



Town of Lake Park, Florida

Planning and Zoning Board Meeting Agenda

Monday, May 04, 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. Meeting Minutes for 4/6/2026

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.

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. PADD Use Table Amendments
3. Platting Procedure Amendments

PLANNING & ZONING BOARD MEMBER COMMENTS:

COMMUNITY DEVELOPMENT DIRECTOR COMMENTS AND PROJECT UPDATES:

ADJOURNMENT:

FUTURE MEETING DATE: P & Z Meeting – June 02, 2026 at 6:30 PM



Town of Lake Park, Florida

Planning and Zoning Board Meeting Minutes

Monday, April 06, 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

6:32 PM

PLEDGE OF ALLEGIANCE

Vice Chair Buechele

ROLL CALL

PRESENT

Vice Chair Jon Buechele

Board Member Evelyn Harris Clark

Board Member Patricia Leduc

ABSENT

Chair Richard Ahrens

Board Member Karen Lau

APPROVAL OF AGENDA:

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

Voting Yea: Vice Chair Buechele

APPROVAL OF MINUTES:

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

Voting Yea: ALL

1. P & Z Meeting Minutes from 3/2/2026

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.

NONE

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. Commercial-2 (C-2) Text Amendment - Town Code Section 78-72 (8) b.

The Director of the Community Development Department, Nadia DiTomasso, presents the item seeking approval, which currently permits a portion of the C2 commercial zoning district to be used for educational facilities. However, it specifies that any outdoor or recreational areas are not allowed. This restriction may lead to conflicts with the requirements of other educational facilities, whether mandated by the State or other agencies. Therefore, the staff is requesting a minor text amendment to the C2 district 78-72(B) to clarify that in the event educational facilities need to meet other requirements that would require outdoor structure, and or any recreational activities. Regarding any site-specific areas, such as related projects or sites within the town, the application will be submitted to the Board Members for approval, whether through a special exception or site plan approval.

Town Planner, Anders Viane inquired whether any of the Board Members had questions.

Board Member Harris-Clark responded that this is a mandate from the Florida Department of Children and Families Services, specifically requiring outdoor facilities for Pre-school. How does this relate to a Charter School that may include a pre-school and an elementary school, etc., which do not possess a playground facility and seek to obtain property that was previously designed for a structured facility that are brand new?

The planner responded, that based on an incident at another district, that they possess the capability to designate what is referred to as an urban area (limited in its geography), typically developed to its maximum potential and subject to area restrictions. Therefore, based on this, if the town were to assert such a site, there would be a means to waive or mitigate the requirement and permit the establishment of an indoor playground. This text amendment pertains solely to the C2, which is applicable only if you are undergoing the special exception process 78-72(8) that permits special criteria for educational facilities. Subsection D mandates compliance with State laws, while Subsection B imposes restrictions on playgrounds. The town's intention is to alleviate any conflict.

Board Member Harris-Clark asked if there if this were an urban area scenario, would the criteria differ. The Town Planner interjected and noted that he had mentioned this because he had a side conversation with a representative of DCF regarding another facility and that is not applicable to the Town. However, based on the question, he thought it pertinent to bring it up. The Planner stated that this is merely to modify the exception for the educational facility located in the C2 district. Board Member Harris Clark inquired whether the DCF departments establish the criteria and if the municipality is required to comply with their regulations. He replied yes.

Board Member Luduc inquired whether the DCF policies implemented following the ordinance were drafted because it has been established for some time. Town Planner, responded affirmatively; however, he was uncertain about their internal policies. He mentioned that he had spoken to a representative from DCF, who indicated that they employ private contractors to enforce their regulations.

Member Luduc inquired that if this alleviates any other application from going through the applications or does it just modify the exception. Towner planner, replied and stated applicant still has to following the application process. Board Member Harris-Clark asked whether there is any grandfather clause and noted that any issues will not be advised if they choose to make modifications.

Town Planner, replied No, that it will lessen the regulations.

Vice-Chair Buechele inquired whether the original provision 78-72 prohibited outdoor structures for recreational outdoor facilities on-site. However, it was noted that Lake Park does have other educational

facilities that include outdoor amenities. How did this situation arise, or was it overlooked by DCF? The Town Planner responded that it was not overlooked by DCF; rather, it likely fell under a different use classification due to changes in the code over time.

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

Voting Yea: ALL

PLANNING & ZONING BOARD MEMBER COMMENTS:

NONE

COMMUNITY DEVELOPMENT DIRECTOR COMMENTS AND PROJECT UPDATES:

Community Development Director, Nadia DiTommaso, stated that the town commissioner requested the property owner to provide an update on their timeline for the completion of construction. The update indicated that completion would occur in 2-3 months. This issue was also addressed in our Special Magistrate meeting, where it was noted that there is currently a lien on the property accompanied by a daily fine. The magistrate indicated that the fees are not eligible for reduction or waiver.

ADJOURNMENT:

7:30 PM

FUTURE MEETING DATE: P & Z Meeting – June 02, 2026 at 6:30 PM



**TOWN LAKE OF PARK
PLANNING & ZONING BOARD
STAFF REPORT
MEETING DATE: May 4, 2026
PZ-26-06**

Item: PADD Use Table Amendment

SUMMARY OF ITEM:

Pursuant to the direction provided by the Town Commission as a result of their review of the Park Avenue Downtown District (PADD) throughout 2025, in conjunction with the Kimley-Horn study, Staff is proposing to move forward select recommended changes to the PADD Use Table, codified as Table 78-70-1, to allow for greater flexibility. Specifically, the study had recommended, and the Town Commission agreed, that the Town should “focus on infill and redevelopment; encourage incremental growth and adaptive reuse of code compliant buildings.” In addition, the Community Redevelopment Area Plan promotes business friendly initiatives that aim to attract, retain and expand business ventures, along with the promoting restaurant and entertainment uses along Park Avenue. While not all of the Kimley Horn Study recommendations can be enacted currently due to the ongoing restrictions of Senate Bill 180, aspects which are less “restrictive or burdensome” may be advanced. These text amendments, meeting this criteria, are therefore being recommended, and include generally changing a number of the special exception uses to become uses permitted by right. Affected uses include: live-work units, gyms, parking structures, craft distilleries, hotels, microbreweries, restaurants, small scale food and beverage production, indoor entertainment, theaters, and train stations. The intended impact is to be more business-friendly to new business owners coming into the Park Avenue Downtown District.

The proposed Ordinance was prepared by the Community Development Department, pursuant to the Kimley-Horn study and Town Commission recommendations, and has been reviewed by the Department, the CRA, the Town Manager and the Town Attorney.

Note: this is a ‘live’ document that is subject to change in the future pursuant to market demands, evolution in uses, along with uses that may need to first be define prior to integration (for example, Outdoor Athletic Court, has not been included since it would need to first be defined).

Recommendation: Recommend “APPROVAL” of the proposed Ordinance to the Town Commission.

Proposed Amendments:

TABLE 78-70-1 PERMITTED AND SPECIAL EXCEPTION USES PARK AVENUE DOWNTOWN DISTRICT			
NOTES P = Permitted, may be subject to additional standards. SE = Special Exception Use, Town Commission Approval Required.			
USE CATEGORY	Outer Sub District	Core Sub District	Additional Standards
I. RESIDENTIAL			
Apartment/ Townhouse/Dwelling Unit	SE	SE	1
Townhouse	P	P	
Duplex	P	P	
Single Family Subdivision	P	SE	
I a. MIXED RESIDENTIAL/COMMERCIAL			
Airbnb's/Bed and Breakfast Inn, within existing single family structure	P	P	2
Live-work unit - studio	SE-P	SE-P	3
Live-work unit - apartment	SE-P	SE-P	3
II. BUSINESS AND PROFESSIONAL OFFICES			
Business Office	P	P	
Offices for Medical and Dental Practices	P	P	
III. PERSONAL SERVICES			
Barbershop, Beauty Salon, or aesthetician, or spa	P	P	
Dry Cleaning and /or Laundry, Drop-off and Pickup Only	SE	P	6
Financial Institutions, including Banks and Credit Unions	SE	P	7
Gymnasium, Spa, and Health Club	SE P	P	
Parking Lot or Structure, Public or Private	SE P	P	8
Printing, Blueprinting, and Related Services	P	P	
Studios, including for Art, Dance, Drama, Interior Design, Music, Photography, Film, Tailoring	P	P	5
IV. RETAIL AND COMMERCIAL			

Art Gallery	P	P	
Bakery	P	P	4
Bicycle or Scooter, Sales and Rental	P	P	9
Coffee Shop	P	P	
Consignment Shop	P	P	
Craft Distillery	SE <u>P</u>	P	19
Deli, café	P	P	
Department Store, including Apparel, Housewares, Dry Goods, Notions, Jewelry, Home Furnishings, etc.	P	P	
Distillery	SE <u>P</u>	P	20
Fruit and Vegetable Market	P	P	10
Grocery Store, Specialty	P	P	11
Hotel or Inn	SE <u>P</u>	SE <u>P</u>	12
Ice Cream Parlor	P	P	
Mail, Shipping and Packing Stores (Private)	P	P	
Microbrewery Brewery Brewpub	SE <u>P</u> SE <u>P</u> SE <u>P</u>	P P P	13
Restaurant, General	SE <u>P</u>	P	14
Restaurant, Specialty	SE <u>P</u>	P	15
Retail, including Apparel, Beauty Supplies, Boutiques, Electronics, Flowers, Gifts, Hobby Supplies, Jewelry, Office Supplies, Music Media, Musical Instruments, etc.	P	P	
Small scale food and beverage production	SE <u>P</u>	P	16
Wineries	SE <u>P</u>	P	21
V. RECREATION			
Entertainment, Indoor	SE <u>P</u>	SE	
Theater, Indoor	SE <u>P</u>	P	
VI. CIVIC USES			
Government Offices	P	P	17
Schools, Post-Secondary	SE	SE	18
Train Stations and Accessory Uses	SE <u>P</u>	SE <u>P</u>	22

ORDINANCE NO. _____-2026

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE TOWN OF LAKE PARK, FLORIDA AMENDING CHAPTER 78, ARTICLE III, SECTION 78-70, EXPANDING THE PERMITTED USE LIST IN THE PADD FOR EXISTING USES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; 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, Kimley Horn has conducted a comprehensive review of the Park Avenue Downtown District regulations and proposed multiple edits, including to the permitted use table; and

WHEREAS, Town staff have reviewed the proposed amendments and have amended Section 78-70, Table 78-70-1 to implement the recommendations; and

WHEREAS, the Town’s Planning and Zoning Board has conducted a public hearing to review the proposed amendments to the Code and has provided a recommendation to the Town Commission; and

WHEREAS, the Town Commission, after its review of the recommendations from the Planning and Zoning Board, and after due notice and public hearings finds that it is appropriate and necessary to amend Chapter 78, Article III, Section 78-70 entitled “Park Avenue Downtown District (PADD)”.

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 78, Article III, Section 78-70 of the Lake Park Code of Ordinances, entitled “Park Avenue Downtown District” is hereby amended to read follows:

Section 78-70. – Park Avenue Downtown District (PADD).

(...)

TABLE 78-70-1 PERMITTED AND SPECIAL EXCEPTION USES PARK AVENUE DOWNTOWN DISTRICT			
NOTES P = Permitted, may be subject to additional standards. SE = Special Exception Use, Town Commission Approval Required.			
USE CATEGORY	Outer Sub District	Core Sub District	Additional Standards
I. RESIDENTIAL			
Apartment/ Townhouse/Dwelling Unit	SE	SE	1
Townhouse	<u>P</u>	<u>P</u>	
Duplex	<u>P</u>	<u>P</u>	
Single Family Subdivision	<u>P</u>	<u>SE</u>	
I a. MIXED RESIDENTIAL/COMMERCIAL			
Airbnb's/Bed and Breakfast Inn, within existing single family structure	P	P	2
Live-work unit - studio	SE <u>P</u>	SE <u>P</u>	3
Live-work unit - apartment	SE <u>P</u>	SE <u>P</u>	3
II. BUSINESS AND PROFESSIONAL OFFICES			
Business Office	P	P	
Offices for Medical and Dental Practices	P	P	
III. PERSONAL SERVICES			
Barbershop, Beauty Salon, or aesthetician, or spa	P	P	
Dry Cleaning and/or Laundry, Drop-off and Pickup Only	SE	P	6
Financial Institutions, including Banks and Credit Unions	SE	P	7
Gymnasium, Spa, and Health Club	SE <u>P</u>	P	
Parking Lot or Structure, Public or Private	SE <u>P</u>	P	8

Printing, Blueprinting, and Related Services	P	P	
Studios, including for Art, Dance, Drama, Interior Design, Music, Photography, Film, Tailoring	P	P	5
IV. RETAIL AND COMMERCIAL			
Art Gallery	P	P	
Bakery	P	P	4
Bicycle or Scooter, Sales and Rental	P	P	9
Coffee Shop	P	P	
Consignment Shop	P	P	
Craft Distillery	SE <u>P</u>	P	19
Deli, café	P	P	
Department Store, including Apparel, Housewares, Dry Goods, Notions, Jewelry, Home Furnishings, etc.	P	P	
Distillery	SE <u>P</u>	P	20
Fruit and Vegetable Market	P	P	10
Grocery Store, Specialty	P	P	11
Hotel or Inn	SE <u>P</u>	SE <u>P</u>	12
Ice Cream Parlor	P	P	
Mail, Shipping and Packing Stores (Private)	P	P	
Microbrewery Brewery Brewpub	SE <u>P</u> SE <u>P</u> SE <u>P</u>	P P P	13
Restaurant, General	SE <u>P</u>	P	14
Restaurant, Specialty	SE <u>P</u>	P	15
Retail, including Apparel, Beauty Supplies, Boutiques, Electronics, Flowers, Gifts, Hobby Supplies,	P	P	

Jewelry, Office Supplies, Music Media, Musical Instruments, etc.			
Small scale food and beverage production	SE P	P	16
Wineries	SE P	P	21
V. RECREATION			
Entertainment, Indoor	SE P	SE	
Theater, Indoor	SE P	P	
VI. CIVIC USES			
Government Offices	P	P	17
Schools, Post-Secondary	SE	SE	18
Train Stations and Accessory Uses	SE P	SE P	22

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. 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 5. Effective date. This ordinance shall take effect immediately upon execution.

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 MAY 4, 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, MAY 20, 2026 AT 6:30PM AND 2ND READING WEDNESDAY, JUNE 3, 2026 AT 6:30PM, OR AS SOON THEREAFTER AS CAN BE HEARD. (TENTATIVE DATE, 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:

The Town of Lake Park proposes to adopt the following ordinance: **AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE TOWN OF LAKE PARK, FLORIDA AMENDING CHAPTER 78, ARTICLE III, SECTION 78-70, EXPANDING THE PERMITTED USE LIST IN THE PADD FOR EXISTING USES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; 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, April 27, 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 THE CODE OF ORDINANCES CHAPTER 78, ARTICLE III, SECTION 78-72; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; 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.

X_____ 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).

Pursuant to the recommendations of the Kimley Horn study of the Park Avenue Downtown District, staff is proposing to move forward select recommended changes to the use table to allow for greater flexibility. Specifically, the study had recommended that the Town “focus on fill and redevelopment; encourage incremental growth and adaptive reuse of code compliant buildings.” While not all of the Kimley Horn proposed text amendments can be enacted currently due to the ongoing restrictions of Senate Bill 180, aspects which are less “restrictive or burdensome” may be advanced. These text amendments, meeting this criteria, are therefore being recommended, and include generally changing a number of the special exception uses to become uses permitted by right. Affected uses include: live-work units, gyms, parking structures, craft distilleries, hotels, microbreweries, restaurants, small scale food and beverage production, indoor entertainment, theaters, and train stations. The intended impact is to be more business-friendly to new business owners coming into the Park Avenue Downtown District.

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.

None. This will reduce compliance costs by eliminating the special exception process for the proposed uses and allow them to proceed directly with the business tax receipt process. Those businesses no longer required to go through the special exception process will save a minimum of \$1,600 for the application fee and \$1,500 in escrow fees per applicant.

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

N/A

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

None. Town costs will only be those costs normally borne for review of zoning certificate and business tax receipt applications (I.E., staff time).

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

Given past interest in the types of uses that are becoming permitted, staff estimates 5-10 may take advantage of these reduced restrictions over the course of the next 5 years.

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

N/A

Prepared by:
Anders Viane, Planner **4/21/2026**

Print name and title Date

AV

Signature

Copy Uploaded to the Web on with packet Initials AV



**TOWN LAKE OF PARK
PLANNING & ZONING BOARD
STAFF REPORT
MEETING DATE: May 4, 2026
PZ-26-07**

Item: Platting Ordinance Updates

SUMMARY OF ITEM:

Staff initiated item.

Updates to the Town’s platting and replatting procedures are required due to the passage of Senate Bill 784. The proposed amendments will implement these changes, which generally modify review timelines and make plat approvals administrative items rather than items approved by the Town Commission. The ordinance also proposes several other small changes to various subsections of Chapter 67 for consistency and procedural clarity.

Background:

This item was prompted by the passage of SB784. Generally, the purpose of this bill was to specify a timeline for platting review, provide procedural guidelines, and make plat approvals administrative approval items.

Summary of Proposed Amendments:

The substantive changes proposed are as follows:

- Sufficiency review and comment are provided within 7 business days of receipt of an application.
- The Town will provide notice of receipt of application, sufficiency, and review and approval timeframe.
- Administrative approval of the plat.
- References to the Town Commission have been changed as appropriate given they are no longer required to approve plats.

PART II: STAFF RECOMMENDATION

Staff recommends the Planning and Zoning Board move to “APPROVE” Ordinance _-2026.

ORDINANCE NO. _____-2026

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE CODE OF ORDINANCES CHAPTER 67, ARTICLE I AND ARTICLE II TO COMPLY WITH SB784 REGARDING ADMINISTRATIVE PLAT APPROVALS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; 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 adoption of Senate Bill 784 has necessitated an update of the Town Code procedures for platting; and

WHEREAS, the Town’s Planning and Zoning Board has conducted a public hearing to review the proposed amendments to the Code and has provided a recommendation to the Town Commission; and

WHEREAS, the Town Commission, after its review of the recommendations from the Planning and Zoning Board, and after due notice and public hearings finds that it is appropriate and necessary to amend 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

ARTICLE I. IN GENERAL

(...)

Sec. 67-5. Responsibility for administration and enforcement.

The ~~town manager~~ Community Development Director shall administer the provisions of this chapter ~~under the direction of the town commission and in consultation with the director or an engineer licensed in accordance with F.S. ch. 471.~~

(Ord. No. 7-1993, § III, 2-3-1993; Code 1978, § 33-106)

(...)

Sec. 67-7. Approval for recording.

Whenever land is subdivided, it shall be recorded in the office of the clerk of the circuit court except that no subdivision shall be entitled to recording in such office until it shall have been approved in the manner prescribed in this chapter and until the developer of the subdivision has paid to the town the amount of money necessary, as determined by the town ~~manager's adopted fee schedule~~, to reflect the subdivision on the town map or as otherwise required by these regulations.

(Ord. No. 7-1993, § III, 2-3-1993; Code 1978, § 33-108)

(...)

Sec. 67-9. Violations.

Any person, who being the owner of any land located within the town or within the platting jurisdiction granted to the town thereafter transfers or sells such land, or any part thereof, by reference to a plat showing a subdivision of such land before such plat has been approved ~~by the town commission~~ and recorded in the office of the clerk of the circuit court of the county and any person to whom such transfer or sale is made, shall be guilty of a second degree misdemeanor and shall be punished accordingly, and the description by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the transaction from constituting an offense hereunder. The town, through its attorney or other official designated by the town commission, may enjoin such transfer or sale by action for injunction at the direction of the town commission, whether or not the violator has been charged or found guilty of a violation.

(Ord. No. 7-1993, § III, 2-3-1993; Code 1978, § 33-110)

Secs. 67-10—67-31. Reserved.

¹Cross reference(s)—Any ordinance dedicating or accepting any plat or subdivision in the town saved from repeal, § 1-6(11); environment, ch. 10; buildings and building regulations, ch. 54; environmentally significant lands, ch. 58; floodplain regulations, ch. 60; historic preservation, ch. 66; streets, sidewalks and other public places, ch. 72; waterways, ch. 76; zoning, ch. 78.

ARTICLE II. PLATTING, CONCEPTUAL PLAN AND DEVELOPMENT PLAN²

(...)

Sec. 67-33. Filing of plat.

Final plats for subdivisions in the town shall not be recorded until the developer has installed the required improvements or has guaranteed to the satisfaction of the town that such improvements will be installed.

- (1) *Completion of required improvements prior to final plat recording.* In the event the developer exercises the option to construct and complete required improvements prior to recording of the final plat, the town shall hereby reserve the right to enter upon the developer's property to be platted for the purpose of reviewing the construction of the required improvements during the progress of such construction. The developer, in choosing to construct improvements prior to approval and recordation of the plat, does so at the developer's own risk. The town's review of construction does not signify concurrence with or acceptance of the improvements. The developer's engineer shall coordinate the construction with the community development director. Upon completion of required improvements, the engineer of record will present to the community development director:
 - a. The final subdivision plat.
 - b. The engineer's certificate of completion of required improvements. Such certificate shall certify to construction in conformance with the approved plans. The certificate shall be signed and sealed by the developers engineer and shall be in a form approved by the community development director. Such certificate shall make specific reference to and be accompanied by copies of measurements, tests and reports made on the work and material during construction, and by a record drawing copy of the construction plans on a high quality, time-stable, reproducible Mylar showing the original design in comparison to the actual finished work with all material deviations noted thereon.
 - c. A developer's warranty on workmanship and materials. Such warranty shall guarantee the required improvements against defect in workmanship and material for a period of one year from acceptance by the community development director and be in a form acceptable to the town attorney.
 - d. A cash bond, surety bond or other guarantee satisfactory to the town attorney in an amount determined by the community development director in support of the developer's warranty.

After review and concurrence with the submittal, the community development director shall ~~submit the plat to the town commission for its approval~~ approve the plat. Upon such approval, the ~~community development director~~ applicant shall file the plat in the office of the clerk of the circuit court of the county.

- (2) *Completion of required improvements after plat recordation.* When the developer desires to record the plat in lieu of prior construction of required improvements, the developer shall file with the community development director documents and guarantees which shall be incorporated in the bonded

²State law reference(s)—Platting, F.S. § 177.011 et seq.

agreement for the construction of the required improvements in the form prescribed by the town. Such documents and guarantees shall include:

- a. The final subdivision plat.
 - b. A certified cost estimate for the installation of required improvements in the amount of 110 percent of the value of all improvements and associated costs.
 - c. A cash bond, surety bond or other guarantee which is determined to be satisfactory as to form by the town attorney and in the amount of the certified cost estimate.
- (3) *Administrative fee; approval.* An administrative fee shall be assessed by the town for partial reduction of cash bonds over the course of installation of required improvements. All agreements, guarantees and documents shall be subject to the approval of the town attorney. After review and approval of the submittal, the community development director shall ~~submit the plat to the town commission for its approval~~ approve the plat. Upon such approval, the ~~community development director~~ applicant shall file the plat in the office of the clerk of the circuit court of the county. Upon completion of required improvements, the engineer of record shall present to the community development director:
- a. The engineer's certificate of completion of required improvements. Record drawings may be provided in digitized form acceptable to the town if approved by the community development director.
 - b. A developer's warranty on workmanship and materials.
 - c. A cash bond, surety bond or other guarantee satisfactory to the town attorney in an amount determined by the community development director in support of the developer's warranty.
- (4) *Authorized release of bonded agreement; guarantee.* After review and approval of the submittal, the community development director will authorize release of the bonded agreement for completion of required improvements noted above. All agreements, guarantees and documents are subject to approval by the town attorney. Guarantees shall be in one of the following forms unless an alternate irrevocable form is approved in writing by the town attorney and is approved by the town commission:
- a. Cash deposit.
 - b. Personal bond with letter of credit.
 - c. Surety bond.

(Ord. No. 7-1993, § III, 2-3-1993; Code 1978, § 33-125)

Sec. 67-34. Approval required for plat recording.

Within 7 business days of receipt, the community development director or designee shall review the plat for minimum sufficiency and provide written notice to the applicant acknowledging receipt, and any missing documents required by the application and necessary to process the plat or replat, the notice shall also provide minimum submittal sufficiency requirements, review and approval timeframe, and identify any deficiencies. The Town shall adhere to the review and approval timeframe unless the applicant requests a time extension pursuant to State Statute 177.071 (3). Upon the determination of compliance with the regulations of this chapter by all required reviewers, the community development director shall approve the plat. If the plat does not comply with the regulations of this article, the community development director or designee shall furnish the developer's authorized agent a written statement of the deficiencies pursuant to State Statute 177.071 (3). No plat of any subdivision shall be entitled to record in the office of the clerk of the circuit court or have any validity until it shall have been approved in the manner provided in this chapter.

(Ord. No. 7-1993, § III, 2-3-1993; Code 1978, § 33-126)

Sec. 67-35. Procedure for obtaining a minor replat.

- (a) *Review by department.* The community development department director ~~may~~ shall approve a minor replat that conforms to the requirements of this article.
- (b) *Submittals.* The department shall consider a proposed minor replat upon the submittal of the following materials:
- (1) An application form provided by the department;
 - (2) One digital copy ~~Three paper copies~~ of the proposed minor replat;
 - (3) A statement indicating whether water and/or sanitary sewer service is available to the property;
 - (4) Land descriptions and acreage or square footage of the original and proposed lots and a scaled drawing showing the intended division shall be prepared by a professional land surveyor registered in the state. In the event a lot contains any principal or accessory structures, a survey showing the structures on the lot shall accompany the application; and
 - (5) A ~~\$150.00 application fee~~ for administrative and review costs shall be established by the Town's current adopted fee schedule. If a deposit is required to be applied toward professional fees, the deposit should be placed in escrow.
- (c) *Review procedure.*
- (1) The department shall transmit a copy of the proposed minor replat to the town manager, town engineer, and town attorney for review and comments.
 - (2) If the proposed minor replat meets the conditions of this section and otherwise complies with all applicable laws and ordinances, the director shall approve the minor replat by signing the application form.
- (d) *Recordation.* Upon approval of the minor replat, the applicant or developer shall record the replat of the maps and documents, and shall, at the developer's expense, record the replat in the official county records and provide the department and town clerk a certified or stamped copy of the recorded maps and documents.

(Ord. No. 7-1993, § III, 2-3-1993; Code 1978, § 33-127)

(...)

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. 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 5. **Effective date.** This ordinance shall take effect immediately upon execution.

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 MAY 4, 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, MAY 6, 2026 AT 6:30PM AND 2ND READING WEDNESDAY, MAY 20, 2026 AT 6:30PM, OR AS SOON THEREAFTER AS CAN BE HEARD. (TENTATIVE DATE, 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:

The Town of Lake Park is bringing forward text amendments to Chapter 67 to modify platting procedure to be consistent with Senate Bill 784.

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, April 24, 2026

CHAPTER 2025-164

Committee Substitute for Committee Substitute for
Committee Substitute for Senate Bill No. 784

An act relating to platting; amending s. 177.071, F.S.; requiring that certain plat or replat submittals be administratively approved with no further action by certain entities under certain circumstances; requiring the governing body of such county or municipality to designate an administrative authority to receive, review, and process plat or replat submittals; providing requirements for such designation; defining the term “administrative authority”; requiring the administrative authority to submit a certain notice to an applicant; providing requirements for such notice; requiring the administrative authority to approve, approve with conditions, or deny a plat or replat submittal in accordance with the timeframe in the initial written notice to the applicant; requiring the administrative authority to notify the applicant in writing if it declines to approve a plat or replat submittal; requiring that the written notification contain the reasons for denial and other information; prohibiting the administrative authority or other official, employee, agent, or designee from requesting or requiring that the applicant request an extension of time; amending s. 177.111, F.S.; conforming provisions to changes made by the act; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Section 177.071, Florida Statutes, is amended to read:

177.071 Administrative approval of plats ~~plat~~ by designated county or municipal official governing bodies.—

(1)(a) A plat or replat submitted under this part must be administratively approved and no further action or approval by the governing body of a county or municipality is required if the plat or replat complies with the requirements of s. 177.091. The governing body of the county or municipality shall designate, by ordinance or resolution, an administrative authority to receive, review, and process the plat or replat submittal, including designating an administrative official responsible for approving, approving with conditions, or denying the proposed plat or replat.

(b) As used in this section, the term “administrative authority” means a department, division, or other agency of the county or municipality. For purposes of issuing a final administrative approval of a plat or replat submittal, the term also includes an administrative officer or employee designated by the governing body of a county or municipality, including but not limited to, a county administrator or manager, a city manager, a deputy county administrator or manager, a deputy city manager, an assistant county administrator or manager, an assistant city manager, or other high-ranking county or city department or division director with direct or indirect

oversight responsibility for the county's or municipality's land development, housing, utilities, or public works programs.

(2) Within 7 business days after receipt of a plat or replat submittal, the administrative authority shall provide written notice to the applicant acknowledging receipt of the plat or replat submittal and identifying any missing documents or information necessary to process the plat or replat submittal for compliance with s. 177.091. The written notice must also provide information regarding the plat or replat approval process, including requirements regarding the completeness of the process and applicable timeframes for reviewing, approving, and otherwise processing the plat or replat submittal.

(3) Unless the applicant requests an extension of time, the administrative authority shall approve, approve with conditions, or deny the plat or replat submittal within the timeframe identified in the written notice provided to the applicant under subsection (2). If the administrative authority does not approve the plat or replat, it must notify the applicant in writing of the reasons for declining to approve the submittal. The written notice must identify all areas of noncompliance and include specific citations to each requirement the plat or replat submittal fails to meet. The administrative authority, or an official, an employee, an agent, or a designee of the governing body, may not request or require the applicant to file a written extension of time.

(4)(1) Before a plat or replat is offered for recording, it must be administratively approved as required by this section by the appropriate governing body, and evidence of such approval must be placed on the plat or replat. If not approved, the governing body must return the plat or replat to the professional surveyor and mapper or the legal entity offering the plat or replat for recordation. For the purposes of this part:

(a) When the plat or replat to be submitted for approval is located wholly within the boundaries of a municipality, the governing body of the municipality has exclusive jurisdiction to approve the plat or replat.

(b) When a plat or replat lies wholly within the unincorporated areas of a county, the governing body of the county has exclusive jurisdiction to approve the plat or replat.

(c) When a plat or replat lies within the boundaries of more than one county, municipality, or both governing body, two plats or replats must be prepared and each county or municipality governing body has exclusive jurisdiction to approve the plat or replat within its boundaries, unless each county or municipality with jurisdiction over the plat or replat agrees the governing bodies having said jurisdiction agree that one plat is mutually acceptable.

(5)(2) Any provision in a county charter, or in an ordinance of any charter county or consolidated government chartered under s. 6(e), Art. VIII of the

State Constitution, which provision is inconsistent with anything contained in this section shall prevail in such charter county or consolidated government to the extent of any such inconsistency.

Section 2. Section 177.111, Florida Statutes, is amended to read:

177.111 Instructions for filing plats ~~plat~~.—After the approval by the appropriate administrative authority governing body required by s. 177.071, the plat or replat must ~~shall~~ be recorded by the circuit court clerk or other recording officer upon submission thereto of such approved plat or replat. The circuit court clerk or other recording officer shall maintain in his or her office a book of the proper size for such papers so that they will ~~shall~~ not be folded, to be kept in the vault. A print or photographic copy must be filed in a similar book and kept in his or her office for the use of the public. The clerk shall make available to the public a full size copy of the record plat or replat at a reasonable fee.

Section 3. This act shall take effect July 1, 2025.

Approved by the Governor June 20, 2025.

Filed in Office Secretary of State June 20, 2025.



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 THE CODE OF ORDINANCES CHAPTER 67, ARTICLE I AND ARTICLE II TO COMPLY WITH SB784 REGARDING ADMINISTRATIVE PLAT APPROVALS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; 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 _____ 4/17/2026 _____

Print name and title

Date

AV

Signature

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