



Town of Lake Park, Florida

Planning and Zoning Board Meeting Agenda

Monday, October 05, 2026 at 6:30 PM

535 Park Avenue Lake Park, Florida

Richard Ahrens	—	Chair
Jon Buechele	—	Vice Chair
Evelyn Harris Clark	—	Regular Member
Karen Lau	—	Regular Member
Patricia Leduc	—	Regular Member

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Planning & Zoning Board, 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.

CIVILITY AND DECORUM

The Town of Lake Park is committed to civility and decorum to be applied and observed by its elected officials, advisory board members, employees and members of the public who attend Town meetings. The following rules are hereby established to govern the decorum to be observed by all persons attending public meetings of the Commission and its advisory boards:

- Those persons addressing the Commission or its advisory boards who wish to speak shall first be recognized by the presiding officer. No person shall interrupt a speaker once the speaker has been recognized by the presiding officer. Those persons addressing the Commission or its advisory boards shall be respectful and shall obey all directions from the presiding officer.
- Public comment shall be addressed to the Commission or its advisory board and not to the audience or to any individual member on the dais.
- Displays of disorderly conduct or personal derogatory or slanderous attacks of anyone in the assembly is discouraged. Any individual who does so may be removed from the meeting.
- Unauthorized remarks from the audience, stomping of feet, clapping, whistles, yells or any other type of demonstrations are discouraged.
- A member of the public who engages in debate with an individual member of the Commission or an advisory board is discouraged. Those individuals who do so may be removed from the meeting.
- All cell phones and/or other electronic devices shall be turned off or silenced prior to the start of the public meeting. An individual who fails to do so may be removed from the meeting.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA:

APPROVAL OF MINUTES:

- [1.](#) Minutes of the August 3, 2026 Planning & Zoning Board Meeting

PUBLIC COMMENTS:

This time is provided for addressing items that do not appear on the agenda. Please complete a Public Comment Card located on either side of the Commission Chambers, and provide it to the Recording Secretary. Please remember comments are limited to a TOTAL of three minutes.

ORDER OF BUSINESS:

The normal order of business for Hearings on agenda items as follows:

- Staff Presentation
- Applicant Presentation (when applicable)
- Board Member questions of Staff and Applicant
- Public Comments -3 minute limit per speaker
- Rebuttal or closing arguments for quasi-judicial items
- Motion on the floor
- Vote of Board

NEW BUSINESS:

- [2.](#) PZ-26-11 Chapter 67 Text Amendments

PLANNING & ZONING BOARD MEMBER COMMENTS:

COMMUNITY DEVELOPMENT DIRECTOR COMMENTS AND PROJECT UPDATES:

ADJOURNMENT:

FUTURE MEETING DATE: Planning and Zoning Meeting – November 2, 2026 at 6:30 P.M.



Town of Lake Park, Florida

Planning and Zoning Board Meeting Minutes

Monday, August 3, 2026 at 6:30 PM

535 Park Avenue Lake Park, Florida

Richard Ahrens	—	Chair
Jon Buechele	—	Vice Chair
Evelyn Harris Clark	—	Regular Member
Karen Lau	—	Regular Member
Patricia Leduc	—	Regular Member

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Planning & Zoning Board, 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

6:30 P.M

ROLL CALL

PRESENT

Chair Richard Ahrens

Vice Chair Jon Buechele

Board Member Evelyn Harris Clark

Board Member Karen Lau

Board Member Patricia Leduc

PLEDGE OF ALLEGIANCE

Chair Richard Ahrens

APPROVAL OF AGENDA: Motion made by Board Member Leduc, Seconded by Vice- Chair Buechele

Voting Yea: Chair Ahrens, Vice Chair Buechele, Board Member Harris Clark, Board Member Lau, Board Member Leduc

APPROVAL OF MINUTES:

P & Z Meeting Minute

Motion made by Board Member Leduc, Seconded by Board Member Harris Clark.

Voting Yea: Chair Ahrens, Vice Chair Buechele, Board Member Harris Clark, Board Member Lau, Board Member Leduc

PUBLIC COMMENTS ON AGENDA ITEMS:

Any person wishing to speak on an agenda item is asked to complete a Public Comment Card located on either side of the Commission Chambers, and provide it to the Recording Secretary. Cards must be submitted before the agenda item is discussed.

There were (4) comments from current residents of Lake Park. Katia Zhestkova, Michael Steinhanded, and Dianne Sophinaos, which all had concerns of the Historic Building 918 Park Ave in our downtown district.

ORDER OF BUSINESS:

The normal order of business for Hearings on agenda items as follows:

- Staff Presentation
- Applicant Presentation (when applicable)
- Board Member questions of Staff and Applicant
- Public Comments -3 minute limit per speaker
- Rebuttal or closing arguments for quasi-judicial items
- Motion on the floor
- Vote of Board

NEW BUSINESS:

1. Berlin Autotech Special Exception

The Town planner, Anders Vaines, requested a special exception approval for Berlin autotech, which he presented a presentation (see Exhibit A). The business owner, Mr. Hans Sank, explained a little of the nature of his business. He stated his business focuses solely on high-end and luxury vehicles, and operates by appointments only. Vehicles are never keep out of the shop, once work is completed vehicles are delivered to their owner.

Motion made by Vice- Chair Buechele, Seconded by Board Member Leduc

Voting Yea: Chair Ahrens, Vice Chair Buechele, Board Member Harris Clark, Board Member Lau,
Board Member Leduc

PLANNING & ZONING BOARD MEMBER COMMENTS:

None

COMMUNITY DEVELOPMENT DIRECTOR COMMENTS AND PROJECT UPDATES:

None

ADJOURNMENT: 6:59 P.M

_____, Chair

Town of Lake Park Planning & Zoning Board

_____ Town Seal
Elizabeth Jimenez, Executive Assistant

Approved on this _____ of _____, _____



Exhibit A

Item 1.

**TOWN LAKE OF PARK
PLANNING & ZONING BOARD
STAFF REPORT
MEETING DATE: August 3, 2026
PZ-26-10**

APPLICATION: 1335 Old Dixie Highway Units 18 and 19 (Berlin Autotech)

SUMMARY OF APPLICANT’S REQUEST: Berlin Autotech LLC (“Agent” and “Applicant”) on behalf of 1335 Old Dixie Highway LLC (“Property Owner”) is requesting special exception approval for a 2,790 square foot auto paint and body use. The proposed development is consistent with the Town of Lake Park’s adopted regulations for the C-4 District.

The Subject Property is located east of Old Dixie Highway in the Town of Lake Park. It is comprised of the following condominium parcels:

PCN: 36-43-42-20-37-002-0180

PCN: 36-43-42-20-37-002-0190

BACKGROUND:

Owner:	1335 Old Dixie Highway LLC
Applicant:	Berlin Autotech
Location:	PCN: 36-43-42-20-37-002-0180 PCN: 36-43-42-20-37-002-0190
Condominium Square Footage:	2,790 SF
Legal Description:	KELSEY STATION CONDO UNIT 18 BLDG B KELSEY STATION CONDO UNIT 19 BLDG B
Existing Zoning:	C-4 Business District
Future Land Use:	Mixed Commercial and Light Industrial

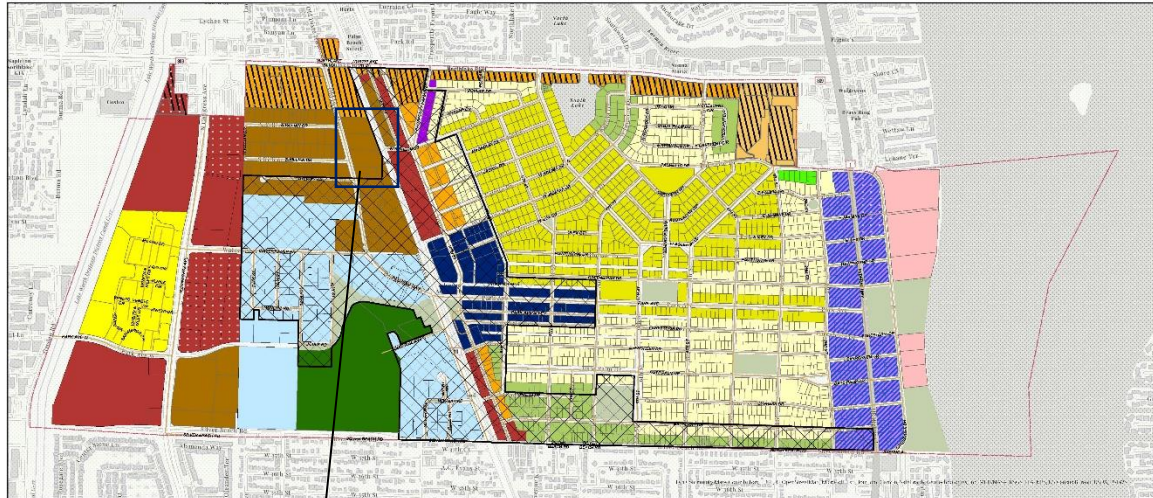


Figure 1: Aerial View of Site (image not to scale; for visual purposes only)

LAKE PARK ZONING MAP

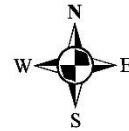


Town of Lake Park Zoning Map



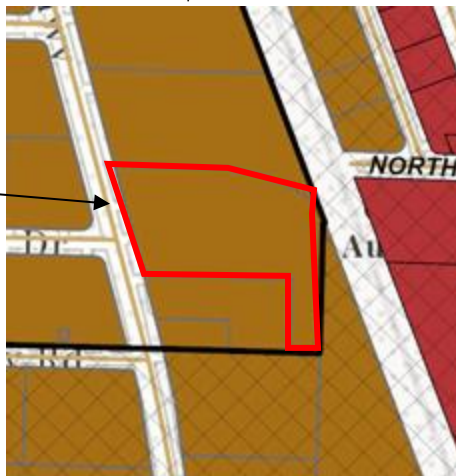
Community Development Department
 Town of Lake Park
 535 Park Avenue, Lake Park FL 33403
 Anders Viene - Planner
 561-881-3320 (ext 320)
 aviene@lakeparkflorida.gov
 Nadia DiTommaso - Director
 561-881-3319
 ndtommaso@lake

2,500 1,250 0 2,500 Feet



Date: 6/14/24

Subject Site



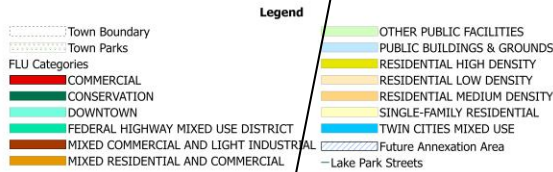
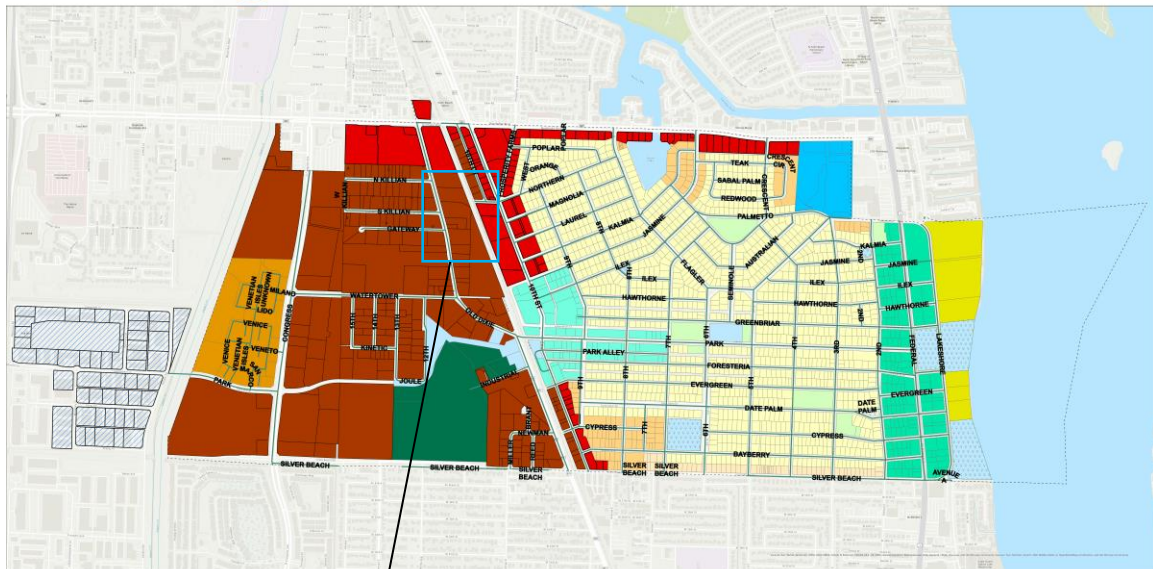
Adjacent Zoning:

North: C-4 Business District
 South: C-4 Business District
 East: C-2 Business District
 West: C-4 Business District

LAKE PARK FUTURE LAND USE MAP



Town of Lake Park Future Land Use (FLU) Map 2017-2027



Community Development Department
Town of Lake Park
535 Park Avenue, Lake Park FL 33403
Anders Viane - Planner
561-881-3320 (ext. 320)
aviane@lakeparkflorida.gov
Nadia DiTommaso - Director
561-881-3319
nditommaso@lakeparkflorida.gov



0 0.25 0.5 1 Miles

Subject
Site



Adjacent Existing Land Use:

North: Mixed Commercial and Light Industrial
South: Mixed Commercial and Light Industrial
East: Commercial
West: Mixed Commercial and Light Industrial

PART I: SPECIAL EXCEPTION APPLICATION

The Berlin Autotech special exception application has been reviewed by the Palm Beach County Fire Rescue, Palm Beach County Sheriff's Office for CPTED, the Town's building official, Lake Park Public Works Staff, and the Lake Park Community

Development Department. Based on these reviews, the project substantially complies with our Land Development Regulations and Comprehensive Plan.

****This project has been noticed by certified mail to property owners within 300 feet July 15, 2026 and advertised in the Palm Beach Post July 24, 2026 ****

SITE PLAN PROJECT DETAILS

Comprehensive Plan: The proposal is consistent with the goals, objectives and policies of the Town's Comprehensive Plan, including:

- ➔ **3.4.2 Objectives and Policies, Policy 1.5:** *The Town shall encourage development and redevelopment activities which will substantially increase the tax base while minimizing negative impacts on natural and historic resources, existing neighborhoods and development and adopted Levels of Service (LOS) standards.*

- ➔ **Future Land Use (FLU) Classification System 3.4.3:** *Lands and structures devoted to light industrial uses with pollutants controlled on site, warehouses, commercial, wholesale establishments, and limited small scale commercial uses that are supportive of workers in the area such as convenience stores and restaurants and that can be carried on unobtrusively, with a maximum F.A.R. of 2.0. Specific uses are delineated in the Town of Lake Park Zoning Code.*

- ➔ **Future Land Use Element, Policy 5.2:** *The Town shall foster the redevelopment of declining neighborhoods, underutilized parcels, and areas that demonstrate substandard and/or slum and blight conditions.*

Zoning: The proposed project is generally consistent with the requirements of the C-4 Business District, including the use of auto paint and body, parking (all customer vehicles will be stored within the units and there is sufficient space to meet the required car count of 11 plus 5 more), and the Town's special exception criteria of 78-184 (b), which area elaborated below along with the applicant's responses.

(1) The proposed special exception use is consistent with the goals, objectives, and policies of the town's comprehensive plan.

Applicant Response: The proposed Special Exception for Berlin Autotech Boutique Auto Repair and Refinishing is consistent with the goals, objectives, and policies of the Town of Lake Park Comprehensive Plan by promoting economic development, supporting small

business growth, and encouraging the productive use of existing commercial and industrial properties.

The proposed use is a low-volume, boutique automotive refinishing and restoration facility specializing in high-end and exotic vehicles. The business will operate entirely within an existing commercial building and will not require any expansion of the building footprint or infrastructure.

The proposed use supports the Town's objective of encouraging compatible commercial and light industrial uses that create employment opportunities, improve services available within the Town, and contribute to the economic vitality and redevelopment of existing commercial areas.

Staff Evaluation: We are in agreement. Relevant comprehensive plan objectives achieved through this redevelopment are as follows:

- 3.4 Goal, Objectives and Policies, Town Goal Statement 3.4.1 (3) - The Town shall maintain and seek opportunities to improve its ability to provide... commercial, industrial and mixed-use development opportunities that will further the achievement of economic development goals.
- 3.4 Goal, Objectives and Policies, 3.4.2. Objectives and Policies, Objective 1, Policy 1.1 j. – encourage redevelopment, renewal or renovation, that maintains or improves existing neighborhoods and commercial areas;
- 3.4 Goal, Objectives and Policies, 3.4.2. Objectives and Policies, Objective 5 – The Town shall promote redevelopment and infill development in a manner that is consistent to existing neighborhoods and uses, the built and natural environments and adjacent jurisdictions.

(2) The proposed special exception is consistent with the land development and zoning regulations and all other portions of this Code.

Applicant Response: The proposed Special Exception is consistent with the Town of Lake Park Land Development Regulations and all applicable provisions of the Code of Ordinances. The proposed use will operate in full compliance with all applicable Town of Lake Park zoning requirements, Florida Building Code, Florida Fire Prevention Code, NFPA standards applicable to spray finishing operations, Florida Department of Environmental Protection requirements, and Palm Beach County Fire Rescue requirements. The proposed spray booth will be fully permitted and professionally designed, including mechanical ventilation, filtration systems, fire suppression systems, approved electrical systems, and code-compliant exhaust systems.

All activities associated with the business, including vehicle storage, repair, preparation, and refinishing operations, will occur entirely indoors.

Staff Evaluation: We are in agreement. The use of auto paint and body is consistent with the C-4 zoning code; additionally, the applicant has demonstrated adequate storage area is available within the units for more than the required number of vehicle parking spaces.

(3) The proposed special exception use is compatible with the character and use (existing and future) of the surrounding properties in its function; hours of operation; type and amount of traffic to be generated; building location, mass, height and setback; and other relevant factors peculiar to the proposed special exception use and the surrounding property.

Applicant Response: *The proposed boutique auto repair and refinishing facility is compatible with both the existing and future character of surrounding commercial and industrial properties. The business is a low-volume operation specializing in high-end vehicles and restoration work rather than a high-production collision center.*

Hours of operation are anticipated to be Monday through Friday from 8:00 AM to 6:00 PM and Saturday from 9:00 AM to 2:00 PM by appointment. Traffic generation will be minimal, with customers generally dropping off and picking up vehicles by appointment, planning around 8 to 12 cars a month max. The business is expected to generate fewer vehicle trips than many traditional automotive repair facilities. The proposed use will operate entirely within the existing building and will not alter the building's mass, height, setbacks, or general appearance.

Staff Evaluation: We are in agreement. The C-4 district is the Town's second most intense commercial district; along Old Dixie Highway, the character of the existing businesses are overwhelmingly light industrial, consistent with the zoning. Berlin Autotech is consistent with these other users and its anticipated hours of operation do not appear to conflict with neighboring uses. No changes to height, massing or setbacks are proposed to the 1335 Old Dixie Highway Units 18 and 19, although some internal reconfigurations will be required. The applicant will apply for building permits to install a spray booth consistent with the requirements of the Florida Building Code.

(4) The establishment of the proposed special exception use in the identified location does not create a concentration or proliferation of the same or similar type of special exception use, which may be deemed detrimental to the development or redevelopment of the area in which the special exception use is proposed to be developed.

Applicant Response: *The proposed Special Exception will not create an undesirable concentration or proliferation of similar uses within the area. The business is a specialized*

boutique automotive refinishing and restoration operation serving a niche market of high-end and exotic vehicles. The use is substantially different from a high-volume collision repair facility. The Town of Lake Park has previously approved similar specialty automotive refinishing uses within commercial and industrial areas, demonstrating that such uses can operate compatibly and contribute positively to the local economy. The proposed operation will occupy an existing commercial space and will enhance the productive use and redevelopment of the property without creating adverse impacts on surrounding properties.

Staff Evaluation: We are in agreement. Berlin Autotech's operation would not constitute an over-concentration of paint and body uses. On the contrary, these businesses in particular benefit from a centering effect but nevertheless Berlin Autotech caters to a niche clientele within this broader category of auto paint and body, focusing exclusively on the luxury market.

(5) The proposed special exception use does not have a detrimental impact on surrounding properties based on:

- a. The number of persons anticipated to be using, residing, or working on the property as a result of the special exception use;
- b. The degree of noise, odor, visual, or other potential nuisance factors generated by the special exception use; and
- c. The effect on the amount and flow of traffic within the vicinity of the proposed special exception use.

Applicant Response:

The proposed use will not have a detrimental impact on surrounding properties.

The business will maintain a limited number of employees and customers on-site at any given time and will primarily operate by appointment.

All refinishing activities will occur within a fully enclosed spray booth equipped with filtration, ventilation, and fire protection systems designed in accordance with applicable codes and regulations.

No outdoor painting activities or outdoor storage of damaged vehicles, parts, or materials is proposed.

Customer visits generally consist of vehicle drop-off and pick-up appointments, minimizing traffic impacts on adjacent properties and surrounding roadways.

Staff Evaluation: We are in agreement. The business is proposed to have three full time employees at maximum shift and anticipates 3 to 5 customer car drop offs per week. The applicant's painting and repair operations will be enclosed within the building to mitigate impacts.

(6) That the proposed special exception use:

- a. Does not significantly reduce light and air to adjacent properties.
- b. Does not adversely affect property values in adjacent areas.

- c. Would not be a deterrent to the improvement, development or redevelopment of surrounding properties in accord with existing regulations.
- d. Does not negatively impact adjacent natural systems or public facilities, including parks and open spaces.
- e. Provides pedestrian amenities, including, but not limited to, benches, trash receptacles, and/or bicycle parking.

Applicant Response:

- a. The proposed use will not significantly reduce light or air to adjacent properties, as no additions or changes to the building's size, height, or footprint are proposed.*
- b. The proposed use is expected to positively contribute to the area by improving an existing commercial property, maintaining high standards of operation, and increasing investment in the community.*
- c. The proposed use promotes the continued redevelopment and productive utilization of existing commercial property and is consistent with surrounding commercial and industrial activities.*
- d. The proposed use will not negatively impact adjacent natural systems, parks, public facilities, or open spaces. All operations will comply with applicable environmental regulations.*
- e. The proposed use will utilize the existing site improvements and parking facilities and will not negatively impact pedestrian circulation or public access within the property.*

Staff Evaluation: We find no evidence to suggest Berlin Autotech's operation will adversely impact light, air flow, property values, redevelopment, natural resources or public facilities. The applicant has provided a trash can in accordance with criteria e. and we consider this condition satisfied.

PART II: STAFF RECOMMENDATION

Staff recommends **APPROVAL** of the Special Exception for 1335 Old Dixie Highway Unit 18 and 19 with the following conditions:

1. The Applicant shall occupy the Site consistent with the Special Exception application, justification statement, and the floor plans as submitted to the Department.
2. Prior to receiving a Town of Lake Park Business Tax Receipt, the Owner shall obtain a building permit, including the approval of Palm Beach County Fire Rescue, and all applicable reviewers, for the paint booth.
3. All work associated with the business operations shall be conducted indoors.

4. Vehicles are not permitted to be stored outside.
5. This special exception approval is granted based on the business' low volume luxury repair specialty, resulting in a limited impact for the Site of 3 to 5 customer visits per week. If operations and volume change, the Town shall be notified and the use shall be re-evaluated.
6. Cost Recovery. All professional consulting fees and costs, and legal fees incurred by the Town in reviewing the Application and its and the preparation of this resolution shall be paid to the Town within 10 days of the mailing of the invoice from the Town. The failure to reimburse the Town within the 10 days from the date of the invoice shall result in the suspension of any further review of plans or building activities pursuant to the building permit, and may result in the revocation of the this approval.

Meeting Date August 3

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

Name: Katia Zhestkova
 Address: 7th Street Lake Park

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):

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.

meeting Date _____

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

Name: Katia Zhestkova
 Address: _____

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):

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.

Meeting Date 8/3/26

Cards must be submitted before the item is discussed!!

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

Name:

Michael Steinhauser

Address:

435 Greenbrier

If you are interested in receiving Town information through Email, please provide your E-mail address: Pipestone1992@gmail

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

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

Growth & Development

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.



**TOWN LAKE OF PARK
PLANNING & ZONING BOARD
STAFF REPORT
MEETING DATE: September 14, 2026
PZ-26-11**

Item: Development Processing Ordinance Updates

SUMMARY OF ITEM:

Updates to the Town's development procedures are required to comply with changes to state law. The proposed amendments will implement these changes, specific to FSS 166.033, which generally modify review timelines and timelines for approval of quasi-judicial applications by the Town Commission and approval of non-quasi-judicial projects.

Background:

The Community Development Department is requesting that the Town Commission consider Ordinance 09-2026 that would amend the Town's development procedures to be in compliance with state Law. In accordance with state law, the proposed amendments, upon approval, would modify review timelines and procedures for quasi-judicial and non-quasi-judicial development applications.

Proposed Amendment:

- Sufficiency review and comments are provided by the Town within 5 business days of receipt of application.
- Additional information requests are provided within 30 days of receipt of application.
- Quasi-judicial applications are brought before Commission within 180 days of being deemed complete.
- Non-quasi-judicial applications are approved, approved with conditions, or denied within 120 days of being deemed complete.
- Procedures for requests for additional information.
- Refund procedures.

The proposed amendments are anticipated to condense the development approval process and may result in more requests for approval with conditions or denial if applicants fail to comply with the comments provided by Town reviewers within the allotted development timeframes.

PART II: STAFF RECOMMENDATION

Staff recommends the Planning and Zoning Board move to "APPROVE" Ordinance 09-26

ORDINANCE NO. _____-2026

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 67, ARTICLE II OF THE CODE OF ORDINANCES OF THE TOWN OF LAKE PARK, FLORIDA REGARDING DEVELOPMENT REVIEW PROCEDURES AND TIMELINES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; 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, the Town's Community Development Department (the Department) has reviewed Senate Bill 1080, codified at Fla. Stat. 166.033 and recommends the enactment of this ordinance to update of the Department's procedures and timelines for the processing of development applications; and

WHEREAS, the Town's Planning and Zoning Board has conducted a public hearing and reviewed the proposed amendments to the Code of Ordinances of the Town, and has provided its recommendation to the Town Commission; and

WHEREAS, the Town Commission, after its review of the recommendations from the Department and the Planning and Zoning Board, and after due notice and public hearings amends Section 67-37 of Article II of Chapter 67 entitled "Land Development Code".

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

Section 1. The whereas clauses are hereby incorporated as the legislative findings of the Town Commission.

Section 2. Chapter 67 of the Lake Park Code of Ordinances, entitled “Land Development Code” is hereby amended to read follows:

Chapter 67 LAND DEVELOPMENT CODE¹

Sec. 67-37. Development plan review; general procedures.

- (a) Applicants seeking review of ~~The developer shall submit a development plan shall submit all materials necessary to process the application at the expense of the applicant as required by this article to the community development department.~~ The development plan review procedure applies to redevelopment of existing projects as defined by section 51-4.
- (b) Within ~~ten~~ five working days of receipt of a development plan, the community development department shall:
 - (1) ~~Determine that the plan is complete and proceed with the procedures below~~ Acknowledge receipt of the application; or and
 - (2) Within 30 days of receiving the application, the community development department shall provide written confirmation that all required information has been submitted (complete submittal), or specify the deficiencies in the information submitted, or additional information that is required to make the application a complete submittal. Determine that the information is incomplete and inform the developer in writing of the deficiencies. If there are deficiencies, ~~The applicant developer may submit an amended plan within 30 working days without payment of a reapplication fee, but, if more than 30 days have elapsed, the developer must thereafter reinitiate the review process and shall pay an additional fee. Refer to (d) below for procedures regarding requests for additional information.~~
 - (3) For applications that do not require final zoning action through a quasi-judicial hearing or, in the case of a zoning code text amendment, or an amendment to the comprehensive plan, a public hearing, the community development department shall approve, approve with conditions, or deny the application within 120 days after it has deemed the application to be complete.
 - (4) For applications that require final zoning action through a quasi-judicial hearing, the Town Commission shall approve, approve with conditions, or deny the application within 180 days after the community development department has deemed the application complete.

- (5) The review timeframes above shall restart whenever an applicant submits any substantive change to the application of 15 percent or more in the proposed density, intensity, or square footage of a parcel or parcels of the development plan submitted.
- (6) Once the application has been deemed complete, if the applicant does not provide a resubmittal for 30 days or the applicant and the Town do not agree to an extension of time, the application shall be deemed withdrawn.
- (c) When reviewing an application for a development plan that has been certified by a professional listed in s. 403.0877, F.S. the Town shall not request additional information from the applicant more than three times, unless the applicant waives this limitation in writing. The town commission shall review the plan and the comments of the community development department and determine whether the proposal complies with the requirements of these regulations. Within ten working days of the meeting, the town commission shall issue a development order complying with section 67-40 or refuse to issue a development order based on it being impossible for the proposed development, even with reasonable modifications, to meet the requirements of these regulations.
- (d) Procedures for requesting additional information:
- (1) Where the community development department has requested additional information and the applicant shall submit the additional information requested within 30 days after receiving the request. The community development department shall review the additional information submitted for completeness and within 30 days of its receipt of the additional information, issue a written communication confirming that all additional information satisfies the community development department's request for additional information or specify with particularity any areas that are deficient and/ or such additional information that is necessary to make the application complete.
- (2) Whenever the community development department makes a second request for additional information and the applicant submits the required additional information within 30 days after receiving the request, the Town shall review the additional information submitted for completeness and issue a written communication confirming that the additional information satisfies the community development department's request, or specify with particularity any areas that are deficient, and/or additional information that is necessary to make the application complete within 10 days after receiving the additional information.
- (3) Should the community development department determine that an application remains incomplete, and it submits a third request for additional information, the community development department shall provide a written communication to the applicant offering a meeting to discuss the basis of its determination that the application remains incomplete. If the Town makes a third request for additional information and the applicant submits the required additional information within 30 days after receiving the third request, the community development department shall

process the application within 10 days of its receipt of the additional information whether it determines the application to be complete, or not, unless the applicant agrees in writing to waive the Town's limitation. If the applicant waives this limitation, the community development department shall have up to an additional 30 days to review the additional information.

(4) If the applicant believes the request for additional information is not authorized by ordinance, rule, statute, or other legal authority, the Town, at the applicant's request, shall proceed to process the application for approval or denial.

~~The time schedule expressed in this section may be modified as agreed to between the applicant and the town manager.~~

(e) The Town shall issue a refund of the application fee to an applicant equal to:

(1) Ten percent of the application fee where the community development department does not issue a written notification of completeness or deficiency, or identify with specificity the additional information requested which must be submitted within 30 days after receiving the application.

(2) Ten percent of the application fee where the community development department does not issue a written notification of completeness or deficiency, or identify with specificity the additional information requested which must be submitted within 30 days after receiving the additional information pursuant to a second request.

(3) Twenty percent of the application fee where the community development department does not issue written notification of completeness or deficiency, or identify with specificity the additional information requested which must be submitted, within 30 days after receiving the additional information pursuant to a third request.

(4) Fifty percent of the application fee if the Town fails to approve, approve with conditions, or denies the application within 30 days after conclusion of either the 120-day or 180-day timeframe specified in subsection (b) (3) and (4).

(5) One hundred percent of the application fee if the Town fails to approve, approve with conditions, or denies an application 31 days or more after conclusion of the 120-day or 180-day timeframe specified in subsection (b) (3) and (4).

(6) The timeframes expressed under (b) (3) and (4) may be modified provided the applicant agrees to do so, or in the event of force majeure or, other extraordinary circumstance, as determined by the community development department. The Town is not obligated to issue a refund where the applicant has requested an extension, the delay is caused by the applicant, or the delay is attributable to a force majeure, or other extraordinary circumstance, as determined by the community development department.

(Ord. No. 7-1993, § III, 2-3-1993; Code 1978, § 33-131)

Created: 2025-08-13 11:30:52 [EST]

(Supp. No. 54)

Section 3. Codification. The provisions of this ordinance shall become and be made a part of the Code of Ordinances of the Town of Lake Park. The sections of the ordinance may be re-numbered or re-lettered to accomplish such.

Section 4. Repeal of Laws in Conflict. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. Severability. If any section, paragraph, sentence, clause, phrase or word of this ordinance is for any reason held by a court to be unconstitutional, inoperative or void, such holding shall not affect the remainder of this ordinance.

Section 6. Effective Date. This ordinance shall take effect immediately upon execution.

#8283577 v1 26504-00001

PUBLIC NOTICE

TOWN OF LAKE PARK

NOTICE OF PUBLIC HEARINGS

BE ADVISED THE PLANNING & ZONING BOARD OF THE TOWN OF LAKE PARK, FLORIDA WILL CONDUCT A PUBLIC MEETING AT 535 PARK AVENUE TO CONSIDER THE AGENDA ITEM LISTED BELOW ON MONDAY, SEPTEMBER 14, 2026 AT 6:30 PM, OR AS SOON THEREAFTER AS CAN BE HEARD. A QUORUM OF THE PLANNING & ZONING BOARD OF THE TOWN OF LAKE PARK, FLORIDA WILL CONVENE AND PUBLIC PARTICIPATION WILL OCCUR IN-PERSON AT TOWN HALL.

THE TOWN COMMISSION WILL ALSO CONDUCT A PUBLIC HEARING AT 535 PARK AVENUE, LAKE PARK, TO CONSIDER THE AGENDA ITEM LISTED BELOW ON 1st READING WEDNESDAY, SEPTEMBER 16, 2026 AT 6:30PM AND 2ND READING WEDNESDAY, OCTOBER 7, 2026 AT 6:30PM, OR AS SOON THEREAFTER AS CAN BE HEARD. (TENTATIVE DATES, PLEASE MONITOR WWW.LAKEPARKFLORIDA.GOV FOR ANY AGENDA CHANGES). A QUORUM OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA WILL CONVENE AND PUBLIC PARTICIPATION WILL OCCUR IN-PERSON AT TOWN HALL.

Agenda Item:

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 67, ARTICLE II OF THE CODE OF ORDINANCES OF THE TOWN OF LAKE PARK, FLORIDA REGARDING DEVELOPMENT REVIEW PROCEDURES AND TIMELINES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

Records related to this item may be inspected by contacting the Community Development Department at 561-881-3320, or by emailing Anders Viane at aviane@lakeparkflorida.gov. If a person decides to appeal any decision made by the Planning and Zoning Board or 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.

Town Clerk: Vivian Mendez

PUB: The Palm Beach Post – Friday, August 28, 2026



Town of Lake Park

Business Impact Estimate Form

*This Business Impact Estimate Form is provided in accordance with **Section 166.041(4), Florida Statutes** and must be **included in the agenda item backup for each proposed ordinance on first reading. A Business Impact Estimate Form must be prepared and posted on the Town's website** for each ordinance by the date that the notice of the proposed ordinance is published, regardless of whether the ordinance is exempted under Section A below. This Business Impact Estimate Form may be revised following its initial posting.*

Title of Proposed Ordinance

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 67, ARTICLE II OF THE CODE OF ORDINANCES OF THE TOWN OF LAKE PARK, FLORIDA REGARDING DEVELOPMENT REVIEW PROCEDURES AND TIMELINES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

Section A

Based on a review of the proposed ordinance (choose one):

- ☒ The Town has determined that the statutory exemption(s) identified below apply to the proposed ordinance and no Business Impact Estimate is required.
- ☐ The Town has determined that the statutory exemption(s) identified below apply to the proposed ordinance; however, the Town has prepared the Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance.
- ☐ The Town has prepared a Business Impact Estimate pursuant to section 166.041(4), Florida Statutes.

Exemptions

If one or more boxes are checked below, this means that the Town has determined that a Business Impact Estimate is not required by state law for the proposed ordinance:

- ☐ ☒ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement one of the following:
 - a. Development orders and development permits, as those terms are defined in s. 163.3164, F.S., and development agreements as authorized by the Florida Local Government Development Agreement Act (ss. 163.3220-163.3243, FS);
 - b. Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality.
 - c. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - d. Section 553.73, Florida Statutes, relating to the Florida Building Code; Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

*If an exemption in Section A is applicable, then only Section A needs to be completed.
If there is no exemption in Section A, Section B must be completed.*

Section B

This section with the business impact estimate must be completed if the proposed ordinance does not meet any of the exemptions in Section A.

1. A summary of the proposed ordinance which must include a statement of the public purpose (e.g., public health, safety, morals and welfare).

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the Town, if any:

- a) An estimate of direct compliance costs that businesses may reasonably incur.

- b) Any new charge or fee on businesses subject to the proposed ordinance, or for which businesses will be financially responsible; and

3. An estimate of the Town's regulatory costs, including an estimate of revenues from any new charges or fees to cover such costs.

4. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

5. Additional information/methodology for preparation, if any:

Prepared by:

____ Anders Viane, Town Planner _____ 8/21/2026 _____

Print name and title

Date

AV

Signature

Copy Uploaded to the Web on _____ with packet _____ Initials AV _____

1/30/24