted to circumvent this requirement by using another person/entity for the purposes of obtaining the required insurance coverage shall be barred from obtaining another special event permit within the Town for three years.

(Applicant initial to acknowledge statement)

The Applicant holds full responsibility and liability for its vendors.

(Initial to acknowledge statement)

**Will alcoholic beverages be served?

Yes ☐ No ☒

*****If the answer to the above question is YES, additional liquor legal liability insurance usual to the insured's operations with a \$1million limit must be included on the Certificate of Insurance.***

***Are you proposing signage?

Yes ☐ No ☒

******If the answer to the above question is YES, please fill out the Signage Permit Application available in the Community Development Department. An additional \$100.00 application fee is required for this signage application. This application will be deemed incomplete if signage is proposed and a signage application is not submitted.***

CRA to cover liability per Town Manager

Will the event have an official "Flyer" and/or promotional materials? Yes No
If yes, please provide a copy of the "Flyer".

Please provide a sketch of the Special Event site including: Proposed location of parking, tent(s), concession stand(s), booth(s), stage(s), etc. OR provide an attachment:

NOTE: Public parking spaces are on a first-come, first-serve basis, and may be metered depending on where your event is being held.

IF TENTS ARE BEING UTILIZED:

MAXIMUM ALLOWABLE TENT SIZE IS 35' X 45'.

For ALL tents larger than 10 ft. x 10 ft. (pop-up style), a *Certificate of Flame Resistance* is required and must accompany this Special Event Permit Application.



LAKE PARK CAR SHOW & CRUISE

Benefitting the

Sean M. Thomson Foundation

SUNDAY DECEMBER 10, 2023

3:00 -7:00

796 10TH ST, LAKE PARK

FOOD TRUCKS & BREWS

LIVE BAND

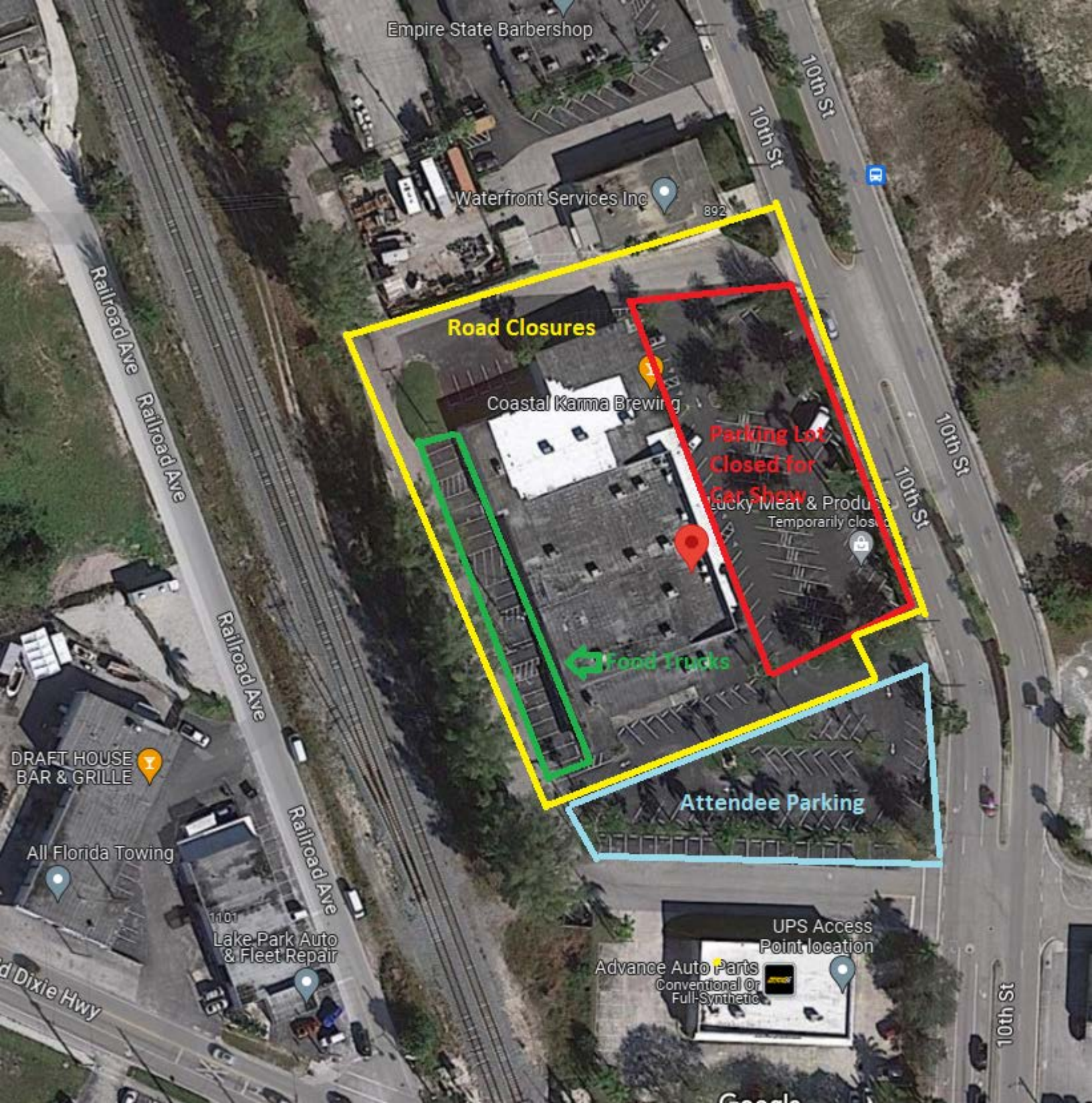
\$10 ADMISSION FEE PER CAR

CONTACT:

KIM THOMSON 561.309.2820



GORDON & PARTNERS



Empire State Barbershop

Waterfront Services Inc

892

Road Closures

Coastal Karma Brewing

Parking Lot
Closed for
Car Show

Lucky Meat & Products
Temporarily closed

Food Trucks

Attendee Parking

UPS Access
Point location

Advance Auto Parts
Conventional Or
Full-Synthetic

Lake Park Auto
& Fleet Repair

All Florida Towing

DRAFT HOUSE
BAR & GRILLE

Dixie Hwy

Railroad Ave
Railroad Ave

Railroad Ave

Railroad Ave

10th St
10th St

10th St
10th St

10th St

(All requirements imposed by any of the reviewing entities below, will be communicated to the Applicant early-on and must be secured no later than 14 calendar days in advance of the event, with verification provided to the Town prior to the issuance of the Special Events permit)

(FOR OFFICE USE ONLY)
SIGNATURES/APPROVALS:

Please Sign and Date

SPECIAL EVENTS DIRECTOR:

_____ DATE: _____

PUBLIC WORKS DIRECTOR:

_____ DATE: _____

MARINA DIRECTOR:

_____ DATE: _____

PALM BEACH COUNTY SHERIFF:

_____ DATE: _____

PALM BEACH COUNTY FIRE-RESCUE:

_____ DATE: _____

RISK MANAGEMENT:

_____ DATE: _____

COMMUNITY DEVELOPMENT DIRECTOR:

_____ DATE: _____

A copy will be provided to the Staff Member and/or Code Officer if on duty.

Additional Comments (reviewers may include attachments):

ADA Requirements
 Insurance
 Requirements

APPLICANT SIGNATURE:

Carlo Vernia

APPLICANT PRINTED NAME:

Carlo Vernia

DATE:

Kimberly ThomsonPROPERTY OWNER: *(If Property Owner is not the Applicant)*

DATE:

PROPERTY OWNER PRINTED NAME:

Carlo VerniaDATE: 11/14/2023



TOWN OF LAKE PARK
PUBLIC COMMENT CARD

MEETING DATE: 12-6-2023

Cards must be submitted before the item is discussed!!

*****Three (3) minute limitation on all comments**

Name: Jason Ramos
Address: 748 Park Ave

If you are interested in receiving Town information through Email, please provide your E-mail address: _____

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

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

Park Ave Road Closure

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.

* locale Gastropub. Business owner