



# Lake Park Town Commission, Florida

## Community Redevelopment Agency Meeting Agenda

Wednesday, December 06, 2023 at 6:30 PM

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

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<b>Roger Michaud</b>	—	<b>Chair</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Chair</b>
<b>John Linden</b>	—	<b>Agency Member</b>
<b>Carmen Rodriguez</b>	—	<b>Agency Member</b>
<b>Mary Beth Taylor</b>	—	<b>Agency Member</b>
<b>Judith Thomas</b>	—	<b>Agency Member</b>
<b>Henry K. Stark</b>	—	<b>Agency Member</b>
<b>John O. D'Agostino</b>	—	<b>Executive Director</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Agency Attorney</b>
<b>Vivian Mendez, MMC</b>	—	<b>Agency 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 contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

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### CALL TO ORDER/ROLL CALL

### PLEDGE OF ALLEGIANCE

### SPECIAL PRESENTATION/REPORT:

### PUBLIC COMMENT:

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

**EXECUTIVE DIRECTOR/BOARD MEMBER COMMENTS:**

**CONSENT AGENDA:**

- [1.](#) October 18, 2023 Special Call Community Redevelopment Agency Meeting Minutes
- [2.](#) November 15, 2023 Special Call Community Redevelopment Agency Meeting Minutes

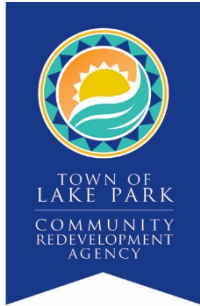
**NEW BUSINESS:**

- [3.](#) Lake Park Car Show and Cruise

**AGENCY MEMBER REQUESTS:**

**ADJOURNMENT:**

**FUTURE MEETING DATE:** The next scheduled Community Redevelopment Agency Meeting will be conducted on March 6, 2024.



**Community Redevelopment Agency  
Agenda Request Form**

**Meeting Date: December 6, 2023**

**Agenda Item No.**

**Agenda Title: October 18, 2023 Special Call Community Redevelopment Agency Meeting Minutes.**

☐ SPECIAL PRESENTATION/REPORT    ☒ **CONSENT AGENDA**  
☐ OLD BUSINESS    ☐ NEW BUSINESS  
☐ OTHER:

**Approved by Executive Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Laura Weidgans, Deputy Town Clerk***

<b>Originating Department:</b>  <b>Agency Clerk</b>	Costs: \$ <b>0.00</b> Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b> <b>Meeting Minutes</b> <b>Exhibits A-B</b>
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes    I    have    notified everyone_____ or Not applicable in this case <u>LW</u> . <b>Please initial one.</b>

These minutes were presented to the CRA on 11-15-2023, but was pulled from the agenda by Board Member Stark who felt that the minutes did not completely capture everything he said. The minutes have been revised to include his verbatim comments, which are highlighted.

**Recommended Motion:** I move to approve the October 18, 2023 Special Call Community Redevelopment Agency Meeting Minutes.



# Lake Park Town Commission, Florida

## Special Call Community Redevelopment Agency

### Meeting Minutes

Wednesday, October 18, 2023 at 6:30 PM

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

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<b>Roger Michaud</b>	—	<b>Chair</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Chair</b>
<b>John Linden</b>	—	<b>Agency Member</b>
<b>Carmen Rodriguez</b>	—	<b>Agency Member</b>
<b>Mary Beth Taylor</b>	—	<b>Agency Member</b>
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#### CALL TO ORDER/ROLL CALL

6:33 P.M.

#### PRESENT

Chair Roger Michaud

Board Member John Linden

Board Member Carmen Rodriguez

Board Member Mary-Beth Taylor

Board Member Judith Thomas

Board Member Henry Stark

ABSENT: Vice-Chair Kimberly Glas-Castro

**PLEDGE OF ALLEGIANCE**

Gus Rodriguez

**SPECIAL PRESENTATION/REPORT:**

NONE

**PUBLIC COMMENT:**

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

NONE

**EXECUTIVE DIRECTOR/BOARD MEMBER COMMENTS:**

Executive Director John D'Agostino provide his comment via exhibit "A". He also raised concerns with the Business Before Breakfast meeting that took place on October 10<sup>th</sup> (Exhibit B). He stated that only 4 businesses within the Community Redevelopment Agency (CRA) area attended the meeting which he does not feel is enough of a presence to warrant the holiday display event. He stated that staff will be reaching out to all of the businesses within the CRA to create a group to see if additional businesses would like to participate in the event.

Board Member Linden stated he agreed with most of what the Executive Director stated. He also stated that all of the CRA businesses were represented in the meeting and he does agree that the meeting became a little hostile due to three businesses that were not happy with the way the event would be promoted and that the streets would be closed during peak business hours for those particular businesses. Board Member Linden stated that there were 25 or 26 businesses that were represented.

Executive Director D'Agostino stated that the Town will do the light display but may not move forward with the passport program in order to keep the streets open to vehicle traffic.

Chair Michaud encouraged staff and the Board to work together. He stated that he had met with the business owners to see how these current concerns can be amicably resolved and stated that he encouraged the business owners to work with staff to resolve issues and address concerns and move forward.

Board Member Stark asked how many meetings were held with business owners in the CRA prior to initiating recommendations. Executive Director D'Agostino explained that there had been a series of meetings, three total, with members of the business community. Board Member Stark asked when the idea of road closures was introduced. Executive Director D'Agostino stated he was not sure. Board Member Stark stated *"I am sure that this last meeting was the first time this was introduced. You can imagine the surprise that people would have ...that their business that do operate with people coming in there would have road closures. I think you had solicited comments, you had requested, I was at that meeting and I kept my comments to the end. I think Mr. Linden was very respectful because he allowed other people to talk. Your comments before were very disingenuous that Mr. Linden didn't have comments. I think that's inappropriate. I think that you need to recognize that his demeanor was leading the meeting of the business club which very few of the members in that business club belong to businesses in the CRA. I think that's in another point that you need to take into account. The members of the CRA the people that it affected were not the majority of those people in that business meeting. Those people there very few of them commented, other than some of the negative comments you received and I think your perception was that you were being attacked. You weren't. You had requested, you had solicited comments and for you not to have taken offense would be surprising to me. I understand why you felt attacked, but I don't think you should have asked for comments at a business meeting where a majority of the people were not business members of the CRA and not expected that to happen. You asked for road closures at the first time in that meeting."* Executive Director D'Agostino explained that it was the marketing piece that created hostility, not the road closures.

Board Member Taylor made comments about not knowing too much about this issue because she was not invited to attend these business meetings. Chair Michaud provided a brief summary of the project. Board Member Taylor asked what the expectation of the Board is in regards to this project. Executive Director D'Agostino explained that there is funding in the CRA budget for the holiday light display. He explained that the Board's role was to pass the CRA budget which they have done. Board Member Taylor clarified that this project is only between staff and the business owners at this point. Executive Director D'Agostino stated that yes, that is correct.

Board Member Thomas spoke about the formulation of a CRA business association and stressed that the CRA Board should not be a part of that association.

**CONSENT AGENDA:**

Motion made to pull item 1 from the Consent Agenda and approve item 2 on the Consent Agenda by Board Member Thomas, Seconded by Board Member Rodriguez. Voting Yea: Chair Michaud, Board Member Linden, Board Member Rodriguez, Board Member Taylor, Board Member Thomas, Board Member Stark.

Board Member Linden expressed the following concerns regarding Resolution 77-10-23: He stated that while he is in favor, upon execution the company has 90 days to complete which will affect the area where the Christmas tree will be and proposes moving the item to a later date. He also expressed concerns with a portion of the street caving in on 8<sup>th</sup> street and understands it is not a part of this resolution and proposes addressing the street. Executive Director D'Agostino stated it will be taken into consideration and it was his understanding the work would be completed by December 1<sup>st</sup>. Public Works Director Roberto Travieso stated that it had already been decided to postpone the project.

He advised that the project would not be started until after the holidays. Board Member Linden asked about the pothole on 8<sup>th</sup> Street and Park Avenue and asked if it could be fixed prior to December 1<sup>st</sup>.

Public Works Director Travieso stated that this area is within the scope of this project. He stated that he would investigate the area of concern. Board Member Stark stated he believes the area could be fixed quickly and went on record to say "If it isn't taken care of and somebody hurts themselves, you're going to have a major problem". Public Works Director Travieso re-stated it would be investigated and addressed as quickly as possible. Commissioner Linden asked if the contractor could address the street immediately and delay the rest until after the holiday. Public Works Director Travieso stated he would investigate and make his recommendation. Board Member Thomas stated that a temporary patching of the area may be appropriate.

Motion made to approve Resolution 77-10-23 by Board Member Linden, Seconded by Board Member Taylor. Voting Aye: All

1. Resolution Authorizing and Directing its Chairman to Execute an Agreement with West Construction, Inc., for the Provision of Labor, Materials and Equipment Associated with the Park Avenue Downtown District Streetscape Improvement Project.
2. October 4, 2023 Special Call Community Redevelopment Agency Meeting Minutes

**NEW BUSINESS:**

NONE

**AGENCY MEMBER REQUESTS:**

NONE

**ADJOURNMENT:**

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

Voting Yea: All

Meeting adjourned at 7:44 P.M.

**FUTURE MEETING DATE:** The next scheduled Community Redevelopment Agency Meeting will be conducted on December 6, 2023.

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Chair, Roger D. Michaud

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Town Clerk, Vivian Mendez, MMC

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Deputy Town Clerk, Laura Weidgans

Town Seal

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2023





## CRA EXECUTIVE DIRECTOR COMMENTS

### SPCECIAL CALL COMMUNITY REDEVELOPMENT AGENCY MEETING Wednesday, October 18, 2023

Exhibit A

#### COMMUNITY DEVELOPMENT

The Holiday Display project along Park Avenue between 7<sup>th</sup> – 10<sup>th</sup> is underway. Given our pilot year, we have decided to run the displays every day throughout the month of December, from 6pm – 10pm. Sunday through Thursday, all roads will remain open and the displays will be accessible to drive-thru vehicular traffic and sidewalk pedestrian traffic. On Friday and Saturday, there will be full road closure starting at 5:30pm (for a 6pm start time), and the displays will be accessible to pedestrian traffic only. The logistics are still being worked on, but we will be ready for our opening night on Friday, December 1, which is also our Holiday Celebration. Stay tuned for more details! All interested parties, including stakeholders who attended our recent meetings, will be updated by email as we move forward. Business participation is of utmost importance!

illustrations by André Ceolin. “A beautiful, lyrical story about a girl who moves from her home in Central America to the United States, and everything she leaves behind and longs for—especially her Abuela—as she makes a new life.” There will also be a cosponsored reading with Bridges on Thursday at 5:30 PM, and on Saturday, we will have our final reading day full of fun, including a piñata and special guest readings by Vice-Mayor Glas-Castro at noon and Commissioner Linden at 3:00 PM. There is a Storywalk in Kelsey Park until the end of October, readings at Brooklyn Cupcake at noon on Tuesday, October 24, and readings in English and Spanish at the Sunset Celebration on Friday, October 27, around 7:30 PM or 8:00 PM. For more information, please stop in at 529 Park Avenue or contact the Lake Park Public Library at 561-881-3330.

### **TOWN COMMISSION CONSENSUS**

The Public Works and Special Events Departments are seeking feedback from the Town Commission on their availability to attend a Ribbon Cutting Ceremony for the new W. Ilex Park Playground, as follows:

- Tuesday, November 7 at 4:00 PM
- Wednesday, November 8 at 4:00 PM
- Thursday, November 9 at 4:00 PM

<u>DAY</u>	<u>M</u>
HOLI	LIGHT DISPLAY STAKEHOLDER MEETING

The Business Before Breakfast meeting held on October 10, 2023 at the Brewhouse Gallery included a presentation by the Town Manager and Town Staff on Holiday Light Displays to the Stakeholders. The meeting became problematic when we discussed marketing and at some point during the discussion became satutory towards staff. Remember, we were present to discuss the coordination of a holiday light display between the 700 to 900 block of Park Avenue. Staff spent a considerable amount of time internally preparing for the display including MOT measures, an increase in public safety personnel from the Sheriff's Office to working on plans to provide access for two properties within the 700 block that required alternative access points from the property if the 700 to 900 block was closed off over the Friday and Saturday night display periods. The MOT plan would also provide access to businesses along Park Avenue when the 700-900 blocks are closed to traffic on Friday and Saturday Nights.

At the October 10, 2023 meeting only four businesses signed up to work with us on a Passport campaign for the Friday, and Saturday night Holiday Light Street closures. We believe the group did not include a majority of Lake Park businesses located in the CRA boundries when only four businesses signed up to partner with the CRA. Four businesses in the CRA interested in participating in the Passport program is not sufficient to host such an initiative.

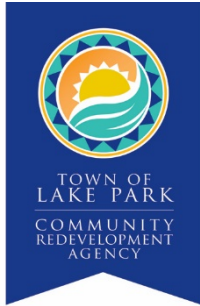
The meeting venue could only be held at the Brewhouse Gallary. Our initial plan was to provide breakfast for the group in the Commission Chambers whereby we could film and tape the meeting, Jo Brockman called to say a poll was taken and everyone wanted to have

the meeting at the Brewhouse Gallery. Given the tone of the meeting, staff became the target of their frustrations.

Item 1.

A few weeks before the October 10, 2023 meeting, I attended the same Stakeholder meeting to discuss the concept of a holiday light display, the idea was met with overwhelming support and a desire to partner with the CRA to get plugged in and become a participating business. Not sure what happened between that period of time and the meeting on October 10, 2023. I have to believe there might be a change of heart in supporting the event. We will proceed with the event and we plan to contact all businesses in the CRA outside of the Business before Breakfast group and partner with businesses that feel this initiative will help their businesses in a positive, respectful and sincere manner to ensure the success of the Holiday Light Display and ultimately their respective businesses. We do not have to do the Holiday Light Display at a cost of \$227,000. We believe such events are necessary to bring interest and traffic into the CRA.

As we move to build personnel capacity within the CRA district, staff can only serve businesses in the CRA. We plan to task the staff to create a business group of Lake Park CRA businesses because the CRA by Law can only spend TIFF dollars on CRA activities and businesses located within the geographic boundaries of the CRA.



## Community Redevelopment Agency Agenda Request Form

**Meeting Date: December 6, 2023**

**Agenda Item No.**

**Agenda Title: October 18, 2023 Special Call Community Redevelopment Agency Meeting Minutes.**

☐ SPECIAL PRESENTATION/REPORT    ☒ **CONSENT AGENDA**  
☐ OLD BUSINESS    ☐ NEW BUSINESS  
☐ OTHER:

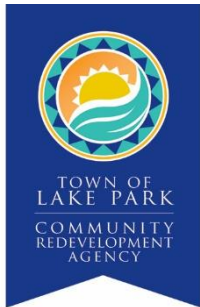
Approved by Executive Director: John D'Agostino    Digitally signed by John D'Agostino  
DN: cn=John D'Agostino, o=Town of Lake  
Park, ou=Town Manager,  
email=jdagostino@lakeparkflorida.g  
ov, c=US  
Date: 2023.11.28 16:29:40 -05'00'    Date: \_\_\_\_\_

*Laura Weidgans, Deputy Town Clerk*

<b>Originating Department:</b>  <b>Agency Clerk</b>	Costs: \$ <b>0.00</b> Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b> <b>Meeting Minutes</b> <b>Exhibits A-B</b>
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes    I    have    notified everyone_____ or Not applicable in this case <u>LW</u> . <b>Please initial one.</b>

These minutes were presented to the CRA on 11-15-2023, but was pulled from the agenda by Board Member Stark who felt that the minutes did not completely capture everything he said. The minutes have been revised to include his verbatim comments, which are highlighted.

**Recommended Motion:** I move to approve the October 18, 2023 Special Call Community Redevelopment Agency Meeting Minutes.



## Community Redevelopment Agency Agenda Request Form

**Meeting Date: December 6, 2023**

**Agenda Item No.**

**Agenda Title: November 15, 2023 Special Call Community Redevelopment Agency Meeting Minutes.**

☐ SPECIAL PRESENTATION/REPORT    ☒ **CONSENT AGENDA**  
☐ OLD BUSINESS    ☐ NEW BUSINESS  
☐ OTHER:

**Bambi McKibbon-Turner**

**Approved by Executive Director:** \_\_\_\_\_

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

Digitally signed by Bambi McKibbon-Turner  
DN: cn=Bambi McKibbon-Turner, o=Town of Lake Park,  
ou=Assistant Town Manager/Human Resources Director,  
email=bturner@lakeparkflorida.gov, c=US  
Date: 2023.11.30 10:04:00 -05'00'

***Laura Weidgans, Deputy Town Clerk***

<b>Originating Department:</b>  <b>Agency Clerk</b>	Costs: \$ <b>0.00</b> Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b> <b>Meeting Minutes</b> <b>Exhibits A-B</b> <b>Public Comment Cards</b>
	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes    I    have    notified everyone_____ or Not applicable in this case <u>LW</u> <b>Please initial one.</b>

**Recommended Motion:** I move to approve the November 15, 2023 Special Call Community Redevelopment Agency Meeting Minutes.



# Lake Park Town Commission, Florida

## Special Call Community Redevelopment Agency

### Meeting Minutes

Wednesday, November 15, 2023 at 6:30 PM

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

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<b>Roger Michaud</b>	—	<b>Chair</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Chair</b>
<b>John Linden</b>	—	<b>Agency Member</b>
<b>Carmen Rodriguez</b>	—	<b>Agency Member</b>
<b>Mary Beth Taylor</b>	—	<b>Agency Member</b>
<b>Judith Thomas</b>	—	<b>Agency Member</b>
<b>Henry K. Stark</b>	—	<b>Agency Member</b>
<b>John O. D'Agostino</b>	—	<b>Executive Director</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Agency Attorney</b>
<b>Vivian Mendez, MMC</b>	—	<b>Agency Clerk</b>

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#### CALL TO ORDER/ROLL CALL

6:32 P.M.

PRESENT

Chair Roger Michaud

Vice-Chair Kimberly Glas-Castro

Board Member John Linden

Board Member Carmen Rodriguez

Board Member Mary-Beth Taylor

Board Member Judith Thomas

Board Member Henry Stark

**PLEDGE OF ALLEGIANCE**

Dianne Sophinos

**SPECIAL PRESENTATION/REPORT:**

NONE

**PUBLIC COMMENT:**

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

NONE

Motion made to reorganize the agenda to have item 4 come before item 3 by Board Member Linden,  
Seconded by Board Member Stark.

Voting Yea: Chair Michaud, Board Member Linden, Board Member Rodriguez, Board Member Taylor,  
Board Member Thomas, Board Member Stark.

Voting Nay: Vice-Chair Glas-Castro.

**EXECUTIVE DIRECTOR/BOARD MEMBER COMMENTS:**

NONE

**CONSENT AGENDA:**

Board Member Stark requested that the meeting minutes be pulled from the Consent Agenda.

Motion made to pull the meeting minutes off of the Consent Agenda by Board Member Stark, Seconded  
by Board Member Taylor.

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

Motion made to approve item number 2 of the Consent Agenda by Board Member Stark, Seconded by Board Member Rodriguez.

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

Board Member Stark questioned how his comments were not all included in the minutes and requested that his comments be included. The Board deferred the minutes to the next meeting to allow the Clerk's Office to amend the minutes.

1. October 18, 2023 Special Call Community Redevelopment Agency Meeting Minutes  
Item #1 was pulled from the agenda for approval at a future meeting.
2. Request for Authorization for the Community Redevelopment Agency (CRA) Executive Director to Encumber and Expend Funds from the CRA Budget and Accept Two Proposals for ACME Barricades to Provide Maintenance of Traffic Services During the 2023 Holiday Display.

#### **NEW BUSINESS:**

4. Recreation Building Discussion (800 Park Avenue)

Board Member Linden read from a prepared statement so that there would not be any misunderstanding from people. He stated the following:

"The 800 building as we know is been under-utilized by the location, by that location. What is best for the current and future business on Park Avenue. So while there is a thought of housing the CRA Director there; I looked at it purely from the benefit of the businesses and the people on Park Avenue. If you ask any business owner, and we all know at least one business owner, what they would like. And their number one answer is going to be the more customer. We have failed a couple of attempts to get some of that done, so this is an easy and effective way to do something about that. The flow of traffic would result in additional traffic, if indeed we were to have the Artist of Palm Beach back in the 800 building. They have approximately 300 visitors a month coming into their location, their venues, and so forth. It's easy to assume that at least 10% of those people, coming in and out, would stop down at one of the locations.



Whether it be Gastro Pub, Jesse's Brew House because the people love art and they also like to walk around and support the businesses in that area. And, of course, without a doubt, because of the location it would bleed right into 10th Street locations. People like Coastal Brewery.

Cross marketing is a big key here and it is something that we need to consider. If the Artist of Palm Beach were in there, they could have flyers from each establishment, which they post normally on Facebook promoting their business. Now, could you do that if we had a CRA Director in there, of course. But, what you would not have is traffic. So it would be a useless point.

The question is the CRA Office it does none of that. While it may attract new business, it does nothing for the existing businesses that need more traffic. We are doing this big Christmas display lighting to try to generate more traffic. We all know that. And I think everyone is supportive of that. So traffic is what they need; we are trying to help. In the short time the Christmas display would be good, long term the Artist of Palm Beach in that location would have a long term effect. Now, there is also another perfect location for the CRA and the summer school. Right in Kelsey Park, near the tennis court there are two separate buildings. There is a small one in the front, which can easily house two or possibly three people. The back building would be able to fulfil our needs for summer camp, plus it adds a patio in the back, plus it adds grass. And ironically enough in the 800 building, I am not sure how well you guys may have been in and out of there, but there are no windows in the rear section. So now the kids would actually get some sunlight and be able to do activities in the park and on the patio. It is a beautiful park and we need to show that off also. So, if somebody was to go to the CRA Office, they could indeed see what kinds of parks we have, what kinds of people we have going on and so forth. So I really think that that would work. And the 800 building, once a recreation building is built, in three to five years, whatever our timeline may be, everything changes cause summer camp would take over and would have a whole new meaning for that. Bottom line, why would new businesses want to come to Lake Park right now. Unfortunately, if you look at the history of the businesses we have coming in, there are going out. Just recently we had the barbeque place go out. So while we try to go out and get new businesses.

A new business, if they are already established, while they will bring some clientele, there are going to look to see what kind of people, what kind of flow and traffic would they get from the existing local customers or local resident and indeed some of the other businesses.

So I am proposing that we put the Artist of Palm Beach back in the 800 building to promote the Town, bring the traffic in, and put a spark that has been missing there for a while. Art as we all know is a huge draw in crowd. And if there numbers stay consistent, like they have been doing, moving from place to place, 300 a month is probably an underestimate. So, while this is for discussion only, I would support, I would like to put an agenda item put in for the Resolution to have the Artist of Palm Beach back in the 800 building so we can discuss other things, such as, term of the lease, rent and so forth. Thank you Chair for your time. That all I have got to say on this right now."

Board Member Rodriguez explained that as a small business owner in the CRA, the area was described as an arts district. She agreed with Board Member Linden that the Artists of Palm Beach County would be good in that building.

Board Member Taylor stated that this concept was not new. Back in 2009 the Town hired a CRA person and opened the gallery. The CRA has been marketed as an art district, but she has never seen it.

Board Member Stark asked if the Artists of Palm Beach County had been in the location previously, why did they leave. Executive Director D'Agostino explained that the building had to be used for a public purpose due to a bond authorization and it was determined that the Artists were not a public entity. He also stated that there is a requirement for the Town to charge fair market rent and discussed the need for dedicated CRA staff.

Board Member Stark asked about the feasibility of putting the Artists back into that location.

Executive Director D'Agostino explained that there would be costs to the town to make the location habitable for the Artists such as lighting and also explained that the building is currently being used for summer camp.

Vice-Chair Glas-Castro stated the need to house CRA staff within the CRA. She suggested the possibility of CRA staff and the Artists sharing the building.

Chair Michaud stated that he has spoken with CRA business owners and they have voiced that they need direct contact with staff. He said that he does not object to the Artists coming to the Town and suggested placing them in the Evergreen House. Chair Michaud spoke about the children and the need to provide a stable, safe place for the summer camp program. He stated the desire to help the Artists find a home in the Town, but is not sure the 800 building will be the best fit.

Board Member Linden stated that he supports kids and believes that the 700 buildings on Lake Shore Drive would be better suited for the summer camp program as it has air conditioning and windows. He agrees that the CRA staff should be housed in the CRA. Board Member Linden spoke about the bond being paid off and now we should be able to do what we want with the 800 building. Executive Director D'Agostino explained that due to the co-mingling of the bond payment, the bond for the 800 building has not been fully paid off. Board Member Linden stated that the CRA Board had previously been told that the bond had been paid off. Finance Director Jeffrey Duvall explained bank's process of processing the bond payment and explained that the bond on the 800 building would be fully paid off in September 2024. Board Member Linden expressed concern that the Board had not heard of this prior to this meeting. Executive Director D'Agostino stated that there had been previous discussions about what was owed on the bond and stated that they had tried to get the bank to reverse the payment and apply the payment to paying off the 800 building, but the bank was not willing to do this. Agency Attorney Baird provided language from the covenant of the bond which states that the building must be used for public purposes only until the bond is paid off. Board Member Thomas spoke about the Memorandum of Agreement from 2019 that the Artists had provided (Exhibit A) and asked Attorney Baird to review and provide clarification. Agency Attorney Baird stated that he would review but does not feel that this is germane to the issue at hand.

#### PUBLIC COMMENT:

-Mary Jane Zapp 1322 Pine Road, West Palm Beach stated that the Artists had been in the 800 building and paying rent.

She spoke about things she heard in the meeting that she felt were inaccurate, specifically the comment about them needing to pay current fair market rent. She encouraged the Board to allow them to occupy the 800 building and she spoke about what their presence could do for the Town. She provided a handout to the Board (Exhibit B).

-Sharon Cahill 924 Evergreen Drive spoke about the Artists of Palm Beach County and how the Artists of Palm Beach County's presence in the Town would affect the community.

-Linda Miller 339 Eagleton Gold Drive Palm Beach Gardens spoke about the Artists of Palm Beach County and hopes the Board will consider allowing them to occupy the building.

-Cynthia George 1401 Village Blvd West Palm Beach, artist from the Artists of Palm Beach County spoke about how the artists need a home in order to provide services to kids in the community.

-Dr. Karen Karmazin 133 Dunes Edge Rd Jupiter spoke about the ways in which the arts can revitalize towns and cities and spoke about the Artists of Palm Beach County initiatives.

-Ilene Adams spoke about the Artists of Palm Beach County's accomplishments and what they could provide to the Town.

-Maxine E. Schreiber 2480 Presidential Way West Palm Beach expressed that she was offended and hurt because she felt dedicated to the Town and how they contributed many times to Town events with the hope that they would get their home back.

-Susan Munoz 512 Les Jardin spoke about her support of the Artists of Palm Beach County and expressed appreciation for Board Member Linden's support. She stated that they were promised a place in Lake Park and that is why they are here. She said that when the bond is paid off, they would appreciate the Board's consideration for placement in the 800 building.

Board Member Taylor stated that we need both the CRA staff and the Artists of Palm Beach County and suggested they share the building. She feels that the Commission and the Town need to get creative with finding a solution.

Chair Michaud requested that Executive Director D'Agostino work with the Artists to find them a home in the Town.

3. Resolution 92-11-23 Budget Adjustment to the Fiscal Year 2024 Community Redevelopment Agency Budget to Add the Position of Community Redevelopment Agency Administrator.

Human Resources Director/Assistant Town Manager Bambi McKibbon-Turner explained that the item is to adjust the budget to add the position of Community Redevelopment Agency Administrator. She provided a summary of the position and its duties.

Board Member Linden had concerns about the need for the position. He asked who this person would report to. Human Resources Director/Assistant Town Manager McKibbon-Turner stated that the position would report directly to the Executive Director. Board Member Linden stated he has concerns with the new position being able to make decisions under the current structure. Board Member Linden made several comments regarding the use of the 800 building.

Board Member Taylor had concerns with the position being tied to the 800 building and would like to amend that part of the resolution. Human Resources Director/Assistant Town Manager McKibbon-Turner stated that the resolution is only for the expenditure of funds and does not have anything to do with where the position would be housed. Board Member Stark asked for clarification on how many positions were being filled. Human Resources Director/Assistant Town Manager McKibbon-Turner advised that if the first position is successful, a request for proposals would be issued for a 2<sup>nd</sup> person to be hired as a marketing consultant. Board Member Stark asked who had been doing this work up to this point. Human Resources Director/Assistant Town Manager McKibbon-Turner advised that a certain degree of the Executive Directors time and a few other department director's time has been given to CRA functions. Board Member Stark stated that the new position should be initially housed in Town Hall for about 6 months or so. Human Resources Director/Assistant Town Manager McKibbon-Turner advised that all employees go through an onboarding process and this position would work closely with the Executive Director, but there is no additional space available in Town Hall. Vice-Chair Glas-Castro stated that current Town Directors do not have the time to dedicate to the CRA that it deserves and advocates for filling this position. Board Member Thomas requests that the Board approve the resolution and move on. She states that this agenda item has nothing to do with where this individual would be housed. Agency Attorney Baird confirmed this to be correct. Chair Michaud stated that the business owners have said they need someone to communicate with.

Motion to approve Resolution 92-11-23 made by Board Member Thomas.

Seconded by Vice-Chair Glas-Castro.

Voting Aye: Board Member Rodriguez, Board Member Thomas, Chair Michaud, Vice-Chair

Glas-Castro, Board Member Taylor.

Voting Nay: Board Member Linden, Board Member Stark.

**BOARD MEMBER/AGENCY MEMBER REQUESTS:**

Chair Michaud requests that Executive Director D'Agostino contact Mary Jane Zapp and have further discussions about finding a home in Lake Park for the Artists of Palm Beach County, to be brought back as a future agenda item.

**ADJOURNMENT:**

Motion to adjourn made by Board Member Stark.

Seconded by Board Member Taylor.

Voting Aye: ALL

Meeting Adjourned 8:42pm.

**FUTURE MEETING DATE:** The next scheduled Community Redevelopment Agency Meeting will be conducted on December 6, 2023

---

Chair, Roger D. Michaud

Town Seal

---

Town Clerk, Vivian Mendez, MMC

---

Deputy Town Clerk, Laura Weidgans

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2023


**Memorandum of Agreement between the Artists of Palm Beach and the Community  
Redevelopment Authority**

November 15, 2019

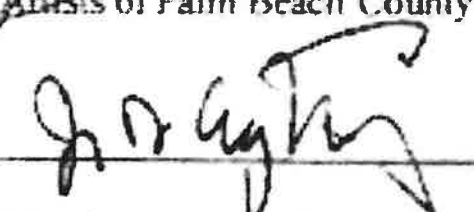
The Artists of Palm Beach County, hereafter known as APBC, agree to move forward with the Community Redevelopment Authority in partnership to find a new home in the CRA District. The CRA Agrees to financially fund on behalf of the APBC Rent, moving costs, storage costs, and, if necessary, to build out a 2,500 square feet space to accommodate the needs of APBC. The full build-out costs will be incurred by the CRA if the Artists cannot find a suitable location with existing walls, flooring, electrical, plumbing, etc. Concerning rent, the CRA agrees to the following: for three years, the Community Redevelopment Authority will pay 100% of rental costs, and after that, the CRA will reduce rental payments by 25% in each of the next four years.

The CRA agrees to work out arrangements with the APBC in the event the non-profit cannot find a location by November 21, 2019. Therefore, the CRA recognizes that while the November 21, 2019 date has been noticed to APBC, that date is not firm if APBC cannot find a location before November 21, 2019.

We continue to support and will continue to work with the Artists of Palm Beach County to ensure a smooth transition to a new location in the CRA.



Joe Friedman, President of the  
Artists of Palm Beach County



John D'Agostino, Executive Director of the  
Community Redevelopment Authority

A brief synopsis:

Show installed at The New Studio for Visual Arts Oct Opening /Nov 2022 closing included fundraisers in the form of silent auction items and Holiday Centerpieces raffles and auctions. Proceeds benefitted Atlantic college art students trip to Paris in March 2023

Holiday Gift Show and Sale Nov/Dec at NSVA.

Holiday Party held at NSVA Dec 2022

Lake Park Holiday Party sponsored and volunteered at children's drawing contest and supplied prizes

Members show Feb 2023 held in private 1920's home in WPB opening and closing had over 300 participants each plus private showings and 3 invites for Plein air painting and workshops/sketching.

March/April

"Camera Ready" exhibit Lake Park Library

Collage and Art projects at Teenage Detention Center conducted and sponsored by APBC 3 times

"Summer Sizzler" exhibit Atlantic College

Easter egg Extravaganza volunteer and sponsor

Lake Park Diversity Council board members Co Vice Pres Maxine & Carole nominate Lake Park Diversity Council for best small town Diversity Council in America and WIN nationally!

Fundraiser for kids summer activities held at NSVA opening and closing Lake Park Library Mad Science and Art Day May 2023 (Mother's Day weekend) Cyanotype workshop

July Cyanotype Workshop with Lake Park Summer Camp

June/July Rise Photography Project at WPB Rise Community Center sponsored by funds raised by APBC



Aug Lake Park Back to School Extravaganza- donation and volunteer  
Sept Rise Center Cyanotype Workshop - participants from 4-94 y  
old!

Item 2.

Lake Park library VIP Show Oct/Nov ongoing

Every third Monday Art Salon presentation by an artist and open  
critique/discussion of pieces brought by the community. Held at PBG  
library Community Room.

Long established presence and pattern of participating and contributing to activities of the town Spring Summer Fall Winter.

Stable and increasing membership and activities.

We have always maintained insurance coverage.

Our Finances are extremely stable and have increased over time.

We are a not for profit and we reinvest any resources that we gather and put it all back into the community for artistic endeavors after we pay our bills. We are extremely conscientious about how our funds are spent. We are also conscious of covering ourselves as far as our taxes and insurance. We collect and pay sales taxes quarterly on the full price of all of our sales. We file federal taxes yearly.

We can conservatively estimate bringing in at least 300 people per month through our venues and activities. That number has been increasing.

We could commit to doing a major event each year to draw tourist interest and awareness to Lake Park as the quaint small town tropical paradise that it is, and perhaps work with the town to utilize the Mirror Ballroom to create an Artist's Ball during a special for instance weekend Artist Plein Air Event.

I would suggest having a bi-annual report to the town CRA to keep the CRA informed of our activities and planned events.

It seems that it is of utmost importance to have this 800 building be an active and integrated part of the business scene- the 2018 study the town paid for references often the importance of supporting and developing a vibrant art district citing often the art districts of other cities and how they attract businesses around them. Also often citing the proximity of Easel Art and how important that relationship is to both businesses and serving art needs.

"The letter" from the town manager expressing regret for our ousting and including a promise to make APBC whole indicates a huge financial commitment on behalf of the town. We would be happy with a much more modest commitment from the town - restore us in our former residence now that the impediment has been removed, and let us help restore and revitalize the CRA. We have always believed in this town and have proved to you for years and even years after that we put our energies into our promises. We say what we will do and we do what we say.

Our Co- Vice Pres, Maxine Schreiber and Carole Pichney applied for a national award for the Lake Park Diversity council for BEST SMALL TOWN DIVERSITY COUNCIL and won that NATIONAL award for the town. We care about you.

None of us had ever gotten paid to do any of the things we do as volunteers in this town or other towns. If you want an accounting of what it would cost to have us I will get together with an accountant and figure out a number. I know that it's impressive.

For now I ask that you consider what we bring with us and restore us to a home that we will be proud to put our energies into and be a great partner with the Town of Lake Park CRA.



TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

Item 2.

MEETING DATE: 11/15/2023

**Cards must be submitted before the item is discussed!!**

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

Name: MARY JANE ZAPP

Address: 1322 Pine Rd WPR

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

800 Park Ave  
item

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

RECREATION Bldg Discussion 800 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.



TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 11-14-23

**Cards must be submitted before the item is discussed!!**

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

Name: SUSAN MUNOZ

Address: 512 Les Jardin

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:

Artists of Palm Beach City

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.

MEETING DATE: 11/15/23

**Cards must be submitted before the item is discussed!!**

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

Name: Maxine E. Schreiber  
Address: 2480 Presidential Way #501, WPR, FL 33401  
If you are interested in receiving Town information through Email, please  
provide your E-mail address: maxine@schreiberstudio.com

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

#4

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

MEETING DATE: 11/15/23

**Cards must be submitted before the item is discussed!!**

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

Name: ILENE ADAMS  
Address: \_\_\_\_\_  
If you are interested in receiving Town information through Email, please  
provide your E-mail address: ileneadams@gmail.com

*800 Park Ave  
item*

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

REC BUILDING DISCUSSION - 800 PARK

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

MEETING DATE: 11/15/23

Item 2.

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

Name: Dr. Karen Karmazin  
Address: 133 Pines Edge Rd Jupiter FL 33477  
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:  
Recreation Discussion - building on 800 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.



TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 11/15/23

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

Name: Cynthia George  
Address: 1401 Village Blvd #182 WPB FL 33409  
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:  
Recreation Building Discussion 500 Park Avenue

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.

MEETING DATE: 11/15/2023

**Cards must be submitted before the item is discussed!!**

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

Name: LINDA Miller

Address: 339 Eagleton Golf Dr, PB Gardens

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:

New Business- #4- Rec Bldg 800 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.



TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 11/15/23

**Cards must be submitted before the item is discussed!!**

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

Name: Sharon Cahill

Address: 924 Evergreen Dr

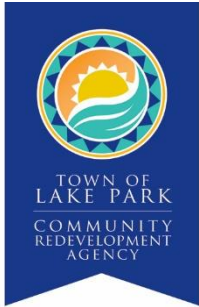
If you are interested in receiving Town information through Email, please provide your E-mail address: \_\_\_\_\_

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

Artists of Palm Beach County use of rec storage bldg

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:** December 6, 2023

**Originating Department:** Special Events

**Agenda Title:** Lake Park Car Show and Cruise Event

**Approved by Town Manager:** Bambi McKibbon-Turner

Digitally signed by Bambi McKibbon-Turner  
 DN: cn=Bambi McKibbon-Turner, o=Town of Lake Park,  
 ou=Assistant Town Manager/Human Resources Director,  
 email=btturner@lakeparkflorida.gov, c=US  
 Date: 2023.11.30 15:55:10 -05'00'

**Cost of Item:** \$0 **Funding Source:** \_\_\_\_\_

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

**Advertised:** \_\_\_\_\_

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

**Attachments:** Lake Park Car Show and Cruise Special Event Permit Application

**Please initial one:**

X Yes I have notified everyone

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

#### Summary Explanation/Background:

The Special Events Department received a permit application from Kimberly Thomson proposing the Lake Park Car Show and Cruise event on Sunday, November 10 from 3:00 pm – 7:00 pm in the parking lot of 796 10<sup>th</sup> Street. The organizers are expecting to display 250 cars in the parking lot, including several participants from the monthly Coffee and Cars event at the Tanger Outlets. The event will include live entertainment, food trucks, vendors and a special appearance from Santa. Event participants include Coastal Karma Brewing, Brooklyn Cupcake and Kelsey Vintage Goods. Sponsors include Cars & Coffee Palm Beach, Home Sales Palm Beach, Gordon & Partners, Super Car Claims and the Lake Park CRA. The Lake Park CRA will provide assistance with the event MOT Plan, barricades, cones, parking, signage and staffing. The CRA is also providing a trolley to help transport attendees to and from the CRA parking lot, Town Hall parking lot and the Library parking lot. Proceeds will benefit the Sean N. Thomson Foundation.

**Recommended Motion:** No motion needed.





DATE/TIME RECEIVED:

11/28 1pm

SN

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

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

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

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

**Instructions:**

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

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

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

23-7167701 - non profit

(If applicable)

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

Kimberly Thomson & Carlo Vernia

**Name of Event:**

Lake Park car show and cruise

**Address/Location of Event:**

796 10th St. Lake Park

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

**Dates/Times of the event (as applicable):**

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

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

Fax: \_\_\_\_\_

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

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

Estimated number of participants? 200Has this event ever occurred in the Town of Lake Park? Yes \_\_\_\_\_ No ✓Has this site had a Special Event Permit this calendar year? Yes \_\_\_\_\_ No ✓Will there be an admission fee for the Event? If yes, how much? Yes ✓ (\$ 10.00) No \_\_\_\_\_donation

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

Special Event Permit Application

Revised: January 2023

Previous Editions Obsolete

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

Will your event require road closure?

Yes ☒ No ☐

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

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

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

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

Queen P Smoothies \_\_\_\_\_

Smash em up Burger \_\_\_\_\_

Tacos Veracruz \_\_\_\_\_

92 Golf \_\_\_\_\_



Will the event require the use of electricity? Yes ☐ No ☒

Will the event require water hook-up? Yes ☐ No ☒

\*Will food and/or beverages be served? Yes ☒ No ☐

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

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

**WILL THE EVENT INCLUDE FOOD TRUCKS?** Yes ☒ No ☐

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

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

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

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

***(Applicant initial to acknowledge statement)***

***The Applicant holds full responsibility and liability for its vendors.*** CV

***(Initial to acknowledge statement)***

\*\*Will alcoholic beverages be served? Yes ☐ No ☒

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

\*\*\*Are you proposing signage? Yes ☐ No ☒

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

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

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

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

**IF TENTS ARE BEING UTILIZED:**

**MAXIMUM ALLOWABLE TENT SIZE IS 35' X 45'.**

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



# LAKE PARK CAR SHOW & CRUISE

Benefitting the

Sean M. Thomson Foundation

**SUNDAY DECEMBER 10, 2023**

**3:00 -7:00**

**796 10<sup>TH</sup> ST, LAKE PARK**

**FOOD TRUCKS & BREWS**

**LIVE BAND**

**\$10 ADMISSION FEE PER CAR**

**CONTACT:**

**KIM THOMSON 561.309.2820**



**GORDON & PARTNERS**



Empire State Barbershop

Item 3.

Waterfront Services Inc

892

Road Closures

Coastal Karma Brewing

Parking Lot  
Closed for  
Car Show

Lucky Meat & Products  
Temporarily closed

Food Trucks

Attendee Parking

UPS Access  
Point location

Advance Auto Parts  
Conventional Or  
Full-Synthetic

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

***(FOR OFFICE USE ONLY)***  
**SIGNATURES/APPROVALS:**

Please Sign and Date

**SPECIAL EVENTS DIRECTOR:**

\_\_\_\_\_ DATE: \_\_\_\_\_

**PUBLIC WORKS DIRECTOR:**

\_\_\_\_\_ DATE: \_\_\_\_\_

**MARINA DIRECTOR:**

\_\_\_\_\_ DATE: \_\_\_\_\_

**PALM BEACH COUNTY SHERIFF:**

\_\_\_\_\_ DATE: \_\_\_\_\_

**PALM BEACH COUNTY FIRE-RESCUE:**

\_\_\_\_\_ DATE: \_\_\_\_\_

**RISK MANAGEMENT:**

\_\_\_\_\_ DATE: \_\_\_\_\_

**COMMUNITY DEVELOPMENT DIRECTOR:**

\_\_\_\_\_ DATE: \_\_\_\_\_

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

ADA Requirements

Insurance  
Requirements

**Additional Comments (reviewers may include attachments):**

535 PARK AVENUE, LAKE PARK, FLORIDA • Phone 561-881-3318 • Fax 561-881-3323  
 Special Event Permit Application  
 Revised: January 2023  
 Previous Editions Obsolete



APPLICANT SIGNATURE: Carlo Vernia

APPLICANT PRINTED NAME: Carlo Vernia DATE: \_\_\_\_\_  
Kimberly Thomson

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

DATE: \_\_\_\_\_

PROPERTY OWNER PRINTED NAME: Carlo Vernia DATE: 11/14/2023