

**TOWN OF PALM BEACH SHORES, FLORIDA  
REGULAR COMMISSION MEETING MINUTES**

**April 15, 2019**

*This meeting was recorded, and the full meeting dialogue is available  
in audio format through the Town Clerk's office.*

**Mayor Koutzen** called the meeting to order at 6:00 pm. The meeting was held at Town Hall located at 247 Edwards Lane, Palm Beach Shores, FL 33404.

**Town Clerk Browning** called the roll and those present were Mayor Myra Koutzen, Vice Mayor Gil Gilgallon, Commissioner Roby DeReuil, Commissioner Brian Tyler and Commissioner Bob Stanton. Also present were Police Chief Langevin, Fire Chief Steedman, Public Works Director Welch, Town Attorney Davis, Town Clerk Browning, and Assistant Clerk Quesada.

1. **APPROVAL OF MEETING AGENDA** (Additions, substitutions, deletions)

**MOTION:** Commission Stanton moved to approve the meeting agenda.

**SECOND:** Commissioner DeReuil seconded the motion.

**VOTE:**   **Gilgallon: YES**

**DeReuil: YES**

**Tyler: YES**

**Stanton: YES**

**Koutzen: YES**

**The Motion Passed Unanimously**

2. **CONSENT AGENDA** (Items that do not need discussion, but require a vote)

- a. March 25, 2019 Special Called Commission Meeting Minutes.
- b. March 25, 2019 Commission Reorganization Meeting Minutes.
- c. Special Event Permit SP19-05 and SP19-05B: May 15, 2019 Colete Wedding Ceremony from 3:00 pm to 7:00 pm with 50 to 60 participants (Town beach).
- d. Special Event Permit SP19-07: May 11, 2019 Wedding reception hosted by Joel and Mary Jean Brown at the Community Center from 12:00 noon to 10:00 pm with 75 participants.

**MOTION:** Vice Mayor Gilgallon moved to approve the consent agenda as prepared.

**SECOND:** Commissioner DeReuil seconded the motion.

**VOTE:**   **Gilgallon: YES**

**DeReuil: YES**

**Tyler: YES**

**Stanton: YES**

**Koutzen: YES**

**The Motion Passed Unanimously**

3. **PRESENTATIONS/UPDATES**

- a. Swearing in of Firefighter/Paramedic Jessica Quarles (*Fire Chief Steedman*)
- b. Introduction of Police Officer Paul Africano (*Police Chief Langevin*)
- c. Update on Undergrounding Project (*Presented by Danny Brannon*)

4. **DEPARTMENT AND BOARD REPORTS**

a. Financials

1. Approval of Financial Report for Period ending March 30, 2019

**MOTION:** Vice Mayor Gilgallon moved to approve the financial report as prepared.

**SECOND:** Commissioner Tyler seconded the motion.

**VOTE:** Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

**The Motion Passed Unanimously**

- b. Written Staff Reports: Police Department, Fire Department, Public Works, Town Clerk.
- c. Planning & Zoning Report (verbal): Janet Kortenhaus was not present to give a report.

5. **COMMISSION REPORTS**

Mayor Koutzen gave the following updates:

1. The Riviera Beach Watermain project is still on their agenda. They plan to attend one of the Town's future meetings to give us an update.
2. The 2020 Census is beginning, and the Mayor is attending the meetings. She urged everyone to participate so we can have a current and accurate count for the Town. Everything will be done on-line, and the library is partnering with this process.
3. The next beach clean-up is April 27<sup>th</sup> and she encouraged everyone to come out and help.
4. The Mayor noted that the Town's website is down due to issues with ADA compliance requirements. We are working with an outside vendor to get our documents converted to be ADA compliant as soon as possible.

6. **PUBLIC COMMENTS**

**PUBLIC PARTICIPATION AND OPPORTUNITY TO BE HEARD (Resolution R-7-13)**

1. Elizabeth Kuechenmeister said the Long-Range Planning presentation was very informative and asked that we do not cut our Fire or Police departments.
2. Ray Woloszak stated the undergrounding people are very professional and he is pleased with their work and progress. He also commented on the Sailfish Marina's loud music which can be heard throughout the Town and that they are advertising for weddings; he is worried there would not be enough room for parking for large events like that.
3. Ron Raven asked Police Chief Langevin if he could have the night shift to check at the path at the inlet because people are fishing there and leaving trash and debris behind.



**Public Comments continued:**

4. Resident Penny Brand stated there are many properties in the Town who are renting through Air B & B.  
Mayor Koutzen stated in response to the Air B&B statements that the State legislature has proposed a law to limit our ability to regulate short term rentals. We need the residents to get involved and call the Town, Police, and Code Enforcement, as well as taking pictures of cars and license plates. Once a police report is entered, we can have Code Enforcement get involved. We have been successful when our neighbors and residents assist us.

**7. UPDATES/DISCUSSIONS** (*Non-voting items*)

- a. Update on Long Range Planning Workshops (*Commissioner Brian Tyler, Commissioner Robert Stanton, Vice Mayor Gil Gallon, and town resident Jim Homburger*)
  1. Vice Mayor Gilgallon stated the Survey is in the process of being finalized.
  2. Commissioner Tyler thanked everyone who attended the presentation. We have received many emails with good input which we will take along with the results from the survey and bring them to review during the budget process.
- b. Discussion: Town Impact Fees (*Keith Davis, Town Attorney and Josh Nichols, Zoning Official*)  
Attorney Davis said that our only opportunity to collect impact fees is with new development. The fees are calculated at the approved percentage for new construction under air. The impact fees are only allowed to be used for Fire, Police, public building, and parks and recreation.

**8. OTHER BUSINESS** (*Any regular business requiring a vote*)

- a. Memorial Benches (*Myra Koutzen, Mayor*)

After much discussion and estimating there are approximately 49 benches with 36 of these being on the parkway, it was determined to table this item until additional information on options and costs can be formulated.

**9. ORDINANCES AND RESOLUTIONS**

- a. Resolution R-5-19 Revaluation of Lake Okeechobee Operations

**MOTION:** Commissioner Stanton moved to approve Resolution R-5-19.

**SECOND:** Vice Mayor Gilgallon seconded the motion.

**VOTE:** Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

**The Motion Passed Unanimously**

- b. Resolution R-6-19 Appointment of Jason Prince as an alternate to the Planning and Zoning Board

**MOTION:** Vice Mayor Gilgallon moved to approve Resolution R-6-19.

**SECOND:** Commissioner Tyler seconded the motion.

**VOTE:** Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

**The Motion Passed Unanimously**

11. **ADJOURNMENT**

Vice Mayor Gilgallon made a motion to adjourn the meeting. Mayor Koutzen adjourned the meeting at 8:05 pm.

**APPROVED THIS 20<sup>TH</sup> day of May, 2019.**

ATTEST:

*Myra Koutzen, Mayor*  
Myra Koutzen, Mayor

*Evyonne Browning*  
Evyonne Browning, Town Clerk

(Seal)

