



## Lake Park Town Commission, Florida Regular Commission Meeting

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

June 18, 2025 6:30 P.M.

<b>Roger Michaud</b>	—	<b>Mayor</b>
<b>Michael Hensley</b>	—	<b>Vice Mayor</b>
<b>John Linden</b>	—	<b>Commissioner</b>
<b>Michael O'Rourke</b>	—	<b>Commissioner</b>
<b>Judith Thomas</b>	—	<b>Commissioner</b>
<b>Richard J. Reade</b>	—	<b>Town Manager</b>
<b>Thomas J. Baird</b>	—	<b>Town Attorney</b>
<b>Vivian Mendez, MMC</b>	—	<b>Town Clerk</b>

***PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contract 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/ROLL CALL**

## **PLEDGE OF ALLEGIANCE**

## **APPROVAL OF AGENDA:**

## **SPECIAL PRESENTATION/REPORT:**

1. Proclamation - Cynthia Louise Ornelas - Town Employee Retirement.

## **PUBLIC COMMENT:**

*This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.*

## **CONSENT AGENDA:**

*All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the agenda. Any person wishing to speak on an agenda item is asked to complete a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.*

2. Minutes of the Joint Meeting Town Commission / Planning & Zoning Board June 2, 2025
3. Minutes of the Regular Commission Meeting of June 4, 2025.
4. Resolution 32-06-25 - Scrivener's Error - FY 2026-2027 State Highway Lighting, Maintenance, and Compensation Agreement - Florida Department of Transportation (FDOT) - \$20,174.72
5. Release of Unity of Title – Former Twin City Mall - Village of North Palm Beach

## **PUBLIC HEARING(S) - ORDINANCE ON FIRST READING:**

6. Ordinance 03-2025 Creating Chapter 65 Entitled Workforce Housing.  
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 BY CREATING CHAPTER 65 TO BE ENTITLED “WORKFORCE HOUSING”; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

**PUBLIC HEARING(S) - ORDINANCE ON SECOND READING: NONE**

**OLD BUSINESS:**

- [7.](#) Resolution 27-06-25 – Town of Lake Park Traffic Calming (Administrative) Policy for Local Roadways - Resident Initiated

**NEW BUSINESS: NONE**

**TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:**

**REQUEST FOR FUTURE AGENDA ITEMS:**

**ADJOURNMENT:**

**FUTURE MEETING DATE:** Next Scheduled Regular Commission Meeting will be held on July 2, 2025.



## Town of Lake Park Town Commission

### Agenda Request Form

**Meeting Date:** June 18, 2025

**Originating Department:** Human Resources

**Agenda Title:** Proclamation - Cynthia Louise Ornelas - Town Employee Retirement

**Agenda Category** (i.e., Consent, New Business, etc.):

**Presentations**

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Cost of Item:** \$0.00 **Funding Source:** N/A

**Account Number:** \_\_\_\_\_ **Finance Signature:** \_\_\_\_\_

**Advertised:**

**Date:** N/A **Newspaper:** \_\_\_\_\_

**Attachments:** Copy of Proclamation

**Please initial one:**

BMT Yes I have notified everyone

\_\_\_\_ Not applicable in this case

### **Summary Explanation/Background:**

The purpose of this agenda item is to present a Proclamation in honor of Cynthia Louise Ornelas for her 12 + years of service to the Town of Lake Park on the eve of her retirement.

### **Recommended Motion:**

N/A



**PROCLAMATION  
IN HONOR OF  
CYNTHIA LOUISE ORNELAS**

**WHEREAS;** *Cynthia Louise Ornelas* commenced her employment with the Town of Lake Park on November 14, 2012 as the part-time Library Accounting Clerk, where she immediately demonstrated herself to be a high-energy Library staff member and one who is always willing to take on new projects that benefit both the Library and Library patrons; and

**WHEREAS;** on October 1, 2016 *Cynthia Louise Ornelas* was reclassified to the position of full-time Library Accounting Clerk, where she continued to exemplify excellence in the performance of her duties; and

**WHEREAS;** in recognition of her commitment to providing the utmost level of service to Library patrons and Library staff *Cynthia Louise Ornelas* was selected as the Employee of the Year for 2016; and

**WHEREAS;** *Cynthia Louise Ornelas* has consistently sought to expand her knowledge and expertise by seeking out additional training in cataloguing and the Koha library software system, as well as other systems; and

**WHEREAS;** *Cynthia Louise Ornelas* has amassed a wealth of institutional knowledge of Library procedures that she has utilized to help and support her co-workers; and

**WHEREAS;** throughout her career with the Town of Lake Park, *Cynthia Louise Ornelas* has demonstrated herself to be a consummate professional with a strong sense of duty to the Town who always provided prompt and courteous service to its residents; and

**WHEREAS;** *Cynthia Louise Ornelas* is held in high esteem by her colleagues within the entire staff of the Town of Lake Park; and

**WHEREAS;** *Cynthia Louise Ornelas* will always be an integral member of the Town of Lake Park family; and

**WHEREAS;** the Town of Lake Park wishes to publicly recognize *Cynthia Louise Ornelas* upon the eve of her retirement from the Town for her service to, and accomplishments on behalf of, the Town and its residents.

**NOW, THEREFORE,** on behalf of the Commission of the Town of Lake Park, I, Roger Michaud, Mayor of the Town of Lake Park, do hereby publicly recognize and commend *Cynthia Louise Ornelas* for her dedication and service to the Town of Lake Park.

**IN WITNESS WHEREOF,** I have hereto set my hand and caused the official Seal of the Town of Lake Park, Florida to be affixed this 18<sup>th</sup> June, 2025.

ATTEST:

By: \_\_\_\_\_  
Mayor Roger Michaud

\_\_\_\_\_  
Town Clerk Vivian Mendez



## Town of Lake Park Town Commission

### Agenda Request Form

**Meeting Date:** June 18, 2025 Regular Commission Meeting  
**Originating Department:** Town Clerk  
Minutes of the Joint Meeting Town Commission / Planning & Zoning  
**Agenda Title:** Board June 2, 2025

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Cost of Item:** NA **Funding Source:** \_\_\_\_\_  
**Account Number:** NA **Finance Signature:** \_\_\_\_\_

**Advertised:**  
**Date:** NA **Newspaper:** \_\_\_\_\_

**Attachments:** Minutes, Exhibit A, Comment Cards  
 \_\_\_\_\_

**Please initial one:**

\_\_\_\_\_ Yes I have notified everyone  
 LW \_\_\_\_\_ Not applicable in this case

**Summary Explanation/Background:** NA

**Recommended Motion:**

I move to approve the Minutes of the Joint Meeting of the Town Commission / Planning & Zoning Board Minutes June 2, 2025.



# Town of Lake Park, Florida

## Joint Meeting

### Town Commission / Planning & Zoning Board

## Minutes

Monday, June 02, 2025 at 6:00 PM

535 Park Avenue Lake Park, Florida

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<b>Roger Michaud</b>	—	<b>Mayor</b>
<b>Michael Hensley</b>	—	<b>Vice Mayor</b>
<b>John Linden</b>	—	<b>Commissioner</b>
<b>Michael O'Rourke</b>	—	<b>Commissioner</b>
<b>Judith Thomas</b>	—	<b>Commissioner</b>
<b>Richard J. Reade</b>	—	<b>Town Manager</b>
<b>Thomas J. Baird</b>	—	<b>Town Attorney</b>
<b>Vivian Mendez, MMC</b>	—	<b>Town Clerk</b>
<b>Richard Ahrens</b>	—	<b>Chair</b>
<b>Jon Buechele</b>	—	<b>Vice Chair</b>
<b>Evelyn Harris Clark</b>	—	<b>Regular Member</b>
<b>Karen Lau</b>	—	<b>Regular Member</b>
<b>Patricia Leduc</b>	—	<b>Regular Member</b>

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### CALL TO ORDER/ROLL CALL

6:11 P.M.

PRESENT

Mayor Roger Michaud

Vice Mayor Michael Hensley

Commissioner Judith Thomas

Commissioner John Linden

Commissioner Michael O'Rourke

Chair Richard Ahrens

Vice Chair Jon Buechele

Board Member Evelyn Harris Clark

Board Member Karen Lau

Board Member Patricia Leduc

## **PLEDGE OF ALLEGIANCE**

The Pledge was led by Mayor Michaud.

## **PUBLIC COMMENTS ON AGENDA ITEMS:**

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## **NEW BUSINESS:**

### **1. Discussion - Park Avenue Downtown District (PADD) Planning Concepts/Recommendations - Kimley-Horn.**

Mayor Michaud explained the logistics for the meeting. He stated Kimley-Horn will present, then they will go through all the public comments, then the Board Members and Commission will speak. At the conclusion of the meeting, staff will explain the next steps. There will be no decisions made at this meeting, therefore, there will be no motions made tonight.

Community Development Director Nadia DiTommaso Introduced Ruben Cruz of Kimley-Horn. Mr. Cruz presented the attached Exhibit A.

#### **Public Comment:**

1. Cristian Centeno, 1105 Duncan Circle, spoke in support of the development as new business owners to the Town.
2. Quinn Resnick, 301 Lake Shore Drive, spoke in opposition of the large development on 10<sup>th</sup> Street. He expressed concerns regarding the traffic the development would cause to the area. He expressed support for large-scale development along the waterfront area of the Town.
3. Pablo Perhacs, 221 E. Kalmia, spoke in support of the Kimley-Horn report and asked that they consider the proposals.

4. Kimberly Glas-Castro, 230 E. Ilex Drive, spoke in support of the Kimley-Horn report. She stated that as a planner she is hearing the 6-8-story development is the “sweet spot” for developers. She suggested moving away from the County Impact Fee and developing instead a Mobility Fee.
5. Kara Rosa, 1111 7<sup>th</sup> Street, suggested that everyone read the Kimley-Horn report. She spoke in support of sensible development on a smaller scale. She asked what the residents are going to get with a large development.
6. Daniel Naegele, 855 Hawthorne Drive, asked what the property taxes would be because of the development.
7. Joanne Robin, 301 Lake Shore Drive, asked about the proposed development on 10<sup>th</sup> Street. She asked if the units would be rental or owner occupied. She suggested the traffic be at the C range instead of the D or E range.
8. Richard Gollarza was not in attendance when his name was called.
9. Susan LaFontaine, 545 Evergreen Drive, spoke in opposition of any waiver request proposed by the development. She suggested straightening the definition of public benefit and removing waiver policies.
10. Steve LaFontaine, 545 Evergreen Drive, spoke in support of the Kimley-Horn report.
11. Brady Drew, 538 Sabal Palm Drive, spoke in support of high-rise development. He encourages more affordable housing options in Lake Park.
12. Kervens Jean Baptist, 592 W. Redwood Drive, spoke in support of the Kimley-Horn report as it relates to 6-7-story structure.
13. Mary Beth Taylor, 209 Park Avenue, spoke in support of the Kimley-Horn report related to the 6-story structures. She agreed with public private collaboration noted in the report.
14. Jess Furman, 748 Park Avenue, spoke in support of development in the Downtown. He explained that several business owners have begun the Lake Park Growth Coalition. He is frustrated that the Town is going backwards as development is taking place in Riviera Beach and Palm Beach Gardens.
15. Terence Davis, 918 Park Avenue, spoke about the culture and character in Town and improvements that can be made. He feels that Lake Park must move forward with development.
16. Millard Porter, 720 Park Avenue, Owner of Blue House Gallery spoke about the area desperately needing help and how it would increase tax revenues and bring better amenities to the public if the development was to move forward.
17. Amy Angelo, 1301 10<sup>th</sup> Street, Owner of Oceana Coffee spoke about local businesses not just needing to survive, but to thrive and she is in favor of development in the Town and urged the members to act quickly.
18. Michael Steinhauer, 935 Greenbriar Drive, spoke about the downtown area’s various needs. He suggested innovative designs in place of a high-rise.

19. Lambert Johnson, 911-927 Park Avenue, spoke about occupational licenses decreasing over the years. He spoke in favor of development moving forward.

#### Discussion:

- Board Member Lau introduced herself as a new member of the Planning & Zoning Board. She stated that we need to find a balance that satisfies businesses and residents.
- Board Member Clark spoke about the Kimley-Horn report and asked for clarification on a few points. She is concerned about how the infrastructure will be funded.
- Board Member Leduc felt the report was comprehensive. She suggested the possibility of alleviating the parking issue downtown by creating parking in the train station area.
- Vice Chair Buechele spoke about the downtown area. He spoke in favor of development but that there also needs to be improvements to the commercial properties downtown.
- Chair Ahrens stated that there has to be balance between the commercial side and residential side.
- Commissioner Linden thanked Kimley-Horn for their report. He stated that parking is an issue that needs to be examined further. He stated that the downtown is the wrong place for a high-rise. He believes we can all collectively work together to make everything happen.
- Commissioner O'Rourke had questions for Kimley-Horn. He stated he is not pleased with the report and believes that the report was skewed. He asked Mr. Cruz why they indicated on their report that the age of the structures in the downtown area begins at 1929 when there are no buildings that old. Mr. Cruz advised that they used the year 1929 because that is when the infrastructure was created and was then updated in 1950. Mr. Cruz stated that he is not aware of any historical buildings in the downtown area and he used the term "historic nature" in the report as it lends to character. Commissioner O'Rourke also questioned the transportation analysis and why they used the term "reasonable" buildout as one of the scenarios. Mr. Cruz stated that the intent was to provide a feasible look at what could take place. Commissioner O'Rourke stated that a six story building would not work in the proposed area.
- Commissioner Thomas Thanked the Planning & Zoning Board and spoke about the character and vision of the Town.
- Vice Mayor Hensley thanked Kimley-Horn for their report. He spoke about the proposed development creating more foot traffic, but he didn't see anything in the report about increased services such as recreation to accommodate the increased foot traffic.
- Mayor Michaud asked if any of the scenarios provided in the report contribute to the economic growth of the downtown district. Mr. Cruz stated that their report provided several options based on different visions for the Town that would need to be decided. Mayor Michaud asked if a fourth scenario could be considered that would include more density/height with an emphasis on public improvement such as parking and possibly off-site parking. He stated he would also like answers to how this would contribute to the economic growth in the Downtown District and requests that Downtown District business owners be able to have input.
- Board Member Clark spoke about filling in the gaps that were identified in the report.
- Chair Ahrens spoke about impact fees.
- Board Member Lau spoke about creating and maintaining charm in Town.
- Mayor Michaud thanked everyone and asked Town Manager Reade to elaborate on the next steps.
- Town Manager Reade stated that they expect to receive draft policy and land development code text amendments from Kimley-Horn by approximately mid-June followed by public input. By the end of June or mid-July the second draft of the text amendments would be available. In August the Planning & Zoning Board would hear the proposed comprehensive plan amendments and land development regulation amendments. If there is a recommendation, it would be presented to the Town Commission for review. If the Town Commission approves, there would be a requirement to submit the amendments

to the State. After that, it would come back before the Town Commission for final approval in possibly October or November of 2025.

-Commissioner Thomas requested expediting this process. Town Manager Reade stated that they could work on the timing.

## ADJOURNMENT

Meeting adjourned 8:41 pm.

\_\_\_\_\_  
Mayor Roger D. Michaud

Town Seal

\_\_\_\_\_  
Town Clerk, Vivian Mendez, MMC

\_\_\_\_\_  
Deputy Town Clerk, Laura Weidgans

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2025

## Park Avenue Downtown District Study



April 14, 2025  
Revised May 20, 2025  
Revised May 30, 2025

**Kimley»Horn**



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## Existing Conditions

The Park Avenue Downtown District (PADD) Study provides a comprehensive analysis of the existing conditions within the Park Avenue Downtown District, focusing on historical and current land use patterns, economic activity, transportation, and infrastructure components. The study aims to inform future development and planning efforts to enhance urban density and support a vibrant community.

### Key Findings:

#### 1. Land Use:

- The district primarily consists of commercial, multifamily, and single-family residential buildings, with several vacant properties and institutional uses.
- The PADD zoning designation permits a density of 48 dwelling units per acre (du/acre) and a Floor Area Ratio (FAR) of 3.0 for non-residential use, with potential height bonuses for parking garages.
- The district's parcels are generally small, limiting large-scale development unless adjacent parcels are consolidated.

#### 2. Housing:

- Housing typologies include single-family homes, duplexes, and small apartment buildings, maintaining a relatively low density.
- The district's aging building stock presents opportunities for preservation and redevelopment.

#### 3. Environment:

- There are no major dedicated open or civic spaces within the district, though a new pocket park has been developed.
- The district is free from wetlands and flood zones, facilitating development.

#### 4. Wastewater:

- The district faces a significant shortfall in wastewater capacity, requiring infrastructure improvements to support full development potential.

#### 5. Transportation:

- Traffic analysis indicates varying levels of service under different development scenarios, with potential delays and congestion at key intersections.

#### 6. Demographic Overview:

- The district has a younger population with lower educational attainment and median income compared to surrounding areas.

- Population growth is expected to be minimal over the next five years within the PADD.

#### 7. Economic Conditions:

- The district's employment is dominated by health care, social assistance, public administration, and educational services.

- Consumer spending is below the national average, with growth potential in food, entertainment, and apparel sectors.

#### 8. Future Local Market Demand:

- Residential demand forecasts indicate modest growth, while retail and office space demand is limited.

- The district could support limited mid-scale hotel facilities due to regional tourism growth.

#### 9. Existing Plan Review:

- A review of comprehensive plans and land development regulations highlights inconsistencies and areas for improvement to align with the town's goals.

#### 10. SWOC Analysis:

- Strengths: Strong community character, traditional street grid, diverse housing typologies, and local businesses.

- Weaknesses: Lack of functional open space, transitions/buffers, multi-modal transportation provisions, and reliance on uncertain transit infrastructure.

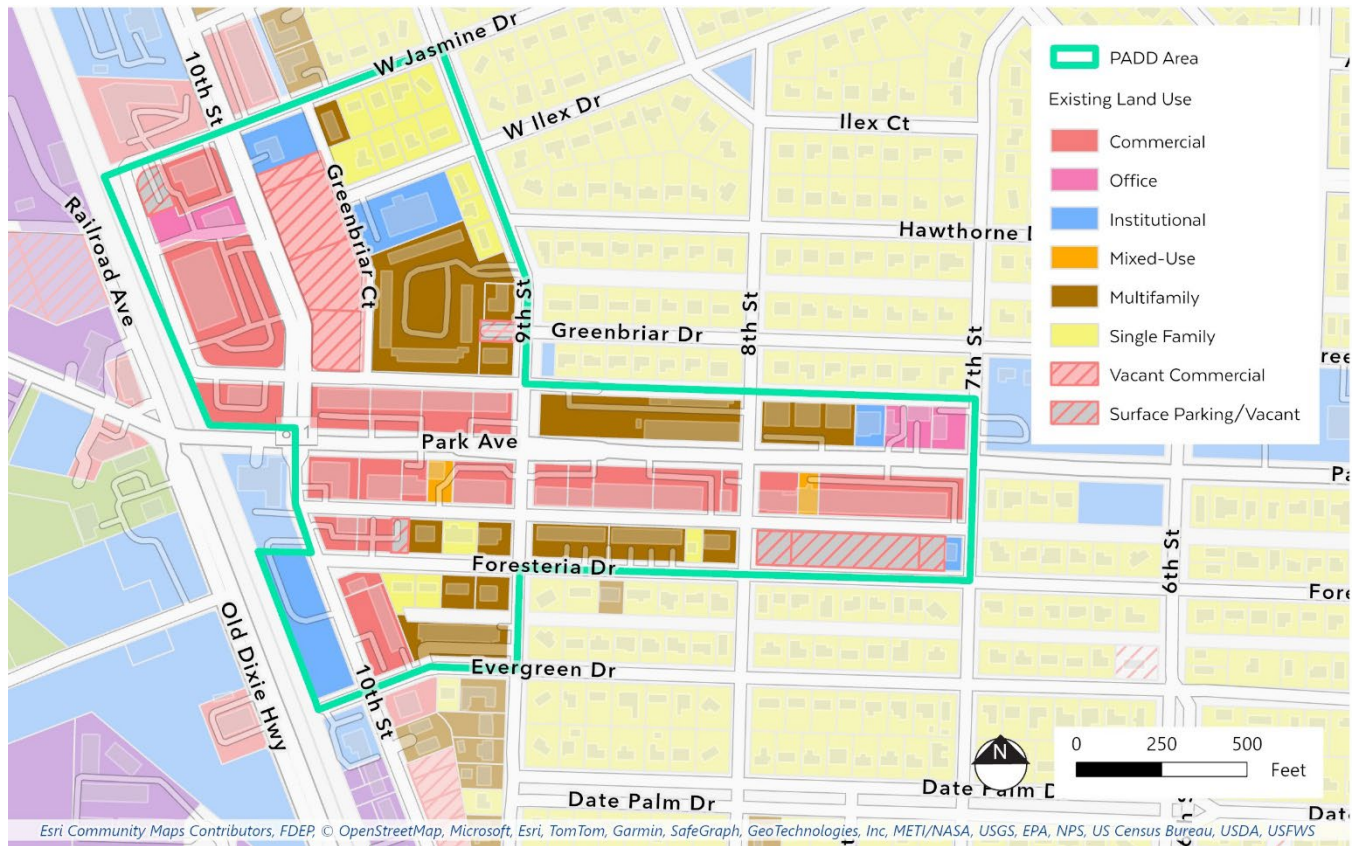
- Opportunities: Historic assets, vacant lots for infill development, missing middle housing, usable open space, future train station, alternative public parking strategies, and common ownership.

- Challenges: Height incompatibility, unclear density provisions, vague waiver provisions, policy gaps in preserving small-town character, limited regional visibility, and uncertain economic conditions.

The study underscores the need for strategic planning to address infrastructure constraints, enhance community character, and support sustainable growth within the Park Avenue Downtown District.

## Land Use

Existing land uses within the Park Avenue Downtown District consist mainly of commercial, multifamily, and single-family residential, most of which are low-scale buildings at one and two stories. There are several vacant properties, and several institutional uses such as a fire station and church.



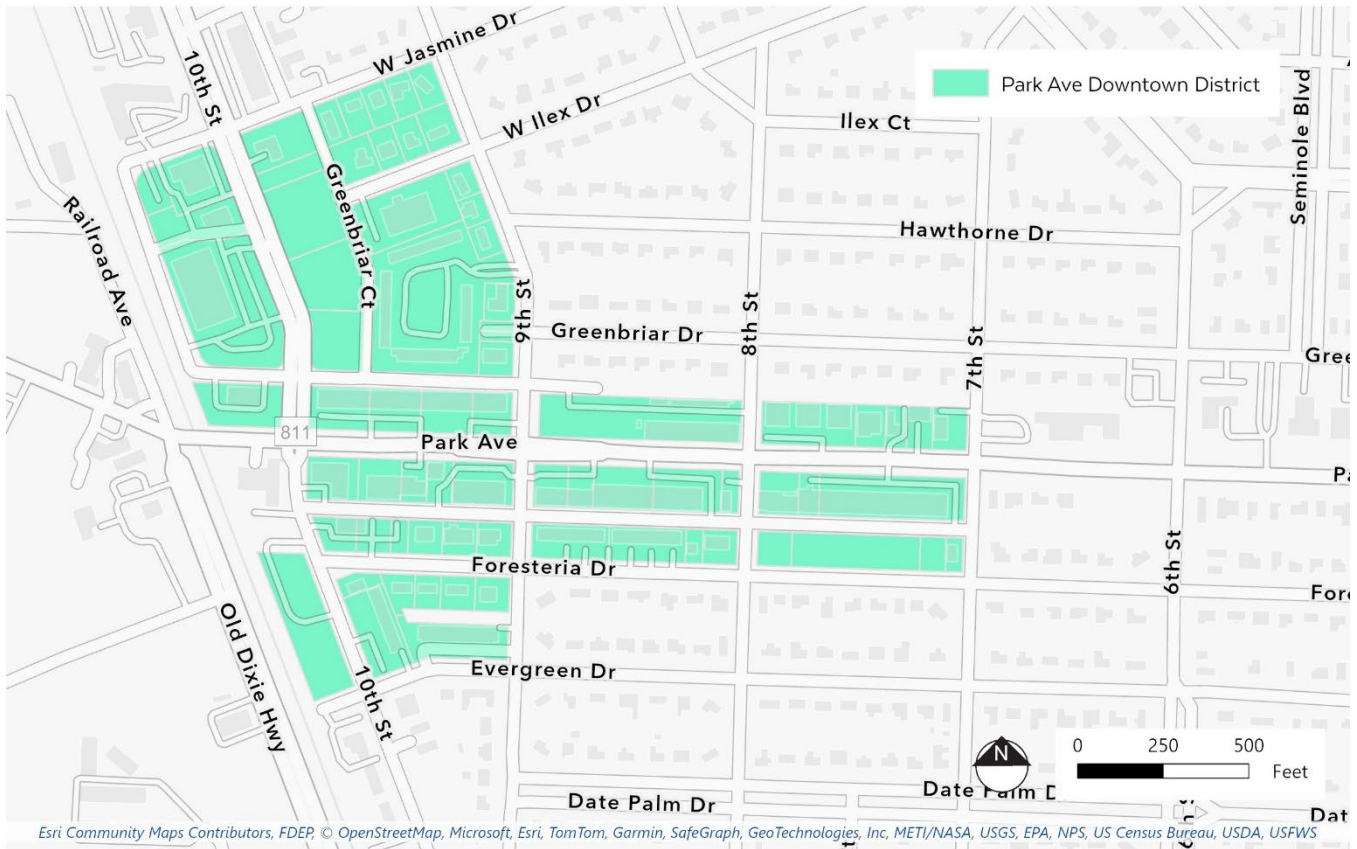
**Map 2: Existing Land Use**

According to the Future Land Use designation, PADD permits a density of 48 du/acre and an FAR of 3.0; however, individual sites may exceed these parameters if certain conditions are met, and a total of 1,590 units is not exceeded within the district. The PADD Zoning Designation permits a height of 12 stories and provides a waiver for 4 additional stories for structured parking with designated public parking, up to 16 stories, as well as 20% additional building height for architectural features.

Since adoption of the PADD Zoning Designation in 2022, two applications have been submitted proposing the structured parking height waiver and density bonus; these projects have not reached the final approval stage by the Town Commission.

The scale of the Downtown District is based upon the Kelsey City Plat. The majority of parcels within the district are less than an acre, with only six parcels greater than 1 acre. The largest parcel is approximately 3 acres and includes the largest multifamily development in the district. All vacant lots in the district range

from 0.13 acres to 1 acre, limiting the potential for large-scale development unless adjacent parcels are consolidated, and providing an opportunity for infill development which complements the existing buildings.



**Map 3: Future Land Use Map of PADD**

### *Surrounding Jurisdictions*

In Palm Beach Gardens, the maximum residential density within the Transit Oriented Development (TOD) District is set at 15 dwelling units per gross acre, with opportunities for density bonuses based on specific development criteria. The city encourages mixed-use development, particularly near transit hubs, to support multimodal connectivity and economic growth. In Riviera Beach, zoning regulations allow for higher densities in designated mixed-use and redevelopment areas, especially within the Community Redevelopment Agency (CRA) district, where densities can exceed 30 units per acre depending on project specifics and incentives. Meanwhile, North Palm Beach maintains a more suburban character, with residential densities generally capped at 5 to 10 units per acre, though mixed-use developments in designated areas may allow for slightly higher densities under special approvals or planned unit developments.



### *Other Historic Downtowns*

As part of this study, we reviewed density and intensity standards for Downtown Delray Beach and Downtown Lake Worth due to the similar historic characteristics to Park Avenue. However it should be noted that the study areas are larger in both population and land area than Park Avenue.

In Delray Beach, the Mixed Residential, Office, and Commercial (MROC) District allows for densities up to 50 dwelling units per acre for developments located within 1,000 feet of the Tri-Rail Transit station. Other residential zones, such as the RM (Medium to Medium-High Density Residential) district, support moderate densities, while the city's land development regulations encourage transit-oriented and infill development to accommodate growth and workforce housing.

In Downtown Lake Worth Beach, the highest residential density permitted is found within the Mixed Use - Downtown (MU-DW) zoning district. This district allows for a maximum residential density of up to 60 dwelling units per acre, depending on the specific location, project design, and compliance with development standards such as parking, open space, and building height regulations. The MU-DW district is designed to encourage a vibrant, walkable urban environment with a mix of residential, commercial, and civic uses, supporting the city's goals for smart growth and economic revitalization.

## Housing

The PADD district primarily features low-density housing, with massing designed to complement the surrounding residential neighborhoods. Housing typologies include a mix of single-family and multifamily homes, with multifamily options ranging from duplexes to small apartment buildings.

Within the district, there are 15 parcels with single family homes, and 14 parcels with multifamily. Of the multifamily parcels:

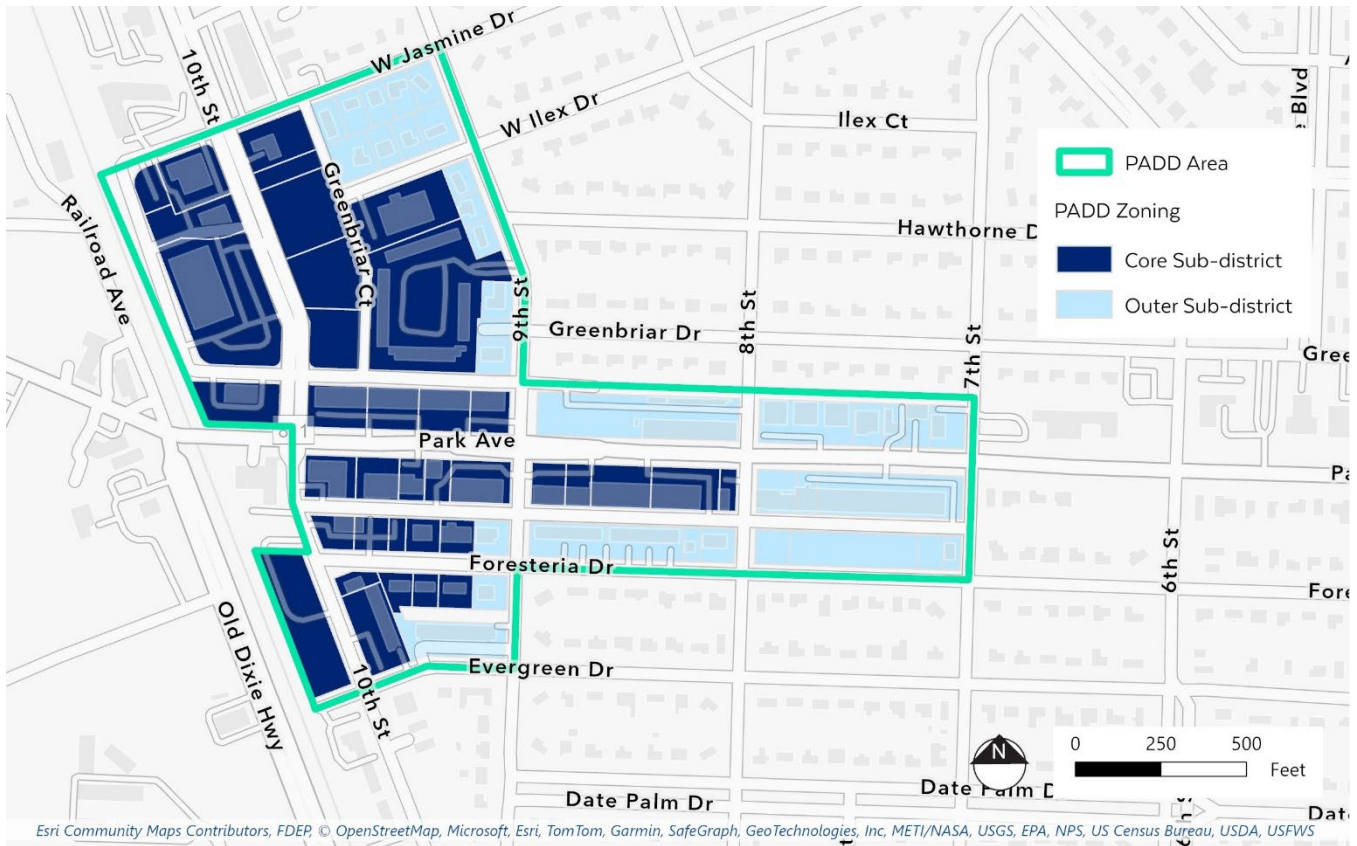
- 6 parcels include an apartment with 10 or more units, typically 2 stories high, with only one reaching 3 stories.
- 3 parcels are multiplexes with 5 to 10 units.
- 5 parcels have multifamily at a density of less than 5 units, many of which are duplexes.

Even with a mix of housing typologies, the district remains relatively low density.

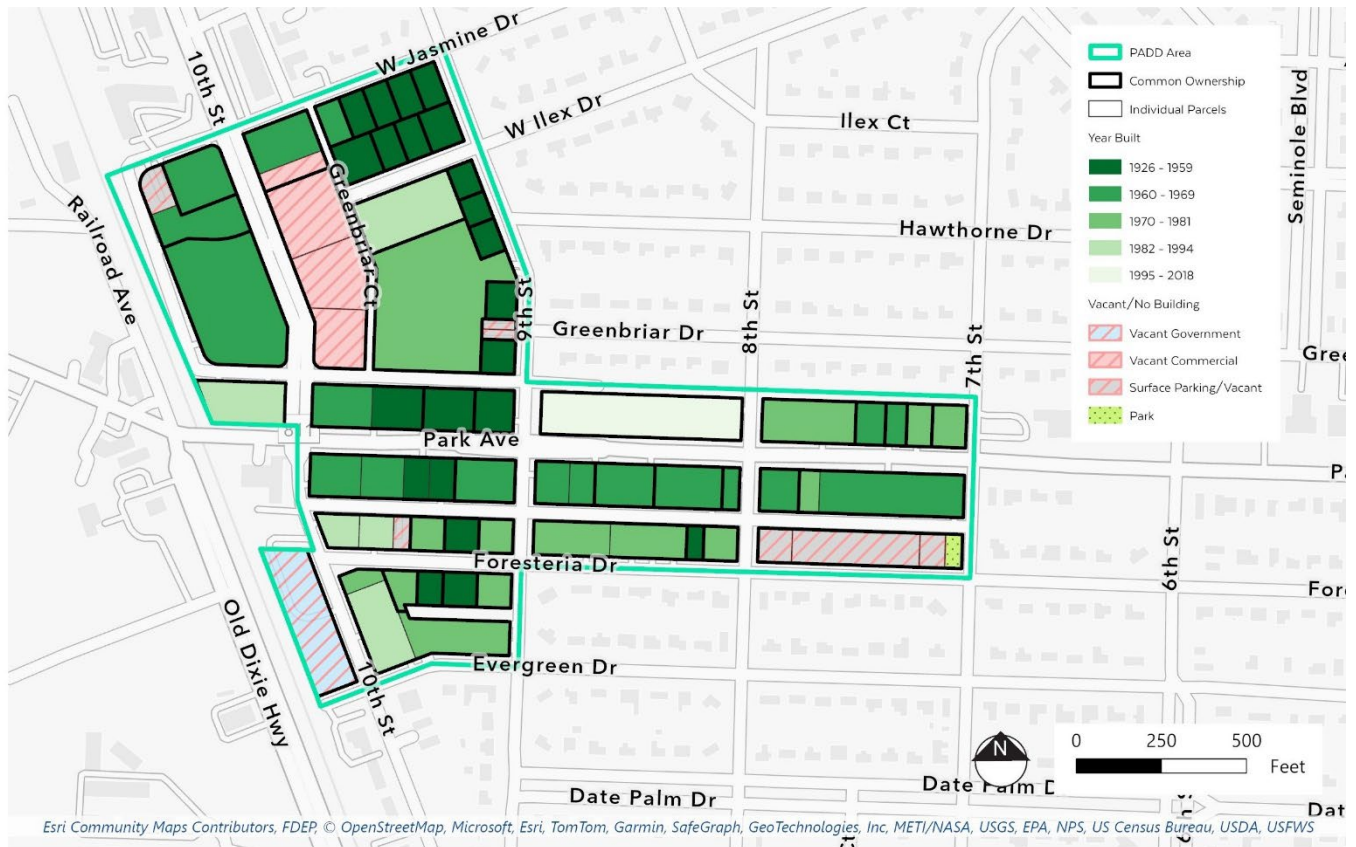
The PADD is surrounded by single family residential to the north, south, and east, with lower densities than the district. The Future Land Use for this surrounding area is Single Family Residential, with a density of 6 dwelling units per acre, and takes up the most land within the Town. West of the district includes institutional and industrial uses, as well as a natural preserve. Most of this land is designated as Commercial and Light Industrial Future Land Use, with an FAR of 2.0.

The PADD has an older building stock, some of which were built between 1926 and 1959. Most buildings within the district were built between 1960 and 1969, particularly in the Core Subdistrict. Several buildings

were built between 1982 and 1994, and only one new building has been built since 1995. This aging inventory presents two key opportunities: preserving buildings with historic or architectural value and redeveloping underutilized sites to support infill that aligns with the district's long-term vision.



Map 4: Zoning Map of PADD



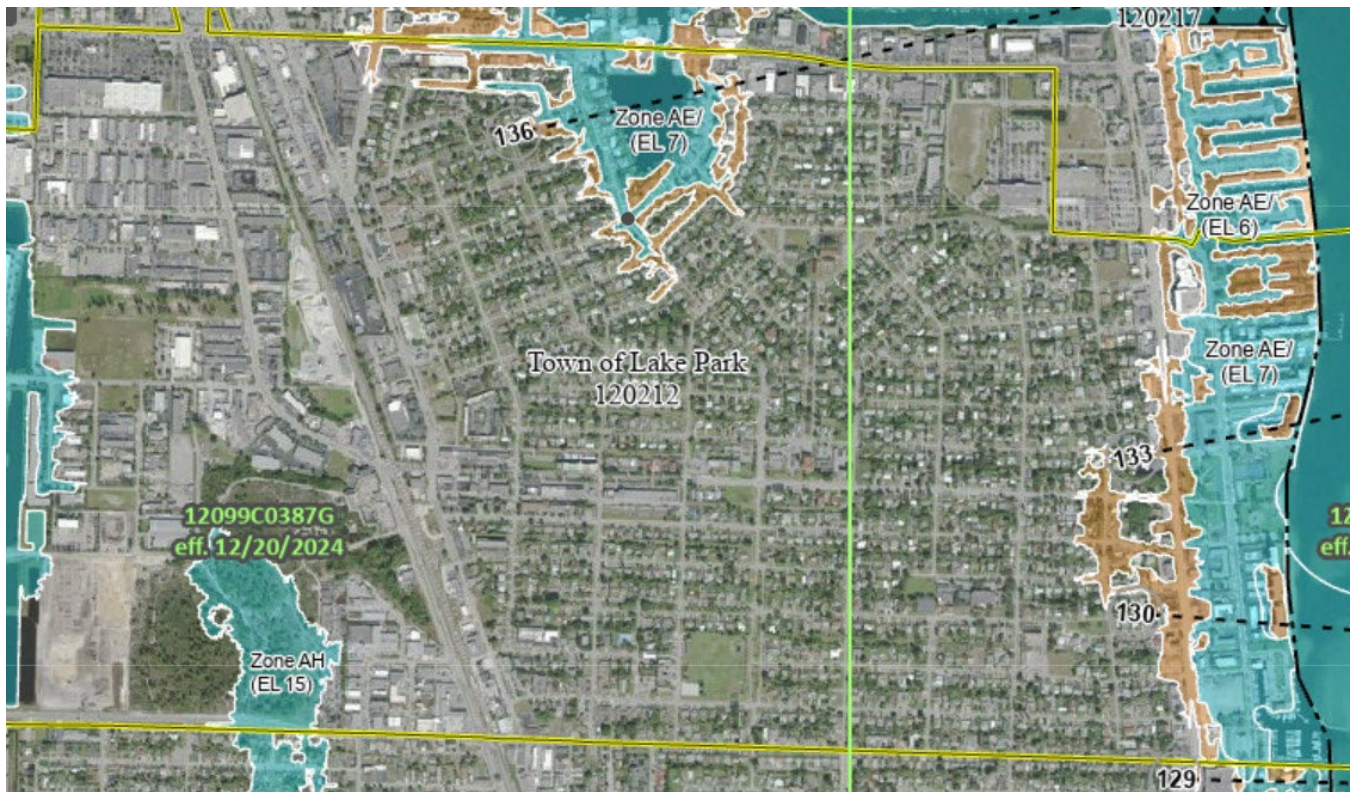
Map 5: Average Year Built



## Environment

There are currently no major dedicated open or civic spaces in the Park Avenue Downtown District, the provision of which is outlined as a goal for the district in the Comprehensive Plan. There is a new 5,000 sq. ft. pocket park with a gazebo, owned by the Community Redevelopment Agency, adjacent to the public parking on Foresteria Drive. Directly to the west of the district across Old Dixie Highway is the Palm Beach County-owned Lake Park Scrub Natural Area – currently, there are no trails through the preserve, limiting accessibility for the public. However, the County has developed a plan for trails and limited parking.

There are no wetlands or flood zones in the district, which is beneficial for development as there are no concerns for wetland impacts or mitigation.



Map 6: FEMA Flood Zones

## Wastewater

The Park Avenue Downtown District (PADD) is a designated zone intended for substantial residential and non-residential development within the Downtown area. This district aims to enhance urban density and support a vibrant community by accommodating a significant number of residential units and commercial spaces. However, the successful implementation of the PADD's development plans hinges on the availability of essential infrastructure, particularly wastewater services. Ensuring adequate wastewater capacity is crucial to support the anticipated growth and maintain environmental standards. This section sets the stage for understanding the current limitations and necessary investment in wastewater infrastructure to achieve the PADD's full development potential.

There is only a limited amount of ERC available for redevelopment in the PADD. If the PADD is developed to the maximum capacity of 1,590 residential units, before consideration of the non-residential square footage, a total of 1,361 Equivalent Residential Connections (ERCs) will be required for wastewater service. According to Seacoast Utility Authority (SUA), the Town's utility provider, only 229 ERCs are available in the PADD area, resulting in a shortfall of 1,132 ERCs needed to support the overall density permitted in the PADD. It is important to note that the 229 available ERCs is an estimate that number may rise and fall in the future based on on-going needs in the PADD.

In discussions with Seacoast they have indicated that no infrastructure improvements are planned for the PADD study area, however they have confirmed that additional flows will necessitate increased lift station capacity, as well as replacing the existing 18-inch gravity sewer with a 24-inch sewer on W Jasmine Drive. All wastewater flow currently leads to lift station LS-21 at the southwest corner of W Jasmine and Northlake, which will require improvements if the 1,590 residential units are added, resulting in approximately 397,500 gallons per day (ADF) and 922 gallons per minute (PHF). However Seacoast would prefer a new lift station to be built within the PADD boundary, or within closer proximity, to accommodate future development.

It should be noted that the Town owns property within the PADD that could be utilized for future infrastructure however in discussions with Seacoast, these properties would require significant investment for lift station infrastructure due to complex topography and the need for undergrounding. To evaluate the feasibility of these sites for wastewater infrastructure needs, collaboration with the Seacoast Utility Authority is required.

Seacoast Utility Authority also stated that all future development requiring water and wastewater service within the PADD should be coordinated with them directly to ensure capacity before development approval. Seacoast will work with the developer and the Town at this time to determine the infrastructure improvements required for the development proposed.

## Transportation

A detailed traffic analysis was performed in the downtown Lake Park area to compare the existing traffic conditions to those that could be expected if the PADD were fully built out. The following scenarios were examined:

- Existing conditions
- Full buildout of the PADD as residential use
- Full buildout of the PADD as non-residential use at allowable 3.0 FAR
- Reasonable buildout of the PADD as non-residential use at 0.75 FAR, representing ground floor retail

The level of service on Park Avenue was determined for each scenario, and a detailed operational analysis was performed at the intersection of Park Avenue and 10th Street, which is the busiest intersection in the PADD. Further analysis was performed at the intersections of Park Avenue & Old Dixie Highway and at Silver Beach Road & Old Dixie Highway.

### *Level of Service*

Vehicular level of service (LOS) a measure of how fluid traffic flows and how much delay drivers can expect. LOS is graded on a scale of A through F. A description of the levels is below:

LOS A: Free flow with very low density and high speeds. Drivers have ample opportunity to maneuver and change lanes without restriction. Incident or minor slowdowns are easily absorbed.

LOS B: Stable, reasonably free-flow conditions. Some minor delays or slowdowns may occur, but generally, the travel experience is comfortable and efficient.

LOS C: Stable flow conditions, but driver speeds are closer to the free-flow speed, and maneuvering requires more focus. Minor incidents or traffic variations can start to impact travel times.

LOS D: Operations near capacity, with some delays and reduced maneuverability. Driver frustration may start to increase, and small increases in traffic volume can cause significant delays.

LOS E: Unstable flow conditions at or near capacity. Vehicles may stop and go in queues, and long delays are common. Driver frustration and reduced maneuverability are significant.

LOS F: Forced flow or breakdown conditions. Queues form and extend significantly, with stop-and-go waves and extreme delays. This is the most congested level of service.

Level of Service D is typically the standard that is accepted by most municipalities. Achieving better grades, while seemingly desirable, may result in overbuilding roadway facilities at the expense of pedestrian and bicycle facilities, and can negatively affect the urban downtown feel of the area. Therefore, the decision can be made to maintain lower levels of service to allow and promote other users who contribute to downtown environments such as downtown Lake Park.

### *Existing Conditions*

Based on the existing conditions analysis, Park Avenue currently operates at a level of service C in the AM peak hour and level of service E in the PM peak hour.

The intersection of Park Avenue & 10th Street operates at level of service C in the AM and PM peak hours. The intersection of Park Avenue & Old Dixie Highway operates at level of service C in the AM and PM peak hours, and the intersection of Silver Beach Road & Old Dixie Highway operates at level of service C in the AM peak hour and level of service D in the PM peak hour.

This is based on the existing traffic conditions and includes the impact of any approved and constructed traffic within Lake Park, as well as the impacts from growth in the surrounding area. Although the analysis indicates that the intersection operates at level of service C, the overall level of service on Park Avenue indicates that the combination of volumes on Park Avenue combined with the network of traffic signals in the area likely create extensive delay, compared to the specific intersection level of service, which is confirmed in field observations. Furthermore, the level of service is near the level of service D threshold.

The analysis was performed with and without the extension of Park Avenue west of Old Dixie Highway. This extension is included in the County's plans but a definitive construction date has not yet been determined. While this extension will provide more options for motorists in Lake Park, the overall level of service at the subject intersections will change very little. Most of the traffic that will utilize the extension currently utilizes Silver Beach Road, and enters the Town from the south on Old Dixie Highway or 10<sup>th</sup> Street. These trips would become east-west trips at the intersections of Park Avenue with Old Dixie Highway and 10<sup>th</sup> Street, but the overall volumes likely won't decrease significantly. It should be noted that detailed modeling was not performed for this planning level exercise.

### *Full Buildout as Residential Use*

Analysis was then performed assuming that the properties within the PADD are developed to their maximum density as residential development. The densities described in this analysis were utilized for the traffic analysis, 48 dwelling units per acre for each parcel within the PADD.

The resulting additional traffic from full buildout of the residential density results in a level of service C in the AM peak hour and level of service E in the PM peak hour for Park Avenue. The intersection of Park Avenue and 10th Street will operate at level of service C in both peak hours. The delay at the intersection will increase, but minimally.

The intersection of Park Avenue & Old Dixie Highway will operate at level of service C in the AM peak hour and level of service D in the PM peak hour, and the intersection of Silver Beach Road & Old Dixie Highway will operate at level of service C in the AM peak hour and level of service D in the PM peak hour.

Compared to commercial development, residential development is lower impact to the transportation network. It was assumed at the planning level that the residential development was spread throughout the PADD and the impacts were spread throughout the network. If the residential development is concentrated at a limited number of locations within the PADD, the impact locally to nearby intersections could be more



significant. Furthermore, depending on the overall mix of commercial and residential development, the traffic impact of residential development could be reduced due to proximity of services within biking and walking distance.

Similar to the existing condition, the overall level of service on Park Avenue indicates that the combination of volumes on Park Avenue combined with the network of traffic signals in the area likely create extensive delay, compared to the specific intersection level of service, which is confirmed in field observations. Furthermore, the level of service is near the level of service D threshold.

### *Full Buildout as Commercial Use*

An analysis was then performed assuming full buildout of commercial development at a 3.0 FAR within the PADD. While it is unrealistic to believe that commercial development will occur at this intensity over the broad area, the analysis was performed for comparison purposes.

The resulting additional traffic from full buildout of the commercial intensity at full 3.0 FAR results in a level of service F in the AM and PM peak hours for Park Avenue. The intersection of Park Avenue and 10th Street will operate at level of service F in both peak hours, with significant delay in the PM peak hour. If the entire PADD was redeveloped at the allowable commercial intensity, the intersection would operate with significantly deteriorated conditions and with impacts to roads and intersections nearby. The intersection of Park Avenue & Old Dixie Highway will operate at level of service C in the AM peak hour and level of service F in the PM peak hour, and the intersection of Silver Beach Road & Old Dixie Highway will operate at level of service C in the AM peak hour and level of service F in the PM peak hour.

### *Reasonable Buildout*

An analysis was then performed assuming a more reasonable buildout of non-residential development at a 0.75 FAR within the PADD. It is more realistic that a smaller amount of commercial development will occur throughout the PAD. The 0.75 FAR represents ground floor retail in a mixed- use building, or a dense single level commercial development with structured parking.

The resulting additional traffic from partial buildout of the commercial intensity at 0.75 FAR results in a level of service E in the AM and PM peak hours for Park Avenue. The intersection of Park Avenue and 10th Street will operate at level of service C in the AM peak hour and level of service F in the PM peak hour. However, although the PM peak hour will still operate at level of service F, the delay will be significantly less in this scenario than at full buildout at 3.0 FAR. The intersection of Park Avenue & Old Dixie Highway will operate at level of service F in the AM and PM peak hours, and the intersection of Silver Beach Road & Old Dixie Highway will operate at level of service D in the AM peak hour and level of service F in the PM peak hour.

The actual operating conditions of Park Avenue and at the intersection of Park Avenue & 10th Street are highlight dependent on the actual location of the future development, and the location of driveways service the sites. Furthermore, this analysis assumes that the development is located throughout the PADD, and the maximum development for each parcel within the PADD is limited to the maximum development density or intensity.

This analysis is based on normal traffic conditions without interference from rail operations. The subject intersections are impacted by periodic closure due to trains passing. Longer freight trains have the most impact on operations. The impact from closures near the analyzed intersection can last for many minutes after the train passes, as the intersections can only process a finite amount of traffic during each signal cycle.

### *Recommendations*

Intersection improvements, including additional lanes and modifications to turn lanes, would be under the jurisdiction of Palm Beach County. Given the right-of-way constraints at the studied intersections, in some cases being constrained by physical buildings, additional lanes would not be feasible. As described above, maintaining level of service for vehicles can be detrimental to providing an urban downtown environment, which could occur if lanes were added to the intersections to improve level of service.

It is recommended that the Town coordinates with Palm Beach County and its partners, including the Palm Beach Transportation Planning Agency (TPA) to identify improvements to the overall roadway network that may help mobility. It is recommended that the Town coordinate with Palm Beach County to optimize signal timing in the area as the PADD develops,

Furthermore, the Town should continue to implement its Mobility Plan, which identifies projects which help overall mobility, such as pedestrian and bicycle user improvements, to help the overall mobility in the area and reduce the need for car dependence.

## Limited Market Study

### Demographic Overview

Lake Park has a younger population with lower levels of educational attainment and a lower median income compared to the surrounding county, state, and nation. The town's median age is 35.5, with a median household income of \$69,274. Among residents aged 25 and older, 83.8% have at least a high school diploma or equivalent, while 31.9% hold a bachelor's degree or higher. The town also has a 14.5% poverty rate compared to only 11.1% in the county. The gender composition is also notable, with only 47% of the population being male, which is significantly below the national average<sup>8</sup>.

Compared to Lake Park overall, the Park Avenue Downtown District (PADD) has a median age of 36.4 and a median income of \$50,323.<sup>9</sup>

	<b>PADD</b>	<b>Lake Park</b>	<b>Palm Beach County</b>
Population	517	9,005	1,507,453
Median Household Income	\$ 50,323	\$69,274	\$81,115
Average Household Size	2.39	2.81	2.48
Labor Force Participation Rate	n/a	59.7%	64.7%
Unemployment Rate	9.1%	5.1%	3.2%
Family Poverty Rate	n/a	14.5%	11.1%
Educational Attainment – Population 25 years and over with a High School Diploma or Equivalent	69%	83.8%	89.1%
Median Age	36.4	35.5	45.4

Source: ESRI Business Analyst, 2025 and 2023 ACS 5-Year Estimates Subject Tables

<sup>8</sup> ACS 5-Year Estimates Subject Tables

<sup>9</sup> Esri Business Analyst, 2025

## Population Forecast

Population in the State of Florida has grown at incredible rates over the past five years during and post-COVID19 pandemic, growing at an average of over 1.6% per year. A lot of this growth occurred in the already highly populated cities across the state, but many smaller municipalities saw significant growth as well. The population projections for the state show a continuing trend of major growth over the next 20 years. There is a clear opportunity for Lake Park to take advantage of this growth.

The Town of Lake Park is not expected to see much population growth over the foreseeable future based on data from the Bureau of Economic and Business Research (BEBR). However, there are opportunities for improvement in the town to draw from highly populated and higher-income areas nearby in Palm Beach County that could change these projections.

	2020	2024	2025	2030	2035	2040	2045
<b>Town Population</b>	9,047	9,014	9,116	9,557	9,886	10,133	10,319
<b>Town Growth Rate<sup>10</sup></b>	-	-0.36%	1.13%	4.84%	3.44%	2.50%	1.83%
<b>Palm Beach County Population</b>	1,492,191	1,545,905	1,567,500	1,643,400	1,700,000	1,742,500	1,774,400
<b>Palm Beach County Population</b>	-	3.60%	1.40%	4.84%	3.44%	2.50%	1.83%
<b>Florida Population</b>	21,538,187	23,014,551	23,292,200	24,698,500	25,815,000	26,682,000	27,409,400
<b>Florida Growth Rate</b>	-	6.85%	1.21%	6.04%	4.52%	3.36%	2.73%

Source: Population projections calculated using data from the Bureau of Economic and Business Research, University of Florida.

## ESRI Tapestry Segments

ESRI Tapestry is a powerful analytical tool used to cluster households within a geographic area into distinct market segments based on characteristics such as age, income, life stage, household size, ethnicity, market preferences, and numerous other factors. The tool allows demographics to be integrated with market potential indicators to determine what household decisions and preferences are. For instance,

<sup>10</sup> Growth rate of the Town is based off of the County and includes the same rate and assumptions.



middle-aged households with several children are significantly less likely to live in urban multi-family housing compared to highly mobile young singles and couples with moderate incomes.

The top three ESRI Tapestry Segmentation Area Profiles for the Town of Lake Park include:

#### **Old and Newcomers (8F) - 28.4% of Households in 2024**

The Old and Newcomers group is made up of a diverse mix of mostly renters spanning various life stages, including retirees, young professionals, and students. They reside in transitional neighborhoods with housing options that include a blend of older single-family homes and multi-unit buildings, many of which were built prior to 1980. The median age for this group is 39.4 years, and household sizes are typically small.

Old and Newcomers have a median household income of \$44,900. They are budget-conscious and often use coupons but occasionally indulge in impulse purchases. This group values practicality and convenience in their spending habits.

These residents lead a metropolitan lifestyle, balancing modern preferences with a focus on affordability. Dining out for them often includes convenient and economical options. Their lifestyle reflects adaptability and resourcefulness, characteristic of neighborhoods undergoing change.

#### **Rustbelt Traditions (5D) - 23.9% of Households in 2024**

The Rustbelt Traditions group represents a stable, hardworking population primarily found in older industrial cities near the Great Lakes. These households are a mix of married-couple families and singles, often living in modest single-family homes built in the 1950s. The average household size is 2.47, and the median age is 39 years.

This group has a median household income of \$51,800, with many deriving income from wages, Social Security, or retirement accounts. They are budget-conscious consumers who value American-made products and prioritize spending on necessities. Family-oriented, they enjoy time spent at home and have a strong connection to their local communities.

Rustbelt Traditions residents are often long-term members of their neighborhoods, with many having lived, worked, and socialized in the same area for years. Their lifestyle reflects practicality, tradition, and a deep sense of community.

#### **Fresh Ambitions (13D) - 15.8% of Households in 2024**

The Fresh Ambitions group consists of young families, many of whom are recent immigrants, living in urban neighborhoods. These households are predominantly renters residing in older row houses or multi-unit buildings, often built before 1950. The average household size is 3.17, and the median age is 28.6 years.

This group has a median household income of \$26,700, with many supplementing their earnings through overtime work or public assistance. They are price-conscious consumers who prioritize budgeting for

necessities but occasionally indulge in brand-name items for their children. Family is central to their lifestyle, and multigenerational living is common, with extended families supporting one another.

Fresh Ambitions residents are hardworking and focused on providing for their families. They often rely on public transportation or walk to work, reflecting their urban lifestyle. Their spending habits and community-oriented values highlight their resilience and adaptability.

Focusing in on the PADD specifically, there are only two ESRI Tapestry Segmentation Area Profiles that are applicable within the PADD area and include:

**Rustbelt Traditions (5D) – 61.6% of Households in 2024**

**Fresh Ambitions (13D) – 38.4% of Households in 2024**

The Tapestry Segments of the PADD do not include the Old and Newcomers segment that makes up a large portion of the overall Town.

## Economic Conditions

### Employment Trends

The Town of Lake Park has a business environment that is largely dominated by retail trade with over 25% of employees working at retail trade businesses which make up for over 16% of the total businesses. Construction has the second highest number of businesses and employees, with 10% and 12.7% respectively.

The PADD is currently quite different, with health care and social assistance having the most businesses and employees, with 8.3% of businesses and 21.9% of employees respectively. Public administration, educational services, and other services make up another 42.2% of the employees in the PADD.<sup>11</sup>

Lake Park also has a high unemployment rate at 7.1% of the population age 20 to 64 being unemployed, well above the natural unemployment rate and federal, state, and county rates<sup>12</sup>. Although an unemployment rate is not available for the PADD, it is assumed that a similar unemployment rate exists within the District. However, the PADD does have a net positive daytime population due to employment and can be considered an employment center in Lake Park.

### Employment Forecast<sup>13</sup>

When considering both total and percent growth, the top five industries projected to see the most employment growth in Palm Beach County are administrative and support services, professional and

<sup>11</sup> ESRI Business Summary

<sup>12</sup> ACS 5-Year Estimates Subject Tables

<sup>13</sup> Florida Commerce, Bureau of Workforce Statistics and Economic Research

technical services, ambulatory health care services, food services and drinking places, and specialty trade contractors. These industries also have various subsectors experiencing significant growth, some at much higher rates. Additionally, telecommunications is another industry expected to continue its expansion over the next two decades.

The Town of Lake Park, particularly the PADD area, is expected to experience similar employment impacts over the forecasted period. However, town-specific variations may arise based on local planning decisions. The primary employment sectors in the PADD and Lake Park align with the high-growth areas across the county. These sectors include construction, health care and social assistance, public administration, and other services. They closely correlate with four of the top five county-level growth industries: administrative and support services, ambulatory health care services, food services and drinking places, and specialty trade contractors. Additionally, there is an opportunity to enhance workforce development initiatives focused on these rapidly growing occupations and other roles that are vital to the community.

### Consumer Trends<sup>14</sup>

Spending in Lake Park is below the national average, and spending in the PADD is even further below the national average. Within Lake Park and the PADD, Food, Entertainment & Recreation, and Apparel and Services are the spending categories with the highest spending potential and the most money being spent on them.

The demand outlook through 2029 shows similar trends, with notable growth expected in apparel, entertainment/recreation, and food. Based on current trends and population, these sectors have the strongest potential for growth.

### Future Local Market Demand

Residential demand forecasts are based on projected new households, retail demand forecasts are based on projected spending demand, and office forecasts are based on potential future employment.

### Residential Demand

The Shimberg Center for Housing Studies compiles household projections for occupied housing units. Household projections for Lake Park show a slight shift toward less renter and more owner occupancy over the next twenty-five years. Housing unit forecasts are based on average household size and current vacancy rate.

The current vacancy rate in Lake Park is 12.9% across all housing types<sup>15</sup>. With existing residential vacancies and lack of residential demand over time, there is not an indicated need for additional multi-family units at this time. However, as Lake Park shifts towards owner-occupied units in an area with land constraints there could be the demand for owner-occupied condominiums or other housing products.

<sup>14</sup> ESRI Retail Demand Outlook

<sup>15</sup> Shimberg Center for Housing Studies

The Town of Lake Park is expected to have growth of 305 households over the projected horizon, with a fairly consistent growth rate across time.

Year	Owner Occupied	Owner Percent	Renter Occupied	Renter Percent	Total Households
2025	1,545	44%	1,941	56%	3,486
2030	1,621	45%	1,956	55%	3,577
2035	1,681	46%	1,987	54%	3,668
2040	1,733	46%	2,005	54%	3,738
2045	1,751	46%	2,015	54%	3,766
2050	1,776	47%	2,015	53%	3,791

At 2,578 square miles in total area, Palm Beach County is one of the largest counties in the eastern United States and the largest among Florida's 67 counties. The population is estimated at almost 1.45 million. Population increased approximately 3.1% annually from 1990 through 2000, compared to double and triple that rate in the 1980s. The area's population is projected to reach over 1.56 million by 2025 and nearly 2 million by 2050<sup>16</sup>. While residential demand in Lake Park alone is not expected to increase significantly, Palm Beach County's growth poses an opportunity to capture some of the growth within the boundaries of Lake Park and by extension the PADD.

## Retail Demand Projected

The retail demand growth from ESRI's Retail Demand Outlook is used in combination with sales per square foot estimates to find the projected increase in retail demand in the PADD in 2029 and 2035. This analysis uses sales per square foot estimates that are projected to grow at rates similar to income growth. On a statewide scale, nearly all retail categories in Florida are reporting record sales per square foot. The increase in retail sales per square foot is a factor contributing to rising commercial rental rates. The higher sales per square foot observed across various retail categories leading to higher rental rates, combined with limited space availability and increased leasing activity in key shopping areas across the U.S., is giving retail landlords the ability to set higher prices for the first time in years.

There is only expected to be 2,798 sq ft of additional retail space demand over the next five years in the PADD, and only 4,760 sq ft over the next ten years. Food services, including restaurants and grocery stores, household furnishing and equipment stores, and apparel stores show the largest demand growth. The total

<sup>16</sup> BEBR Projections 2024

demand increase for each category is limited to small expansions of existing spaces as opposed to a need for new retail spaces in the community.

<b>Retail Category</b>	<b>Sales Per Sq Ft</b>	<b>Projected Growth 2024-2029</b>	<b>Retail Demand (by 2029)</b>	<b>Retail Demand (by 2035)</b>
Food Services – Restaurants	\$350	\$180,059	514 sq ft	873 sq ft
Supermarkets/Groceries	\$400	\$322,223	806 sq ft	1,367 sq ft
Apparel Stores	\$280	\$108,107	386 sq ft	655 sq ft
Household Furnishings and Equipment	\$180	\$88,099	489 sq ft	830 sq ft
Pharmacies + Drug Stores	\$300	\$54,024	180 sq ft	306 sq ft
Computer/TV/Audio	\$280	\$70,597	259 sq ft	440 sq ft
Pets	\$245	\$41,677	170 sq ft	289 sq ft
<b>Total</b>		<b>\$852,607</b>	<b>2,798 sq ft</b>	<b>4,760 sq ft</b>

The projected increase in retail demand in the Town of Lake Park and Palm Beach County in 2029 and 2035 were also calculated to provide a comparison to the demand increase in the PADD. These tables are shown below.

*Retail Demand Projections for the Town of Lake Park*

<b>Retail Category</b>	<b>Sales Per Sq Ft</b>	<b>Projected Growth 2024-2029</b>	<b>Retail Demand (by 2029)</b>	<b>Retail Demand (by 2035)</b>
Food Services – Restaurants	\$350	\$3,657,542	10,450 sq ft	17,809 sq ft
Supermarkets/Groceries	\$400	\$6,862,430	17,156 sq ft	29,240 sq ft
Apparel Stores	\$280	\$2,234,916	7,982 sq ft	13,599 sq ft
Household Furnishings and Equipment	\$180	\$1,857,812	10,321 sq ft	17,597 sq ft
Pharmacies + Drug Stores	\$300	\$1,168,716	3,896 sq ft	6,641 sq ft
Computer/TV/Audio	\$280	\$1,522,355	5,437 sq ft	9,267 sq ft
Pets	\$245	\$901,742	3,681 sq ft	6,275 sq ft
<b>Total</b>		<b>\$18,205,513</b>	<b>58,922 sq ft</b>	<b>100,429 sq ft</b>

*Retail Demand Projections for Palm Beach County*

<b>Retail Category</b>	<b>Sales Per Sq Ft</b>	<b>Projected Growth 2024-2029</b>	<b>Retail Demand (by 2029)</b>	<b>Retail Demand (by 2035)</b>
Food Services – Restaurants	\$350	\$584,637,492	1,670,393 sq ft	2,784,088 sq ft
Supermarkets/Groceries	\$400	\$1,079,148,985	2,697,872 sq ft	4,496,474 sq ft
Apparel Stores	\$280	\$349,857,490	1,249,491 sq ft	2,083,012 sq ft
Household Furnishings and Equipment	\$180	\$301,091,480	1,672,730 sq ft	2,790,006 sq ft
Pharmacies + Drug Stores	\$300	\$187,002,391	623,341 sq ft	1,038,742 sq ft
Computer/TV/Audio	\$280	\$242,816,309	867,201 sq ft	1,445,263 sq ft
Pets	\$245	\$147,558,259	602,279 sq ft	1,003,439 sq ft
<b>Total</b>		<b>\$2,892,112,406</b>	<b>9,383,308 sq ft</b>	<b>15,641,024 sq ft</b>

Although retail demand is projected to grow by negligible amounts using the projections specifically for the PADD, the Town of Lake Park and Palm Beach County are expected to see significant growth in retail space demand over the next ten years. The PADD has an opportunity to position itself to reap the benefits of this projected growth and outgrow its current projections. This will require intentional planning decisions in the present to set the PADD up for success over the coming years.

## Office Demand

Based on the total employment forecast, office shares were applied to each industry employment projection based on office trends and the fact that national trends indicate declining space per employee. Estimates for office demand are based on 200 square feet per employee until 2030. Professional and Technical Services, Management of Companies and Enterprises, and Public Administration have the highest office-occupying shares.

Similar to the retail space assessment, there is not much need for office space expansion in the PADD based on the forecast growth of the area. Office space expansion across Lake Park and Palm Beach County is expected to increase at a similar rate as the PADD indicating that the opportunity for commercial land uses lies with retail, not office – which could encourage active storefronts throughout the PADD and Lake Park as a whole.

Industry	Office Share	2024 Employees in PADD	2035 Employees in PADD	Net New Office Space (2024-2035)
Educational Services	15%	72	75	90 sq ft
Professional and Technical Services	75%	47	49	300 sq ft
Real Estate and Rental/Leasing	50%	5	5	0 sq ft
Health Care and Social Assistance	20%	117	122	200 sq ft
Construction	15%	3	3	0 sq ft
Transportation and Warehousing	15%	10	10	0 sq ft
Public Administration	60%	54	56	240 sq ft
Accommodation and Food Service	5%	28	29	10 sq ft
Other Services	10%	99	103	80 sq ft
<b>Total</b>		<b>435</b>	<b>452</b>	<b>1,280 sq ft</b>

## Hospitality

Given the increasing growth in the tourism and hospitality industry in the larger metropolitan area, it is believed that the Town of Lake Park could support limited mid-scale hotel facilities if desired. It should be noted that the PADD is tucked away and not near any major thoroughfares or economic driving districts.

## Demand Summary

Residential forecasts are based on the Town as a whole, while the Retail and Office space forecasts focus specifically on the PADD:

Type	Existing Demand	10-Year Demand – LOW	10-Year Demand - HIGH
Residential (units)	3,486	3,237	4,099
Retail (sq. ft.)	9,942	14,142	15,261
Office (sq. ft.)	23,520	24,649	24,950

Demand in the PADD is not expected to grow significantly over the next 20 years. The expected growth in the Palm Beach County may impact growth in Lake Park more than the current estimates project, and proper planning could help incentivize new Palm Beach County residents to choose Lake Park for their homes and businesses.

## Existing Plan Review

A thorough review of the comprehensive plan, the land development regulations and previous planning studies and documents related to the PADD has been completed. The focus was on relevant documents focusing on Downtown, as well as policy, regulatory documents and standards affecting the Downtown study area. These documents include objectives and policies from the Comprehensive Plan, the PADD zoning district in the Land Development Regulations, and materials from the PADD Density Workshop on October 19, 2024. Through this review, we have identified regulations and policies that may need updates to achieve the town's goals. We reviewed the following document as part of this effort:

- Comprehensive Plan, Future Land Use Element
- Land Development Regulations, PADD zoning district, Section 78-70
- PADD Density Workshop October 19, 2024

EXISTING PLAN REVIEW MATRIX	
Purpose and Intent	
<b>Comprehensive Plan - FLU Objective 12</b>	Objective 12 ...A Downtown Future Land Use Classification is established to facilitate the redevelopment of the historical Park Avenue downtown and the immediate surrounding area. This land use category encourages a dense, vibrant, walkable mixed-use downtown that combines residences, businesses, and civic spaces, and that is well-integrated into the surrounding neighborhoods.
<b>Land Development Regulations, Section 78-70</b>	LDR Section 78-70(a)(1) Purpose and Intent of the PADD: Provide for development which is reflective of early master plans for small scale traditional downtown commercial areas.
<b>Density Workshop</b>	To assess whether current projects and maximum allowable densities align with the Commission's original vision for downtown redevelopment as established in the Comprehensive Plan Amendments and Land Development Regulations.
<b>Consistency</b>	Consider PADD description "small scale traditional downtown commercial areas" compared to density and compatibility regulations.
Use	
<b>Comprehensive Plan - FLU Objective 12</b>	Policy 12.1 ...The Downtown Land Use shall provide for the development or redevelopment of compact residential and non-residential or mixed use buildings to complement the existing buildings.
<b>Land Development Regulations, Section 78-70</b>	Table 78-70-1 <ul style="list-style-type: none"> <li>○ Permitted by right nonresidential uses include a range of retail and commercial services.</li> <li>○ Special Exception residential uses include apartments, townhomes, and live/work.</li> </ul>



	<ul style="list-style-type: none"> <li>○ Special Exception nonresidential uses include gym and spa's, parking structures, distilleries, hotels or inns, breweries, restaurants, wineries, indoor entertainment and theaters, train station.</li> <li>○ Existing single-family homes within the district may continue to exist as a legal nonconforming use and may be improved or renovated until they are redeveloped into a use other than a single-family home.</li> <li>○ Airbnb's / Bed and Breakfast - Shall be in existing single-family units.</li> <li>○ Live/work units nonresidential uses may include retail, studios, personal services and office.</li> <li>○ Drive-through facilities are prohibited.</li> <li>○ Grocery stores must be at least 2,000 SF but no more than 10,000 SF and at least 50% of foods must be considered specialty or ethnic in nature.</li> <li>○ Brewpubs must generate more than 50 percent of total business from food sales. No more than 50% of the GFA may be used for brewery function.</li> <li>○ Microbreweries are permitted only in conjunction with a restaurant, tasting room or retail sales with no more than 75% of the GFA to be used for brewery function.</li> <li>○ Breweries and Distilleries must include a public viewing area open to the public.</li> <li>○ Wineries shall only be permitted in conjunction with a restaurant with no more than 75% of the GFA to be used to produce wine.</li> </ul>
<b>Consistency</b>	The Comprehensive Plan calls for residential development, which is restricted in the LDC by requiring a Special Exception.
<b>Density and Intensity</b>	
<b>Comprehensive Plan - FLU Objective 12</b>	<p>Section 3.4.3 "Future Land Use Classification System" sets the Downtown Land Use density at 48 dwelling units per acre (du/acre) and a Floor Area Ratio (FAR) of 3.0 for the entire area.</p> <p>Residential density- The Commission can approve projects with higher densities if the average density across the Downtown area stays at or below 48 du/acre, follows the policies, and meets land development regulations.</p> <p>Non-residential intensity - Uses have a maximum FAR of 3.0. Individual sites can exceed this FAR, as long as the average FAR for the Downtown area remains at or below 3.0, adheres to policies, and complies with land development regulations.</p>
<b>Land Development Regulations, Section 78-70</b>	<p>Table 78-70:</p> <p>Residential - Maximum density is 48 dwelling units per acre. The Town Commission may approve projects exceeding this limit if the average density for the entire Downtown area remains at or below 48 du/acre and aligns with the PADD's purpose and intent.</p> <p>Building Coverage – 90% max for both districts, regardless of use.</p>
<b>PADD Density Workshop</b>	<p>*Total downtown density: 1,590 units</p> <p>*Current number of units downtown: 250 existing units</p> <p>*Available number of units for redevelopment: 1340 units</p> <p>*Remaining available number of units for redevelopment if the two large projects are approved as proposed: 245 units</p>
<b>Consistency</b>	No mention of FAR (intensity) in LDRs.

Compatibility			
Comprehensive Plan - FLU Objective 12	Policy 12.3. The land development regulations developed to implement the Downtown Land Use shall provide for compatibility of adjacent land uses by establishing criteria to address buffering and to control the height and intensity of structures to mitigate the impacts of development on adjacent zoning districts, particularly single-family districts		
Land Development Regulations, Section 78-70	Table 78-70		
	Building Height:		
	Type	Core	Outer
	Max Height	12 stories (160 ft)	4 stories
	Min Height	2 stories	
	78-70(7)b.3 Structured parking - For structures in the Core Sub-District, up to four levels (maximum of 40 feet) of structured parking may be excluded from the maximum height of a structure, even if active liner uses are proposed through the waiver process. Additional height shall not significantly impact light, air flow, and aesthetics of any abutting single family or multifamily dwellings.		
	Setbacks:		
	Type	Core	Outer
	Front	15 ft maximum**	15 ft minimum
	Side (interior)	15 ft when adjacent to existing buildings	None*
	Side Street	None	None*
	Rear	None	None*
	* 15 ft when adjacent to single-family districts		
	** At least 50% of the building of all new and substantial construction shall have a 0 foot front setback.		
Density Workshop	Slide 21: The parking waiver was first adopted for the FHMUDO, then included in the C-3, and subsequently the PADD		
	Slide 36: Architectural guidelines were also adopted to allow for additional buffering and step backs, and ground floor amenities that would aim to create an acceptable pedestrian scale.		
	Slide 27: Recommendation for additional architectural requirements should be considered to reduce massing at any height.		
	Heights vary from 5 stories to 10 stories. Building length broken up by varied heights, numerous step backs. Building breaks create variety and break massing.		
Consistency	Buffers around the entire parcel are addressed in Section 78-253 of the code, but not within the PADD regulations of 78-70.		
	While the compatibility was originally considered, a closer look at the close proximity of the single-family neighborhoods to the CORE sub-district, and small outer core, the outer core may not provide sufficient distance to mitigate the impacts of the CORE.		
Open Space and Landscape			

<b>Comprehensive Plan - FLU Objective 12</b>	Policy 12.4 - Development and redevelopment shall be supported by publicly accessible civic spaces, walkable and bikeable streets and served by varied forms of public and private transportation.
<b>Land Development Regulations, Section 78-70</b>	<p>Green space (landscaped) – 10% minimum of lot area excluding parking</p> <p>Landscape:</p> <ul style="list-style-type: none"> <li>○ Street trees – 1 shade tree every 20 ft, or 3 palms every 15 ft, fronting a public right-of-way.</li> <li>○ Foundation planting - 15% of street tree planting area can be reallocated to foundation planting area if ground floor residential is proposed,</li> <li>○ Vehicular areas - One island or diamond per 10 spaces, and at end of each row</li> <li>○ Buffers:</li> <li>○ Parking lots - 5 ft around parking lots, not abutting a building</li> <li>○ 10<sup>th</sup> Street – 5 ft buffer along 10<sup>th</sup> Street</li> </ul> <p>Core Subdistrict – Public or private plaza, or midblock connection, required in interior setback.</p> <p>Outdoor seating – Requires site plan approval and must meet all criteria.</p>
<b>Consistency</b>	Buffers around the entire parcel are addressed in Section 78-253 of the code, but not within the PADD regulations of 78-70.
<b>Design</b>	
<b>Land Development Regulations, Section 78-70</b>	<p>Include the following elements for all uses:</p> <ul style="list-style-type: none"> <li>○ Unified design and character</li> <li>○ Compatibility with surrounding aesthetic</li> <li>○ Building massing should address the street and pedestrian oriented environment <ul style="list-style-type: none"> <li>○ Step-back required over 4 stories, at 5<sup>th</sup> floor, no less than 20 ft in depth</li> <li>○ 40 ft horizontal façade break required after 200 linear feet, if over 4 stories</li> </ul> </li> <li>○ Ground level retail.</li> <li>○ Shade structures for pedestrians such as arcades, awnings, over hangs</li> <li>○ Encroachments generally permitted into all setbacks</li> </ul> <p>Preferred architectural styles</p> <ul style="list-style-type: none"> <li>○ Park Avenue - Mediterranean Revival</li> <li>○ 10th Street – Miami Modern</li> </ul> <p>Residential</p> <ul style="list-style-type: none"> <li>○ Residential proposed for Park Ave or 10<sup>th</sup> St shall have direct frontage on street.</li> <li>○ All residential buildings above 2 stories shall have a minimum of 50% of the 1<sup>st</sup> floor street frontage devoted to nonresidential use available to the public.</li> </ul> <p>Live/Work</p> <ul style="list-style-type: none"> <li>○ Must be accessible from the street or courtyard.</li> <li>○ Façade shall have a clear glazed area no less than 70%.</li> <li>○ Nonresidential must be 25% or more of GFA.</li> <li>○ Residential must be 350 GFA or more.</li> <li>○ Must include 180 SF of open space or more.</li> </ul>
<b>Consistency</b>	<p>No reference of design criteria in the comprehensive plan policies.</p> <p>Additional requirements for new construction and redevelopment of nonresidential buildings in the Town are found in Article XII “Architectural Design Guidelines for Nonresidential Buildings”.</p>

Parking	
<b>Land Development Regulations, Section 78-70</b>	<p>Parking Required:</p> <ul style="list-style-type: none"> <li>Residential uses – 1 space per unit.</li> <li>Nonresidential uses – 1 space per 500 SF. <ul style="list-style-type: none"> <li>Restaurants require 1 space per 100 SF.</li> <li>Hotels require 1 space per room + 1 space for each employee + 1 space per 3 rooms.</li> <li>Live/Work – One space for residential and no parking for nonresidential if less than 600 SF.</li> </ul> </li> </ul> <p>Parking Reduction:</p> <ul style="list-style-type: none"> <li>10% max parking may be satisfied by using unallocated public parking.</li> <li>Market rate contribution for construction of public parking if available within 6 months of C.O.</li> <li>Additional onsite sheltered bike racks and car share/carpooling spaces must be provided by way of Traffic Management Plan.</li> </ul> <ul style="list-style-type: none"> <li>Valet Parking – 50% maximum of required.</li> <li>Shared Parking – Joint and cross access easement agreement or shared parking may be proposed.</li> <li>Bike racks required.</li> </ul>
Waivers	
<b>Comprehensive Plan - FLU Objective 12</b>	No reference to waivers.
<b>Land Development Regulations, Section 78-70</b>	<p>Waivers for certain development standards within this district can be granted if the applicant meets the criteria set by the town commission, with applications reviewed by the community development department and planning and zoning board, ensuring compatibility with surrounding structures and providing public benefits.</p> <ul style="list-style-type: none"> <li>Off-street parking – 10% of required spaces</li> <li>Building height – 20% increase in height</li> <li>Structured parking height – 4 floors or 40 feet excluded from max height</li> </ul> <p>Landscape – Replacement of species or quantity, quality or height</p>
<b>Consistency</b>	The Comprehensive Plan does not reference the use of waivers for the LDC.
Transportation	
<b>Comprehensive Plan - FLU Objective 12</b>	<p>Policy 5.5 - Develop and redevelop downtown Lake Park in a pedestrian-friendly manner through streetscape improvements, and parking regulations for new construction.</p> <p>Policy 12.5 - Development shall provide for and accommodate various alternative mobility and micro-mobility options, consistent with policies of the Transportation Element, to achieve the safe interconnectivity of vehicular, pedestrian, and other non-motorized movement, and promote sustainability.</p> <p>Policy 12.6 - The Town shall continue to pursue a proposed train station location immediately adjacent to the Downtown future land use area, in support of its redevelopment and mobility goals.</p>

<b>Land Development Regulations, Section 78-70</b>	<p>There are no open/civic space or bike lane requirements specific to the PADD.</p> <p>Sidewalks</p> <ul style="list-style-type: none"><li>○ 10 ft minimum width</li><li>○ 10<sup>th</sup> street – 6 ft sidewalk</li></ul>
<b>Consistency</b>	Standards to address micro-mobility are in the Town Mobility Plan, requiring developers to contribute to a mobility fund.

## What We Heard

Public engagement is a cornerstone of effective comprehensive planning in Florida. When we update our comprehensive plan and planning documents, we're not just adjusting policies and laws, we're shaping the future of our community. Engaging residents in this process ensures that the plan reflects the real needs, values, and aspirations of the people who live and work here. It builds trust, fosters transparency, and helps us identify priorities that might otherwise be overlooked. By actively involving the public we create a more inclusive, equitable, and resilient vision for growth and development. Ultimately, a plan shaped with community input is a plan that earns community support and stands the test of time.

Additionally, under Florida Statutes Chapter 163, which governs local government comprehensive planning, public participation is a key component. Section 163.3181, Florida Statutes, mandates that local governments must provide opportunities for public participation in the comprehensive planning process. This includes the development, amendment, and evaluation of comprehensive plans.

### Public Workshop

The public workshop held on April 26, 2025, focused on the proposed development plans for the PADD area. Key concerns raised by residents included the potential negative impact of high-rise buildings on the neighborhood's character, privacy, and infrastructure. Many participants expressed a preference for limiting building heights to six stories to preserve the town's historical character and avoid strain on emergency services, traffic, and environmental resources. There was a strong sentiment against high-rise developments, with some residents advocating for smaller-scale projects and townhouses instead. The importance of maintaining sunlight, privacy, and green spaces was emphasized, along with the need for realistic mobility options and careful planning to accommodate the town's growth.

Several residents and business owners acknowledged the necessity of development for economic vitality but stressed the need for a balanced approach. They highlighted the importance of integrating community input into planning decisions and ensuring that new developments align with the town's character. Concerns about increased traffic, the impact on local businesses, and the preservation of existing trees were also discussed. The workshop underscored the community's desire for thoughtful, incremental growth that supports both residential needs and economic development while maintaining the unique identity of the area.

## Written Input

Residents and local businesses have expressed growing concern about the effects of increased population density and ongoing development on the community's character, infrastructure, and overall livability. Many worry that the construction of taller buildings could alter the neighborhood's unique identity and place additional strain on existing public services and facilities.

There are also significant concerns regarding current land use policies and the limited availability of affordable housing, which many believe are contributing to displacement and socioeconomic imbalance.

Increased traffic congestion and the inadequacy of current transportation infrastructure are additional issues frequently raised by community members. These concerns are often linked to broader anxieties about how higher density might impact environmental sustainability, mobility, and the overall quality of life in the area.



## SWOC Analysis

### *Strengths, Weaknesses, Opportunities and Challenges*

A SWOC analysis is a strategic planning tool used to evaluate the Strengths, Weaknesses, Opportunities, and Challenges of an organization, project, or situation. A SWOC analysis is particularly helpful in urban planning. By conducting a SWOC analysis, the town can create more resilient, sustainable, and well-rounded development plans that address both current needs and future aspirations of the community.

#### **Strengths**

- Community Character: Lake Park has a strong small-town character that is valued by the existing residents of the community.
- Street Grid: The district's traditional grid street network enhances connectivity and provides multiple routes for circulation, helping to diffuse traffic and reduce pressure on key intersections. It also improves pedestrian accessibility and supports a more walkable, navigable downtown.
- Mix of housing typologies: Within the PADD, housing types are currently low-density residential characterized by single-family homes, duplexes, multiplexes, and apartments in the core neighborhoods west of US Hwy 1 and relatively low-density residential condominiums east of US Hwy 1 along Lake Shore Drive. This diverse mix of housing creates a gentle residential density, providing relatively modest income housing that facilitates and maintains the existing small-town character.
- Local Businesses: There are a range of local businesses, most of which are within walking distance of the residential neighborhoods east and west of US Hwy 1, including an ethnic grocery store, restaurants, and other local retail shops, contributing to the local economy.

#### **Weaknesses**

- Lack of Policy Framework for Functional Open Space: Downtowns thrive on publicly accessible spaces that support gathering, recreation, and a vibrant public realm. While the Land Development Regulations (LDR) for PADD include some landscaping requirements, these are limited to aesthetic enhancements and do not result in functional open or civic spaces. This is inconsistent with the Comprehensive Plan, which prioritizes the creation of such spaces within the district. Currently, there is only a pocket park in the PADD, and the LDR lack a framework requiring or incentivizing the inclusion of additional open space.
- Transitions/Buffers: While Objective 12 and Policy 12.1 of the Future Land Use Element support redevelopment of the historic downtown as a compact residential, non-residential, or mixed-use area, Policy 12.2 allows future urban densities exceeding 200 units per acre and a FAR of 3.0. However, there are no land development regulations or future land use policies addressing transitions or buffers between these potential future intensities and the surrounding low-density residential neighborhoods.
- Multi-modal transportation: While the Comprehensive Plan calls for multi-modal transportation options within the PADD, there are no provisions in the LDR requiring the development of bike lanes.
- Policy Reliance on Uncertain Transit Infrastructure: Objective 12 of the Future Land Use Element bases the downtown land use classification on the potential development of a future Tri-Rail station.

This reliance is problematic, as the station remains uncertain and is not currently included in any planned Tri-Rail expansion.

- Permitted Uses: Although the Comprehensive Plan encourages residential uses within the district, all housing types currently require a special exception. This added process may discourage residential development and limit opportunities to introduce diverse housing options downtown.
- Access Restrictions: The railroad along the western edge of the PADD limits access to only two east-west connections, restricting circulation in and out of downtown. This constraint decreases opportunities to disperse traffic and may lead to congestion and delays at the railroad crossings, particularly during peak times.
- High Rental-to-Ownership Ratio: The district has historically had a high proportion of renters compared to owners, highlighting the need for more balanced housing choices and incentives to support homeownership.

## Opportunities

- Historic Assets and Urban Form: Investing in the district's historic building stock could present an opportunity for resilient, long-term returns. Older structures have been shown to generate higher rates of economic productivity, support small business growth, and contribute to a unique sense of place—making them valuable assets in the revitalization of the downtown core (e.g., 918 Park Avenue).
- Vacant Lots: Ranging from 0.13 to 1 acre, creates an opportunity for infill development in line with the existing character of the community. Development could consist of commercial, housing, or live/work to create a walkable, mixed-use community.
- Missing Middle Housing: Regulations for development within the PADD should encourage a mix of housing typologies through flexible site design standards. A mix of housing typologies can encourage homeownership by supporting a range of incomes and household needs.
- Usable Open Space: Due to the goal to provide public civic space within the district, the LDR could provide provisions for usable open space, requiring the development of pocket parks, plazas, and squares.
- Future Train Station: The parcels surrounding the potential site for a train station site present an opportunity for vertical mixed-use, walkable site design consistent with Transit-Oriented Development principles and the downtown's character. They could also help alleviate the public parking shortage, especially on the underserved western edge targeted for more intense redevelopment.
- Alternative Public Parking Strategy: Utilizing existing public properties (e.g., the train station site or CRA lot) for public parking presents an opportunity to meet downtown parking needs without relying on LDR incentives that allow excessive building height.
- Common Ownership: The presence of commonly owned parcels within the district could support infill and redevelopment. Policies encouraging lot aggregation in the downtown could further facilitate this potential.

## Challenges

- Height Incompatibility: A provision in the LDR permits up to 16 stories within the PADD by waiving the height of structured parking if 10% of the spaces are dedicated to the public. This potential height is significantly out of scale with the surrounding single-family neighborhoods and existing 1 to 3-story developments in the district, posing a threat to community character and compatibility.
- Unclear Density Provisions: The policy language allowing densities higher than the average 48 du/acre is vague and open to interpretation. Capping the density at the district level, rather than per site, risks enabling building mass and scale that conflict with the goals of the comprehensive plan and undermine neighborhood compatibility.
- Vague Waiver Provisions: The existing Plan allows waivers at the discretion of the commission, which can result in greater densities, height, and massing. The existing regulations in the Plan do not provide any strong standards upon which the requested waivers could be granted. Each project must provide a “public benefit” in exchange for a waiver, but the definition of “public benefit” is not clear. Without these standards, the Town Commission’s decision regarding a waiver is open to arguments that the Town is acting arbitrarily and capriciously.
- Policy Gaps in Preserving “Small Town” Character: While the Town of Lake Park acknowledges its historic architectural styles, it lacks explicit policies and development standards to preserve its "small town" character. The absence of clear design and transition guidelines poses a threat to the town’s identity, particularly as higher-intensity development is considered in the downtown area.
- Limited Regional Visibility: The area is not along a major regional thoroughfare and may be overlooked in terms of economic activity and development interest
- Uncertain economy in near term may impact new construction or business development.

## Development Scenarios

Each scenario was developed based on a one-acre parcel. While this analysis provides a general framework, it does not account for several site-specific variables that could influence the final design. The calculations were guided by industry standards and include the following assumptions:

- A mix of 1-, 2-, and 3-bedroom units, averaging 1,000 square feet per unit
- 20–30% of each floor allocated to common areas including resident amenities, and back-of-house functions.

### 6 Story Height Limitation – No Structured Parking

#### Site Data

Building Height	6 stories		
Building Area			
Commercial Area	2,000 SF		First Floor
Number of Units	48 units		2 <sup>nd</sup> to 6 <sup>th</sup> levels
Common and Amenity Areas	19,645 SF		30% of first floor 20% of floors 2 - 6
Impervious Area	36,530 SF	85%	Building, Plaza, Parking and Vehicular Areas
Open Space Area	5,148 SF	12%	Buffers, Islands and Planters
Parking Required	52		4 spaces for non-residential 48 spaces for residential
Parking Provided	52		
At-Grade	52		
Structured	0		

#### Considerations:

- No publicly accessible recreation on-site
- No infrastructure (lift station, etc) on-site
- Parking is 100% for use of residents and tenants

### 6 Story Height Limitation with Structured Parking

Building Height	6 stories		
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Building Area			
Commercial Area	10,000 SF		1 <sup>st</sup> to 3 <sup>rd</sup> floors
Number of Units	60 units		4 <sup>th</sup> to 8 <sup>th</sup> floors
Impervious Area	29,250 SF	68%	Building, Plaza, Vehicular Areas
Open Space Area	13,650 SF	32%	Buffers, Islands and Planters
Parking Required	80		20 spaces for non-residential 60 spaces for residential
Parking Provided	80		
At-Grade	0		
Structured	80		1 <sup>st</sup> to 2 <sup>nd</sup> floors

Considerations:

- Space for publicly accessible recreation on-site
- Space for infrastructure (lift station, etc) on-site
- Additional parking could be provided for public

## 7 Story Height Limitation with Structured Parking

Building Height	7 stories		
Building Area			
Commercial Area	20,000 SF		1 <sup>st</sup> and 2 <sup>nd</sup> floors
Number of Units	70 units		4 <sup>th</sup> to 8 <sup>th</sup> floors
Impervious Area	29,250 SF	68%	Building, Plaza, Vehicular Areas
Open Space Area	13,650 SF	32%	Buffers, Islands and Planters
Parking Required	11		40 spaces for non-residential 70 spaces for residential
Parking Provided	110		
At-Grade	0		
Structured	110		1 <sup>st</sup> to 3 <sup>rd</sup> floors

Considerations:

- Space for publicly accessible recreation on-site
- Space for infrastructure (lift station, etc) on-site
- Additional parking could be provided for public



## Recommendations

The following recommendations are directly informed by both the data-driven analysis in this report, as well as the community feedback summarized in the "What We Heard" section.

### How the Recommendations Reflect the Data

#### Infrastructure Constraints (Wastewater & Transportation):

**Data Insight:** The report identifies a significant shortfall in wastewater capacity (1,132 ERCs needed) and traffic congestion risks under full buildout scenarios of 3.0 FAR.

**Recommendation Response:** Revise intensity and density framework to avoid overconcentration and to reduce traffic delays.

#### Limited Market Demand:

**Data Insight:** Modest growth in residential, retail, and office demand; only 2,754 sq ft of retail demand projected by 2029.

**Recommendation Response:** Focus on infill and preservation and encourage incremental growth and adaptive reuse of historic buildings.

#### Housing and Land Use:

**Data Insight:** Low-density housing dominates; multifamily housing is limited and requires special exceptions.

**Recommendation Response:** Allow medium- to high-density housing "by right" and revise the use table to support diverse housing types like duplexes and multiplexes.

#### Environmental and Open Space Deficiencies:

**Data Insight:** Lack of functional civic spaces; only one pocket park exists.

**Recommendation Response:** Require publicly accessible recreation spaces in new developments and codify open space requirements.

#### Design and Compatibility:

**Data Insight:** Core sub-district building height and vague waiver provisions risk incompatibility with surrounding neighborhoods and do not reflect Lake Park's historic character.

**Recommendation Response:** Lower maximum building heights in the Core sub-district, remove height waiver for parking structures, add clearer buffer and compatibility standards when adjacent to residential uses outside of the PADD, and strengthen definitions of public benefits.



## How the Recommendations Reflect “What We Heard”

### Concern Over Building Height and Character:

Community Input: Strong opposition to high-rise buildings; preference for 6-story max to preserve small-town feel.

Recommendation Response: Restrict maximum height to 7 or 6 stories in the Core Sub-District and remove structured parking height waiver to ensure public benefit and compatibility. Outer Sub-District to remain at 4 stories as currently permitted.

### Desire for Thoughtful, Incremental Growth:

Community Input: Support for development that aligns with town character and infrastructure capacity.

Recommendation Response: Promote infill development, adaptive reuse, and small-scale projects at a 0.75 FAR, rather than full buildout of 3.0 FAR and “basket of units” to be used by any property owner until empty.

### Mobility and Traffic Concerns:

Community Input: Worries about increased traffic and lack of realistic mobility options.

Recommendation Response: Use mobility fees consistent with Town Attorney direction, and multi-modal infrastructure guidelines with a focus on mass transit such as bus stops and micromobility such as biking, walking and scooters.

### Need for Green Space and Public Amenities:

Community Input: Emphasis on sunlight, privacy, and green space.

Recommendation Response: Implement usable open space requirements and prioritization of public-serving uses on city-owned land.

### Transparency and Equity in Development:

Community Input: Concerns about displacement, affordability, and vague waiver processes.

Recommendation Response: Remove waiver for structured parking building height, provide clearer waiver standards including better definition of public benefits, implement incentives for workforce housing, and policies to preserve historic structures.

## Comprehensive Plan Amendment Recommendations

The following amendments to Objective 12 of the Future Land Use Element in the Town’s Comprehensive Plan are proposed in response to the findings within the data and community feedback.

## Objective 12

- Add language that explicitly supports maintaining the small-town character.
- Include provisions that promote the redevelopment of infill parcels.

### Policy 12.1

- Revise language to clarify that new development must respect the character of existing buildings without requiring replication of outdated commercial styles. Encourage use of specific architectural styles.
- Designate residential uses as permitted by right.

### Policy 12.2

- Update the density framework to ensure equitable property rights and prevent overconcentration of development intensity. Eliminate “basket of rights” entitlements allowing singular projects, allowing each property owner within the PADD to utilize the established density.
- Implement a partial buildout cap at 0.75 FAR for non-residential use within the PADD to significantly reduce traffic impacts, especially at key intersections like Park Avenue and 10th Street.

### Policy 12.3

- Add text that requires the establishment of clear compatibility and scale standards in the land development code (LDC).
- Add a maximum building height of 7 or 6 stories in the Core sub-district and 4 stories in the Outer sub-district, as well as the need for buffer criteria in the LDC.

### Policy 12.4

- Require or incentivize the inclusion of publicly accessible recreation spaces in all new developments.

### Policy 12.5

- Incorporate language that leverages the existing grid network and alleys, especially for parking opportunities.
- Align policies with the Community Redevelopment Area (CRA) master plan and mobility plan to prioritize multi-modal transportation and recognize the mobility fee as a key tool.
- Mandate site planning and traffic mitigation strategies for all future developments due to traffic sensitivity.

### Policy 12.6

- Revise policy to prioritize public-serving uses on city-owned properties, such as a utility infrastructure, recreation and civic space, or public parking.

## New Policy Additions

- **Waivers:** Add a policy that governs the use of waivers for public benefit, consistent with the LDC, defining public benefit such as providing publicly accessible recreation and open space or constructing infrastructure with additional capacity.
- **Design Criteria:** Specify that PADD design criteria will be established in the LDC and referenced in the comprehensive plan.
- **Historic Preservation:** Encourage and incentivize preservation of historic buildings and require design standards that maintain architectural integrity.
- **Parking:** Prioritize public parking on public land and in public rights-of-way to eliminate height incentives and support local businesses.
- **Infrastructure:** Infrastructure such as utilities to be paid for or constructed by developers. Developers should have the option to overbuild infrastructure to be considered a public benefit if more than their capacity is available after completion.
- **Economic Development:**
  - Leverage cultural assets for economic growth.
  - Align workforce programs with industry needs.
  - Simplify and reduce development costs for job-creating businesses.
  - Incentivize business retention and expansion.
  - Support creation of a Business Improvement District or Mainstreet organization.
  - Foster public-private collaboration.
  - Implement building improvement grants for structures over 25 years old.

## Land Development Code Amendment Recommendation

The following amendments to Sec. 78-70. Park Avenue Downtown District (PADD) in the Town’s Land Development Code are proposed in response to the findings within the data and community feedback.

### Table 78-70-1: Permitted and Special Exception Uses

- Permit medium to high-density housing by right, with design standards to ensure neighborhood compatibility.
- Differentiate housing types (e.g., duplexes, multiplexes) to support gentle density.
- Allow neighborhood commercial uses by right.

### Table 78-70-2: CORE Sub-District Regulations

- Restrict building height to 7 or 6 stories.
- Cap additional density per property, not by district average.
- Add a maximum FAR of 0.75 for non-residential use, consistent with comprehensive plan policies.

### Table 78-70-3: OUTER Sub-District Regulations

- Cap additional density per property, not by district average.

- Add a maximum FAR of 0.75 for non-residential use consistent with comprehensive plan policies.

### **Sec. 78-70(b)(7): Waivers**

- **Specify waiver review criteria** to ensure proportional public benefit. Define eligible public benefits, including:
  - Public parking
  - Utility infrastructure to serve capacity beyond the proposed development
  - Publicly accessible recreation or open space areas
  - Sustainable design
  - Workforce housing

### **Sec. 78-70(h): Architectural Requirements**

- Add standards to preserve downtown’s historic integrity, including massing, placement, and design.
- Clarify applicability of Article XII “Architectural Design Guidelines” to the PADD.

### **Sec. 78-70(g)(4): Landscaping Requirements**

- Reference buffer requirements from other LDC sections to ensure clarity and compatibility, specifically when adjacent to residential development outside of the PADD.

---

### **New LDC Sections**

- **PADD Sub-District Regulating Plan:** Extend the outer sub-district to improve transition and mitigate CORE impacts.
- **Recreation/Open Space:** Provide standards for usable, publicly accessible open space for residential developments.
- **Mobility:** Include reference to mobility fee requirements.
- **Multi-modal:** Codify transportation alternatives such as bike racks and transit shelters Add design and implementation guidelines for multi-modal infrastructure.
- **Historic Structures:** Add requirements to protect historic assets with adaptive reuse guidelines.



Town of Lake Park  
PUBLIC COMMENT CARD

Item 2.

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Meeting Date 6-2-2025

Cards must be submitted before the item is discussed!!

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

Name: Cristian Centeno

Address: 1105 Duncan Cir Apt 201

If you are interested in receiving Town information through Email, please provide your E-mail address: centenocristian02@yahoo.com

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

Construction Along 10<sup>th</sup> & park Ave.

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.



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Meeting Date 6/2

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

Name: Quinn Resnick  
Address: 1301 Lake Shore Dr #511

If you are interested in receiving Town information through Email, please provide your E-mail address: quinn@encloaddmsp.com

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

Development

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

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Meeting Date 2 Jun 25

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

Name: Pablo Perhacs

Address: 221 E Kalmia

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

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

Kimley-Horn

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

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Meeting Date 6/2/2025

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

Name: Kim Glas-Castro  
Address: 230 E Ivy Dr

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:

PADD Recommendations

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

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Meeting Date

4/2/2025

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

Name:

KARA ROSA

Address:

1111 7th St.

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

krrrosa.esq@gmail.com

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

Height Level / down town

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

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Meeting Date 6-2-25

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

Name: Daniel U. Naegle  
Address: 855 Hawthorne Dr.

If you are interested in receiving Town information through Email, please provide your E-mail address: uel319@yahoo.com

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

What is the estimated rise in property tax if these plans are implemented.

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

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Meeting Date June 2, 25

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

Name: Joanne Robin

Address: 301 Lake Shore Drive # 305 LP

If you are interested in receiving Town information through Email, please provide your E-mail address: joannerobin@outlook.com

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

condo development or town home development

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

affordable condos or townhomes consideration

**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.



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Meeting Date

6/2/2025

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

Name:

Susan LaFontaine

Address:

545 Evergreen

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

Sue LaFontaine@aol.com

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

1400

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

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Name: STEVE LA FONTAINE  
Address: 548 EVERGREEN DRIVE

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:

PAD

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

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Name:

Brady Drew

Address:

538 Sabal Palm Dr

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:

Support high-rises

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

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4/2/2025

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Name:

Hervens Jean Baptiste

Address:

592 W. Redwood Dr. L.P.

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

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

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Meeting Date 6/2/2025

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Name: Mary Taylor  
Address: 209 Park Ave

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

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

Recommendations

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

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

Name:

Jesse Furman

Address:

748 Park Ave

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

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

Downward growth

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

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Meeting Date

6/2/25

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

Name:

TERENCE DAVIS

Address:

918 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:

Public Comment

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

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- 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.

Meeting Date June 2, 2025

Cards must be submitted before the item is discussed!!

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

Name: MILLARD PORTER

Address: 720 PARK AVE

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

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

PADD - SUPPORT OF Development

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.



Town of Lake Park  
PUBLIC COMMENT CARD

Item 2.

**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:*

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Meeting Date 6/2/25

Cards must be submitted before the item is discussed!!

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

Name: Amy Angelo

Address: 1301 16th St 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:

PADD - ~~RECEIVED~~ ~~RECEIVED~~ IN SUPPORT OF  
DEVELOPMENT FOR REVITALIZATION OF TOWN

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.





Town of Lake Park  
PUBLIC COMMENT CARD

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Meeting Date 6/2/2025

Cards must be submitted before the item is discussed!!

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

Name: Michael Steinhauer  
Address: 435 Greenbrier

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:

Nick Puses

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.



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PUBLIC COMMENT CARD

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Meeting Date 06-02-25

Cards must be submitted before the item is discussed!!

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

Name: Richard Gollan  
Address: 406 Hawthorne Dr. Lake Park, FL

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.

Did not speak!  
was not in attendance?





Town of Lake Park  
PUBLIC COMMENT CARD

Item 2.

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Meeting Date 6/2/25

Cards must be submitted before the item is discussed!!

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

Name: Lambert Johnson

Address: 911 - 927 PARK AVE

If you are interested in receiving Town information through Email, please provide your E-mail address: Lambjohnson@aol.com

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

yes

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.



## Town of Lake Park Town Commission

### Agenda Request Form

**Meeting Date:** June 18, 2025 Regular Commission Meeting

**Originating Department:** Town Clerk

**Agenda Title:** Minutes of the Regular Commission Meeting of June 4, 2025.

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Cost of Item:** NA **Funding Source:** \_\_\_\_\_

**Account Number:** NA **Finance Signature:** \_\_\_\_\_

**Advertised:**

**Date:** NA **Newspaper:** \_\_\_\_\_

**Attachments:** Minutes, Exhibits A-C, Comment Cards

**Please initial one:**

\_\_\_\_\_Yes I have notified everyone

LW Not applicable in this case

**Summary Explanation/Background:** NA

**Recommended Motion:**

I move to approve the Minutes of the Regular Commission Meeting of June 4, 2025.



## Lake Park Town Commission, Florida

### Regular Commission Meeting Minutes

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

Wednesday, June 04, 2025

Immediately Following the Community Redevelopment Agency (CRA) Meeting

<b>Roger Michaud</b>	—	<b>Mayor</b>
<b>Michael Hensley</b>	—	<b>Vice Mayor</b>
<b>John Linden</b>	—	<b>Commissioner</b>
<b>Michael O'Rourke</b>	—	<b>Commissioner</b>
<b>Judith Thomas</b>	—	<b>Commissioner</b>
<b>Richard J. Reade</b>	—	<b>Town Manager</b>
<b>Brett Lashley</b>	—	<b>Town Attorney</b>
<b>Laura Weidgans</b>	—	<b>Deputy Town Clerk</b>

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

#### CALL TO ORDER/ROLL CALL

7:57pm

#### PRESENT

Mayor Roger Michaud

Vice Mayor Michael Hensley

Commissioner John Linden

Commissioner Michael O'Rourke

#### ABSENT

Commissioner Judith Thomas

## PLEDGE OF ALLEGIANCE

The Pledge was bypassed.

## APPROVAL OF AGENDA:

Motion to approve the agenda with no changes made by Vice Mayor Hensley, Seconded by Commissioner O'Rourke.

Voting Yea: Mayor Michaud, Vice Mayor Hensley, Commissioner Linden, Commissioner O'Rourke.

## SPECIAL PRESENTATION/REPORT:

1. Proclamation - National Gun Violence Awareness Day - June 6, 2025.  
Palm Beach Sheriff's Office (PBSO) Captain Thibodeau was present to receive the Proclamation. Captain Thibodeau urged residents to keep firearms locked and announced that they have safety locks to give out to residents.
2. Proclamation - National Marina Day - Lake Park Harbor Marina - June 15, 2025.  
Marina Director Jason Tenney and marina staff received the Proclamation.

## PUBLIC COMMENT:

*This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.*

-Tim Sullivan submitted written comments only, which are entered into the record as Exhibit A.

-Michael Steinhauer spoke about the Town zoning code specifically in the downtown district.

Mr. Steinhauer also submitted his written comments as Exhibit B.

## CONSENT AGENDA:

*All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the agenda. Any person wishing to speak on an agenda item*

*is asked to complete a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.*

Motion to approve the consent agenda made by Commissioner O'Rourke, Seconded by Commissioner Linden. Voting Yea: Mayor Michaud, Vice Mayor Hensley, Commissioner Linden, Commissioner O'Rourke.

3. Regular Commission Meeting Minutes - May 21, 2025
4. Resolution 31-06-25 - Local Cybersecurity Grant Program Grant Agreement - Florida Department of Management Services (FDMS) - \$10,000.

**PUBLIC HEARING(S) - ORDINANCE ON FIRST READING: NONE**

**PUBLIC HEARING(S) - ORDINANCE ON SECOND READING: NONE**

**NEW BUSINESS:**

5. Amendment – FY 2025 Town of Lake Park Pay Grades - Various Positions  
Human Resources Director/Assistant Town Manager Bambi McKibbon-Turner explained the item (Exhibit C).

Motion to approve the proposed amendments for fiscal year 2025 Town of Lake Park Pay Grades - Various Positions made by Commissioner Linden, Seconded by Commissioner O'Rourke.

Voting Yea: Mayor Michaud, Vice Mayor Hensley, Commissioner Linden, Commissioner O'Rourke.

**TOWN ATTORNEY, TOWN MANAGER, COMMISSIONER COMMENTS:**

-Town Attorney Lashley congratulated Commissioner O'Rourke and Commissioner Linden and to Vice Mayor Hensley for the appointment to Vice Mayor.

-Town Manager Reade announced the following; Congresswoman Cherfilus-McCormick has submitted a \$4,000,000.00 community project funding request on behalf of the Town for septic to sewer and he also expressed appreciation to Chief Public Information Officer/Grant Writer Merrell Angstreich for her work on getting the funding. Town Hall is closed June 19<sup>th</sup>, the Library remains closed until July 7<sup>th</sup>. Red, White and Blue Sunset Celebration is June 27<sup>th</sup> from 6pm-9:30pm, with fireworks. Admission & parking are free. Town Manager Reade asked for

consensus on a proclamation recognizing National Parks and Recreation Month in July. The Commission reached consensus approving this for the July 2<sup>nd</sup> meeting.

-Commissioner O'Rourke made a request for the Town to recognize long-time crossing guard Belinda Law who has been a crossing guard in Town since 1993.

-Commissioner Linden stated that he received multiple requests from residents for the Mayor to consider not lowering public comment time to two minutes. He also proposed having only one Commission Meeting per month. Mayor Michaud stated that he would not be opposed to one meeting per month. The Commission agreed to have the Town Attorney review the Ordinance.

-Vice Mayor Hensley announced that June 11<sup>th</sup> is the "Chat with the Sheriff's Department" event and encouraged everyone to bring their young ones to the event so they can become more familiar with law enforcement.

-Commissioner O'Rourke had no comments.

-Town Manager Reade stated that the Town is applying for a program with the State called Florida Recovery Obligation Calculation (F-ROC) which would give the Town a percentage of its expenditures back following a named storm. He also spoke about all of the improvements with the hiring process within the Town.

-Mayor Michaud encouraged everyone to visit the Palm Beach Gardens Community Center and spoke about the need for a Community Center in Town. He also congratulated a family member for their achievements.

-Town Manager Reade asked the Commission if they would agree to sending a letter of congratulations to Palm Beach Gardens Town Manager, Ron Ferris, for receiving the Richard Dick Simmons Lifetime Achievement Award. The Commission agreed to have the Town Manager sign and send the letter.

## **REQUEST FOR FUTURE AGENDA ITEMS: NONE**

## **ADJOURNMENT:**

Motion to adjourn made by Vice Mayor Hensley, Seconded by Commissioner O'Rourke.

Voting Yea: Mayor Michaud, Vice Mayor Hensley, Commissioner Linden, Commissioner O'Rourke.

Meeting adjourned 8:40pm.

**FUTURE MEETING DATE:** Next Scheduled Regular Commission Meeting will be held on June 18, 2025.

\_\_\_\_\_  
Mayor Roger D. Michaud

Town Seal

\_\_\_\_\_  
Town Clerk, Vivian Mendez, MMC

\_\_\_\_\_  
Deputy Town Clerk, Laura Weidgans

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2025

**Good evening everyone.** My name is Tim Sullivan, and I reside on the 500 block of Foresteria Drive. I would like to start by commending Allison for her work in the CRA, which has already helped

bring new businesses to the downtown area. The landscaping imp[rovements also look amazing.

I want to begin by emphasizing the urgent need to address train safety at the Park Avenue Brightline crossing when considering any proposed developments within the PADD. I personally experienced a near-miss at the Burns Road crossing, which was a stark reminder of the dangers these high-speed trains pose. A recent incident in Delray Beach, where a Brightline train collided with a fire truck, resulted in 15 injuries. The Brightline has been labeled the nation's deadliest rail service, with safety enhancement costs falling on local municipalities, an unfair trend the Florida East Coast Railway takes full advantage of. With the proposed development, we can expect increased traffic, including construction vehicles, which will only heighten the risk at this already hazardous crossing.

**Action Request:** Can we implement restrictions to prevent construction traffic from using the Park Avenue crossing during peak hours? This measure could significantly reduce potential accidents.

**Regarding the proposed development at 10th and park,** Our community is pedestrian-friendly, not by choice but by necessity. Many residents rely on walking and biking as their primary means of transportation. To enhance safety and aesthetics, I propose that the developer fund substantial landscape buffers along Park Avenue and 10th Street. These buffers would provide shade, improve walkability, and serve as protective barriers between pedestrians and traffic.

I urge the developer, not just Forest, but any developer who is proposing redevelopment in the PADD to commit to a financial bond ensuring the completion of the proposed development, safety enhancements, and infrastructure upgrades, regardless of economic fluctuations. This bond should cover:



- Implementation of a comprehensive safety plan for the Park Avenue crossing, during and after construction.
- Construction of significantly wide sidewalks, landscape buffers, and installation of larger shade trees.
- Creation of a fund to beautify the borders of the railroad property and elsewhere within our town.
- Upgrades to infrastructure to support increased density.

With these commitments, I can support the full 16-story proposal at 10th and Park, and be open to other development plans that would require special variances.

**Regarding speed bumps,** I want to express my gratitude to Mayor Michaud for bringing this up.

The 500-600 block of Foresteria is exceptionally wide, which unfortunately encourages excessive speeding. Implementing traffic-calming measures like speed bumps would significantly enhance pedestrian safety and reduce the risk of accidents. This goes for other areas in town as well, including the PADD.

**Gravel Driveway Ordinance** Lastly, I have concerns about the planned rescinding of the gravel driveway ordinance changes that were recently passed. Nine properties have already complied with the new requirements, investing time and resources to meet the standards. Reversing this decision may raise questions about the fairness and consistency of our policies. Does this change expose the town to potential legal repercussions from those who did not receive grant money? I urge the commission to consider the implications of such changes and ensure that all residents are treated equitably and we are not faced with costly lawsuits.

**In Conclusion:** Transparency and accountability are crucial as we move forward. Our town is under scrutiny, and we must be vigilant against those who might seek to exploit us. By securing these commitments and standing by our decisions, we can ensure that Lake Park grows in a way that prioritizes safety, enhances our environment, and meets the needs of our community.

Thank you.

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commitments and standing by our decisions, we can ensure that Lake Park grows in a way that prioritizes safety, enhances our environment, and meets the needs of our community.

Thank you.

With warmest regards,  
Tim



## Vivian Mendez

---

**From:** Laura Weidgans  
**Sent:** Wednesday, May 28, 2025 10:09 AM  
**To:** Town Clerk  
**Subject:** Fw: Submission of my comments from the last Commission Meeting

*Laura Weidgans*

Deputy Town Clerk  
 Town of Lake Park  
 535 Park Avenue  
 Lake Park, FL 33403  
 561-881-3311



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---

**From:** Tim-Making Waves Productions <makingwavesimaging@gmail.com>  
**Sent:** Wednesday, May 28, 2025 9:59 AM  
**To:** Laura Weidgans <lweidgans@lakeparkflorida.gov>  
**Subject:** Re: Submission of my comments from the last Commission Meeting

Hi Laura,

Thank you again for your help clarifying the procedures around submitting public comments.

I wanted to formally request that the Commission consider amending the minutes from the May 21 meeting to include the written public comment I submitted in advance. These were the same comments I began to deliver at the May 7 meeting but did not finish due to the time limit.

To my understanding, the written version was submitted on time and provided to the Mayor before the May 21 meeting. Unfortunately, it appears they were not read into the record, and as a result, not attached to the minutes. I believe this was an oversight, and I would appreciate the opportunity to correct it so the public record reflects the full context of my input.

To ensure transparency and consistency, I will also send my comments directly to the Commission members so they are aware of the situation and have the complete version for their reference.

Please let me know the appropriate way to formally request this amendment or if there is anything further I should do on my end.

Warm regards,  
 Tim Sullivan

On Wed, May 28, 2025 at 8:50 AM Laura Weidgans <[lweidgans@lakeparkflorida.gov](mailto:lweidgans@lakeparkflorida.gov)> wrote:  
 Tim,

We can add them to the minutes, but not after the fact. You would need to submit your comments prior to the meeting or during the meeting in order for us to attach them to the minutes.

*Laura Weidgans*

Deputy Town Clerk  
Town of Lake Park  
535 Park Avenue  
Lake Park, FL 33403  
561-881-3311



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---

**From:** Tim-Making Waves Productions <[makingwavesimaging@gmail.com](mailto:makingwavesimaging@gmail.com)>  
**Sent:** Wednesday, May 28, 2025 8:42 AM  
**To:** Laura Weidgans <[lweidgans@lakeparkflorida.gov](mailto:lweidgans@lakeparkflorida.gov)>  
**Subject:** Re: Submission of my comments from the last Commission Meeting

That makes sense. I guess my last question is why they cannot be added to the minutes or the record then?  
Tim

On Wed, May 28, 2025 at 8:37 AM Laura Weidgans <[lweidgans@lakeparkflorida.gov](mailto:lweidgans@lakeparkflorida.gov)> wrote:  
Good morning Tim,

You are welcome to submit your comments in advance, but they are not usually read out loud. We normally attach them to the minutes as an exhibit.

*Laura Weidgans*

Deputy Town Clerk  
Town of Lake Park  
[535 Park Avenue](#)  
[Lake Park, FL 33403](#)  
561-881-3311



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---

**From:** Tim-Making Waves Productions <[makingwavesimaging@gmail.com](mailto:makingwavesimaging@gmail.com)>  
**Sent:** Tuesday, May 27, 2025 5:18 PM  
**To:** Laura Weidgans <[lweidgans@lakeparkflorida.gov](mailto:lweidgans@lakeparkflorida.gov)>  
**Subject:** Re: Submission of my comments from the last Commission Meeting

Hi Laura,

Thanks for the clarification. Since I read most of these comments aloud at the 1st meeting in May, I don't see the need to have them read again verbatim. My goal was simply to ensure the full statement was entered into the record, especially since I noticed other comments were included, and I was unable to finish my written statement.

Can you clarify: if I revise or expand my remarks for the upcoming June meeting and submit them in advance, will they be read in full—even if they run longer than three minutes?

Appreciate your help,

With warmest regards,  
Tim Sullivan



On Tue, May 27, 2025 at 8:46 AM Laura Weidgans <[lweidgans@lakeparkflorida.gov](mailto:lweidgans@lakeparkflorida.gov)> wrote:  
Good morning Mr. Sullivan,

During the May 21st meeting, we had provided your below comments to the Mayor, but the comments were not read into the record. Therefore, we cannot attach your comments to the minutes at this time. We can provide your comments to the Mayor again during the June 4th meeting so they can be read into the record.

Thank you and please let us know if you have any questions.

*Laura Weidgans*

Deputy Town Clerk  
Town of Lake Park  
[535 Park Avenue](https://www.lakeparkflorida.gov/535-Park-Avenue)  
[Lake Park, FL 33403](https://www.lakeparkflorida.gov/Lake-Park-FL-33403)  
561-881-3311



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**From:** Tim-Making Waves Productions <[makingwavesimaging@gmail.com](mailto:makingwavesimaging@gmail.com)>

**Sent:** Tuesday, May 20, 2025 3:26 PM

**To:** Town Clerk <[townclerk@lakeparkflorida.gov](mailto:townclerk@lakeparkflorida.gov)>; Laura Weidgans <[lweidgans@lakeparkflorida.gov](mailto:lweidgans@lakeparkflorida.gov)>; Vivian Mendez <[vmendez@lakeparkflorida.gov](mailto:vmendez@lakeparkflorida.gov)>

**Subject:** Submission of my comments from the last Commission Meeting

Hello Laura and Vivian,

I hope you are both having a nice day. I was able to attend and speak at the last town meeting held on May 7th. I was unable to finish my comment as I ran out of time. I would like to submit my comments for the record, and will plan to send them ahead of time or more timely in the future. Thank you so much.

**Good evening everyone.** My name is Tim Sullivan, and I reside on the 500 block of Foresteria Drive.

I would like to start by commending Allison for her work in the CRA, which has already helped bring new businesses to the downtown area. The landscaping imp[rovements also look amazing.

I want to begin by emphasizing the urgent need to address train safety at the Park Avenue Brightline crossing when considering any proposed developments within the PADD. I personally experienced a near-miss at the Burns Road crossing, which was a stark reminder of the dangers these high-speed trains pose. A recent incident in Delray Beach, where a Brightline train collided with a fire truck, resulted in 15 injuries. The Brightline has been labeled the nation's deadliest rail service, with safety enhancement costs falling on local municipalities, an unfair trend the Florida East Coast Railway takes full advantage of. With the proposed development, we can expect increased traffic, including construction vehicles, which will only heighten the risk at this already hazardous crossing.

**Action Request:** Can we implement restrictions to prevent construction traffic from using the Park Avenue crossing during peak hours? This measure could significantly reduce potential accidents.

**Regarding the proposed development at 10th and park,** Our community is pedestrian-friendly, not by choice but by necessity. Many residents rely on walking and biking as their primary means of transportation. To enhance safety and aesthetics, I propose that the developer fund substantial landscape buffers along Park Avenue and 10th Street. These buffers would provide shade, improve walkability, and serve as protective barriers between pedestrians and traffic.



## Testimony Before Lake Park, FL Commission

June 4, 2025 Michael Steinhauer, 435 Greenbriar Dr., Lake Park  
Pipestone1992@gmail.com 608-332-5547

Good evening.

Tonight, I want to address an issue that affects the very foundation of how we plan and protect the future of Lake Park—that is, the misuse of waivers and longstanding flaws in our zoning code, particularly in the Park Avenue Downtown District.

At Monday's meeting, the public discussion largely centered on building heights and parking, and you heard resident voices. But we need to address the underlying problem: our zoning framework has serious shortcomings, and it appears few meaningful steps have been taken to repair them.

This isn't just a resident concern—former planner and now Town Attorney Thomas Baird has repeatedly raised these issues in formal memos. For instance, he clearly has stated that the “bucket of units” approach—averaging 48 units per acre across the district—violates Florida Statute 163.3177(6)(a) and is inconsistent with Comprehensive Plan Objective 12 and related policies. He also warned that waivers allowing building heights up to 16 stories—tied only to structured parking—are built on undefined criteria, leaving the town legally exposed, and planning decisions vulnerable to challenge.

These aren't just small technicalities—they are fundamental breakdowns in how we ensure responsible, community-aligned growth.

The Kimley-Horn report confirms this. It points to vague language, undefined waiver benefits, and a lack of compatibility standards with surrounding neighborhoods. It reinforces what residents and legal counsel have been saying all along: the zoning code needs real reform, not just a mosaic of tweaks reacting to any developer who comes along.

So I wonder: why has our Zoning Department not acted on these issues sooner? Why were Attorney Baird's warnings not followed by corrective action? Why were flawed policies allowed to remain in place while developers made plans based on waivers and loopholes that contradict our town's vision?

We seek major changes made to the zoning code—changes that reflect the seriousness of the legal and planning issues now clearly documented. We sincerely hope that our



Planning Department has the leadership to take this on responsibly. Concurrently, given the complexity and the often politically tainted long-standing nature of these problems, we recommend that this forward-thinking composition of the Mayor and Commissioners hire a Kimley-Horn or another qualified planning firm, to help fix the code, establish clear standards, and ensure that all future development aligns with both the Comprehensive Plan and Florida law. This is just too important to get wrong.

Let's get this started!



## Town of Lake Park Town Commission

### Agenda Request Form

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**Meeting Date:** June 4, 2025

**Originating Department:** Human Resources

**Agenda Title:** Amendment – FY 2025 Town of Lake Park Pay Grades - Various Positions

**Agenda Category** (i.e., Consent, New Business, etc.): **New Business**

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**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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<b>Cost of Item:</b>	\$93,482.80	<b>Funding Source:</b>	GF Transfer to CRA of Ad Valorem Tax Revenue
	\$83,552.14		Ad Valorem Tax Revenue
	\$25,241.40		Ad Valorem Tax Revenue
	110-381.001		
<b>Account Number:</b>	001-331.100	<b>Finance Signature:</b>	<u>Barbara A. Gould</u>
	001-331.100		

**Advertised:**

**Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** \_\_\_\_\_

\_\_\_\_\_

**Please initial one:**

_____	Yes I have notified everyone
BMT _____	Not applicable in this case

### Summary Explanation/Background:

On November 20, 2024, the Town Commission approved the revised FY 2025 Town of Lake Park Pay Grade Chart, which outlines the minimum and maximum pay amounts for each position within the Town.

However, the Human Resources Department has identified a need to amend the approved Lake Park Pay Grade chart due to the need to include two (2) new positions that were included within the FY 2025 Budget as well as a proposed position reclassification of an existing position:

1. **Community Redevelopment Project/Marketing Coordinator** (Full-Time) – New position included within the FY 2025 Budget (partial funding approved with expectation of hiring mid-year). This position, although partially funded within the current year budget, was not included within the approved FY 2025 Pay Grade Chart (approved in November 2024).

Note: This position was partially funded within the current budget (\$30,000) with the expectation that this position would be filled at least halfway through the fiscal year and would maintain the purpose of assisting with CRA-related projects and marketing initiatives to grow the Town and CRA brand. This position is planned to report to the Community Redevelopment Agency (CRA) Administrator.

Staff conducted a salary survey of similar positions within surrounding local agencies (i.e., City of Pompano Beach, City of Boynton Beach, City of Lake Worth Beach, City of Bradenton, City of Sarasota, City of St. Petersburg, Martin County, City of Dunedin, City of Pensacola) to determine the most appropriate pay grade to meet market pay expectations.

2. **Information Technology Intern** (Temporary Part-Time) – New position included within the FY 2025 Budget (partial funding approved with the expectation of hiring mid-year). This position, although partially funded within the current year budget, was not included within the approved FY 2025 Pay Grade Chart (approved in November 2024).

Note: This position was funded within the current budget (\$23,400 - \$15 per hour) with the expectation that this position would maintain the purpose of assisting the Chief Information Technology Officer with technology-related projects and supporting/resolving technology issues to ensure the highest levels of productivity by our Town staff. This position is planned to report to the Chief Information Technology Officer.

3. **Purchasing Specialist/Accountant** (Full-Time) – Reclassify an existing (funded) position within the Finance Department (Accountant) to support the actual/current needs within the organization to ensure the highest levels of productivity and to centralize our procurement (purchasing) processes within our Finance Department to ensure proper purchasing in accordance with the Town's procurement policy and local, state and federal law.

This position would be responsible for the overall direction, coordination and operation of the Town's purchasing activities (rather than our current practice of various departments taking on this responsibility and learning/understanding the complex and legal responsibilities associated with this work) including the preparation of competitive solicitations [i.e., invitations to bid (ITB), requests for proposals (RFP), request for qualifications (RFQ), etc.] participation in cooperative purchasing groups (to ensure the lowest pricing possible for the Town), ensuring fair and consistent bid advertising, documents and posting, managing competitive bid amendments, responding and overseeing bid protests, managing procurement contracts, etc. Additionally, this position is expected to continue to support the Finance Department with meeting needed accounting responsibilities, as determined by the Finance Director and/or the Assistant Finance Director. This position will report directly to the Assistant Finance Director.

The annual salary range (or pay grade) for this reclassified position will be the same as the approved Accountant position. There is no change in this proposed Pay Grade for this proposed reclassification.

Note: This position title is currently being developed/finalized to ensure that the Town attracts the best possible candidates and meet the needs outlined within the proposed job description, which is being developed by the Human Resources Department and reviewed/approved by the Finance Director and the Town Manager.

**Recommended Motions:**

I move to approve the proposed amendments to the FY 2025 Town of Lake Park Pay Grade Chart for various positions.

see Exhibit A



Town of Lake Park  
PUBLIC COMMENT CARD

Written  
Comments only

Item 3.

**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.

Meeting Date June 4, 2025

Cards must be submitted before the item is discussed!!

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

Name: Tim Sullivan

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:

see attached

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.



See exhibit B

Town of Lake Park  
PUBLIC COMMENT CARD

Item 3.

**CIVILITY AND DECORUM**

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- 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.

Meeting Date \_\_\_\_\_

Cards must be submitted before the item is discussed!!

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

Name: Michael Swinhaw

Address: 435 Greenbriar

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 Zoning **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.



## Town of Lake Park Town Commission

### Agenda Request Form

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**Meeting Date:** June 18, 2025

**Originating Department:** Public Works

**Agenda Title:** Resolution 32-06-25 - Scrivener's Error - FY 2026-2027 State Highway Lighting, Maintenance, and Compensation Agreement - Florida Department of Transportation (FDOT) - \$20,174.72

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Cost of Item:** \_\_\_\_\_ **Funding Source:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Finance Signature:** \_\_\_\_\_

**Advertised:**

**Date:** N/A **Newspaper:** \_\_\_\_\_

**Attachments:** Resolution

State Highway Lighting, Maintenance, and Compensation Agreement

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**Please initial one:**

\_\_\_\_\_ Yes, I have notified everyone.

JM Not applicable in this case.

**SUMMARY EXPLANATION/BACKGROUND:**

The Public Works Department of the Town of Lake Park identified a scrivener's error regarding the text within the Resolution that was previously presented to the Town Commission on May 7, 2025 for consideration/approval of the State Highway Lighting, Maintenance, and Compensation Agreement (Contract No. ASM51) with the Florida Department of Transportation (FDOT). This agreement establishes the Town's responsibilities for the maintenance and operation of highway lighting facilities located on the State Highway System within the Town's jurisdictional boundaries.

Entering into this agreement will allow the Town to formalize its ongoing maintenance activities, secure annual compensation from FDOT (currently \$20,174.72 for Fiscal Year 2026-2027). The agreement also provides a mechanism for annual adjustments to the facilities maintained and corresponding compensation.



The execution of this revised Resolution and agreement supports the Town's commitment to maintaining critical roadway infrastructure in a safe, reliable, and cost-effective manner. It aligns with the Town's operational goals and ensures compliance with state statutes and FDOT requirements.

**RECOMMENDED MOTION:**

I move to adopt Resolution 32-06-25 authorizing the execution of the State Highway Lighting, Maintenance, and Compensation Agreement (Contract No. ASM51) with the Florida Department of Transportation.

**RESOLUTION NO. 32-06-25**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE THE STATE HIGHWAY LIGHTING, MAINTENANCE, AND COMPENSATION AGREEMENT (CONTRACT NO. ASM51) WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Florida Department of Transportation (FDOT) has developed a State Highway Lighting, Maintenance, and Compensation Agreement, identified as Contract No. ASM51, which provides for the maintenance and operation of lighting facilities located on the State Highway System within the Town's jurisdictional boundaries; and

**WHEREAS**, the Town of Lake Park (Town) has determined that entering into this Agreement will enhance the Town's ability to maintain these facilities in a safe and effective manner, ensure continued lighting operations, and allow for annual compensation from FDOT in the amount of \$20,174.72 for Fiscal Year 2026-2027; and

**WHEREAS**, the Town Commission finds that it is in the best interest of the Town to enter into the State Highway Lighting, Maintenance, and Compensation Agreement with FDOT and to formalize these ongoing maintenance responsibilities.

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

**Section 1:** The foregoing recitals are incorporated herein by reference and adopted as the findings of the Town Commission.

**Section 2:** The Mayor is hereby authorized and directed to execute the State Highway Lighting, Maintenance, and Compensation Agreement, Contract No. ASM51, with the Florida Department of Transportation, attached hereto and incorporated herein as Exhibit "A".

**Section 3:** This resolution shall take effect immediately upon its execution.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**STATE HIGHWAY LIGHTING, MAINTENANCE, AND  
COMPENSATION AGREEMENT**

37  
MAINT  
OGC – 02/21  
Page 1 of 8  
Item 4.

CONTRACT NO. ASM51  
FINANCIAL PROJECT NO. 405121-2-78-16  
F.E.I.D. NO. F596000355007

**THIS AGREEMENT**, entered into this \_\_\_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_, by and between the **STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION**, hereinafter referred to as "**FDOT**", and Town of Lake Park, hereinafter referred to as the "**MAINTAINING AGENCY**";

**WITNESSETH:**

**WHEREAS**, **FDOT** is authorized under Sections 334.044 and 335.055, Florida Statutes, to enter into this Agreement, and the **MAINTAINING AGENCY** has the authority to enter into this Agreement and to undertake the maintenance and operation of lighting on the State Highway System; and

**WHEREAS**, the **MAINTAINING AGENCY** has authorized its undersigned officers to enter into and execute this Agreement;

**WHEREAS**, **FDOT** has identified sites where lighting and/or lighting systems, hereinafter referred to as "Facilities", are located on the State Highway System within the jurisdictional boundaries of the **MAINTAINING AGENCY**. A list of the Facilities is included as Exhibit A, attached hereto and incorporated herein.

**WHEREAS**, the **MAINTAINING AGENCY** agrees to maintain the Facilities as further set forth herein.

**NOW, THEREFORE**, in consideration of the premises and the mutual covenants contained herein, **FDOT** and the **MAINTAINING AGENCY** hereby agree as follows:

**1. Maintenance of Facilities**

- a. The **MAINTAINING AGENCY** shall maintain the Facilities listed in Exhibit A. The Facilities may include lighting for roadways, as well as park and ride, pedestrian overpasses, and recreational areas owned by or located on the property of **FDOT**. The Facilities shall not include lighting located in weigh stations, rest areas, or on Interstate highways.

The location and type of lighting to be maintained pursuant to this Agreement is set forth in Exhibit A. Any changes or modifications to Exhibit A must be in writing and signed by both **FDOT** and the **MAINTAINING AGENCY**. Any Facilities added to Exhibit A during the **FDOT's** fiscal year shall be maintained and operated by the **MAINTAINING AGENCY** upon the **FDOT's** final acceptance of installation of any new lighting and/or lighting systems. Prior to the start of each new fiscal year, the **MAINTAINING AGENCY** and **FDOT** shall amend Exhibit A to reflect any changes to the Facilities, including addition, removal, or change in lighting type maintained pursuant to this Agreement.

The **MAINTAINING AGENCY** will be compensated for Facilities added to Exhibit A by amendment of this Agreement in the **FDOT's** fiscal year occurring after the lighting and/or lighting systems are installed and final acceptance of such installation is given by **FDOT**. In the event that no change is made to the previous year's Exhibit A, a certification from the **MAINTAINING AGENCY** shall be provided to **FDOT** certifying that no change has been made to Exhibit A during **FDOT's** previous fiscal year. Unless stated otherwise, all references to fiscal years within this agreement refer to **FDOT's** fiscal year, beginning July 1st and ending June 30th.

- b. In maintaining the Facilities, the **MAINTAINING AGENCY** shall perform all activities necessary to keep the Facilities fully operating, properly functioning, with a minimum of 90% of the lights burning for any lighting type (e.g., high mast, standard, underdeck, and sign) or roadway system at all times in accordance with the original design thereof, whether necessitated by normal wear and tear, accidental or intentional damage, or acts of nature. Required maintenance includes, but is not limited to, providing electrical power and paying all charges associated therewith, routine inspection and testing, preventative maintenance, emergency maintenance, replacement of any component parts of the Facilities (including the poles and any and all other component parts installed as part of the Facilities), and locating (both vertically and horizontally) the Facilities. All repairs or replacement will be in kind unless a variance is approved in writing by **FDOT**.

- c. All maintenance must be in accordance with the provisions of the following:
- (1) Manual of Uniform Traffic Control Devices; and
  - (2) All other applicable local, state, or federal laws, rules, resolutions, or ordinances, and **FDOT** procedures.
- d. For lighting installed as part of a **FDOT** project, the **MAINTAINING AGENCY's** obligation to maintain the Facility commences upon the **MAINTAINING AGENCY's** receipt of notification from **FDOT** that **FDOT** has formally accepted the project, except for the obligation to provide for electrical power, which obligation to provide for electrical power commences at such time as the lighting system is ready to be energized; provided, however, that the **MAINTAINING AGENCY** is not required to perform any activities which are the responsibilities of **FDOT's** contractor.
- Prior to acceptance by **FDOT**, the **MAINTAINING AGENCY** shall have the opportunity to inspect and request modifications/corrections to the installation(s). **FDOT** agrees to make modifications/corrections prior to acceptance so long as the modifications/corrections comply with the installation contract documents and specifications.
- e. The term for this Agreement is seven (7) years. Either party may terminate this Agreement by a notice of termination. The notice of termination must be in writing. Should the **MAINTAINING AGENCY** choose to terminate the Agreement, the **MAINTAINING AGENCY** shall provide a minimum notice period of two (2) fiscal years prior to the effective date of termination and the notice shall be endorsed by the elected body (County Commission, City Council, or local agency governing body) under which the Agency operates. The effective date of the termination will coincide with the end of the **FDOT's** fiscal year of June 30<sup>th</sup> following the two-year notice.

The termination of this Agreement will not terminate maintenance responsibilities for lighting owned by the **MAINTAINING AGENCY**. Maintenance obligations for lights owned by the **MAINTAINING AGENCY** will remain the responsibility of the **MAINTAINING AGENCY**. Nor does termination of this Agreement operate to relieve the **MAINTAINING AGENCY** of any maintenance obligations contained in other agreements. Maintenance of lights governed by a separate maintenance agreement will continue per the terms of that separate maintenance agreement.

## 2. Compensation and Payment

**FDOT** shall pay to the **MAINTAINING AGENCY** a sum of \$ 20,174.72 for the fiscal year in which this Agreement is signed. Payments will be calculated and made in accordance with Exhibit A.

Prior to the beginning of each fiscal year, the **MAINTAINING AGENCY** shall submit an amended Exhibit A or a certification of no change to Exhibit A and **FDOT** and the **MAINTAINING AGENCY** shall agree on the amount and percentage of lighting to be paid for the coming fiscal year. **FDOT** will issue a work order confirming the amount and authorizing the performance of maintenance for each new fiscal year. The work order must be an **FDOT**-signed letter of authorization to the **MAINTAINING AGENCY** with a subject line containing the terms "State Highway Lighting, Maintenance, and Compensation Agreement work order". The work order must reflect the contract number, financial project number, FEID No. of the **MAINTAINING AGENCY**, the fiscal year, the percentage of lighting funded and the lump sum amount to be paid for the fiscal year indicated. The work order must be signed by the **MAINTAINING AGENCY** and returned to **FDOT**. Failure by the **MAINTAINING AGENCY** to take any of the actions required by this paragraph may result in nonpayment by **FDOT**.

**FDOT** expressly assigns its rights, interests and privileges pertaining to damage to Facilities caused by third parties to the **MAINTAINING AGENCY**, so they may pursue all claims and causes of actions against the third parties responsible for the damage. **FDOT** will assist the **MAINTAINING AGENCY** and will confirm the **MAINTAINING AGENCY's** authorization to pursue recovery. The **MAINTAINING AGENCY** will be responsible for all attorneys' fees and litigation costs incurred in its recovery activities.

### 3. Record Keeping

The **MAINTAINING AGENCY** shall keep records of all activities and report all maintenance performed and replacement components and parts installed pursuant to this Agreement. The records shall be kept in an electronic format approved by **FDOT**.

Records shall be maintained and made available upon request to **FDOT** during the period of this Agreement and for three (3) years after final payment for the work pursuant to this Agreement is made. Copies of these documents and records will be furnished to **FDOT** upon request.

### 4. Invoicing

The **MAINTAINING AGENCY** shall invoice **FDOT** annually in a format acceptable to the **FDOT**. Invoices must be submitted no earlier than May 1 and no later than June 15 of the fiscal year in which the services were provided in order to be processed for payment by June 30.

Upon receipt, **FDOT** has five (5) working days to inspect and approve the goods and services. **FDOT** has twenty (20) days to deliver a request for payment (voucher) to the Department of Financial Services. The twenty (20) days are measured from the latter of the date the invoice is received or the goods or services are received, inspected, and approved.

If a payment is not available within forty (40) days, a separate interest penalty at a rate as established pursuant to Section 215.422, Florida Statutes, will be due and payable, in addition to the invoice amount, to the **MAINTAINING AGENCY**. Interest penalties of less than one (1) dollar will not be enforced unless the **MAINTAINING AGENCY** requests payment. Invoices returned to a **MAINTAINING AGENCY** because of **MAINTAINING AGENCY** preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to **FDOT**.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for contractors/vendors who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 410-9724 or by calling the Chief Financial Officer's Hotline, 1-800-848-3792.

The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one (1) year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

**FDOT**, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection shall be null and void, and no money may be paid on such contract. **FDOT** shall require a statement from the Comptroller of **FDOT** that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of **FDOT** which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year.

### 5. Default

In the event that the **MAINTAINING AGENCY** breaches any provision of this Agreement, then in addition to any other remedies which are otherwise provided for in this Agreement, **FDOT** may exercise one or more of the following options, provided that at no time may **FDOT** be entitled to receive double recovery of damages:

- a. Pursue a claim for damages suffered by **FDOT** or the public.
- b. Pursue any other remedies legally available.
- c. As to any work not performed by the **MAINTAINING AGENCY**, perform such work with its own forces or through contractors and seek reimbursement for the cost thereof from the **MAINTAINING AGENCY** if the **MAINTAINING AGENCY** fails to cure the non-performance within fourteen (14) days after written notice from **FDOT** of the non-performance; provided, however, that advance notice and cure will not be preconditions in the event of an emergency.

## 6. Force Majeure

Neither the **MAINTAINING AGENCY** nor **FDOT** will be liable to the other for any failure to perform under this Agreement to the extent such performance is prevented by an act of God, war, riots, natural catastrophe, or other event beyond the control of the non-performing party and which could not have been avoided or overcome by the exercise of due diligence; provided that the party claiming the excuse from performance has (a) promptly notified the other party of the occurrence and its estimated duration, (b) promptly remedied or mitigated the effect of the occurrence to the extent possible, and (c) resumed performance as soon as possible.

## 7. Miscellaneous

- a. **FDOT** shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation will be cause for unilateral cancellation of this Agreement.
- b. The **MAINTAINING AGENCY** shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the **MAINTAINING AGENCY** in conjunction with this Agreement. Failure by the **MAINTAINING AGENCY** to grant such public access will be grounds for immediate unilateral cancellation of this Agreement by **FDOT**.
- c. This Agreement constitutes the complete and final expression of the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, or negotiations with respect thereto. Without limiting the generality of the foregoing, this Agreement shall replace and supersede all prior agreements between **FDOT** and the **MAINTAINING AGENCY** with respect to maintenance of the lighting and/or lighting systems for the Facilities identified in Exhibit A.
- d. This Agreement is governed by the laws of the State of Florida. Any provision hereof found to be unlawful or unenforceable are severable and will not affect the validity of the remaining provisions hereof.
- e. All notices required pursuant to the terms hereof may be sent by first class United States Mail, facsimile transmission, hand delivery, electronic mail, or express mail and will be deemed to have been received by the end of five (5) business days from the proper sending thereof unless proof of prior actual receipt is provided. The **MAINTAINING AGENCY** must notify the local District of **FDOT** of the appropriate persons for notices to be sent pursuant to this Agreement. Unless otherwise notified in writing, notices must be sent to the following addresses:

### **MAINTAINING AGENCY:**

Town Of Lake Park
535 Park Avenue
Lake Park, FL 33403

### **FDOT:**

Florida Department of Transportation, District 4
District Maintenance Office
3400 West Commercial Boulevard
Fort Lauderdale, FL 33309

- f. **PUBLIC ENTITY CRIME INFORMATION STATEMENT:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for **CATEGORY TWO** for a period of thirty six (36) months from the date of being placed on the convicted vendor list.
- g. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity.

- h. By signing this agreement the Maintaining Agency certifies that it is not: (1) listed on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S., (2) engaged in a boycott of Israel, (3) or listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes. For contracts involving \$1,000,000 or more, if the Department determines the Maintaining Agency submitted a false certification under Section 287.135(5) of the Florida Statutes regarding the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes, or for contracts involving any amount, if the Maintaining Agency has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, the Department shall either terminate the Contract after it has given the Maintaining Agency notice and an opportunity to demonstrate the Department's determination of false certification was in error pursuant to Section 287.135(5)(a) of the Florida Statutes, or maintain the Contract if the conditions of Section 287.135(4) of the Florida Statutes are met.
- i. Nothing herein shall be construed as a waiver of either party's sovereign immunity.
- j. **MAINTAINING AGENCY:**
1. shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the **MAINTAINING AGENCY** during the term of the contract; and
  2. shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
  3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the **Maintaining Agency** does not transfer the records to **FDOT**
  4. Upon completion of the Agreement, transfer, at no cost, to **FDOT**, all public records in possession of the Consultant or keep and maintain public records required by **FDOT** to perform the service. If the Consultant transfers all public records to **FDOT** upon completion of the Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to **FDOT**, upon request from **FDOT's** custodian of public records, in a format that is compatible with the information technology systems of **FDOT**
  5. Failure by the **Maintaining Agency** to comply with Chapter 119, Florida Statutes, shall be grounds for immediate unilateral cancellation of this Agreement by **FDOT**



IF THE MAINTAINING AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE MAINTAINING AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**District 1**

**863-519-2623**

**[D1prcustodian@dot.state.fl.us](mailto:D1prcustodian@dot.state.fl.us)**

**Florida Department of Transportation  
District 1 – Office of General Counsel  
801 N. Broadway  
Bartow, FL 33830**

**District 6**

**305-470-5453**

**[D6prcustodian@dot.state.fl.us](mailto:D6prcustodian@dot.state.fl.us)**

**Florida Department of Transportation  
District 6 – Office of General Counsel  
1000 NW 111 Avenue  
Miami, FL 33172-5800**

**District 2**

**386-758-3727**

**[D2prcustodian@dot.state.fl.us](mailto:D2prcustodian@dot.state.fl.us)**

**Florida Department of Transportation  
District 2 - Office of General Counsel  
1109 South Marion Avenue, MS 2009  
Lake City, FL 32025**

**District 7**

**813-975-6491**

**[D7prcustodian@dot.state.fl.us](mailto:D7prcustodian@dot.state.fl.us)**

**Florida Department of Transportation  
District 7 - Office of General Counsel  
11201 N. McKinley Drive, MS 7-120  
Tampa, FL 33612**

**District 3**

**850-330-1391**

**[D3prcustodian@dot.state.fl.us](mailto:D3prcustodian@dot.state.fl.us)**

**Florida Department of Transportation  
District 3 - Office of General Counsel  
1074 Highway 90 East  
Chipley, FL 32428**

**Florida's Turnpike Enterprise**

**407-264-3170**

**[TPprcustodian@dot.state.fl.us](mailto:TPprcustodian@dot.state.fl.us)**

**Turnpike Enterprise Chief Counsel  
Florida Turnpike – Office of General Counsel  
Turnpike Mile Post 263, Bldg. 5315  
Ocoee, FL 34761**

**District 4**

**954-777-4529**

**[D4prcustodian@dot.state.fl.us](mailto:D4prcustodian@dot.state.fl.us)**

**Florida Department of Transportation  
District 4 – Office of General Counsel  
3400 West Commercial Blvd.  
Fort Lauderdale, FL 33309**

**Central Office**

**850-414-5355**

**[COprcustodian@dot.state.fl.us](mailto:COprcustodian@dot.state.fl.us)**

**Office of the General Counsel  
Florida Department of Transportation  
605 Suwannee Street, MS 58  
Tallahassee, Florida 32399-0458**

**District 5**

**386-943-5000**

**[D5prcustodian@dot.state.fl.us](mailto:D5prcustodian@dot.state.fl.us)**

**Florida Department of Transportation  
District 5 – Office of General Counsel  
719 South Woodland Boulevard  
Deland, FL 32720**

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**STATE HIGHWAY LIGHTING, MAINTENANCE, AND  
COMPENSATION AGREEMENT**

**8. Certification**

This document is a printout of an **FDOT** form maintained in an electronic format and all revisions thereto by the **MAINTAINING AGENCY** in the form of additions, deletions, or substitutions are reflected only in an Appendix entitled "Changes to Form Document" and no change is made in the text of the document itself. Hand notations on affected portions of this document may refer to changes reflected in the above-named Appendix but are for reference purposes only and do not change the terms of the document. By signing this document, the **MAINTAINING AGENCY** hereby represents that no change has been made to the text of this document except through the terms of the Appendix entitled "Changes to Form Document."

You **MUST** signify by selecting one of the applicable options:

- ☐ No changes have been made to this Forms Document and no Appendix entitled "Changes to Form Document" is attached.
- ☐ No changes have been made to this Form Document, but changes are included on the attached Appendix entitled "Changes to Form Document."

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement effective the day and year first written.

**MAINTAINING AGENCY**

BY: (Signature)

(Printed Name: \_\_\_\_\_)

Date: \_\_\_\_\_

(Printed Title: \_\_\_\_\_)

---

**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION**

BY: (Signature)

(Printed Name: Paul A. Lampley, P.E.)

Date: \_\_\_\_\_

(Printed Title: Director of Transportation Operations)

---

**FDOT Legal Review**

BY: (Signature)  
Counsel

Date: \_\_\_\_\_

(Printed Name: Elizabeth S. Quintana)

**Exhibit A**  
**STATE HIGHWAY LIGHTING, MAINTENANCE, AND COMPENSATION AGREEMENT**  
**For Fiscal Year 2026-2027**

**1.0 PURPOSE**

This exhibit defines the method and limits of compensation to be made to the **MAINTAINING AGENCY** for the services described in this Agreement and method by which payments will be made.

**2.0 FACILITIES**

The lighting or lighting systems listed below, or in an attached spreadsheet, or other electronic form are included with this Agreement and represent the Facilities to be maintained by the **MAINTAINING AGENCY**:

1. See below spreadsheet,
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**3.0 COMPENSATION**

For the satisfactory completion of all services detailed in this Agreement, **FDOT** will pay the **MAINTAINING AGENCY** the Total Sum as provided in Section 2 of the Agreement. The **MAINTAINING AGENCY** will receive one single payment at the end of each fiscal year for satisfactory completion of service.

The per-light unit rate shall increase by 3% each fiscal year. E.g., the per-light unit rate of \$347.84 in fiscal year 2026 shall increase to \$358.28 in fiscal year 2027.

Total Payment Amount for each fiscal year is calculated by inputting the actual number of qualifying types of lights into the table below and multiplying by the unit rate and \_\_\_\_%. Example: 330 (lights) x \$\_\_\_\_\_ (unit rate) x 0.90 (90% requirement) = \$ 0.00

Type of Light	# of lights	LED or HPS	Unit rate	0.00%	Total
High Mast		HPS	0.00	<b>0.00</b>	0.00
Standard		HPS	0.00	<b>0.00</b>	0.00
Underdeck		HPS	0.00	<b>0.00</b>	0.00
Sign		HPS	0.00	<b>0.00</b>	0.00
High Mast		LED	0.00	<b>0.00</b>	0.00
Standard		LED	0.00	<b>0.00</b>	0.00
Underdeck		LED	0.00	<b>0.00</b>	0.00
Sign		LED	0.00	<b>0.00</b>	0.00

## TOWN OF LAKE PARK

SR	ROW	From	To	Side	Count	Type	Other	Jurisdiction
5	US1	Silver Beach Rd	Park Ave	East	2	Concrete	Flood Style	FP&L
					2	Wood	Flood Style	
				West	13	Concrete		Town of Lake Park
		Park Ave	Lakeshore Dr/Palmetto Dr	East	2	Wood	Flood Style	FP&L
				West	12	Concrete		Town of Lake Park

850	Northlake Blvd	US1	Old Dixie Hwy	South	23	Concrete		FP&L
					3	Wood		
					1	Steel	Mounted on Crosswalk	
				58				

	North	28	Wood	Mounted on Crosswalk	For Northlake and Alt A1A, the NE and SE corners are maintained by PBC and the NW corner is maintained by FPL as it's a joint use pole.
		5	Concrete		
		2	Steel		

35



## Town of Lake Park Town Commission

### Agenda Request Form

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**Meeting Date:** June 18, 2025

**Originating Department:** Town Attorney

**Agenda Title:** Release of Unity of Title – Former Twin City Mall - Village of North Palm Beach

**Agenda Category** (i.e., Consent, New Business, etc.): **Consent**

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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<b>Cost of Item:</b>	<u>\$2,486 (legal fees)</u>	<b>Funding Source:</b>	<u>Village of North Palm Beach Applicant (already paid)</u>
<b>Account Number:</b>	<u>N/A</u>	<b>Finance Signature:</b>	<u>N/A</u>

**Advertised:**

**Date:** N/A **Newspaper:** N/A

**Attachments:** Release of Unity of Title (to be executed)

Original Unity of Title (to be released)

**Please initial one:**

\_\_\_\_\_ Yes I have notified everyone

BL Not applicable in this case

#### **Summary Explanation/Background:**

The Community Development Department, the Town Attorney's Office and the Village of North Palm Beach are requesting the Town Commission to consider the release of unity of title within the former Twin City Mall site.

Currently, the Village of North Palm Beach is considering a new mixed-use redevelopment project (Village Place by NP-Devland Holdings, LLC - applicant and property owner) that is proposed to be located at the intersection of US-1 and Palmetto Drive (formerly Twin City Mall site) ("Property").

While the vast majority of the Property is located in the Village of North Palm Beach, a small portion of the Property extends into the Town of Lake Park (see aerial image below).

Currently, there is a unity of title over a portion of the Property where the Village Shoppes are located;

however, due to the new Village Place project that is expected to encompass additional parcels, it has been identified that there is a need to release the existing unity of title to enable the property owner to move forward with this new project.

Since the existing unity of title includes property within both the Village of North Palm Beach and the Town of Lake Park, the unity of title would require both the Village and the Town to approved the requested release.

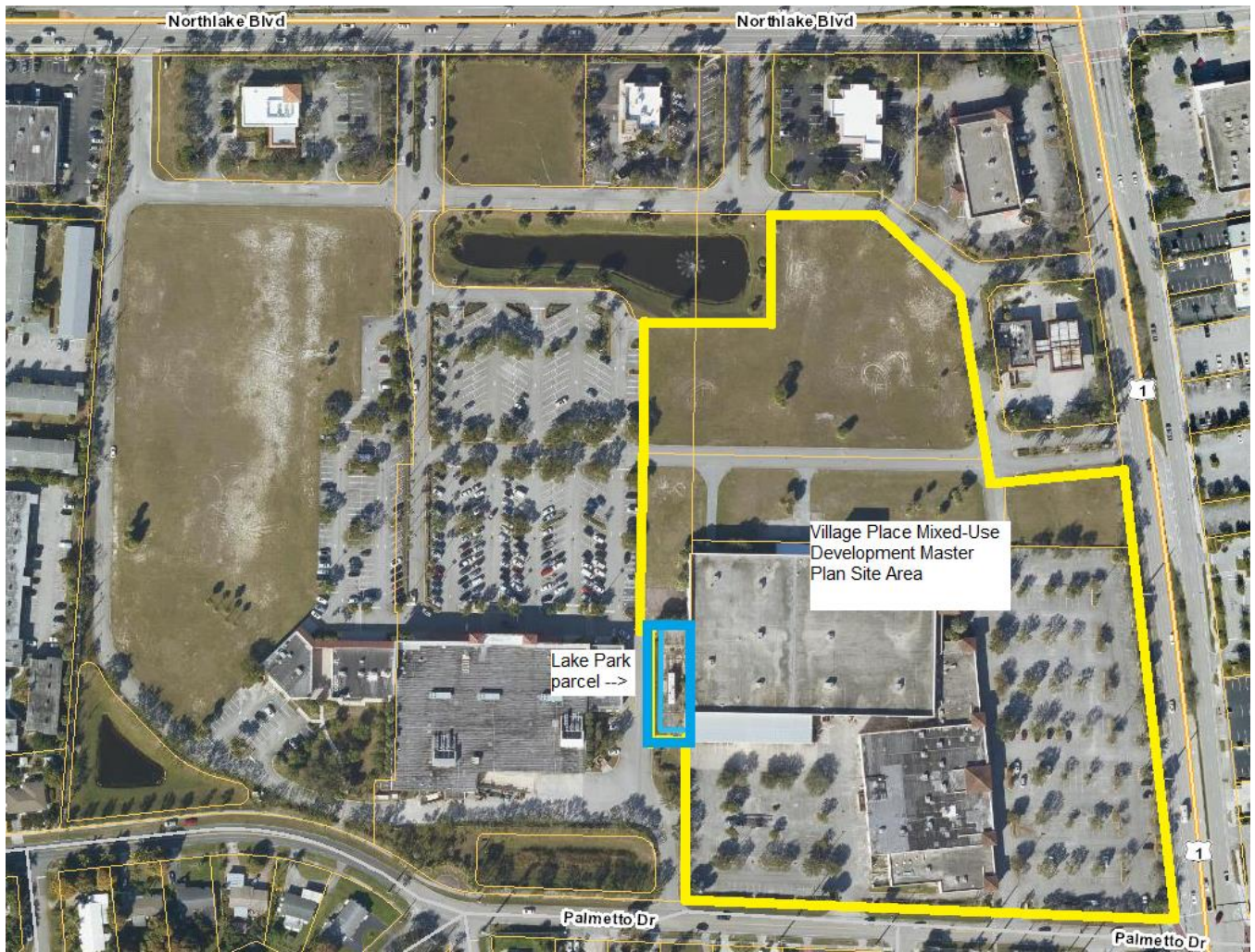
Note: The Village of North Palm Beach's Council has approved the release of the unity of title on April 24, 2025. If approved by the Town of Lake Park Town Council, the release will be recorded in the official public records of the Palm Beach County.

If approved, the release does not grant any development rights and will require that all future development plans will be provided to the Town for joint review.

The proposed release of unity of title has been prepared by the property owner and reviewed by the Community Development Director, the Town Attorney and the Village of North Palm Beach

**Recommended Motion:**

I move to approve the release of unity of title within the former Twin City Mall site and authorize the Mayor to sign the release of unity of title.





*Prepared by and when  
recorded return to:*

James C. Gavigan, Jr., Esquire  
Shutts & Bowen LLP  
1100 CityPlace Tower  
525 Okeechobee Boulevard  
West Palm Beach, FL 33401  
(561) 835-8500

---

**RELEASE OF UNITY OF TITLE**

**THIS RELEASE OF UNITY OF TITLE** is made by the Village Council of the Village of North Palm Beach (the "Village Council") and the Town Council of the Town of Lake Park (the "Town Council").

**WHEREAS**, on or about February 26, 2003, a previous owner executed a Unity of Title for the property described therein which was recorded in Official Records Book 14847, Page 1775 of the Public Records of Palm Beach County, Florida (the "Unity of Title");

**WHEREAS**, the aforesaid property is now owned by NP-DEVLAND HOLDINGS, LLC, a Delaware limited liability company (the "Owner");

**WHEREAS**, the Village Council and the Town Council have the authority to release the Unity of Title as described in Section 2 of the Unity of Title; and

**WHEREAS**, the Owner has requested that the Village Council and the Town Council release the Unity of Title, and the Village Council and the Town Council now agreed to do so.

**NOW, THEREFORE**, in consideration of the foregoing, the aforesaid Unity of Title is hereby released and terminated, declared that it is void, and shall no longer be applicable or affect any of the property described therein.

[SIGNATURE PAGES TO FOLLOW]

IN WITNESS WHEREOF, the Village Council has executed this Release of Unity of Title as of this 25<sup>th</sup> day of April, 2025.

Signed, sealed, and delivered  
in the presence of:

**VILLAGE COUNCIL OF THE VILLAGE  
OF NORTH PALM BEACH**

[Signature]  
Signature of Witness 1

Jessica Green  
Print name of Witness 1

Address: 129 Parkwood Drive  
Royal Palm Beach, FL 33411

By: [Signature]  
Name: Deborah Searcy, Mayor

[Signature]  
Signature of Witness 2

Marquetta Fellis  
Print name of Witness 2

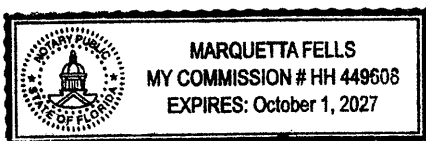
Address: 1415 W 26<sup>th</sup> Ct.  
Riviera Beach FL 33404

STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 25<sup>th</sup> day of April, 2025, by Deborah Searcy as MAYOR of the Village Council of the Village of North Palm Beach, who ☐ is personally known to me or ☐ has produced \_\_\_\_\_ as identification.

(NOTARY SEAL)



[Signature]  
Notary public, State of Florida  
Print Name: Marquetta Fellis  
My commission expires: 10/1/2027  
Serial No.: HH 449608

**IN WITNESS WHEREOF**, the Town Council has executed this Release of Unity of Title as of this \_\_\_\_ day of \_\_\_\_\_, 2025.

Signed, sealed, and delivered  
in the presence of:

**TOWN COUNCIL OF THE TOWN OF  
LAKE PARK**

\_\_\_\_\_  
Signature of Witness 1

By: \_\_\_\_\_

\_\_\_\_\_  
Print name of Witness 1

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Witness 2

\_\_\_\_\_  
Print name of Witness 2

Address: \_\_\_\_\_  
\_\_\_\_\_

STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2025, by \_\_\_\_\_ as \_\_\_\_\_ of the Town Council of the Town of Lake Park, who ☐ is personally known to me or ☐ has produced \_\_\_\_\_ as identification.

(NOTARY SEAL)

\_\_\_\_\_  
Notary public, State of Florida

Print Name: \_\_\_\_\_

My commission expires: \_\_\_\_\_

Serial No.: \_\_\_\_\_



This instrument prepared by and to be returned to:

02/26/2003 15:59:50 20030110041  
DR BK 14847 PG 1775  
Palm Beach County, Florida

MICHAEL J. SABATELLO, IV, ESQ.  
Greenberg Traurig, P.A. (W/C #42)  
777 S. Flagler Drive, Suite 300E  
West Palm Beach, FL 33401

Property Control Nos.: 68-43-42-21-00-001-0010  
68-43-42-21-00-001-0050  
68-43-42-21-00-001-0030  
36-43-42-21-00-000-3040

Tax Identification No. of Grantee:

#### UNITY OF TITLE

In consideration of the sum of ten dollars (\$10), and other good and valuable consideration, the VILLAGE SHOPPES AT U.S. 1, LLC, a Florida limited liability company, as "Owner" of the lands described in Exhibit "A" attached thereto (the "Land"), hereby agrees to restrict the use of the Land in the following manner:

1. That said Land shall be considered as one plot and parcel of land and that no portion of said plot and parcel of land shall be sold, transferred, devised, or assigned separately except in its entirety as one plot or parcel of land; provided, however, notwithstanding the foregoing, a portion or portions of the Land may be conveyed and transferred to the State of Florida or any public body or agency if required by said agency for a public purpose.
2. The Owner further agrees that this condition, restriction and limitation shall be deemed a covenant running with the land, and shall remain in full force and effect, and be binding upon the undersigned, their heirs and assigns until such time as the same may be released in writing by the Village Council of the Village of North Palm Beach and the Town Council of the Town of Lake Park.
3. The Owner further agrees that this instrument shall be recorded in the Public Records of Palm Beach County at Owner's sole cost and expense.

IN WITNESS WHEREOF, Owner has set Owner's hand and seal this 26 day of February, 2003.

Signed, sealed and delivered  
in our presence:

VILLAGE SHOPPES AT U.S. 1, LLC, a  
Florida limited liability company

(1) [Signature]  
Print Name: Carl M. Siniscalchi

By: [Signature]  
Carl M. Sabatello, Pres.

(COMPANY SEAL)

(2) [Signature]  
Print Name: TED WALTER

"OWNER"

STATE OF FLORIDA                     )  
COUNTY OF PALM BEACH         )

The foregoing instrument was acknowledged before me this 25 day of February, 2003, by Carl M. Sabatello, as President of VILLAGE SHOPPES AT U.S. 1, LLC, a Florida limited liability company, on behalf of said limited liability company, who personally appeared before me and is personally known to me.

[Signature]  
NOTARY PUBLIC  
NOTARY NAME: \_\_\_\_\_  
(NOTARY STAMP)  
Serial (Commission) Number: \_\_\_\_\_

\\wpb-srv01\SPRINGTHORPEB412085v02\2/20/03\37212.011200



Lisa M. Siniscalchi  
MY COMMISSION # CC831545 EXPIRES  
July 24, 2003  
BONDED THRU TROY FAIR INSURANCE, INC.

EXHIBIT A

TRACT I

A certain parcel of land in Section 21, Township 42 South, Range 43 East, Palm Beach County, Florida, being more particularly described as follows:

Beginning at the intersection of the westerly right-of-way line of State Road No. 5 as described in a deed from Tiedem, Inc. to the State of Florida as same is recorded in Deed Book 838, Page 25, Public Records of Palm Beach County, Florida with the northerly right-of-way of Palmetto Road as shown on the Plat of Kelsey City (now Lake Park) as same is recorded in Plat Book 8, Page 35, Public Records of Palm Beach County, Florida, and from said point of intersection run (for convenience the said northerly right-of-way line of Palmetto Road is assumed to bear North  $89^{\circ}57'15''$  West and all other bearings mentioned herein are relative thereto), North  $89^{\circ}57'15''$  West running along the said northerly right-of-way line a distance of 468.28 feet; thence North  $7^{\circ}27'45''$  West, a distance of 247.44 feet; thence South  $88^{\circ}43'22''$  West a distance of 249.34 feet to a point in a line parallel with and one foot westerly from (measured at right angles to) the westerly wall of the Truck Well so called at the westerly end of the J.M. Fields Store Building, so called; thence North  $01^{\circ}19'04''$  West, along said parallel line, a distance of 152.45 feet, more or less, to a point in the westerly extension of the North face of the South wall of the Garden Shop so called, said Garden Shop located in the Northwest corner of the said J.M. Fields Store Building; thence North  $88^{\circ}40'56''$  East along the just said westerly extension and along the just said North face of the South wall a distance of 41 feet, more or less, to a point in the West face of the East wall of said Garden Shop; thence North  $01^{\circ}19'04''$  West running along the just said West face of the East wall and the northerly extension thereof a distance of 120.27 feet, more or less, to a point in the face of the curb, said curb being 20.26 feet northerly from and parallel with the face of the North wall of said building; thence North  $88^{\circ}40'56''$  East running along the said face of the curb and its Easterly extension of a distance of 837.31 feet, more or less, to a point in the said westerly right-of-way line of State Road No. 5, said point being also a point on a curve concave to the West, having a radius of 11394.22 feet and whose tangent passing through said point bears South  $10^{\circ}13'29''$  East; thence Southerly running along the arc of the just described curve and along the said Westerly right-of-way line subtending a central angle of  $01^{\circ}48'07''$ , a distance of 358.34 feet, more or less, to the end of said curve; thence South  $81^{\circ}34'38''$  West running along a line radial to the just described curve and radial to the next described curve and continuing along said westerly right-of-way line a distance of 5 feet to a point in a curve concave to the West, being concentric with the last described curve and having a radius of 11389.22 feet; thence Southerly running along the arc of the just described curve and continuing along the said Westerly right-of-way line; subtending a central angle of  $00^{\circ}25'22''$ , a distance of 84.04 feet to the end of said curve; thence South  $08^{\circ}00'00''$  East along the Westerly right-of-way line a distance of 91.77 feet, more or less, to the POINT OF BEGINNING.

TRACT II

A parcel of land lying in Section 21, Township 42 South, Range 43 East, palm Beach County, Florida, being more particularly described as follows:

Commence at the intersection of the Westerly Right-of-way line of Sate Road No. 5, as described in Deed from Tiedem, Incorporated to the State of Florida, recorded in Deed Book 838, Page 25, Public Records of Palm Beach County, Florida, with the Northerly right-of-way line of Palmetto Road, as shown on the Plat of Kelsey City (now Lake Park), recorded in Plat Book 8, Page 35, Public Records of Palm Beach County, Florida; thence Westerly, along said Northerly right-of-way line, a distance of 468.28 feet to a point on a portion of the Westerly boundary of that certain parcel of land described in Official Records Book 3343, Page 1786, Public Records of Palm Beach County, Florida, and the point of beginning of the hereinafter described parcel; thence Northerly along said Westerly boundary, making an angle with the preceding course, measured from East to North of  $97^{\circ}30'30''$ , a distance of 247.44 feet to a point; thence Westerly, making an angle with the preceding course, measured from South to West of  $96^{\circ}11'07''$ , a distance of 208.80 feet to the of the Easterly boundary of that certain parcel of land described in Official Records Book 3259, Page 276, Public Records of Palm Beach County, Florida; thence Southerly, along said Easterly boundary, making an angle with the preceding course, measured from East to South of  $89^{\circ}58'58''$ , a distance of 240.56 feet to a point on said Northerly right-of-way line, making an angle with the preceding course, measured from North to East of  $91^{\circ}20'25''$ , a distance of 235.45 feet to the point of beginning.



## Town of Lake Park Town Commission

### Agenda Request Form

**Meeting Date:** June 18, 2025

**Originating Department:** Community Development (Karen J. Golonka)

**Agenda Title:** Ordinance No. 03-2025 - Creating Chapter 65 "Workforce Housing" - Town of Lake Park Code of Ordinances

**Agenda Category** (i.e., Consent, New Business, etc.): Public Hearings – Ordinance on First Reading

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Cost of Item:** 1)Legal display  
Ad: approximately  
\$800  
2)Legal review:  
TBD **Funding Source:** Advertising & Legal (General Fund)

**Account Number:** 1)524-500-34920  
2)514-108-31100 **Finance Signature:** Barbara A. Gould

**Advertised:**

**Date:** June 7, 2025 **Newspaper:** Palm Beach Post

**Attachments:** A. Staff report with attachments 1, 2, and 3. B. Proposed Ordinance  
C. Business Impact Estimate D. Legal Ad

**Please initial one:**

KJG Yes I have notified everyone **Palm Beach Post Ad**

\_\_\_\_\_ Not applicable in this case

### Summary Explanation/Background:

The Community Development Department is requesting the Town Commission to consider an Ordinance No. 03-2025 that would establish a new chapter - "Chapter 65 Workforce Housing" - within the Town of Lake Park's Code of Ordinances.



The “Live Local Act” (LLA), passed by the State Legislature in 2023 and amended in 2024, created a State program to encourage the construction of rental housing projects in which a minimum of 40 % of the units are “affordable”. The Town’s major concern with the legislation was the preemption of the local government control regarding various zoning decisions, and potential fiscal impact. Any housing project that qualifies under the LLA can locate in any district in the Town that allows industrial, commercial or mixed use. Density and height are tied to the highest allowed in the Town. Only administrative approval (not Town Commission) of the municipality is required. The Commission also expressed concerns with potential incompatibility of uses, conflicts with the Comprehensive Plan, lack of public involvement, and lack of specificity in the statute regarding the process and certain mandates.

The proposed ordinance establishes regulations for workforce housing within the Town, primarily to address the recent, new state law [“Live Local Act” (LLA) – Section 166.04151, Florida Statute]. The proposed Ordinance was presented previously to the Town Commission during a Workshop on August 7, 2024.

Following the workshop, the Commission adopted a “zoning in progress” (ZIP) in October 4, 2025 to enable the Town to develop regulations providing for workforce housing and to implement the state’s LLA law. This ZIP was intended to ensure that any new language within the Town’s Code regarding proposed workforce housing projects would be coordinated with anticipated changes related to the Park Avenue Downtown District (PADD). The Workforce Housing ZIP was previously extended to March 31, 2025, which has now expired.

Although the PADD text amendment changes are still being developed/considered by the Town, staff and the Town Attorney have determined that the proposed workforce housing code language is eligible to proceed ahead of any changes that may be approved related to the PADD.

Thus, a proposed new Chapter 65 within the Town’s Code is being recommended and addresses housing that falls into the “Workforce Housing” category, as this is how the Town proposes to define “affordable” with respect to the LLA . If approved, the new Workforce Housing chapter would include five (5) income categories:

- Very Low Income Household Level
- Low Income Household Level
- Moderate Income Household Level
- Upper Moderate Income Household Level
- Middle Income Household Level

Additionally, this new section would establish the Town’s procedure that would be required to be met to apply/be considered for as Workforce Housing project within the Town. This procedure would include, but not limited to, where such housing can be located, requirements to ensure that housing is built to standards compatible with other units in any project, other regulations to ensure the health, safety, and welfare of those who will reside in the workforce and affordable units, etc.

In addition to providing regulations for any LLA project, the proposed Ordinance would also be applicable to any workforce housing project within the Town.

Since the August 7, 2024 workshop, staff, in conjunction with the Town Attorney, has revised the proposed Workforce Housing language to reflect the Town Commission’s comments and public input as well as to incorporate useful text from a University of Florida Live Local Act model/draft ordinance, that includes a focus on workforce housing. Additionally, the proposed ordinance has been revised to include language required by the new Live Local Act amendments, which are anticipated to go into effect statewide on July 1, 2025.

Note: To date, the Town has not received any proposed project applications nor is the Town aware of any projects under the LLA that are intended to be submitted for consideration. However, the Town has received inquiries related to the LLA. However, potential applicants may make submittals under the proposed Code and the LLA through October 2033, unless the LLA is amended by the State of Florida.

The proposed Ordinance was prepared by the Community Development Department and reviewed by the Town Attorney.

The proposed Ordinance is being presented on first reading and, if approved, will be presented to the Town Commission for 2nd and Final Reading during their July 2, 2025 Regular Meeting.

**Recommended Motion:**

I move to approve Ordinance No. 03-2025 on first reading to create a new Chapter 65 "Workforce Housing" within the Town of Lake Park's Code of Ordinances.

## STAFF REPORT: ORDINANCE # 03- 2025 ESTABLISHING “CHAPTER 65 WORKFORCE HOUSING”

### BACKGROUND AND SUMMARY

Ordinance 03-2025, establishing a code chapter, “Chapter 65 Workforce Housing” is before the Town Commission for first reading. The ordinance establishes regulations for workforce housing in the Town, primarily to address the “Live Local Act” (LLA). The ordinance, in its initial form, was presented to the Commission at an August 7, 2024 workshop. Following the workshop the Commission adopted “zoning in progress” (ZIP) for any affordable housing projects to allow time to coordinate with possible changes in the PADD that might impact the proposed ordinance. The ZIP was extended, but has now expired as of March 31.

The “Live Local Act” (LLA), passed by the State Legislature in 2023 and amended in 2024 and 2025, created a State program to encourage the construction of rental housing projects in which a minimum of 40 % of the units are “affordable”. The Town’s major concern with the legislation is the preemption of the local government control regarding various zoning decisions, and a loss of ad valorem taxes for the affordable units.

Any housing project that qualifies under the LLA can locate in any district in the Town that allows industrial, commercial or mixed use. A LLA project is entitled to the highest density in the Town and the greatest allowable height in the Town that is within one mile of the project. Only administrative approval of the municipality is required. The 2025 legislation also created the ability for LLA projects to be constructed on sites owned by religious institutions on which a house of worship is located.

The Commission had expressed concerns with potential incompatibility of uses, conflicts with the Comprehensive Plan, lack of public involvement, and lack of specificity in the statute regarding the process. Attachment 3 of this report contains the relevant section of the Act.

It has also been determined by staff that the housing ordinance can proceed ahead of any changes to the PADD. The Town Attorney is in agreement with proceeding at this time, and has also been involved in the ordinance revisions.

The proposed Chapter 65 addresses housing that falls into the “Workforce Housing” category, as this is how the Town proposes to define “affordable” in the context of the LLA.

Workforce Housing includes five income categories which are classified as very low, low, moderate, upper moderate and middle. The ordinance sets out the Town's procedure to apply, establishes where such housing can be located, provides requirements to insure that such housing is built to standards compatible with other units in any project and other such regulations to insure the health, safety, and welfare of those who will reside in the workforce and affordable units. In addition to providing regulations for any LLA project, the ordinance will also be applicable to any workforce housing project. Additional detail is provided in this report. Please see **Attachment B**, following the staff report, for the proposed ordinance.

To date, the Town is not aware of any developers intending to submit projects under the LLA, although we have received inquiries. However, unless amended, this act will be in effect until October 2033.

### **Update from August 7 2024 Town Commission Workshop**

#### **Public input and TC discussion**

Since the August 7 Workshop the Workforce Housing Ordinance has been revised to reflect Commission comments, public input, incorporate useful text from a recent draft model ordinance on administration of the LLA prepared by the University of Florida, and focus on workforce housing. The ordinance has also been revised in response to new amendments to the Live Local Act which will go into effect July 1. These changes are summarized in Attachment 1 of this report. .

One change to note- staff has added the upper level of the "very low" income range to the definition of workforce housing, based on comments from Commissioner Thomas, who was concerned that that a teacher with a family would not have sufficient income to qualify for workforce housing. Currently a starting teacher's salary of \$53,000 (source: PB Post). Therefore, while Palm Beach County workforce housing starts with those making 60% of the median family income, the Lake Park program proposes to start at 50%. The income categories and allowable rents are contained in Attachment 2 of this report.

This addition will also help qualify an entry level public employee, as well as mid-range public employees with families'

### **LIVE LOCAL ACT PROJECTS: LOCATION, AND MAXIMUM HEIGHT AND DENSITY IN THE TOWN**

In order to understand the reasoning for some of the requirements in the Town's proposed ordinance, the potential locations of any LLA project, density and height as it relates to the Town are set out below.

## **Location of Live Local Housing**

The LLA mandates that local governments must allow any qualified LLA project in any district that allows commercial, industrial, or mixed use. For Lake Park, such projects could be located in the C-1, C-2 and C-1B commercial districts, the C-4 and CLIC-1 industrial districts and the mixed use districts of Park Avenue Downtown (PADD), Twin Cities (C-3), and Federal Highway Mixed Use District Overlay (FHMUDO), which are shown below. Another way to describe the allowed location- anywhere on the zoning map that is not yellow or pink (residential) or dark green (Conservation).

**LLA: MUST ALLOW QUALIFIED PROJECTS IN DISTRICTS THAT PERMIT COMMERCIAL, INDUSTRIAL, OR MIXED USE**

### **IN LAKE PARK**

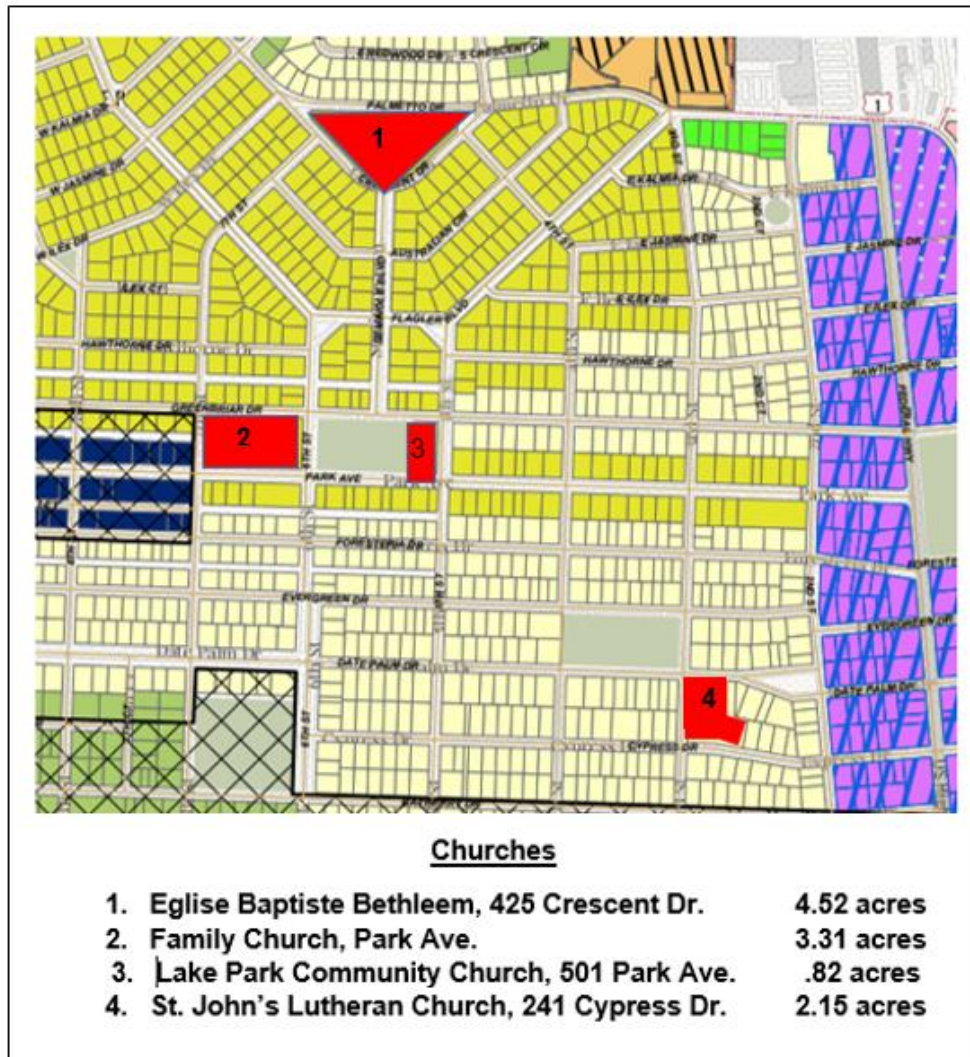
**INDUSTRIAL DISTRICTS: BROWN (C-4) AND BLUE (CLIC)    COMMERCIAL: ORANGE (C-1), RED(C-2), AND PURPLE (C1B)**

**MIXED USE DISTRICTS: DARK BLUE (PADD), LIGHT ORANGE (C-3) AND PURPLE/BLUE STRIPES (FHMUDO)**





If the 2025 LLA amendment becomes law, as of July 1, 2025 qualified LLA projects could also be located on property owned by a religious institution that has a house of worship on the site. There are four such properties in the Town, located in single-family districts, shown on the map below. While use of this section is unlikely for most of the additional sites, regulations have been added to the ordinance to address such a location.



### **Mandated Allowable Density**

BY statute, A LLA project is entitled to the maximum density permitted in the Town, not including any density bonuses. Therefore the **maximum allowable density would be 48**

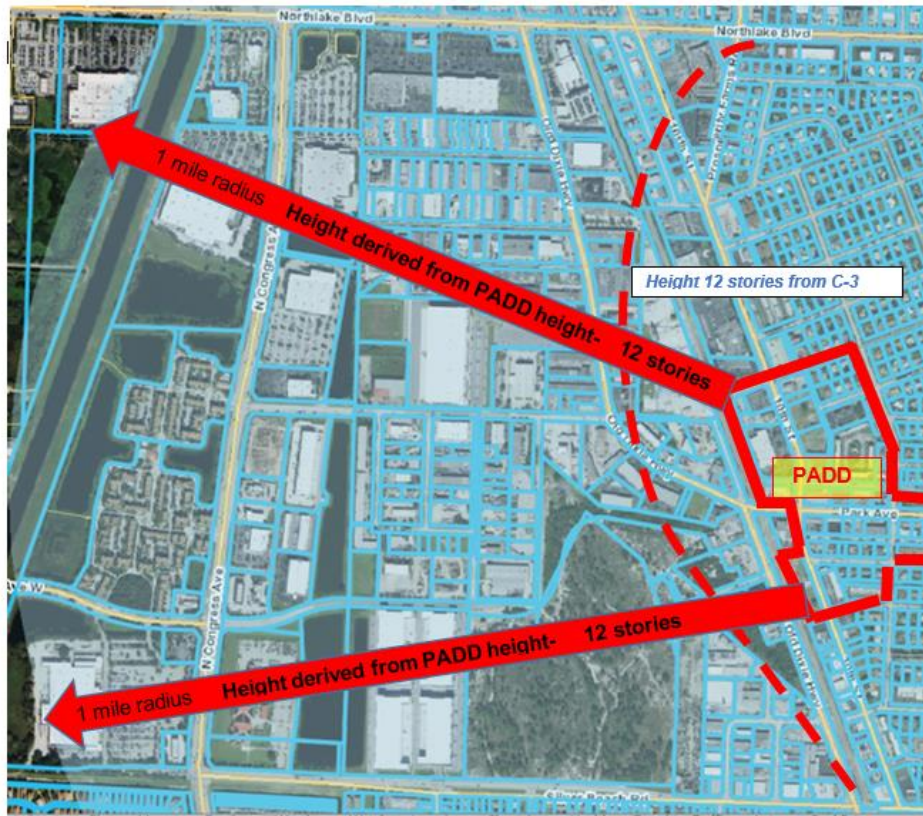
**du/acre.** This reflects the density of the C-3 Twin Cities District, the PADD District, and the FHMUDO District (excluding bonuses).

### **Mandated Allowable Height**

The statute mandates that a LLA project is entitled to the maximum height (excluding bonuses) allowed by the Town within one mile of the project. Depending on location, the maximum allowable LLA heights in the Town could vary from 12 stories to 15 stories. (However by limiting the density to 48 du/acre, this alone would likely significantly reduce the height of any LLA project.)

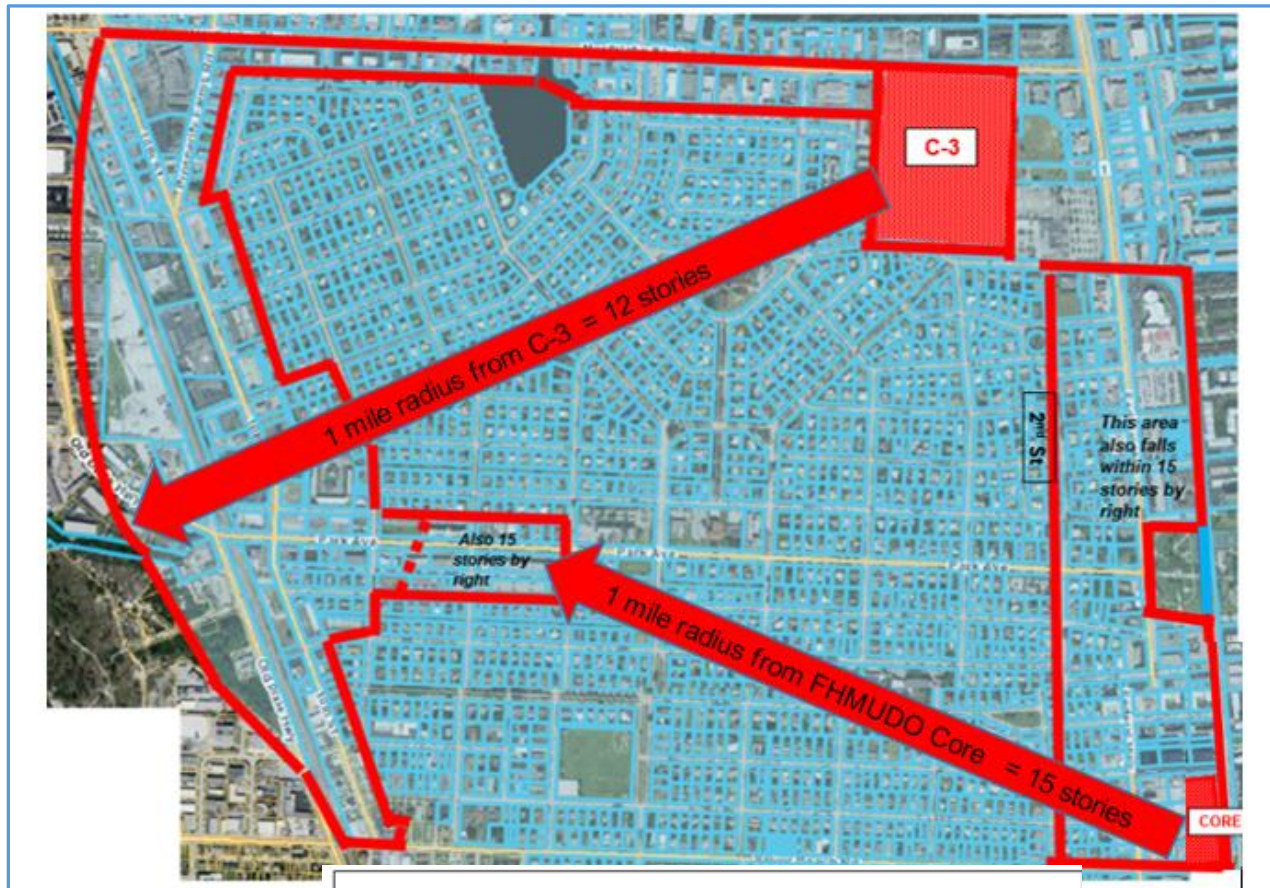
The heights and the governing districts are shown on the two maps that follow.

**Most of the Industrial area, as well as the Congress Ave. commercial corridor and San Marco would be governed by PADD height, currently 12 stories. Under the 2025 amendments to the LLA (pending the Governor's signature) this height would continue to govern, even if the PADD height is reduced.**





East of the RR tracks, the height in Commercial or Mixed Use Districts will be governed by the maximum 12 story height of the C-3 District or the maximum 15 story height of the Core Area of the FHMUDO, as shown below . These heights would govern any LLA project in the PADD area, regardless of any change to the PADD height regulations. The four “religious institution” properties would be entitled to either 12 or fifteen stories, depending on the location



#### PADD -15 STORIES BY RIGHT



## PROPOSED ORDINANCE # 03-2025 TOWN REGULATIONS FOR WORKFORCE HOUSING

The LLA authorizes the locations and densities without regard for the compatibility of the proposed development with surrounding properties as required by the Town's Comprehensive Plan and Land Development Regulations, and without regard for the impacts of height, density or intensity on adjacent existing properties. Without Town regulations, this would result in serious land use conflicts and impacts on the general welfare of residents and businesses.

**Without regulation the implementation of the LLA would be inconsistent with existing objective and policies of the Town's Comprehensive Plan**, including specifically Future Land Use Element Policy 5.4 that requires that the Town "utilize such techniques as distance requirements, buffering, landscaping, lower- intensity development, and scale-down requirements to provide appropriate transitions between high density uses and zoning districts having different intensities, densities, and functions." Thus the Zoning in Progress allowed the Town the time to develop the necessary regulations.

**The primary goal of the new chapter is to insure that the Town has in place regulations that would be utilized should any developer propose housing under Florida Statute 166.04151 (7) of the LLA. The ordinance has also been drafted such that these would apply to any proposed workforce housing project as well.** The proposed regulations would insure the health and safety of any occupants and help to mitigate any impacts due to projects being located in commercial and industrial use districts. The ordinance also includes regulations to protect single-family neighborhoods should any church property be the site of a LLA project. The proposed Chapter 65 establishes a framework under which the Town can consider and process any applications under this statute.

While the LLA uses the term "affordable housing", the local government can choose what income categories are used. The Town is providing its "affordable housing" in the form of "workforce housing", which excludes the lowest income tier that is best served through subsidized housing programs. The current median household income in Palm Beach County for a family of four is \$104,000. The Town's workforce housing covers five household income categories, ranging from 50 % to 120% of the County's median household income. The income ranges and related rents are shown in Attachment 2 of this report.

## Major provisions proposed for Chapter 65

Several key components of the proposed ordinance are listed below. Please see **Attachment B** for the ordinance itself which contains Chapter 65.

*(Reference to applicable proposed chapter section provided in parenthesis.)*

- Provides definitions and income ranges of the various categories typically used when considering who is eligible for “affordable housing”, which follow the income ranges those used by HUD. The Town is proposing to use the same income categories adopted by the County for its workforce housing program, for ease of administration. The one exception is the Town’s addition of a Very Low category, which includes the upper levels “very low”. The specific ranges are contained in the definition section of the proposed chapter. (sec. 65-2)
- Defines “affordable” in keeping with the State Statute, which states that monthly rents or mortgage payments cannot exceed 30 percent of monthly household income. (sec. 65-2)
- Affordable” Income Categories: Specifies how the income levels will be used by the Town to address the “affordable housing” requirements set by the LLA to **insure that a developer doesn’t only use the highest income level in the affordable category. The Town’s ordinance provides that affordable rental units be equally allocated among the four specified income level ranges** in workforce housing of very low, low, moderate, and upper moderate. Any project proposing units for sale must provide for the three income levels of moderate, upper moderate, and middle as set out in the ordinance. (sec.65-6)
- Requires submittal of a Sustainable Workforce Housing Plan (SWHP) that provides specific detail regarding the program being utilized, financing and details of the workforce units, including rental ranges, location, etc. This is to be submitted along with the site plan. (sec.65-4)
- Provides requirements to ensure the affordable units are substantially similar to market units regarding quality and are interspersed throughout the project. Includes usable open space and buffering requirements.(sec. 65-6)
- Sets out requirements to help mitigate the impact of any adjacent incompatible uses and provide for the health and safety of residents living in a LLA project. Requirements include an impact review of adjacent uses, protections such as buffering and setbacks, and the provision of open space for recreation. (sec.65-7)
- Provides requirements to mitigate impacts of LLA projects proposed for sites owned by religious institutions in residential neighborhoods.

- Provides that demolition of any local historic structure on the site of a LLA project, while mandated by the State to be handled administratively, shall follow the same adopted review criteria as any historic project.
- Sets out a process for the mandated administrative review for the LLA projects. Under the Town Code projects would normally follow a Public Hearing Process. However as this does not occur for administrative review, staff has included a requirement for the project to be the subject of a workshop meeting with notice to all properties within 300 feet. (sec.65-9)
- Requires a monitoring plan, annual monitoring reports for duration of affordable units (sec.65-13) and sets out enforcement (sec.65-14)
- Requirements of Town Chapter 65 would also apply to any project that is proposing “affordable” housing under any federal, state or local developer funding/financial assistance program.

### Legal Notice and other Legal Requirements

State Statutes now require that the governments prepare a “Business Impact Estimate” for all ordinances adopted, with certain exceptions. This must be posted on a local government’s website no later than the date of public notice for the public hearing, and included in the agenda package. This document is included as **Attachment C.**

A display ad was published in the May 24 edition of the Palm Beach Post, in accordance with statutory and Town requirements (Attachment D).

Following second reading, the Department will prepare an outline of the Town’s procedures and requirements for administrative approval of LLA projects which will be posted on the Town’s website as required by the act.

**STAFF RECOMMENDATION: Staff recommends approval of Ordinance 03-2025, subject to any Town Commission changes.**

### Attachments to this report:

1. Summary of changes to the Ordinance since August Workshop
2. Workforce Housing Income and Rental Ranges
3. LLA Statute



**Attachment 1****UPDATE ON ORDINANCE REVISIONS SINCE AUGUST 7, 2024 WORKSHOP**

Since the August 7 Workshop the Workforce Housing Ordinance has been revised to reflect Commission comments and incorporate useful text from a recent draft model ordinance on administration of the LLA. These revisions are summarized below, as well as staff response to all issues raised by the Commission.

In this 2025 legislative session the legislature approved certain amendments to the Live Local Act. It is anticipated that the changes will go into effect July 1, and therefore staff has now made changes to reflect the amendments, summarized below in section C.

**A. ADDRESSING ISSUES RAISED BY THE COMMISSION AND PUBLIC AT THE AUGUST 7 WORKSHOP:**

1. **There is no reasonable buffer to protect residential from industrial uses.** *The proposed ordinance requires a forty foot landscaped buffer and minimum six foot masonry wall adjacent to industrial uses. Further conditions may be imposed depending on the type of adjacent uses as an “Environmental Assessment and Mitigation Plan” is required to address impacts within 300 feet of the property.*
2. **How does monitoring work?**  
*Section 65.14 of the proposed chapter sets forth reporting and monitoring requirements, which would be expanded upon in a “land use restriction agreement” that must be executed by the property owner. There are detailed annual reporting requirements, and the ability for the Town to request monthly monitoring and reporting if deemed necessary. All reports would be reviewed by a 3<sup>rd</sup> party, hired by the Town and paid by the property owner. .*
3. **Concern with any parking reductions.**  
*The proposed ordinance does not reduce parking for LLA projects.*
4. **Teachers don’t qualify for workforce housing.**  
*According to the Palm Beach Post the starting salary for a teacher in PB County is now \$53,000. Therefore, a starting teacher with a family would not be eligible under this program, making too little to qualify for workforce housing under a program*

*based on the Palm Beach County Workforce Program which begins with the low income category.*

*Staff has added the upper level of the “very low” income range, 50% to 60% of the median family household income, to the definition of workforce housing, based on comments from Commissioner Thomas. This addition will also help qualify an entry level public employee, as well as mid-range public employees with families.*

*Therefore, while Palm Beach County workforce housing starts with those making 60% of the median family income, the Lake Park program proposes to start at 50%.*

**5. Why are all income brackets not included?**

*The very low income category is proposed to be added, as noted above. However, the extremely low income category is best addressed through subsidized programs rather than the private sector.*

**B. PROPOSED CHANGES BASED ON THE “MODEL LLA ADMINISTRATIVE REVIEW POLICY”**

A draft “Model Administrative Review Policy to Implement Florida’s Live Local Act” was recently released by the Univ. Florida. Staff has reviewed this document and incorporated some of the language. Staff has not restructured the Town’s proposed ordinance to reflect the model, as our ordinance also covers any workforce housing project that receives financial aid for construction.

**C. AMENDMENTS TO THE LIVE LOCAL ACT: POTENTIAL IMPACT FOR THE TOWN**

If signed by the governor, CS for CS for SB 1730 will take effect July 1, 2025. The bill includes corresponding amendments impacting both counties and municipalities pertaining to the Live Local Act.

Those that may have an impact on the Town are listed below. Staff explanation and/or proposed changes to Ordinance 03-2025 (Chapter 64 Workforce Housing) to address the amendment are shown in blue italic below, as well as in the staff report.



1. Extends the districts/area in which LLA housing may be built to include any parcel of land with a house of worship owned by a religious institution, regardless of zoning district.

*In Lake Park this would include*

- *Eglise Baptiste Haitienne Bethlehem Church, Crescent Circle, zoned R-1A single-family*
- *Lake Park Community Church, 501 Park Ave., zoned R-1A single-family*
- *Family Church, 600 block of Park Avenue, zoned R1A single-family.*
- *St. John's Evangelical Lutheran Church, 241 Cypress Dr., zoned R-1 single-family.*

*Staff has added a section to address mitigating impacts with single- family neighborhoods*

2. Essentially prevents municipalities from reducing maximum height or density requirements in other districts which would then govern the LLA projects. The bill states that the government must use current regulations or those that were in effect on July 1, 2023, whichever is least restrictive. (pgs. 15,16)

*Therefore, any reduction in height in the PADD would not change the height to be allowed for LLA projects within 1 mile, as the PADD maximum allowable height as of July 2023 would be applied. (The PADD was amended in July 2022.) The industrial, commercial, and mixed use properties west of the PADD would continue to be allowed up to 12 stories*

3. Requires that “The municipality must administratively approve the demolition of an existing structure associated with a proposed development..., without further action by the governing body of the municipality .., if the proposed demolition otherwise complies with all state and local regulations.” (pg. 18)

*Therefore IF there was a qualified LLA project submitted for the 918 Park Avenue project, the Town would have to administratively approve the demolition. However, it does **not appear that demolition must necessarily occur due to the phrase “if the demolition otherwise complies with all state and local regulations”, which would then include the process and standards set out in Chapter 66 on historic preservation.** However, this should be confirmed by the Town Attorney.*

*Staff is proposing to add language to insure that while handled administratively the staff is able to utilize the same process and requirements as the HPB would use by adding “3)Should an historic structure be located on a parcel for a proposed Live*

*Local Act project, the Community Development Department shall assume the responsibilities otherwise reserved for the Historic Preservation Board and the Town Commission when evaluating any special certificate of appropriateness or request for demolition.”*

4. Differentiates between structures designated historic on the National Register of Historic Places and those that are locally designated. If a proposed development is on a parcel that is on the National Register, the municipality can limit the project height to the maximum height within  $\frac{3}{4}$  mile of the project, as compared to 1 mile required. (pg. 17)

*As written then the height reduction does not related to locally designated historic structures in the Town. Therefore this will have no impact on the Town.*

5. Changes from “must consider” to “must reduce” parking by 15% if requested by the LLA applicant, if any one of three conditions exist: within  $\frac{1}{4}$  mile of a transit stop (as defined by the town) and the stop is accessible by the development, within  $\frac{1}{2}$  mile of a major transportation hub, or there is available parking within 600 feet of the proposed development.

*As proposed in Chapter 65 “Workforce Housing” of the Town code, transit stop would mean “a designated location with a covered structure recognized by the transit authority as a pick-up/drop off connection to a countywide transit system that provides routine service with a frequency of service interval of 20 minutes or less during the morning and afternoon peak commute periods. Connection to the transit system shall be sufficient for commuters in terms of number of daily connections and destinations.” Given the limited Palm Tran service at this time, a project would not be able to utilize this option to obtain reduced parking.*

*Staff has also proposed to add a definition of “accessible” as it relates to a transit stop: “Accessible to a transit stop shall mean (1) that a person walking between the transit stop and the development may travel the entire distance on even, paved sidewalks or within marked crosswalks, (2) that the entire route meets applicable standards of the Americans with Disabilities Act, and (3) that the route does not cross any road having a design speed greater than 25 miles per hour or having more than two motor vehicle lanes.”*

*It may be possible for a LLA project in the Downtown or certain areas of Federal Highway to utilize the option of available parking, but it’s not entirely clear from the statute.*

6. Specifically limits a municipalities' ability to enact more than a 90 day building moratorium to delay the construction of LLA project. The subsection does not apply if it relates to addressing "stormwater or flood water management or the supply of potable water, or due to the necessary repair of sanitary sewer systems, so long as it applies to "all types of residential and mixed -use development".

*With the pending adoption of Chapter 65 - Workforce Housing there will be no need to consider a moratorium at this time. However, any moratorium in an area related to lack of various utilities could apply.*

7. Sets limits on attorney fees for the prevailing party in any civil action filed against municipality.

Attachment 2**TOWN OF LAKE PARK PROGRAM: WORKFORCE HOUSING CATEGORIES*****2024 Rents and Incomes******Effective July 1, 2024***

## Income and Rental Ranges by Category

<i>Income Levels – family of 4</i>			<i>Studio</i>	<i>1 BR</i>	<i>2BR</i>	<i>3BR</i>	<i>4BR</i>
<b>Very Low2</b>	50-60% MFI	\$52,000-\$62,399	\$843-\$1,125	\$903-\$1,205	\$1,084-\$1,446	\$1,253-\$1,671	\$1,398-1,864
Low	60-80% of MFI	\$62,400 - \$83,200	\$1,125 - 1,500	\$1,205 - 1,607	\$1,446 - 1,928	\$1,671 - 2,228	\$1,864 - 2,486
Moderate 1	>80-100% of MFI	>\$83,200 - \$104,000	\$1,500 - 1,875	\$1,607 - 2,009	\$1,928 - 2,410	\$2,228 - 2,785	\$2,486 - 3,108
Moderate 2	>100-120% of MFI	\$104,000 - \$124,800	\$1,875 - 2,250	\$2,009 - 2,410	\$2,410 - 2,892	\$2,785 - 3,342	\$3,108 - 3,729

Tables for Income sources: Low –Middle: Palm Beach County Workforce Housing categories; Very low 2: Florida Housing Finance Corp. All information derived from HUD. Updated annually

**INCOME LEVELS AND RENTAL LIMITS.****EFFECTIVE JULY 2024**

Percentage Category	Income Limit by Number of Persons in Household										Rent Limit by Number of Bedrooms in Unit					
	1	2	3	4	5	6	7	8	9	10	0	1	2	3	4	5
50%	37,500	42,850	48,200	53,550	57,850	62,150	66,400	70,700	74,970	79,254	937	1,004	1,205	1,392	1,553	1,713
60%	45,000	51,420	57,840	64,260	69,420	74,580	79,680	84,840	89,964	95,105	1,125	1,205	1,446	1,671	1,864	2,056
70%	52,500	59,990	67,480	74,970	80,990	87,010	92,960	98,980	104,958	110,956	1,312	1,406	1,687	1,949	2,175	2,399
80%	60,000	68,560	77,120	85,680	92,560	99,440	106,240	113,120	119,952	126,806	1,500	1,607	1,928	2,228	2,486	2,742

Palm Beach County Median Income (Family of 4) \$104,000

Source: from Table "2024 Income Limits and Rents", Florida Housing Finance Corp. Data Origin HUD

Effective July 2024 Effective July 2024

**Attachment 3****Chapter 166.0415, the "Live Local Act"****Proposed 2025 amendments are shown underlined.**

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378 that section, to read:

379 **166.04151 Affordable housing.-**

380 (6) Notwithstanding any other law or local ordinance or  
 381 regulation to the contrary, the governing body of a municipality  
 382 may approve the development of housing that is affordable, as  
 383 defined in s. 420.0004, including, but not limited to, a mixed-  
 384 use residential development, on any parcel zoned for commercial  
 385 or industrial use, or on any parcel, including any contiguous  
 386 parcel connected thereto, which is owned by a religious  
 387 institution as defined in s. 170.201(2) which contains a house  
 388 of public worship, regardless of underlying zoning, so long as  
 389 at least 10 percent of the units included in the project are for  
 390 housing that is affordable. The provisions of this subsection  
 391 are self-executing and do not require the governing body to  
 392 adopt an ordinance or a regulation before using the approval  
 393 process in this subsection.

394 (7) (a) A municipality must authorize multifamily and mixed-  
 395 use residential as allowable uses in any area zoned for  
 396 commercial, industrial, or mixed use, and in portions of any  
 397 flexibly zoned area such as a planned unit development permitted  
 398 for commercial, industrial, or mixed use, if at least 40 percent  
 399 of the residential units in a proposed multifamily development  
 400 are rental units that, for a period of at least 30 years, are  
 401 affordable as defined in s. 420.0004. Notwithstanding any other  
 402 law, local ordinance, or regulation to the contrary, a  
 403 municipality may not require a proposed multifamily development  
 404 to obtain a zoning or land use change, special exception,  
 405 conditional use approval, variance, transfer of density or  
 406 development units, amendment to a development of regional



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407 impact, amendment to a municipal charter, or comprehensive plan  
408 amendment for the building height, zoning, and densities  
409 authorized under this subsection. For mixed-use residential  
410 projects, at least 65 percent of the total square footage must  
411 be used for residential purposes. The municipality may not  
412 require that more than 10 percent of the total square footage of  
413 such mixed-use residential projects be used for nonresidential  
414 purposes.

415 (b) A municipality may not restrict the density of a  
416 proposed development authorized under this subsection below the  
417 highest currently allowed, or allowed on July 1, 2023, density  
418 on any land in the municipality where residential development is  
419 allowed under the municipality's land development regulations.  
420 For purposes of this paragraph, the term "highest currently  
421 allowed density" does not include the density of any building  
422 that met the requirements of this subsection or the density of  
423 any building that has received any bonus, variance, or other  
424 special exception for density provided in the municipality's  
425 land development regulations as an incentive for development.  
426 For purposes of this paragraph, "highest currently allowed, or  
427 allowed on July 1, 2023," means whichever is least restrictive  
428 at the time of development.

429 (c) A municipality may not restrict the floor area ratio of  
430 a proposed development authorized under this subsection below  
431 150 percent of the highest currently allowed, or allowed on July  
432 1, 2023, floor area ratio on any land in the municipality where  
433 development is allowed under the municipality's land development  
434 regulations. For purposes of this paragraph, the term "highest  
435 currently allowed floor area ratio" does not include the floor



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436 area ratio of any building that met the requirements of this  
437 subsection or the floor area ratio of any building that has  
438 received any bonus, variance, or other special exception for  
439 floor area ratio provided in the municipality's land development  
440 regulations as an incentive for development. For purposes of  
441 this subsection, the term "floor area ratio" includes floor lot  
442 ratio and lot coverage.

443 (d)1. A municipality may not restrict the height of a  
444 proposed development authorized under this subsection below the  
445 highest currently allowed, or allowed on July 1, 2023, height  
446 for a commercial or residential building located in its  
447 jurisdiction within 1 mile of the proposed development or 3  
448 stories, whichever is higher. For purposes of this paragraph,  
449 the term "highest currently allowed height" does not include the  
450 height of any building that met the requirements of this  
451 subsection or the height of any building that has received any  
452 bonus, variance, or other special exception for height provided  
453 in the municipality's land development regulations as an  
454 incentive for development.

455 2. If the proposed development is adjacent to, on two or  
456 more sides, a parcel zoned for single-family residential use  
457 that is within a single-family residential development with at  
458 least 25 contiguous single-family homes, the municipality may  
459 restrict the height of the proposed development to 150 percent  
460 of the tallest building on any property adjacent to the proposed  
461 development, the highest currently allowed, or allowed on July  
462 1, 2023, height for the property provided in the municipality's  
463 land development regulations, or 3 stories, whichever is higher,  
464 not to exceed 10 stories. For the purposes of this paragraph,

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the term "adjacent to" means those properties sharing more than one point of a property line, but does not include properties separated by a public road or body of water, including manmade lakes or ponds. For a proposed development located within a municipality within an area of critical state concern as designated by s. 380.0552 or chapter 28-36, Florida Administrative Code, the term "story" includes only the habitable space above the base flood elevation as designated by the Federal Emergency Management Agency in the most current Flood Insurance Rate Map. A story may not exceed 10 feet in height measured from finished floor to finished floor, including space for mechanical equipment. The highest story may not exceed 10 feet from finished floor to the top plate.

3. If the proposed development is on a parcel with a contributing structure or building within a historic district which was listed in the National Register of Historic Places before January 1, 2000, or is on a parcel with a structure or building individually listed in the National Register of Historic Places, the municipality may restrict the height of the proposed development to the highest currently allowed, or allowed on July 1, 2023, height for a commercial or residential building located in its jurisdiction within three-fourths of a mile of the proposed development or 3 stories, whichever is higher. The term "highest currently allowed" in this paragraph includes the maximum height allowed for any building in a zoning district irrespective of any conditions.

(e)1. A proposed development authorized under this subsection must be administratively approved without ~~and no~~ further action by the governing body of the municipality or any

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494 quasi-judicial or administrative board or reviewing body ~~is~~  
495 ~~required~~ if the development satisfies the municipality's land  
496 development regulations for multifamily developments in areas  
497 zoned for such use and is otherwise consistent with the  
498 comprehensive plan, with the exception of provisions  
499 establishing allowable densities, floor area ratios, height, and  
500 land use. Such land development regulations include, but are not  
501 limited to, regulations relating to setbacks and parking  
502 requirements. A proposed development located within one-quarter  
503 mile of a military installation identified in s. 163.3175(2) may  
504 not be administratively approved. Each municipality shall  
505 maintain on its website a policy containing procedures and  
506 expectations for administrative approval pursuant to this  
507 subsection. For purposes of this paragraph, the term "allowable  
508 density" means the density prescribed for the property in  
509 accordance with this subsection without additional requirements  
510 to procure and transfer density units or development units from  
511 other properties.

512 2. The municipality must administratively approve the  
513 demolition of an existing structure associated with a proposed  
514 development under this subsection, without further action by the  
515 governing body of the municipality or any quasi-judicial or  
516 administrative board or reviewing body, if the proposed  
517 demolition otherwise complies with all state and local  
518 regulations.

519 3. If the proposed development is on a parcel with a  
520 contributing structure or building within a historic district  
521 which was listed in the National Register of Historic Places  
522 before January 1, 2000, or is on a parcel with a structure or

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building individually listed in the National Register of Historic Places, the municipality may administratively require the proposed development to comply with local regulations relating to architectural design, such as facade replication, provided it does not affect height, floor area ratio, of density of the proposed development.

(f)1. A municipality must, upon request of an applicant, ~~reduce~~ ~~consider reducing~~ parking requirements for a proposed development authorized under this subsection by 15 percent if the development:

a. Is located within one-quarter mile of a transit stop, as defined in the municipality's land development code, and the transit stop is accessible from the development; ~~or~~

~~2. A municipality must reduce parking requirements by at least 20 percent for a proposed development authorized under this subsection if the development:~~

~~b.a.~~ Is located within one-half mile of a major transportation hub that is accessible from the proposed development by safe, pedestrian-friendly means, such as sidewalks, crosswalks, elevated pedestrian or bike paths, or other multimodal design features; ~~or~~

~~c.b.~~ Has available parking within 600 feet of the proposed development which may consist of options such as on-street parking, parking lots, or parking garages available for use by residents of the proposed development. However, a municipality may not require that the available parking compensate for the reduction in parking requirements.

~~2.3.~~ A municipality must eliminate parking requirements for a proposed mixed-use residential development authorized under

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552 this subsection within an area recognized by the municipality as  
553 a transit-oriented development or area, as provided in paragraph  
554 (h).

555 3.4. For purposes of this paragraph, the term "major  
556 transportation hub" means any transit station, whether bus,  
557 train, or light rail, which is served by public transit with a  
558 mix of other transportation options.

559 (k) Notwithstanding any other law or local ordinance or  
560 regulation to the contrary, a municipality may allow an adjacent  
561 parcel of land to be included within a proposed multifamily  
562 development authorized under this subsection.

563 (l) The court shall give any civil action filed against a  
564 municipality for a violation of this subsection priority over  
565 other pending cases and render a preliminary or final decision  
566 as expeditiously as possible.

567 (m) If a civil action is filed against a municipality for a  
568 violation of this subsection, the court must assess and award  
569 reasonable attorney fees and costs to the prevailing party. An  
570 award of reasonable attorney fees or costs pursuant to this  
571 subsection may not exceed \$250,000. In addition, a prevailing  
572 party may not recover any attorney fees or costs directly  
573 incurred by or associated with litigation to determine an award  
574 of reasonable attorney fees or costs.

575 (n) As used in this subsection, the term:

576 1. "Commercial use" means activities associated with the  
577 sale, rental, or distribution of products or the performance of  
578 services related thereto. The term includes, but is not limited  
579 to, such uses or activities as retail sales; wholesale sales;  
580 rentals of equipment, goods, or products; offices; restaurants;

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public lodging establishments as described in s. 509.242(1)(a);  
food service vendors; sports arenas; theaters; tourist  
attractions; and other for-profit business activities. A parcel  
zoned to permit such uses by right without the requirement to  
obtain a variance or waiver is considered commercial use for the  
purposes of this section, irrespective of the local land  
development regulation's listed category or title. The term does  
not include home-based businesses or cottage food operations  
undertaken on residential property, public lodging  
establishments as described in s. 509.242(1)(c), or uses that  
are accessory, ancillary, incidental to the allowable uses, or  
allowed only on a temporary basis. Recreational uses, such as  
golf courses, tennis courts, swimming pools, and clubhouses,  
within an area designated for residential use are not commercial  
use, irrespective of how they are operated.

2. "Industrial use" means activities associated with the  
manufacture, assembly, processing, or storage of products or the  
performance of services related thereto. The term includes, but  
is not limited to, such uses or activities as automobile  
manufacturing or repair, boat manufacturing or repair, junk  
yards, meat packing facilities, citrus processing and packing  
facilities, produce processing and packing facilities,  
electrical generating plants, water treatment plants, sewage  
treatment plants, and solid waste disposal sites. A parcel zoned  
to permit such uses by right without the requirement to obtain a  
variance or waiver is considered industrial use for the purposes  
of this section, irrespective of the local land development  
regulation's listed category or title. The term does not include  
uses that are accessory, ancillary, incidental to the allowable



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610 uses, or allowed only on a temporary basis. Recreational uses,  
611 such as golf courses, tennis courts, swimming pools, and  
612 clubhouses, within an area designated for residential use are  
613 not industrial use, irrespective of how they are operated.

614 3. "Mixed use" means any use that combines multiple types  
615 of approved land uses from at least two of the residential use,  
616 commercial use, and industrial use categories. The term does not  
617 include uses that are accessory, ancillary, incidental to the  
618 allowable uses, or allowed only on a temporary basis.

619 Recreational uses, such as golf courses, tennis courts, swimming  
620 pools, and clubhouses, within an area designated for residential  
621 use are not mixed use, irrespective of how they are operated.

622 4. "Planned unit development" has the same meaning as  
623 provided in s. 163.3202(5)(b).

624 (o)~~(k)~~ This subsection does not apply to:

- 625 1. Airport-impacted areas as provided in s. 333.03.  
626 2. Property defined as recreational and commercial working  
627 waterfront in s. 342.201(2)(b) in any area zoned as industrial.

628 3. The Wekiva Study Area, as described in s. 369.316.

629 4. The Everglades Protection Area, as defined in s.  
630 373.4592(2).

631 (p)~~(l)~~ This subsection expires October 1, 2033.

632 (9)(a) Except as provided in paragraphs (b) and (d), a  
633 municipality may not enforce a building moratorium that has the  
634 effect of delaying the permitting or construction of a  
635 multifamily residential or mixed-use residential development  
636 authorized under subsection (7).

637 (b) A municipality may, by ordinance, impose or enforce  
638 such a building moratorium for no more than 90 days in any 3-

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639 year period. Before adoption of such a building moratorium, the  
640 municipality shall prepare or cause to be prepared an assessment  
641 of the municipality's need for affordable housing at the  
642 extremely-low-income, very-low-income, low-income, or moderate-  
643 income limits specified in s. 420.0004, including projections of  
644 such need for the next 5 years. This assessment must be posted  
645 on the municipality's website by the date the notice of proposed  
646 enactment is published and must be presented at the same public  
647 meeting at which the proposed ordinance imposing the building  
648 moratorium is adopted by the governing body of the municipality.  
649 This assessment must be included in the business impact estimate  
650 for the ordinance imposing such a moratorium required by s.  
651 166.041(4).

652 (c) If a civil action is filed against a municipality for a  
653 violation of this subsection, the court must assess and award  
654 reasonable attorney fees and costs to the prevailing party. An  
655 award of reasonable attorney fees or costs pursuant to this  
656 subsection may not exceed \$250,000. In addition, a prevailing  
657 party may not recover any attorney fees or costs directly  
658 incurred by or associated with litigation to determine an award  
659 of reasonable attorney fees or costs.

660 (d) This subsection does not apply to moratoria imposed or  
661 enforced to address stormwater or flood water management, to  
662 address the supply of potable water, or due to the necessary  
663 repair of sanitary sewer systems, if such moratoria apply  
664 equally to all types of multifamily or mixed-use residential  
665 development.

666 (10)(a) Beginning November 1, 2026, each municipality must  
667 provide an annual report to the state land planning agency which

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includes:

1. A summary of litigation relating to subsection (7) that was initiated, remains pending, or was resolved during the previous fiscal year.

2. A list of all projects proposed or approved under subsection (7) during the previous fiscal year. For each project, the report must include, at a minimum, the project's size, density, and intensity and the total number of units proposed, including the number of affordable units and associated targeted household incomes.

(b) The state land planning agency shall compile the information received under this subsection and submit the information to the Governor, the President of the Senate, and the Speaker of the House of Representatives annually by February 1.

Section 3. An applicant for a proposed development authorized under s. 125.01055(7), Florida Statutes, or s. 166.04151(7), Florida Statutes, who submitted an application, a written request, or a notice of intent to use such provisions to the county or municipality and which application, written request, or notice of intent has been received by the county or municipality, as applicable, before July 1, 2025, may notify the county or municipality by July 1, 2025, of its intent to proceed under the provisions of s. 125.01055(7), Florida Statutes, or s. 166.04151(7), Florida Statutes, as they existed at the time of submittal. A county or municipality, as applicable, shall allow an applicant who submitted such application, written request, or notice of intent before July 1, 2025, the opportunity to submit a revised application, written request, or notice of intent to

**ORDINANCE NO. 03-2025**

**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 BY CREATING CHAPTER 65 TO BE ENTITLED “WORKFORCE HOUSING”; 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**, in response to the adoption of the Live Local Act, (“Act”) the Town Commission directed the Community Development Department (“Department”) in consultation with the Town Attorney to consider, study and prepare regulations to be applicable in the Town to address workforce housing; and

**WHEREAS**, on October 4, 2023 the Town adopted Resolution 84-10-23 declaring Zoning in Progress to allow for the development of regulations providing for workforce housing and to specifically implement Section 166.04151(7) of the Act; and

**WHEREAS**, the Act authorizes the development of residential housing in non-residential zoning districts in the Town without regard to the compatibility of the new residential housing with the land uses of surrounding properties, including developed commercial and industrial properties; and

**WHEREAS**, the Act authorizes the development of residential housing in areas designated with non-residential land use designations, including those already developed as commercial and industrial uses without regard to the new residential uses’ compatibility with the height, massing, density or intensity of the designated or developed non-residential properties; and

**WHEREAS**, the Act mandates that there shall only be administrative review of projects utilizing the Live Local Act for the development of workforce housing and elected officials of local governments are not permitted to evaluate potentially serious land use conflicts, adverse impacts on public facilities, and the cost of providing public services upon their residents and property owners; and

**WHEREAS**, the Act permits local governments to take into consideration the limited application of the objectives and policies of their comprehensive plans; and

**WHEREAS**, the Act allows workforce housing units to be constructed in the Town's designated and existing commercial, industrial, and mixed-use zoning districts, which is not consistent with existing objectives and policies of the Town's Comprehensive Plan, including, specifically, Future Land Use Element Policy 5.4; and

**WHEREAS**, Future Land Use Policy 5.4 directs the Department to utilize techniques such as distance requirements, buffering, landscaping, lower-intensity development, and scale-down requirements to provide appropriate transitions between high density residential uses and the uses in adjacent zoning districts having different intensities, densities, and functions; and

**WHEREAS**, the Act cannot be reconciled with Policy 1.1 of the Comprehensive Plan's Future Land Use Element which requires that the Town's Land Development Regulations be amended as necessary to regulate the use and intensity of land development consistent with this element to ensure the compatibility of adjacent land uses and "to encourage redevelopment, renewal or renovation, to maintain or improve existing neighborhoods and commercial areas;" and

**WHEREAS**, despite the constraints of the Act, the Town Attorney and Community Development Department, after careful review have prepared regulations to establish a workforce housing program that is consistent with the Comprehensive Plan; and

**WHEREAS**, the Town Commission, after its review of the recommendations from the Town Attorney and the Department finds that it is appropriate and necessary to adopt a new chapter 65 entitled to be entitled "Workforce Housing".

**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 65 of the Lake Park Code of Ordinances, entitled "Workforce

Housing” is hereby created to read as follows:

## **CHAPTER 65. WORKFORCE HOUSING**

### **Sec. 65-1. Purpose and Intent.**

The purpose of this chapter is to provide for a workforce housing units program in the Town.

The intent of the workforce housing program is to:

- (1) Ensure adequate inventories of owner-occupied and rental housing throughout the Town that is available to very low, low, moderate, moderate-high and middle income households to meet the specific housing needs of the Town as reflected in the Affordable Housing Needs Assessment prepared by the Shimberg Center of Affordable Housing.
- (2) Encourage a diversity of housing options to allow for new residents to move into Town and existing residents to remain in the Town as they age and to provide for multi-generational housing opportunities.
- (3) Establish regulations to encourage the production of both rental and for-sale housing units to provide workforce units to residents of the Town having various income levels.
- (4) Encourage and prioritize the construction of residential units for purchase to correct an existing rental-homeownership imbalance in the Town.
- (5) Identify locations for workforce units in residential or mixed-use zoning districts, areas with transit opportunities and provide incentives for new construction in these targeted areas.
- (6) Improve the quality of housing stock by providing incentives to facilitate the redevelopment of older, declining apartment buildings.
- (7) Provide for workforce units in concert with federal, state, and county programs.
- (8) Provide regulations to ensure the health, safety, and welfare of occupants of workforce units.
- (9) Provide regulations to ensure the compatible integration of workforce units into the Town’s existing neighborhoods.
- (10) To provide standards for land use, density, intensity, height and parking for certain development proposals submitted under FS 166.04151 and to set forth an administrative review procedure under which the Department shall decide whether to permit said proposals.



- (11) To provide regulations to mitigate any conflicts with adjacent incompatible land uses for those projects proposed for development in the commercial, mixed use, or industrial zoning districts of the Town pursuant to FS 166.04151 (6) and (7).

## **Sec. 65-2. - Definitions.**

“Affordable dwelling unit” shall mean that monthly rents or mortgage payments including taxes, insurance, and utilities do not exceed 30 percent of the amount of the monthly payments which represents the percentage of the median adjusted gross annual household income level for the households as indicated in the definitions below.

“AMI” shall mean area median income, as established for Palm Beach County.

“Highest allowable density” shall mean the highest allowable density by right in a zoning district. Additional or “bonus density” that is only granted at the discretion of the Town Commission shall not be used in determining the highest density permitted.

“Land Use Restriction Agreement” shall mean a legally executed document that sets forth the terms and conditions established by the Town of Lake Park that must be met by any workforce housing project and is recorded in the official records of Palm Beach County.

“Low Income household level” shall mean the annual gross household income is between 60.1% and 80% of the median annual adjusted gross income for households within Palm Beach County, as determined by HUD and updated annually.

“Major transit stop” shall mean a terminal or station designed to move a substantial volume of daily workforce commuters or others, via a mobility service such as a bus or train with a mix of other transportation options. It shall not mean a bus stop.

“Moderate Income household level” shall mean the annual gross household income is between 80.1% and 100% of the median annual adjusted gross income for households within Palm Beach County, as determined by HUD and updated annually.

“Preserved Affordable Unit (PAU)” shall mean new workforce units that are provided in equivalent number and affordable categories to compensate for any workforce units lost through redevelopment of a property.

“Middle Income household level” shall mean the annual gross household income is between 120.1% and 140% of the median annual adjusted gross income for households within Palm Beach County, as determined by HUD and updated annually.

“Transit stop” shall mean a designated location with a covered structure recognized by the transit authority as a pick-up/drop off connection to a countywide transit system that provides routine service with a frequency of service interval of 20 minutes or less during the morning and afternoon peak commute periods. Connection to the transit system shall be sufficient for commuters in terms of number of daily connections and destinations

provided.

Accessible to a transit stop shall mean (1) that a person walking between the transit stop and the development may travel the entire distance on even, paved sidewalks or within marked crosswalks, (2) that the entire route meets applicable standards of the Americans with Disabilities Act, and (3) that the route does not cross any road having a design speed greater than 25 miles per hour or having more than two motor vehicle lanes.

“Upper Moderate Income household level” shall mean the annual gross household income is between 100.1% and 120 % of the median annual adjusted gross income for households within Palm Beach County., as determined by HUD and updated annually.

“Very Low Income household level” shall mean the annual gross household income is between 50 % and 60% of the median annual adjusted gross income for households within Palm Beach County as determined by HUD and updated annually.

“Workforce housing” shall mean residential dwelling units that are affordable to those households which fall into the very low, low, moderate, upper moderate, or middle income categories as defined above.

“Workforce unit” shall mean a residential dwelling unit that is affordable to a household whose income, adjusted for family size, falls into the very low, low, moderate, upper moderate, or middle income categories, as defined above.

“Workforce housing project” shall mean a residential or mixed use project that provides all or a percentage of its total units as workforce housing, and typically associated with a public or private program that provides a financial incentive for the construction of workforce housing

**Sec. 65-3.** Reserved.

#### **Section 65-4. - Application Requirements for Workforce Housing.**

(a) In addition to a development plan application which addresses the requirements contained in Town Code sections 67-38 and 67-38.1, any project proposing workforce units shall submit:

(1) A Sustainable Workforce Housing Plan (SWHP)

a. Any applicant who proposes a development plan which intends to use the provisions of FS 166.04151 or any County, State or Federal program

for the production of workforce units, shall submit a Sustainable Workforce Housing Plan (SWHP) per section (2) below.

(2) The Plan shall include:

- a. A description of the specific requirements of the assistance program being used and documentation demonstrating that the proposed project complies with the requirements of the program(s).
- b. Funding sources to be used to develop the project including, but not limited to, construction grants or loans, loans from private lenders, funding from equity partners, tax credits, or relief from property taxes.
- c. The amount of funding requested and documentation of the approval status from each of the funding sources
- d. Anticipated fiscal impact to the Town, including the Town's cost on a pro rata basis to provide services to the residents of the workforce housing project and document any loss of revenue to the Town as a result of providing these services.
- e. Anticipated dates to begin and complete construction.
- f. Details on the workforce units as follows:
  1. Units for sale: The type, size and sales price for proposed market-rate and workforce units.
  2. Rental Units: The type, size and corresponding estimated rents of the proposed market-rate and workforce units.
  3. A floor plan and site plan for the project which specifically identifies the location of the proposed workforce units and which demonstrates that these units are integrated within a workforce housing project.
  4. Evidence demonstrating that the workforce units are of the same quality as the market-rate units;
  5. An inventory of the workforce units by income household level.
  6. The anticipated completion date and delivery of the workforce units.
- g. If an application would result in the demolition of existing workforce units, provide documentation as to how these units will be replaced or their loss will be mitigated by Preserved Affordable Units (PAU).

- h. For projects with for sale workforce units that will be owned as condominiums, the developer shall be responsible for the payment of the first year of condominium fees for the workforce units.
  - i. Monitoring and Compliance Plan in accordance with section 65-12.
  - j. Any additional information reasonably requested by the Department, or by an entity that has been delegated by the Town Commission as having the responsibility of implementing the Town's workforce housing program.
- (b) The submission to the Department of a Sustainable Workforce Housing Plan shall be a condition of the approval of any workforce housing project and shall be incorporated into the development order of an approved site plan.

### **Section 65-5. - Location of Workforce Housing**

- (a) Workforce housing may be located in the Town's residential districts (R-1, R-1A, R-2, R-2, and R-1B) or its mixed use districts (PADD, C-3 Twin Cities Mall, and FHMUDO), shall meet the regulations of those zoning districts, land development regulations, and be otherwise consistent with the Comprehensive Plan.
- (b) Projects with workforce units applied for under 166.04151:
  - 1) Only those workforce housing projects which meet the statutory provisions of section 166.04151, F.S. and fall within the workforce housing categories set forth in this chapter may be located within the Town's commercial districts (C-1, C-1B or C-2). Projects which include workforce units shall be developed in accordance with the land development regulations for multi-family development as set out in the C-3 District, meet all land development regulations, and otherwise be consistent with the Comprehensive Plan
  - 2) Only those workforce housing projects which meet the statutory provisions of 166.04151 and provide units that are within the workforce housing categories set forth in this chapter may be located within the Town's Industrial zoned districts (C-4 and CLIC-1). Workforce housing projects shall be developed in accordance with the land development regulations for multi-family development as set out in the C-3 District meet all land development regulations, and otherwise be consistent with the Comprehensive Plan.
  - 3) Only those workforce housing projects which meet the statutory provisions of 166.04151 and provide units that are within the workforce housing categories set forth in this chapter may be located on properties owned by a religious institution on which a house of worship is located. Workforce housing projects

shall be developed in accordance with the land development regulations for multi-family development as set out in the C-3 District, meet all land development regulations and otherwise be consistent with the Comprehensive Plan

**Sec. 65-6. - Required elements for projects that include workforce housing units.**

- a) Any project which proposes to include workforce housing units shall meet the following:
  - (1) Rental workforce housing units shall be allocated equally among the following four eligible household level income tiers adjusted for family size, beginning with very low: very low, low, moderate, and upper moderate income households. If a workforce housing project is phased, each phase shall also allocate units equally.
  - (2) For sale workforce housing units shall be allocated equally among the following three eligible household income tiers, adjusted for family size: moderate, upper moderate, and middle income households. If a workforce housing project is phased, each phase shall also allocate units equally.
  - (3) Workforce housing units shall be reasonably integrated throughout a project and if phased, its phases shall not be clustered together or segregated in any way from market-rate units.
  - (4) The number of studio, one, two, and three or more-bedroom workforce housing units shall be proportional to the number of studio, one, two and three bedroom market rate units. All projects shall include 3-bedroom units.
  - (5) Workforce housing units shall be developed simultaneously with or prior to the development of the other market-rate units, and allocated per (1) and (2) above.
  - (6) The exterior appearance of workforce units shall be substantially similar to the market-rate units and shall provide exterior building materials and finishes of the same type and quality, with allowances for demonstrable value-engineering deviations.  
  
The interior building materials and finishes of the workforce units shall be of the same type and quality as market-rate, with allowances for demonstrable value-engineering deviations.
  - (7) Usable open space and common areas for both children and adults shall be

provided. This may include, but is not limited to, tot lots, passive, landscaped sitting areas, open play field.

- (8) Workforce units shall be located within ¼ mile of an existing transit stop, recreation and shopping opportunities whenever possible.
- (9) Any project that displaces existing workforce units, shall replace the same number of the workforce units eliminated based upon the same income category as the workforce units that previously existed, in addition to the affordable units established by the project funding requirements

### **Section 65-7. - Protection from incompatible land uses**

- (a) In order to ensure the health, safety, and welfare of the residents of a workforce housing project in a commercial or industrial zoning districts, the following regulations shall apply to protect the occupants of the workforce units from the impacts of incompatible land uses. In order to be eligible for the Department's processing of a workforce housing project, the applicant shall demonstrate to the Department that it meets all the criteria below.
  - (1) Environmental Assessment and Mitigation plan: Submit and receive an acknowledgement from the Department of an environmental assessment of all businesses within 300 feet of the applicant's property, assessing noise, odor, truck traffic impacts, and proposal to mitigate impacts.
  - (2) Buffer: Provide at least a 40 foot landscaped buffer and six foot masonry wall on all sides of the property where the applicant's property directly abuts industrial- zoned land, in addition to the setbacks of the applicable zoning district. For property that abuts industrial zoned land and is separated by a right-of-way, a minimum of a 30 foot landscape buffer shall be provided. Driveway access through the buffer is permitted. The buffer shall not count towards any open space requirements.
  - (3) Open space: Provide usable outdoor area for active recreational activities, based on 100 sq. ft. of recreational space per unit of all of the units in the project's buildings. Regardless of the number of units, all projects shall provide at least 5,000 square feet of active recreational space within the project
  - (4) Parking: Parking shall meet the standards established under the Town's general parking code in Sec. 78-142.

(b) Live Local Act Projects in Single-family Zoning Districts.

In order to ensure the health, safety, and welfare of the residents of a single-family neighborhood from the potential incompatible impacts of a multi-family use with the heights and densities allowable for a Live Local Act project, the applicant shall demonstrate to the Department that it meets all the criteria below.

- (1) Environmental Assessment and Mitigation plan: Shall submit and receive an acknowledgement from the Department of an environmental assessment for the proposed use, assessing traffic, school impacts, town recreation impacts, shadow studies, and a proposal to mitigate any impacts.
- (2) Buffer: Provide a minimum 30 foot landscaped buffer on all sides of the property. No parking shall be permitted in the buffer, however driveway access is allowed. The buffer shall not count towards any open space requirements.
- (3) Open space: Provide usable outdoor area for active recreational activities, based on 100 sq. ft. of recreational space per unit of all of the units in the project's buildings. Regardless of the number of units, all projects shall provide at least 5,000 square feet of active recreational space within the project
- (4) Parking: Parking shall meet the standards established under the Town's general parking code in Sec. 78-142.

**Sec. 65-8 Land Development Regulations specific to projects developed under the Live Local Act, FS 166.04151,**

In addition to requirements set forth herein the following shall apply:

- (a) Density. Density shall not exceed the highest base density allowed in any zoning district, and is not permitted to be at a density based upon any bonus for density permitted in any district.
  - (1) For projects developed in single-family neighborhoods, allowable density shall be calculated based on the net area to be used for the residential development and shall not include the area of the religious institution building, its required parking, and any accessory structures or uses.
- (b) Height. Height shall not exceed the base height permitted within the applicable zoning district, and is not permitted to any increased height that could be based upon any bonuses, for any projects that have been provided a height bonus or waiver within one mile of the project.



**Sec. 65- 9- Administrative Approval Process for Projects developed under FS 166.04151 (7).**

(a) Submittal requirements: Projects qualifying for administrative approval shall:

- 1) Pay the fee for the administrative review of site plans in accordance with the Town's adopted fee schedule for site plan review. An escrow account shall be established, and payment made at the time of application in accordance with the Town's adopted Master Fee Schedule.
- 2) Comply with all submittal requirements for the submittal of workforce housing as specified in Section 65-4, above.

3) Submit two sets of mailing labels for containing the owners of properties and their addresses that are within 300 feet of a project's property line on each side of the project boundaries. The Town will rely upon the mailing labels submitted to notify the property owners of the proposed project (b) When an application is submitted and deemed by the Department sufficient for review, the Town shall prepare a notice to be sent to the owners of properties that are within 300 feet of a project's property line on each side of the project boundaries. The notice shall state the time/place where an owner or resident can review the proposed project. The notice shall provide a minimum of 30 days to submit written comments to the Community Development Department. The Town may choose to hold an informational meeting to obtain public comments, and if so, the notice shall state the time and place of the meeting.

(c) Administrative Review Standards

All development applications shall meet the standards for workforce units established herein, shall be consistent with the Comprehensive Plan and meet all land development regulations.

- 1) Plan review shall be subject to all Town, state and federal regulations, with the exception of those explicitly exempted by the Live Local Act, FS 166.04151(7).
- 2) The administrative review of all applications shall be subject to the review of the Department and any Town consultants.
- 3) The Department may impose conditions of approval to insure that the project meets the intent of this Chapter.
- 4) The property owner shall execute a Land Use Restriction Agreement, on a form approved by the Town Attorney. This agreement shall include, but is not limited to the details on the workforce units such as number, type and location of workforce units; income levels served; affordability period; requirements regarding compliance monitoring and annual reporting; enforcement and remedies; and such other information as determined by the Department to be necessary to insure compliance with this chapter. The agreement shall be recorded in the official

records of Palm Beach County, and shall run with the land through the duration of the affordability period.

(d) Following the Department's finding that the project has complied with this Chapter, an administrative order shall be prepared by the Department stating such findings and including such conditions that are necessary. The administrative order shall be issued by the Town Manager upon recommendation of approval by the Department, with copy supplied to the Town Commission and Town Clerk who shall maintain same as part of the Town's official records. An administrative development order shall be issued by the Department

(e) The Town Manager shall not issue a development order unless the owner of the land which is subject to the development order has entered into a land use restriction agreement that meets the standards of this chapter.

(f) Proposed demolition of a locally designated historic structure under FS 166.04151 (7).

(1) Requests for demolition of a historic structure shall adhere to all requirements and standards and criteria associated with special certificate of appropriateness or an amendment/rescission as set forth in Chapter 66, with the only exception being that only administrative approval shall be required.

(2) The Community Development Department shall assume the responsibilities otherwise reserved for the Historic Preservation Board and the Town Commission when evaluating any special certificate of appropriateness or request for demolition.

(3) When an application is submitted and deemed by the Department sufficient for review, the Town shall prepare a notice to be sent to the owners of properties that are within 300 feet of a project's property line on each side of the project boundaries. The notice shall state the time/place where an owner or resident can review the proposed application. The notice shall provide a minimum of 30 days to submit written comments to the Community Development Department. The Town may choose to hold an informational meeting to obtain public comments, and if so, the notice shall state the time and place of the meeting.

(4) Following the Department's finding that the applicant has met the criteria set out in Chapter 66 an administrative order shall be prepared by the Department stating such findings and including such conditions that are necessary. The administrative order shall be issued by the Town Manager upon recommendation of approval by the Department, with copy supplied to the Town Commission and Town Clerk who shall maintain same as part of the Town's official records.

#### **Sec. 65- 10. - Review and Approval of Projects.**

- (a) Any workforce housing project not developed under FS 166.04151(7) shall follow the public hearing procedures as required by state law and/or the Town Code for special exception use and site plan applications.

**Sec. 65-11.**

Reserved.

**Sec. 65- 12– Incentives.**

(a) Expedited Review and Permitting for Projects in any Location

- 1) The Department's director may assign a specific staff member to be a single point of contact who shall have the responsibility of assisting applicants through the Department's development application review and permitting process.
- 2) The Department shall establish the necessary steps required for permitting qualified projects in a pre-application meeting and shall prepare a permitting timetable for the project's completion of an application to the town for review. An approximate plan review timeline shall be developed and agreed upon by the applicant and the department which include submittal deadlines and review for all development related issues.

**Sec. 65-13–Recordation and Monitoring**

- (a) Recordation: Upon the approval of a site plan for a residential development or mixed use development, which includes workforce units, a Land Use Restriction Agreement approved by town attorney and executed by the property owner and the Town shall be recorded by the owner in the public records of Palm Beach County.
- (1) The restriction period shall commence upon the issuance of a certificate of occupancy for the first workforce unit in the first building completed in a workforce housing unit project, or .
  - (2) The duration of the restriction shall be the length of the required term to maintain workforce housing as mandated under this program.

(b) Monitoring: Any project providing affordable housing shall provide annual monitoring reports in accordance with this section.

(1) Approved rental workforce units monitoring requirements.

- a. Approved workforce housing rental projects shall submit an annual report to the Department, completed by a qualified third-party reporting firm approved by the Town.
- b. The required annual report shall be accompanied by a notarized affidavit attesting to the truth and veracity of the report, and signed by an authorized representative of the property owner.
- c. The report shall be submitted to the Department on an annual basis for the duration of the restriction period.
- d. The report shall:
  1. Demonstrate that the workforce units are occupied by households that have an annual gross income that is within the established income category for the restricted units, adjusted for actual household size (per natural persons), and that the monthly rents for the restricted units do not exceed the established rent limit per number of bedrooms, as published and updated annually by the Florida Housing Finance Corporation (FHFC).
  2. Provide a narrative of the standard operating procedures used by the project to administer the workforce housing program within the project, along with applications received, approved, and denied, and any inquiries received.
  3. Include a statement explaining the qualifications of the income certification reviewers.
  4. Include a statement explaining the qualifications of the third party reviewer.
- e. The Town may hire a third party such as a housing trust at the applicant's expense, to review and annually monitor proposed workforce housing projects.

(a) The owner or owners of real estate that is the subject of a Live Local Act, FS 166.04151 (7).administrative approval and their successors, assigns, and agents shall continue to meet the affordability standards established herein throughout the affordability period and shall and shall comply with the approved land use restriction agreement. If a workforce housing project does not meet the affordability standard or any term of the applicable land use restriction agreement during the development's affordability period, the Department may allow the owner 30 days or other "a reasonable time "as determined by the Department's Director to cure or correct the violation. If the owner or owners do not cure the violation within the time allowed, the Town may enforce the provisions of this chapter by taking any of the following actions:

1. Enforce the land use restriction agreement.
2. Suspend a business tax receipt
3. Pursue code enforcement action pursuant to Chapter 162, Florida Statutes and the Town Code.
4. Seek declaratory and/or injunctive relief in a court of competent jurisdiction

**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.



## 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

**ORDINANCE NO. 03-2025**

**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 BY CREATING CHAPTER 65 TO BE ENTITLED "AFFORDABLE AND WORKFORCE HOUSING"; 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.

*The ordinance implements the State-mandated "Live Local Act", but also addresses workforce housing that is not covered by the act.*

## 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 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).

The purpose of the ordinance is to establish a program for workforce housing. The ordinance sets out the procedure to apply, establishes where such housing can be located, provides requirements to insure that such housing is built to standards compatible with other units in any project, method of approval, and other such regulations to insure the health, safety, and welfare of those who will reside in the workforce and affordable units. The ordinance is developed in part, to provide regulations for development of housing as mandated under the State's "Live Local Act".

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.

There will be no economic impact on existing businesses in the Town.

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

The ordinance does not create a new fee or charge on existing businesses in the Town. However, this ordinance does create an economic impact on any developer that chooses to build affordable housing under this program. This would be 1) the cost of monitoring the program (i.e. for any Live Local Act project this would be for the State-mandated 30 years, to insure the project remains in compliance with the terms of the State Program. ) No fee for this is established in the ordinance; it will be based on actual monitoring cost each year, and 2) cost of an environmental assessment to insure that industrial uses in proximity to the project do not impact the health and welfare of residents. Other project costs such as review fees already exist

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

There are no new fees or charges created. The projects will be reviewed by staff as any other site plan. The existing site plan review fee is \$4,000. The Town's actual regulatory costs, in terms of Department review, would vary based on the complexity of the project itself.

As with all projects, the developer is responsible for the cost of reviews by Town consultant engineers, landscape, architects, etc. This is passed on directly to the developer.

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

No existing businesses are anticipated to be impacted by the ordinance.

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

Prepared by:

Karen Golonka, Planner

March 27, 2025

Print name and title

Date

*Karen J Golonka*

Signature

Copy Uploaded to the Web on 6/6/25

## TOWN OF LAKE PARK

### NOTICE OF PUBLIC HEARING

NOTICE is hereby given that the Town Commission of the Town of Lake Park is proposing to adopt the following ordinance:

#### ORDINANCE NO. 03-2025

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 BY CREATING CHAPTER 65 TO BE ENTITLED “WORKFORCE HOUSING”; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

**Two Public Hearings will be held by the Lake Park Town Commission**

**First Hearing: Wednesday, June 18 at 6:30 pm or as soon as the matter can be heard.**

**Adoption Hearing: Wednesday, July 2 at 6:30 pm or as soon as the matter can be heard.**

**Location: Town Commission Chambers 535 Park Avenue, Lake Park.**

**General Summary of Ordinance:**

The ordinance establishes a program for workforce housing in the Town, primarily to address the “Live Local Act”. The ordinance sets out the procedure to apply, establishes where such housing can be located, provides requirements to insure that such housing is built to standards compatible with other units in the project, the method of approval, and other such regulations to insure the health, safety, and welfare of those who will reside in the workforce units.

**BE ADVISED: ALL DATES ARE SUBJECT TO CHANGE. Please refer to the Town website and agendas for the most up to date items being presented**

For additional information, or to review the proposed ordinance, please contact the Community Development Department at 535 Park Avenue, Lake Park, FL 33403 at 561-881-3300, ext. 325 or e-mail [kgolonka@lakeparkflorida.gov](mailto:kgolonka@lakeparkflorida.gov).

***Should you wish to attend the meetings to comment on the application please take note of the date, time and location.***

***If a person decides to appeal any decision made by the 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.***

Publish: Palm Beach Post June 7, 2025



## Town of Lake Park Town Commission

### Agenda Request Form

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**Meeting Date:** June 18, 2025

**Originating Department:** Public Works

**Agenda Title:** Resolution 27-06-25 – Town of Lake Park Traffic Calming  
(Administrative) Policy for Local Roadways - Resident Initiated

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Cost of Item:** \$0.00 **Funding Source:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Finance Signature:** \_\_\_\_\_

**Advertised:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** Resolution

TLP-Traffic Calming Policy

Presentation

**Please initial one:**

\_\_\_\_\_ Yes, I have notified everyone.

\_\_\_\_\_ Not applicable in this case

**Summary Explanation/Background:**

This Administrative Policy is being re-presented to the Town Commission following the request from the Commission to continue this to a future meeting and include it on the Regular Agenda. Further, a request was made to include various definitions to this Administrative Policy. Please note that this Administrative Policy would not require approval of an Ordinance as it will not be codified within the Town's Code of Ordinances.

\_\_\_\_\_

Over the past number of years, the Town has received multiple requests from residents seeking to address concerns related to speeding vehicles, cut-through traffic, and pedestrian safety in residential neighborhoods. However, the Town has not had a formal administrative policy in place to guide the consistent evaluation, funding, and implementation of such requests.

In response, the Public Works Director has developed a revised Traffic Calming (Administrative) Policy for resident initiated/requested traffic calming device requests that is grounded in national best practices and modeled after successful programs implemented in peer communities. This Policy establishes a structured, equitable, and transparent approach to address speed reduction and traffic safety concerns on Town-owned local streets.

Note: The proposed Administrative Policy is related to resident initiated/requested traffic calming devices to be considered within Town maintained roadways. The Town Commission may continue to consider/approve/fund the installation and/or removal of installed traffic calming devices utilizing the criteria/standards outlined within this Policy; however, the Commission would not be required meet all terms of the proposed Administrative Policy.

The overarching goal of the proposed Administrative Policy is to enhance neighborhood safety and mobility by slowing vehicular traffic, reducing the risk of collisions, and supporting a more livable environment for pedestrians, cyclists, and residents.

Importantly, the proposed Administrative Policy formalizes the Town's leadership role in initiating traffic calming measures. For traffic calming initiatives led by the Town, whether introduced by the Town Commission or the Public Works Department, the Town will assume funding responsibility, subject to budget availability and prioritization. This reflects the Town's ongoing commitment to proactive safety improvements and speed management on residential streets.

Conversely, for resident-initiated projects, the design, engineering, and construction costs will generally be the responsibility of the property owners within the defined study area. However, the proposed Administrative Policy also provides flexible funding pathways, including upfront contributions, formation of Municipal Service Benefit Units (MSBUs) or Municipal Service Taxing Units (MSTUs), grants, or public-private partnerships, empowering neighborhoods to enhance safety and livability collaboratively.

The proposed Administrative Policy introduces a four-step process to ensure traffic concerns are addressed efficiently and fairly:

#### **Step 1 – Neighborhood Applicant Requests Study**

Residents may submit a formal application with a petition signed by at least 75% of the property owners affected by the subject roadway. The street must meet eligibility criteria as a Town-owned local road with limited travel lanes, appropriate length, and no emergency route designation.

#### **Step 2 – Town Staff Review and Evaluation**

Public Works staff will review the application for completeness and compliance, collect traffic data (including volume, speed, and incidents), and determine if the conditions warrant traffic calming for safety and speed control. If warranted, a conceptual traffic calming plan will be prepared and presented during a public information meeting.

#### **Step 3 – Community Petition for Plan Approval**

If traffic calming measures are recommended, the applicant must secure approval from at least 75% of property owners within the designated study area, confirming their support and understanding of the associated cost responsibilities. The plan, including cost estimates and funding sources, will be submitted to the Town Commission for review and approval.



**Step 4 – Project Implementation**

Upon Commission approval and funding confirmation, the Town will contract a professional engineer to develop the construction documents. Construction will follow all applicable procurement policies, and a post-construction evaluation will be performed within six (6) months to assess the effectiveness of speed reduction measures.

Additionally, the proposed Administrative Policy includes a provision for the removal of installed traffic calming devices under specific criteria, such as adverse impacts to emergency response, excessive post-installation traffic volume, or a qualifying resident petition after two (2) years.

The Traffic Calming Administrative Policy is limited to Town-maintained local roadways. It has been reviewed by the Community Development Department, CRA Administrator, Palm Beach County Fire-Rescue, Palm Beach County Sheriff's Office, and the Town Attorney.

**RECOMMENDATION:**

I move to approve Resolution 27-06-25, adopting the Town of Lake Park Traffic Calming (Administrative) Policy for Local Roadways, which establishes a transparent and collaborative framework for resident initiated/requested speed reduction devices.

**RESOLUTION 27-06-25****A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, ADOPTING THE TRAFFIC CALMING ADMINISTRATIVE POLICY FOR LOCAL ROADWAYS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Lake Park, Florida ("Town") is a municipal corporation of the State of Florida with such powers and authority as have been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

**WHEREAS**, the Town recognizes the need to preserve neighborhood safety and quality of life by managing the impacts of vehicular traffic within residential communities; and

**WHEREAS**, the Town has developed a formal Traffic Calming Policy to provide a structured process for requesting, evaluating, and implementing traffic calming measures on Town-owned local roadways; and

**WHEREAS**, the Policy outlines eligibility criteria, procedural steps, and technical standards for traffic calming projects, and ensures that all such projects include public input and receive Town Commission approval prior to implementation; and

**WHEREAS**, the Traffic Calming Administrative Policy is consistent with best practices established by the Federal Highway Administration (FHWA) and the Institute of Transportation Engineers (ITE), and aligns with the Town's Comprehensive Plan goals; and

**WHEREAS**, the Town Manager recommends the adoption of this Policy to ensure a fair, transparent, and consistent approach to managing neighborhood traffic concerns; and

**WHEREAS**, the Traffic Calming Administrative Policy is attached hereto and incorporated herein as Exhibit A.

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

**Section 1.** The foregoing recitals are incorporated herein by this reference.

**Section 2.** The Town Commission hereby adopts the Traffic Calming Administrative Policy for Local Roadways attached hereto as Exhibit A.

**Section 3.** The Town Manager and staff are hereby authorized and directed to implement the Policy and take all necessary steps to administer its provisions.

**Section 4.** This Resolution shall take effect immediately upon its adoption.

**Town of Lake Park**  
**Traffic Calming Administrative Policy**  
Adopted \_\_\_\_\_

### **EXECUTIVE SUMMARY**

This policy establishes a structured, transparent, and data-driven process for evaluating and implementing traffic calming measures on local roadways within the Town of Lake Park. It defines eligibility criteria, outlines the community engagement process, and clearly delineates funding responsibilities. Traffic calming measures are limited to Town-owned local streets to preserve the function of collector and arterial roads. All proposed traffic calming actions are subject to public input and final Town Commission approval, in alignment with national best practices and standards established by the Federal Highway Administration (FHWA) and the Institute of Transportation Engineers (ITE).

### **INTRODUCTION**

The Town of Lake Park is committed to ensuring residential neighborhoods' overall safety and livability. One way to meet this commitment is by collaborating with the Town and property owners to manage traffic in residential neighborhoods and address documented traffic concerns. The Town of Lake Park Traffic Calming Policy provides a process for requesting, evaluating, and implementing appropriate traffic calming measures.

### **CONSIDERATIONS**

Traditional transportation improvements have generally focused on capacity, speed, and safety. While these are still concerns, another dimension, traffic calming, is often added to maintain or restore the livability of a residential neighborhood. This is done by incorporating physical elements that prohibit and/or slow vehicular traffic. The Institute of Transportation Engineers (ITE) defines traffic calming as:

*“.... the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users.”*

Unlike traffic control devices such as stop signs and speed limit signs, which require enforcement, traffic calming measures<sup>1</sup> are self-enforcing. Traffic calming measures generally serve one of the following three functions..<sup>2</sup>:

- Precludes through-traffic and only allows local traffic
- Discourages, but still allows through-traffic
- Allows through and local traffic

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<sup>1</sup> Traffic Calming Measure - an element of a traffic calming plan selected from among those devices authorized herein for use within the city.

<sup>2</sup> Federal Highway Administration “*Traffic Calming State of the Practice*” (FHWA-RD-99-135)

Determining the appropriate type of traffic calming for a roadway requires coordination and consideration of how the existing roadway network functions. The majority of the town's existing roadway network has a traditional layout..<sup>3</sup> Which:

- Allows distribution of traffic over a network of streets, thus reducing the need to widen roads;
- Creates a highly interconnected network that provides a choice of routes, thus providing options for detour routes and accessibility for emergency services;
- Provides the ability to choose the most direct route to a destination, thus reducing the travel distance and the associated time and fuel;
- Creates smaller blocks of development that can be highly supportive of pedestrian, bicycle, and transit modes of travel;
- Provides a block structure allowing greater flexibility for evolving land use.

Because of the layout of the town's road network, traffic calming measures that hinder the distribution of traffic may result in the need to widen other roadways, delay emergency response time, or cause drivers to seek routes to bypass the traffic calming. Therefore, consideration of the function and type of roadway is necessary. The streets and roads within the town's roadway network are classified as local or collector, depending on their use and function. All arterial roadways located in the Town of Lake Park are under the jurisdiction of and maintained by the Florida Department of Transportation (FDOT). Local and collector roadways are as described below (See map Exhibit 1):

- Local streets allow direct access to abutting property and characteristically have lower volume, lower speed, shorter trip lengths, and less through-traffic (e.g., 2<sup>nd</sup> Street, Foresteria Drive, Greenbriar Drive, and 8<sup>th</sup> Street, etc.).
- Collector streets provide access and traffic movement between local streets and arterial roads. They provide moderate volumes, speeds, trip lengths, and through-traffic (e.g., Park Avenue and Watertower Road).

Due to the functional nature of the roadways, traffic calming measures will only be installed/used on local streets and not on collector roadways.

## **DEFINITIONS**

**AADT (Average Annual Daily Traffic):** The total volume of vehicle traffic on a segment of roadway for a year divided by 365 days.

**Applicant:** A resident, property owner, or authorized representative requesting a traffic calming study for a qualifying local roadway.

**Collector Roadway:** A road that channels traffic from local streets to arterial roadways. These streets allow moderate speeds and traffic volumes and are not eligible for traffic calming under this policy.

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<sup>3</sup> "Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highways", commonly referred to as "The Florida Greenbook,"

**Cut-Through Traffic:** Traffic that uses a local street to travel between two higher-order streets, bypassing the intended arterial or collector network.

**Emergency Route:** A roadway designated by emergency services as critical for response operations, not eligible for traffic calming.

**ITE (Institute of Transportation Engineers):** A professional organization providing data and standards used in traffic engineering practices.

**Local Roadway:** A street intended primarily for access to abutting properties with low speeds, lower volumes, and minimal through-traffic.

**MSTU (Municipal Service Taxing Unit):** A legal mechanism to collect property taxes from a defined area to fund specific services or improvements.

**MSBU (Municipal Service Benefit Unit):** A funding method used to assess costs for public improvements to benefiting properties within a defined area.

**Public Information Meeting:** A Town-organized meeting to present and discuss conceptual traffic calming plans with residents and stakeholders in the affected study area.

**Study Area:** The defined geographic area surrounding the requested traffic calming location, used for evaluating community support and impacts.

**Traffic Calming Measures:** Self-enforcing physical features designed to slow vehicle speeds or discourage cut-through traffic, as listed in Appendix A.

**85th Percentile Speed:** The speed at or below which 85% of vehicles are observed to travel under free-flowing conditions.

## **POLICY AUTHORITY & APPLICABILITY**

This policy is authorized under the Town of Lake Park's Home Rule authority and guided by the Transportation Element of the Town's Comprehensive Plan. It applies to all Town-owned local roadways and does not extend to collector or arterial roadways under County or FDOT jurisdiction. Final authority for approval of traffic calming installations rests with the Town Commission.

## **GOALS AND GUIDELINES**

For traffic calming initiatives *led by the Town*, whether introduced by the Town Commission or the Public Works Department, the Town will assume funding responsibility, depending on available budget and identified priorities. This approach reflects the Town's ongoing commitment to enhancing safety and mobility in our neighborhoods.

When *residents take the initiative* to request traffic calming improvements, the associated design, engineering, and construction costs are typically the responsibility of the property owners within

the designated study area. However, funding support may be available through options such as upfront contributions, the establishment of a Municipal Service Benefit Unit (MSBU) or Municipal Service Taxing Unit (MSTU), applicable grants, or public-private partnerships, as outlined in the Project Implementation section. These pathways are designed to empower residents to collaboratively develop solutions that enhance the livability and safety of their communities.

Town's Traffic Calming Policy will be based upon the following goals and guidelines:

### Goals

- Provide and maintain a safe traditional roadway network.
- Maintain and/or improve residential neighborhood livability by reducing the impact of vehicular traffic on residential streets.
- Encourage citizen involvement in the residential neighborhood traffic calming process.

### Guidelines

- Encourage, but not require, through-traffic to use higher classification roads (i.e., collector and arterial roads).
- Re-route traffic from one street to another of equal classifications if, and only if, the result is a more equal distribution of the traffic volumes. Shifting a traffic problem from one street to another or from one neighborhood to another is not an acceptable alternative.
- Reduce the average speed of motor vehicles within neighborhoods to acceptable levels.
- Implement cost-effective measures for solving identified traffic problems.
- Improve safety for non-motorists in the Town's right-of-way.
- Preserve reasonable emergency vehicle ingress/egress.
- Maintain reasonable vehicular access. Traffic calming measures should encourage and enhance pedestrian and bicycle access to and throughout the neighborhood.
- Town-owned local streets are eligible to be considered for traffic calming measures following this policy, guidelines, and criteria.
- Town-owned collector roads will not be considered for traffic calming measures.
- The Town may employ traffic calming measures, including but not limited to those listed in Appendix A, to achieve the objectives identified.
- The Town shall follow the Traffic Calming Policy to ensure consistency and a collaborative process for the community while maintaining the efficient use of funding.
- The Town shall ensure that all projects receive input from the affected area property owners, which will be defined on a case-by-case basis, along with affected organizations.
- All projects shall receive Town Commission approval before permanent traffic calming devices are installed.
- If approved, all costs associated with implementing the traffic calming measures (i.e., initial research, studies, designs, and construction) will be the responsibility of the property owners who are expected to receive direct benefit from the traffic calming measures.
- An application for traffic calming on a road or street that does not qualify for traffic calming may be resubmitted after three (3) years.



## **TRAFFIC CALMING PROCESS**

The four-step process is as follows:

**Step 1 – Neighborhood Applicant<sup>4</sup> Requests Study:** The Applicant may request a traffic calming study for a local roadway. To request a study, the Applicant completes and submits a request form and petition to the Public Works Department. The petition must include the signatures of at least 75% of the property owners fronting the street on which the traffic calming study is requested. The requested street must be a continuous section of roadway located between two (2) intersections, not a partial segment, must be under the jurisdiction of the Town, consist of no more than two (2) travel lanes, not be designated as an emergency or evacuation route, and must be at least 1,000 feet in length. A copy of the request form and petition is provided in Appendix B. Please note that only roadways classified as local are eligible to be considered for traffic calming measures under this policy. Traffic calming on collector roadways will not be considered.

**Step 2 - Review and Consideration of the Request by Town Staff:** Town Staff will review the petition and application to evaluate and determine the request's eligibility. During this process, the Staff will inform the Applicant of the review findings. Staff will review the petition to ensure adequate signatures have been obtained and gather data on site conditions. If both criteria are met, the Staff will conduct a traffic study and research traffic incidents for the subject roadway. Staff will use the data to classify the roadway and determine appropriate traffic calming measures. The applicant will be notified by the Town (by certified mail) of the results from the staff review, compliance with the proposed Traffic Calming Policy, and the potential availability for new traffic calming measures to be installed.

After determining that traffic calming measures are appropriate, Staff and/or an engineering consultant will prepare a conceptual traffic calming plan and hold a public information meeting. Based on the meeting's results, a traffic calming plan will be prepared. These actions are further described below.

**Eligibility: All the following criteria must be met to be eligible for traffic calming.** If all requirements are met, including the minimum number of signatures on the petition, the application continues in the review process. If all the requirements are unmet, the application is closed, and the Applicant is notified that the road does not meet the criteria for traffic calming. To be eligible for traffic calming, the roadway shall:

- Be classified as a local roadway
- Not be designated as an emergency or evacuation route.
- Have no more than two (2) travel lanes.
- Be under the jurisdiction of the Town.
- Be at least 1,000 feet in length.
- Not be a partial segment of a contiguous street.

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<sup>4</sup> Neighborhood Applicant – a property owner along the requested street who has submitted a request for the Traffic Calming Study and serves as a liaison between the Town and the community.

**Data Collection:** If the eligibility criteria are met, the following data will be collected to determine roadway conditions.

- Site conditions: A visual survey will confirm that the roadway has proper signage, pavement markings, and sight distance according to the MUTCD Standards. Any irregularities will be corrected and reviewed within three (3) to six (6) months to determine whether the improvements resolved the Applicant's traffic concerns.
- Traffic Study: A traffic count, speed study, and classifications of vehicles using the roadway will be collected and recorded.
- Incident records: The sheriff's crash records, fire rescue (medical and fire-related) calls, and other traffic incident reports (e.g., speeding tickets) will be collected.

**Traffic Conditions:** The collected data will be reviewed to document traffic conditions and determine if traffic calming measures are appropriate for the requested roadway. The four (4) types of traffic conditions and recommended traffic calming are outlined below:

Type I - Minor Excessive Speed and Volume: This designation is provided for roadways with traffic that meet the following conditions:

- The measured 85<sup>th</sup> percentile speed<sup>5</sup> is between five (5) and eight (8) miles per hour above the posted speed limit, and;
- Average annual daily trips (AADT) are between 300 and 800 vehicles per day (vpd).

Roadways with minor excessive speed and volume (Type I) will be addressed through Sheriff enforcement and education. The Palm Beach County Sheriff's Department will be notified of the situation and requested to increase enforcement on a random basis during the hours when most speeding violations occur. Additionally, public notice (e.g., neighborhood flyers, social media posts, the Town website, etc.) or other means of informing drivers using this road may be provided to resolve speeding concerns.

Type II - Excessive Speed and Volume: This designation is for roadways with traffic volumes greater than 800 average annual daily trips (AADT) and one of the following:

- The measured 85<sup>th</sup> percentile speed is nine (9) miles per hour or greater than the posted speed limit, or;
- The hourly volume exceeds 12% of the average daily traffic, or more than ten (10) daily trips per household, per ITE Trip Generation Manual, 10<sup>th</sup> Edition.

Roadways classified as having excessive speed or volume (Type II) will continue to the conceptual traffic calming plan phase (see below).

Type III – Other: Any roadway that does not meet the minimum criteria to be classified as Type II, but the collected volume and speed data are both within 20% of the minimum criteria required (2 mph and 160 vpd), and any of the following extenuating circumstances are present:

- a large number or high frequency of accidents,

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85<sup>th</sup> Percentile Speed - speed at which 85% of the vehicles are traveling at or below posted speed. For the purposes of this Policy, the 85<sup>th</sup> Percentile Speed considered will be the average 85<sup>th</sup> Percentile Speed of both directions. (FHWA ITE Manual of Transportation Engineering Studies, November 2010)

- numerous bus stops,
- numerous residential driveways,
- roadway geometry issues, or
- a lack of sidewalks,

A roadway may be classified as Type III by the Town Commission upon recommendation by the Town Engineer and/or Public Works Director. The Town's contracted Engineer and/or Public Works Director will present these recommendations to the Town Commission.

Roadways classified as Type III will continue to the conceptual traffic calming plan phase (see below).

**Type IV – None of the Above:** Roadways that do not exhibit Type I, Type II, or Type III conditions are not eligible for traffic calming.

**Conceptual Traffic Calming Plan:** Roadways that are classified as having excessive speed or volume (Type II) or other (Type III) will be further analyzed to define a Study Area<sup>6</sup> and to create a conceptual traffic calming plan. The plan shall be developed using guidelines established by the Federal Highway Administration (FHWA) and Institute for Transportation Engineers (ITE) documents and utilizing the examples provided in this Policy.

**Public Information Meeting:** A public information meeting will present the conceptual traffic calming plan to the study area residents and obtain input from the public and affected agencies. Property owners within the study area will be given notice of the public information meeting. Examples of notification may include door hangers, newspapers, Public Service Announcements on Town's Webpage - [www.lakeparkflorida.gov](http://www.lakeparkflorida.gov) – Town social media accounts, mailings, and/or message boards within the study area.

Any property owner unable to attend the meeting may submit comments regarding the proposed plan to the Town's contracted Engineer and the Public Works Department, in writing, for consideration. Additionally, the following governmental agencies will be notified that traffic calming measures are being considered and requested to provide comments regarding the proposed measures:

- Town of Lake Park Public Works Department
- Town of Lake Park Community Development Department
- Palm Beach County's Fire Rescue
- Palm Beach County's Sheriff's Office
- Palm Beach County's School Board

**Recommended Traffic Calming Plan:** Based on the FHWA standards adopted in this policy, a recommended traffic calming plan for the study area will be developed based on input from the public and various governmental agencies.

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<sup>6</sup> Study Area - the defined area which has been determined to be impacted by proposed traffic calming measures. The Study Area may cross traditional neighborhood boundaries.

**Step 3 - Applicant Petition for Recommended Traffic Calming Measures:** After completion of the recommended plan for traffic calming measures, the Town's contracted Engineer and/or Public Works Director Town will provide the community Applicant with a template petition form and a map outlining the study area, as well as the type and locations of the recommended traffic calming devices. The Applicant is required to obtain signatures of more than 75% of the property owners within the affected study area indicating that they support the construction of the proposed traffic calming measures and understand that all costs related to the proposed project, if approved, would be the responsibility of the residents that directly benefit from the proposed measures.

**Town Commission Consideration:** The petition with the signatures of at least 75% of the property owners supporting the traffic calming plan, the construction plans, probable cost estimates, construction funding sources, and a construction schedule will be submitted to the Town Commission for review and consideration.

**Step 4 - Project Implementation by Town Staff:** Town Staff will implement the mechanisms needed to fund, design, obtain Town Commission approval, construct, and evaluate the project after construction, as described below.

**Funding:** The design and construction of traffic calming measures will not begin until a funding source is identified and secured. Thus, upon approval by the Town Commission to move forward with the design and construction implementation of the project, a funding mechanism would then be identified and approved/secured. Potential funding sources to support the proposed traffic calming project may include, but are not limited to:

1. Upfront payment by the affected property owners
2. Municipal Service Taxing Unit (MSTU)
3. Municipal Service Benefit Unit (MSBU)
4. Private sources
5. Public/private partnerships (Non-Town)
6. Grant opportunities.

#### **Town**

**Design:** The Town will contract with a professional engineer licensed to work in Florida to develop the traffic calming construction plans and an estimate of construction cost based upon the recommended plan.

**Construction:** The traffic calming measures will be designed and constructed after the town commission approves them and authorizes/implements the funding.

**Project Evaluation:** Within six (6) months following the completion of the traffic calming project, new traffic data will be collected and compared to the previously collected "before" data. The comparison will evaluate the traffic calming measures to determine if corrective measures or other actions are needed.

#### **REMOVAL OF TRAFFIC CALMING MEASURES**

With the approval of the Town Commission, traffic calming measures may be removed or altered at any time for the following reasons:

- Emergency response is significantly impacted (per Palm Beach County Fire Rescue and Sheriff Department Standards)
- The traffic count for the local roadway exceeds 5,000 vehicles per day.
- Determination by the Town's contracted Engineer and/or Public Works Director that it is in the best interest of public safety.

Property owners within the traffic calming area may also request removal of the measures after the measures have been in place for two (2) years by submitting a petition to the Town. The petition shall request removal of the traffic calming measures, acknowledge that the property owners will pay for all costs related to the removal of the devices, and include the signatures of at least 75% of the property owners within the calming area. Upon receipt of the petition by the Town's contracted Engineer and/or the Public Works Department, the Town will assess the property owners within the traffic calming area for all costs associated with removing the traffic calming measures (i.e., Design, Construction, etc.).

### **TRAFFIC CALMING PROCESS FLOWCHART WITH DECISION POINTS**

#### **Step 1: Neighborhood Applicant Request**

- Applicant submits completed request form and petition (75% of fronting property owners)
- Is the street a Town-owned local roadway with at least 1,000 ft length, 2 travel lanes, and not an emergency route?
  - Yes: Proceed to Step 2
  - No: Application denied; applicant notified

#### **Step 2: Town Review & Data Collection**

- Staff reviews signatures and collects traffic, speed, and safety data
- Does the roadway meet the eligibility criteria?
  - Yes: Proceed to classification (Type I–IV)
  - No: Application closed; applicant notified
- Is the classification Type II or Type III?
  - Yes: Proceed to conceptual plan and public information meeting
  - No (Type I): Refer to Sheriff for enforcement; no further action

#### **Step 3: Petition for Recommended Plan**

- Conceptual plan presented to residents and agencies
- Applicant gathers petition with 75% approval from study area residents
- Is the 75% support threshold met?
  - Yes: Proceed to Town Commission review
  - No: Application halted; may be resubmitted after 3 years

#### **Step 4: Implementation & Evaluation**

- Town Commission reviews and approves project and funding
- Is funding secured (MSTU, MSBU, grants, etc.)?

- Yes: Project moves to engineering and construction
- No: Project deferred until funding is available
  
- Construction completed
- Within 6 months: Town evaluates post-construction traffic data to assess effectiveness

### **POLICY REVIEW AND UPDATES**

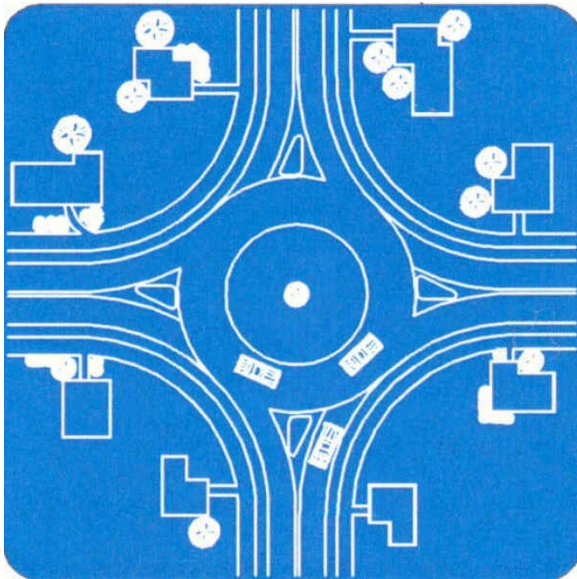
This Traffic Calming Policy shall be reviewed every five (5) years by the Public Works Department in coordination with the Town Engineer. Updates may be recommended based on changes in traffic patterns, emerging best practices, regulatory changes, or community needs. Any revisions will be presented to the Town Commission for review and approval.

# Appendix A

## Examples of Traffic Calming Measures



## Roundabouts



A raised circular structure that deflects the flow of traffic in a counter-clockwise direction around the circle. The objectives of roundabouts are to slow traffic and reduce the number and severity of crashes. Roundabouts are designed to accommodate all sizes of vehicles. Unlike traffic circles, roundabouts are used on higher-volume streets.

**Good for:** Locations with a history of accidents, intersections with irregular approaches, or high U-turn volumes.

### Advantages:

- Moderate traffic speeds
- Landscaping and hardscape can make it aesthetically pleasing
- Enhanced safety compared to traffic signals
- Minimizes queuing at the approaches
- Less expensive to operate than traffic signals.

### Disadvantages:

- It may be difficult for large vehicles to circumnavigate
- May require the elimination of some on-street parking
- Landscaping must be maintained by the property owners or by the municipality.
- Requires more right-of-way than signalized intersection

**Cost Estimate:** \$150,000 - \$1,250,000

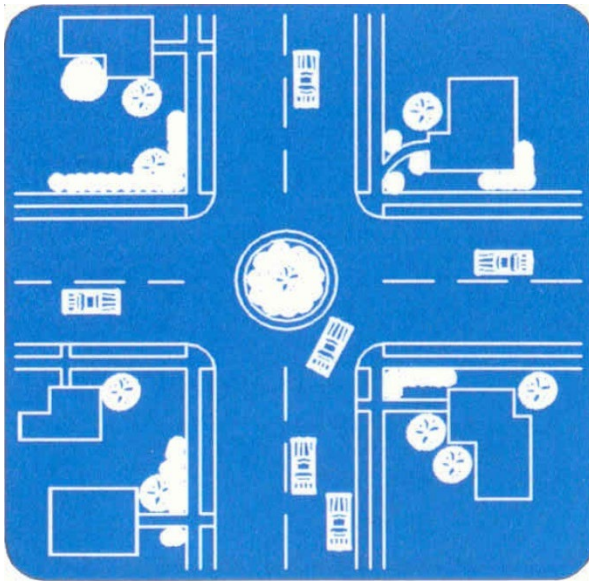
### Effectiveness:

- Average 29% reduction in accidents, with a reduction from 9.3 to 5.9 accidents per year (from a sample of 11 sites; source: *Roundabouts: An Informational Guide*)

### Similar Measures:

- By constructing a small island in a neighborhood intersection and leaving the existing curbs, you have a Traffic Circle

## Traffic Circles – Mini Roundabouts



Traffic circles are raised islands placed in intersections around which traffic circulates. They are not intended for high-volume or large vehicle traffic. Traffic circles sometimes employ stop or signal control or give priority to entering vehicles. Some traffic circles impose control measures within the circulating roadway or are designed with weaving areas to resolve conflicting movements.

**Good for:** Calming intersections, especially within neighborhoods, where large vehicle traffic is not a major concern but speeds, volumes, and safety are problems.

### Advantages:

- Very effective in moderating speeds and improving safety
- If designed well, they can have positive aesthetic value
- Placed at an intersection, they can calm two streets at once

### Disadvantages:

- Difficult for large vehicles (such as fire trucks) to circumnavigate
- May require the elimination of some on-street parking
- Landscaping must be maintained by the property owners or by the municipality

**Cost Estimate:** \$25,000 - \$150,000

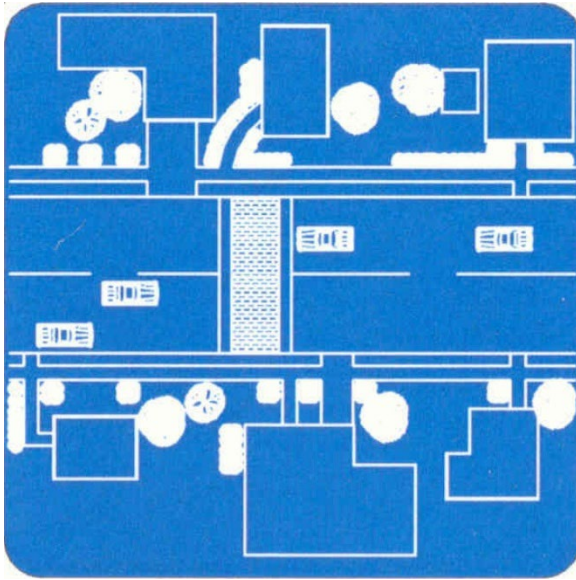
### Effectiveness:

- Average of 11% decrease in the 85th percentile travel speeds, or from an average of 34.1 to 30.2 miles per hour (from a sample of 45 sites)
  - Including a large sample from Seattle, an average of 73% decrease in accidents, or from an average of 2.2 to 0.6 accidents per year (from a sample of 130 sites)
- Roundabouts: An Informational Guide* )

### Similar Measures:

- By placing a raised island in a midblock location, you have a Center Island Narrowing
- By enlarging the intersection and the center island, inserting splitter islands at each approach, setting back the crosswalks away from the circulating lane, and implementing yield control at all approaches, you have a Roundabout

## Speed Tables



Speed tables are flat-topped speed humps often constructed with brick or other textured materials on the flat section. The tables are generally 3 to 4 inches high, have a six-foot sloped approach, a ten-foot top, and a six-foot sloped departure profile. Speed tables are typically long enough for the entire wheelbase of a passenger car to rest on the flat section. The long flat areas with gently sloped ramps give speed tables higher speeds than speed humps. Brick or other textured materials improve the appearance of speed tables, draw attention to them, and enhance safety and speed reduction.

**Suitable for:** Locations where low speeds are desired but a somewhat smooth ride is needed for larger vehicles.

### Advantages:

- Smoother on large vehicles (such as fire trucks) than speed humps
- Effective in reducing speeds, though not to the extent of speed humps

### Disadvantages:

- Questionable aesthetics if textured materials are not used
- Textured materials, if used, can be expensive
- May increase noise and air pollution
- Possible avoidance
- Possibly creates roadway debris

**Cost Estimate:** \$10,000 - \$15,000 each

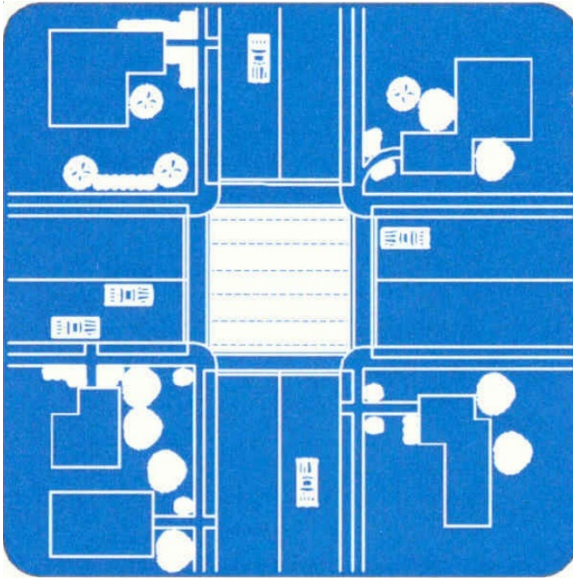
### Effectiveness (22' Table):

- Average of 18% decrease in the 85th percentile travel speeds, or from an average of 36.7 to 30.1 miles per hour (from a sample of 58 sites)
- Average of 45% decrease in accidents, or from an average of 6.7 to 3.7 accidents per year (from a sample of 8 sites)

### Similar Measures:

- By removing the flat section in the middle, you have a Speed Hump
- By placing a crosswalk on the flat section, you have a Raised Crosswalk; and
- By raising the level of an entire intersection, you have a Raised Intersection

## ***Raised Intersections***



Raised intersections are flat raised areas (3 to 4 inches) that cover an entire intersection with ramps on all approaches and often with brick or other textured materials on the flat section. By modifying the level of the intersection, crosswalks are more readily perceived by motorists to be "pedestrian territory". The objectives are to slow traffic and reduce the number and severity of crashes.

**Suitable for:** Intersections with substantial pedestrian activity and areas where parking spaces need to be retained

### **Advantages:**

- Improves safety for both pedestrians and vehicles
- Can have positive aesthetic value
- Calms two streets at once

### **Disadvantages:**

- Expensive, varying by materials used
- Impacts on drainage need to be considered
- Less effective in reducing speeds than speed humps, speed tables, or raised crosswalks

**Cost Estimate:** \$50,000 - \$100,000

### **Effectiveness:**

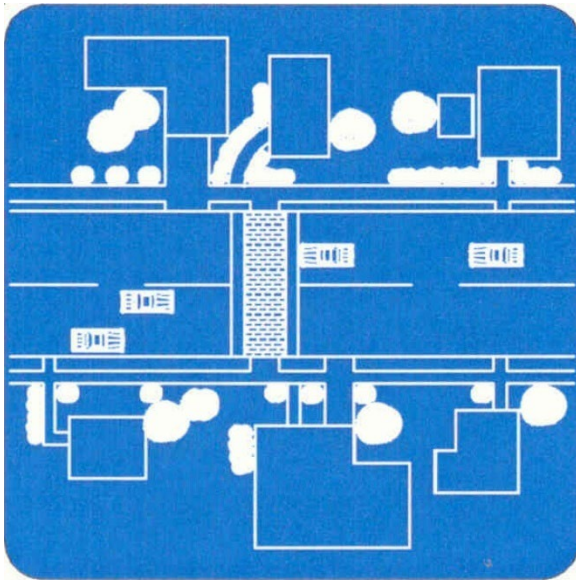
- Average of 1% decrease in the 85th percentile travel speeds, or from an average of 34.6 to 34.3 miles per hour (from a sample of 3 sites)

### **Similar Measures:**

- By raising only a single crosswalk, you have a Raised Crosswalk
- By raising only a short section to a flat level (without a crosswalk), you have a Speed Table; and
- By raising an even shorter section and constructing it without a flat top, you have a Speed Hump



## ***Raised Crosswalks***



Raised crosswalks are speed tables outfitted with crosswalk markings and signage to channel pedestrian crossings. They provide pedestrians with a level street crossing, and by increasing the level of the crossing, pedestrians are more visible to approaching motorists.

**Suitable for:** Locations where pedestrian crossings occur at haphazard locations and vehicle speeds are excessive.

### **Advantages:**

- Improve safety for both pedestrians and vehicles
- Can have positive aesthetic value
- Effective in reducing speeds, though not to the extent of speed humps

### **Disadvantages:**

- Textured materials, if used, can be expensive
- Impacts on drainage need to be considered
- May increase noise and air pollution
- Possible avoidance

**Cost Estimate:** \$10,000 - \$15,000

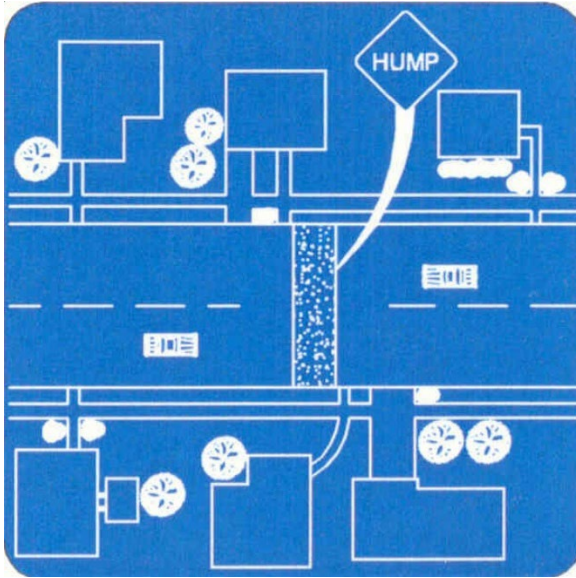
### **Effectiveness:**

- For a 22-foot Speed Table (the most similar device for which data is available):
  - Average of 18% decrease in the 85th percentile travel speeds, or from an average of 36.7 to 30.1 miles per hour (from a sample of 58 sites)
  - Average of 45% decrease in accidents, or from an average of 6.7 to 3.7 accidents per year (from a sample of 8 sites)

### **Similar Measures:**

- By removing the crosswalk markings and signage, you have a Speed Table, and
- By removing the crosswalk and the flat section in the middle, you have a Speed Hump
- By raising the level of an entire intersection, you have a Raised Intersection

### *Speed Humps (Limited Use)*



Speed humps are rounded raised areas generally 10 to 14 feet long (in the direction of travel), making them distinct from the shorter "speed bumps" found in many parking lots, and are 3 to 4 inches high. Speed humps shall not be used on primary access routes. The objective is to slow traffic and reduce the number and severity of crashes.

**Suitable for:** Locations where very low speeds are desired and reasonable, and where noise and exhaust fumes are not a major concern.

**The Town Engineer does NOT recommend this option.**

#### **Advantages:**

- Relatively inexpensive
- Relatively easy for bicycles to cross if designed appropriately
- Very effective in slowing travel speeds

#### **Disadvantages:**

- Causes a "rough ride" for drivers, and can cause severe pain for people with skeletal disabilities
- Forces large vehicles, such as emergency vehicles, to travel at slower speeds
- Increases noise and air pollution
- Questionable aesthetics
- More Roadway Debris
- Possible avoidance

**Cost Estimate:** \$5,000 - \$12,000 each

#### **Effectiveness (12' Hump):**

- Average of 22% decrease in the 85th percentile travel speeds, or from an average of 35.0 to 27.4 miles per hour (from a sample of 179 sites)
- Average of 11% decrease in accidents, or from an average of 2.7 to 2.4 accidents per year (from a sample of 49 sites)

#### **Similar Measures:**

- By lengthening the hump with a flat section in the middle, you have a Speed Table
- By turning an entire crosswalk into a speed hump, you have a Raised Crosswalk; and
- By raising the level of an entire intersection, you have a Raised Intersection

## ***Less Common Traffic Calming Measures***

***Semi-Diverter Island:*** Installed on the street's ingress side where entry is prohibited. Vehicles can still exit from the street, but entrance is not permitted. This feature prohibits cut-through traffic.

***Mid-Block Island:*** Constructed mid-block in the center of the roadway, separating travel lanes and may reduce lane widths. Mid-block islands slow traffic. These features address vehicle speeds and may discourage cut-through traffic

***Splitter Island:*** *Splitter islands may provide landscaping and channelization to lanes at the entrances to a neighborhood. They* slow traffic and discourage cut-through traffic.

***Roadway Narrowing reduces the width of pavement while maintaining two-way*** traffic. Landscaping planted with the narrowing may further enhance the feature and impact driver behavior by reinforcing the impression that the pavement area is limited. Roadway narrowing slows and may discourage cut-through traffic.

***Chicanes:*** This project changes the alignment of the roadway so that the street is not straight. This eliminates driver tendencies to accelerate on a straight street and may add beautification opportunities without significantly impacting emergency services. Two-way traffic and full access for larger vehicles and emergency services are maintained. These features address vehicle speeds and may discourage cut-through traffic.



# Appendix B

## Traffic Calming Request Form and Petition Form

TOWN OF LAKE PARK  
PUBLIC WORKS DEPARTMENT  
TRAFFIC CALMING REQUEST FORM



Applicant Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street for Review (From / To): \_\_\_\_\_  
Daytime Phone No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Identify yourself as:

☐ Homeowner ☐ Business Owner ☐ Developer ☐ Town Staff

Are you willing to be the "Point of Contact" regarding this Traffic Calming request for your neighborhood?

☐ Yes ☐ No *\*(If no, please provide an alternative contact willing to serve in this role.)*

Traffic Concerns (Check all that apply):

- ☐ Speeding vehicles
- ☐ High volume of traffic
- ☐ Cut-through traffic
- ☐ Frequent accidents
- ☐ High pedestrian activity
- ☐ Lack of pedestrian/bicycle amenities (sidewalks, crosswalks, etc.)

Please describe the specific traffic issues affecting your street or neighborhood:

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Supporting Documentation:

To proceed with this request, please **attach a petition** signed by at least **75% of property owners fronting the street** where traffic calming is requested.

Submission Instructions:

Once completed, please submit this request form along with the petition sheet(s) to:

- Town of Lake Park Public Works Department
- Attn: Public Works Director & Town Engineer
- 535 Park Avenue, Lake Park, FL 33403
- [publicworks@lakeparkfl.gov](mailto:publicworks@lakeparkfl.gov)

For additional information, contact the Public Works Department at (561-881-3345).

TOWN OF LAKE PARK  
PUBLIC WORKS DEPARTMENT  
TRAFFIC CALMING REQUEST PETITION FORM



The final placement of traffic calming measures will be determined by the Contracted Engineer and/or Public Works Department, taking into account safety, accessibility, and engineering feasibility.

**Petition Information**

Full Name (Clearly Printed)	Address	Cell/Contact Number	Signature	Date

**Notes:**

1. **One (1) signature per household** is permitted.
2. **Valid for up to three (3) years** from the date of submission.
3. By signing this petition, **all signatories acknowledge responsibility** for any costs associated with the approved traffic calming measures, including but not limited to **design, construction, and maintenance**.

**Submission Instructions**

Once completed, submit this petition along with the **Traffic Calming Request Form** to:

📍 Town of Lake Park Public Works Department  
📍 Attn: Public Works Director  
📍 535 Park Avenue, Lake Park, FL 33403  
📧 [publicworks@lakeparkfl.gov](mailto:publicworks@lakeparkfl.gov)

For further inquiries, contact the **Public Works Department** at (561-881-3345).

# Appendix C

## Roadway Classifications – Transportation Element Of The Comprehensive Plan



# Department of Public Works

## Traffic Calming Policy

June 18, 2025



# Presentation Agenda

1. Purpose: Advancing Safety Through Speed Reduction
2. Policy Goals: Safer, Calmer Streets
3. Eligible Roadways and Criteria
4. Traffic Calming Solutions for Speed Control
5. Implementation Process
6. Clear Funding Responsibilities
7. Ongoing Safety Evaluation





# Purpose of the Policy

- Prioritize public safety by controlling vehicle speeds in residential areas
- Strengthen speed reduction strategies to prevent traffic-related injuries
- Provide a consistent, fair process to implement traffic calming measures that enhance neighborhood safety







# What Is Traffic Calming?

*"Traffic calming is the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior, and improve conditions for non-motorized street users."*

*— Institute of Transportation Engineers*



***Traffic calming is fundamentally about reducing vehicle speeds and improving safety for all road users.***



# Goals Centered on Safety

- Ensure **safe travel** for pedestrians, cyclists, and motorists
- Achieve meaningful **speed reduction** on neighborhood streets
- Minimize risk of crashes and near-miss events
- Support **walkable, livable communities** through safer roadway design



# Effective Speed Reduction Measures

Item 7.

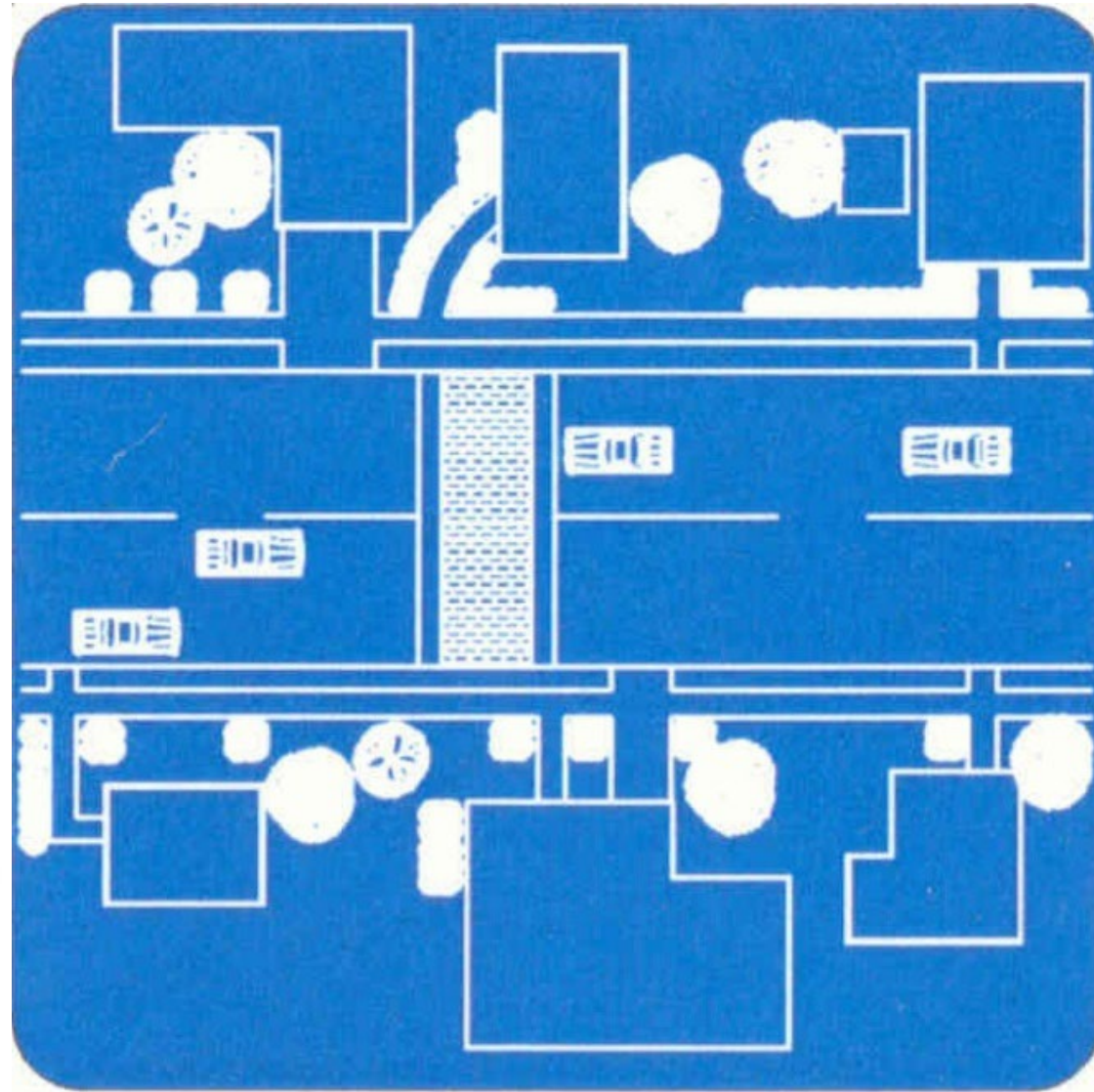
The following engineered solutions are designed to reduce speeding and increase roadway safety:

- **Speed Tables** – Slow vehicles with minimal impact on emergency response
- **Raised Crosswalks** – Prioritize pedestrian safety
- **Mini-Roundabouts** – Control intersection speeds
- **Chicanes & Narrow Lanes** – Physically slow traffic
- **Raised Intersection** – Improving **pedestrian safety** and promoting **vehicle speed reduction**

Each tool promotes **safer street environments** and measurable **vehicle speed control**.



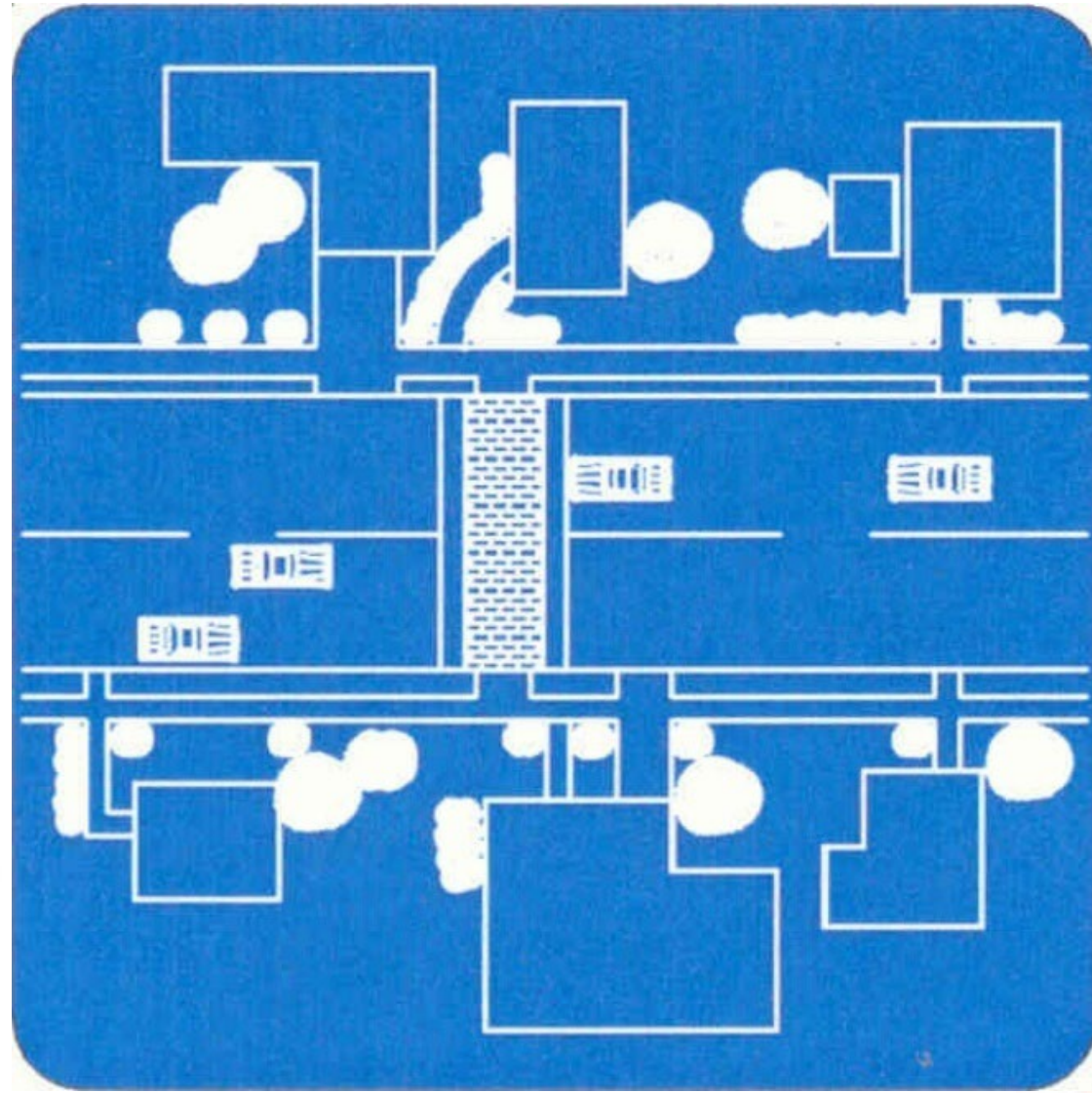
# Speed Tables





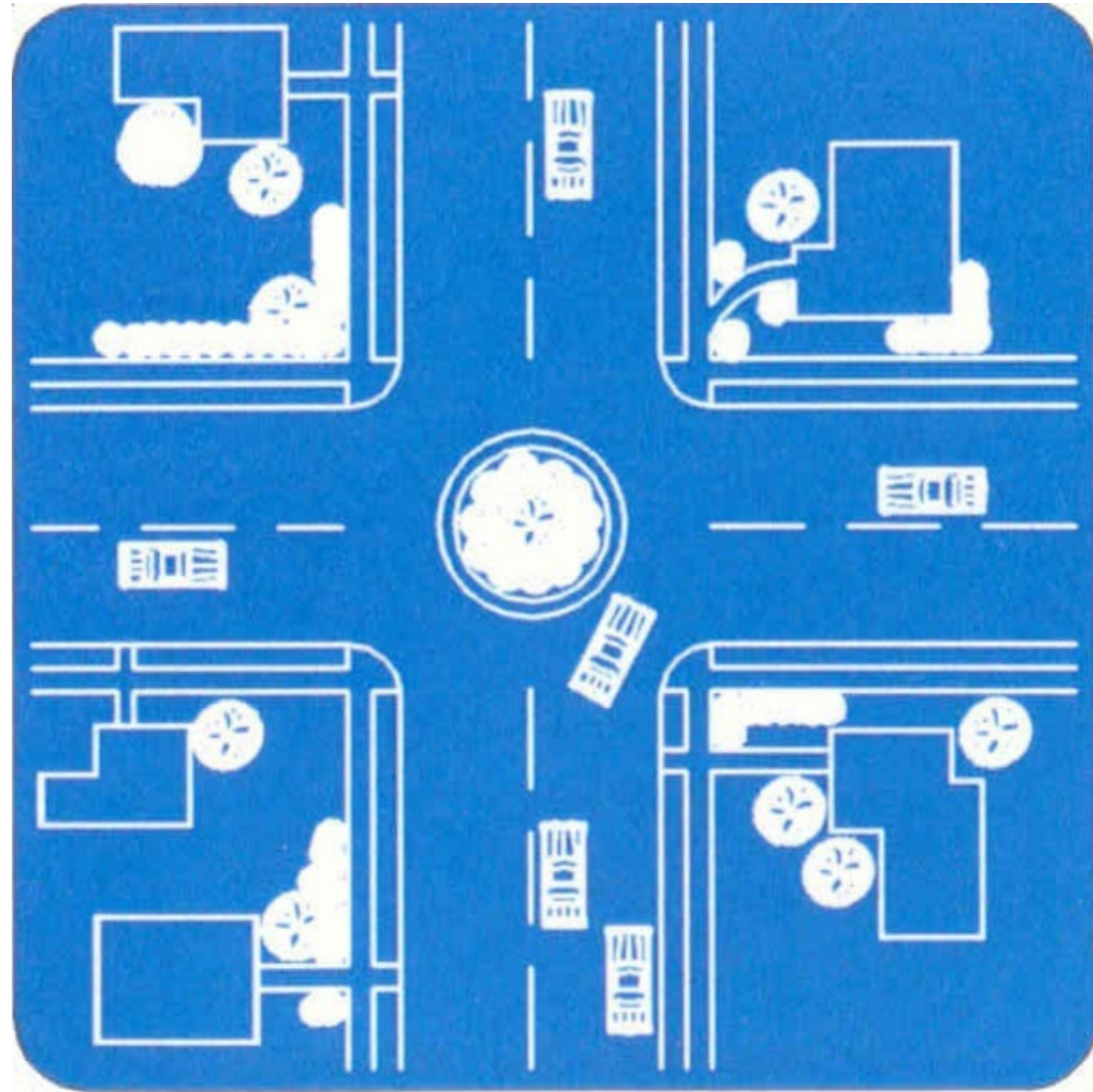


# Raised Crosswalks





# Mini Roundabouts







## Chicanes & Narrow Lanes







# Raised Intersections





# Inappropriate Traffic Calming Measure

Item 7.

## Stop Signs

- Increase midblock speeds as drivers try to make up for lost time.
- Lead to increased noise and pollution due to frequent stops and starts.
- May shift traffic problems to other areas without solving underlying issues.

**Key Point:** Use only when warranted, according to MUTCD guidelines.

## Speed Bumps

- Not suitable for public streets due to their abrupt and severe design.
- Can be hazardous to motorists and cyclists, requiring very low passage speeds.
- Increase midblock speeds as drivers try to make up for lost time.

**Key Point:** Speed humps, a less severe form, are preferred for public applications.



# Eligibility for Traffic Calming

For a road to qualify for traffic calming implementation, it must:

- Be under Town jurisdiction and classified as a **local street**
- Be at least 1,000 feet in length
- Carry no more than 2 lanes of traffic
- Not be an emergency or evacuation route

This ensures that **safety improvements** target the most appropriate roadways for **effective speed reduction**.



# Implementation Process: Focused on Safety

Item 7.

1. **Initiation** (Town Identification or Resident Application)
2. **Safety and Speed Study** (Traffic data collection and analysis)
3. **Conceptual Design** (Speed-reducing strategies and community input)
4. **Town Commission Approval** (Public safety prioritized in all decisions)
5. **Construction & Evaluation** (Improvements to control speed and enhance safety)





# Who Pays for Traffic Calming?

## **TOWN-INITIATED PROJECTS**

For traffic calming initiatives led by the Town, whether initiated by the Town Commission or the Public Works Department, the Town will assume full funding responsibility, subject to budget availability and priority rankings. This reflects the Town's strong commitment to reducing vehicle speeds and improving public safety across residential neighborhoods.



# Who Pays for Traffic Calming?

## RESIDENT-INITIATED PROJECTS

When residents initiate a request for traffic calming, the full cost of design, engineering, and construction is typically the responsibility of the property owners within the defined study area.

To support resident-driven safety improvements, funding may be obtained through:

- Direct contributions
- Formation of an MSBU or MSTU
- State or federal grants
- Public-private partnerships

These pathways allow neighborhoods to partner with the Town to reduce speeding and enhance traffic safety.



# Post-Implementation Safety Evaluation

Item 7.

- Traffic data is collected six months after installation
- Speeds and traffic volumes are reviewed
- If needed, further adjustments are made to optimize **speed control and safety outcomes**





# Conditions for Device Removal

Traffic calming features may be removed if:

- **Emergency response** is impeded
- Traffic volume exceeds 5,000 vehicles/day
- A new **safety risk** emerges
- Residents submit a petition with 75% support and agree to fund the removal



# Implementation Procedures

**Traffic  
Study**



**Requester  
submits  
Application**



**Public  
Hearing**



**Procurement  
Process**



**Data  
Collection**



**Commission  
Review**



**Construction  
of Devices**



# Learn More About Traffic Calming

Visit the Town's Public Works Department webpage for information about Traffic Calming Policy and other programs.



[www.lakeparkflorida.gov/](http://www.lakeparkflorida.gov/)



**(561) 881-3345**



[publicworks@lakeparkflorida.gov](mailto:publicworks@lakeparkflorida.gov)







**ANY  
QUESTIONS?**

