

Regular Commission Meeting Agenda  
Monday, April 24, 2023  
7 P.M.



Town Hall Commission Chambers  
247 Edwards Lane  
Palm Beach Shores, FL 33404

**Mayor Alan Fiers**  
**Vice Mayor Scott McCrannels**

Commissioner Tracy Larcher  
Commissioner Brian Tyler  
Commissioner Mark Ward

Town Administrator Wendy Wells  
Town Attorney Keith Davis  
Town Clerk Jude M. Goudreau

**PLEASE NOTE: THIS MEETING WILL ALSO BE CONDUCTED USING COMMUNICATION MEDIA TECHNOLOGY**

Meeting link:

<https://townofpalmbeachshores.my.webex.com/townofpalmbeachshores/my/j.php?MTID=mab5e3f263852bd24fd435a146b0767f5> Meeting number: 2632 890 4374 Password: 0424

Join by phone +1-408-418-9388 United States Toll Access code: 263 289 04374

### **Regular Commission Meeting Agenda**

#### **1) CALL TO ORDER**

- a) Pledge of Allegiance
- b) Roll Call

#### **2) APPROVAL OF MEETING AGENDA**

(Additions, substitutions, deletions)

#### **3) APPROVAL OF CONSENT AGENDA**

- a) Commission Meeting Minutes, March 27, 2023
- b) Reorganization Meeting Minutes, March 27, 2023
- c) Special Commission Meeting Minutes April 10, 2023
- d) Update Impact Fees

#### **4) SPECIAL EXCEPTION REQUEST:**

- a. **SE22-01**, Mayan Towers Condominium 1, Inc., as Owner of 125 Ocean Avenue, and DISH Wireless, LLC as Applicant, request Special Exception use approval to allow for a "telecommunications antenna" installed at a mount elevation of 91.5± feet on the rooftop of the existing condominium building.

#### **5) AGREEMENTS:**

Vote: Agreement with Palm Beach County Fire Rescue- Maintenance Contract for Fire Apparatus  
Vote: Addendum to Agreement with Foliage - Lawn Maintenance Agreement

#### **6) DEPARTMENT AND BOARD REPORTS:**

##### **Financial Report:**

- o March 2023
- o Mid-Year Projections

##### **Staff Reports:**

- o Sheriff's Department
- o Fire Department
- o Public Works

- Town Clerk
- Planning and Zoning Chairman
- Town Attorney

**7) COMMISSION REPORTS**

**Mayor Fiers**

- Update on Water Main Project
- EMS Contract
- Road Project
- Community Center Kitchen Renovation

**8) RESOLUTIONS:**

**RESOLUTION NO. R-5-23**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, PALM BEACH COUNTY, FLORIDA, AMENDING ITS OPERATING BUDGET FOR FISCAL YEAR 2022/2023 IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF BUDGET RESOLUTION NO. R-11-22; PROVIDING AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.

**RESOLUTION NO R-6-23**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, APPOINTING DARLENE HOPPER AS TOWN TREASURER PURSUANT TO SECTION 3.10, ARTICLE III OF THE TOWN CHARTER.

**9) OTHER BUSINESS:**

**10) DISCUSSION ITEMS:**

**11) PUBLIC COMMENTS:**

You must state your name for the record. Limit, 3 minutes per speaker, one time per topic.

**12) ADJOURNMENT**

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision made by the Town Commission with respect to any matter considered at this meeting or hearing, such interested person will need a record of the proceedings, and for such purpose may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. The meeting/hearing will be continued from day to day, time to time, place to place, as may be found necessary during the aforesaid meeting. IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA), THIS DOCUMENT CAN BE MADE AVAILABLE IN AN ALTERNATE FORMAT (LARGE PRINT) UPON REQUEST AND SPECIAL ACCOMODATIONS CAN BE PROVIDED UPON REQUEST WITH THREE (3) DAYS ADVANCE NOTICE. FOR HEARING ASSISTANCE: If any person wishes to use a hearing device, please contact the Town Clerk.

Monday, March 27, 2023  
At 7 P.M.



Town Hall Commission Chambers  
247 Edwards Lane  
Palm Beach Shores, FL 33404

Mayor Alan Fiers  
Vice Mayor Scott McCranels

Commissioner Tracy Larcher  
Commissioner Brian Tyler  
Commissioner- Elect Mark Ward

Keith Davis Town Attorney  
Town Administrator Wendy Wells  
Town Clerk Jude M. Goudreau

### **Minutes** **Reorganization Meeting**

#### **CALL TO ORDER**

Mayor Fiers called the meeting to order at 7:00 P.M. Those present were Mayor Alan Fiers, Vice Mayor Scott McCranels, Commissioner Tracy Larcher, Commissioner Brian Tyler, Commissioner- Elect Mark Ward and Town Administrator Wendy Wells. Also in attendance were: PBSO Sgt. Steve Langevin, Fire Chief Trevor Steedman, Public Works Director Alan Welch, and Town Attorney Keith Davis.

#### **SWEARING IN CEREMONY**

Swearing in of Commissioners: Attorney Keith Davis swore in incumbent Tracy Larcher and newly elected Mark Ward. Both Commissioners have signed their oath of office.

#### **RESOLUTIONS:**

##### **Resolution R-2-23-Appoint Vice Mayor.**

Brian Tyler made a motion to nominate Scott McCranels and Scott McCranels made a motion to nominate Tracy Larcher. Mayor Fiers asked for a vote on the motion to appoint Scott McCranels. Commissioners Larcher, Tyler and Ward voted for the motion to appoint Scott McCranels.

**Motion:** Commissioner Tyler made a motion to appoint Scott McCranels as Vice Mayor

**Second:** Commissioner Larcher seconded the motion. Motion Passed 5-0.

##### **Resolution R-3-23-Appoint Clerk and Treasurer.**

**Motion:** Commissioner Larcher made a motion to appoint Jude M. Goudreau to the Clerk's position.

**Second:** Commissioner Ward seconded the motion. Motion Passed 5-0.

**Motion:** Commissioner Ward made a motion to appoint Wendy Wells to the position of Treasurer.

**Second:** Commissioner Larcher seconded the motion. Motion Passed 5-0.

Discussion: Commissioner Tyler questioned the treasurer's position when Mrs. Wells leaves her position. There was a discussion regarding the Clerk being appointed as Treasurer and holding dual office. At the recommendation of the Town Attorney Keith Davis Mrs. Wells should be appointed Treasurer and hold the position until she leaves, and at that time a new treasurer will be appointed.

**Motion:** Commissioner Tyler made a motion to approve the Resolution R-3-23.

**Second:** Commissioner Ward seconded the motion. Motion passed 5-0.

##### **Resolution R-4-23- Appoint Planning and Zoning Board**

The following people submitted their intent to serve on the Planning and Zoning Board for another term: Jerry Cohn, Tim Blash, Steve Smith, Kevin Banks, and Tony Lembo as regular members and Weston Gracida as an alternate member.

**Motion:** Commissioner Tyler made a motion to appoint the Planning and Zoning members.  
**Second:** Commissioner Ward seconded the motion. Motion passed 5-0.

**PUBLIC COMMENTS:**

Public Comment: Kathleen McGrath comment that the town should advertise when position become available.

**OTHER APPOINTMENTS**

Appoint a commissioner to serve on DRC as Chairperson for a 1-year term.  
Appoint a Resident member to DRC for a 1-year term.

**Motion:** Commissioner Tyler made a motion to appoint Mayor Fiers as the Commissioner to serve on the DRC Board.

**Second:** Commissioner Ward seconded the motion. Motion passed 5-0.

**Motion:** Commissioner Tracy Larcher made a motion to appoint Bob Stanton as Resident Member of the DRC Board.

**Second:** Vice Mayor Scott McCranels seconded the motion. Motion Passed 5-0.

**LEGAL UPDATE BY TOWN ATTORNEY**

Attorney Keith Davis presented Commission with a legal update (attached). Attorney Davis provided information representing the most important and directly applicable legal and ethical items for Town Commission to follow as the serve.

**ADJOURNMENT:**

**Motion:** Commissioner Tyler made a motion to adjourn the meeting.

**Second:** Vice Mayor McCranels seconded the Motion.

**Vote:** Motion passed 5-0.

The meeting was adjourned at 7:40 P.M.

Approved this day, 24<sup>th</sup> Day of April 2023.

ATTEST:

\_\_\_\_\_  
Alan Fiers, Mayor

\_\_\_\_\_  
Jude M. Goudreau, Town Clerk

(Seal)

Monday, March 27, 2023  
Immediately Following the Reorganization  
Meeting



Town Hall Commission Chambers  
247 Edwards Lane  
Palm Beach Shores, FL 33404

Mayor Alan Fiers  
Vice Mayor Scott McCranels

Commissioner Tracy Larcher  
Commissioner Janet Kortenhaus  
Commissioner Brian Tyler

Keith Davis Town Attorney  
Town Administrator Wendy Wells  
Town Clerk Jude M. Goudreau

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**Regular Commission Meeting**  
**Minutes**

**CALL TO ORDER**

Mayor Fiers called the meeting to order at 7:40 P.M. Those present were Mayor Alan Fiers, Vice Mayor Scott McCranels, Commissioner Tracy Larcher, Commissioner Brian Tyler, Commissioner Mark Ward, and Town Administrator Wendy Wells. Also in attendance were: PBSO Sgt. Steve Langevin, Fire Chief Trevor Steedman, Public Works Director Alan Welch, and Town Attorney Keith Davis.

**APPROVAL OF MEETING AGENDA**

**Motion:** Commissioner Larcher made a motion to approve the meeting agenda.

**Second:** Commissioner Tyler seconded the Motion.

**Vote:** Motion passed 5-0

**APPROVAL OF CONSENT AGENDA**

- a) Commission Meeting Minutes, February 27, 2023
- b) Permit 23-02 – Walk for Victim's Right- Annual Event- Sponsor State Attorney's Office. Fees Paid Approximately 100 Participants, 8–11 A.M. on April 29, 2023

**Discussion:**

**Motion:** Commissioner Tyler made a motion to approve the Consent Agenda as amended to include a discussion item regarding mooring fields.

**Second:** Commissioner Ward seconded the Motion.

**Vote:** Motion passed 5-0

**VARIANCES:**

**VAR23-01**, Buccaneer Condominium Assoc., Owner of 142 Lake Drive, requests Variances from 1) Pf. 7.13 to allow for a roof pitch of 2/12 over units 1/2, 18/19, and three entryways where Town Code requires a minimum pitch of 4/12 and 2) Pf. 4.6 to allow for a grade elevation of 3.30 feet NAVD and a finished floor elevation of 3.58 feet NAVD for the Dockmaster's Office Addition, where Town Code requires 4.96 feet and 7.0 feet NAVD, respectively.

Attorney Keith Davis swore in the representatives Josh Miron, Stuart Grandfield, and (Chris Hamilton, who attended via Webex). Attorney Davis asked the Commissioners if there was any ex parte communication with the applicant, Mayor Fiers has spoken with the attorneys for the applicant, and the rest of the Commission has walked by, biked by, or driven by the property only. Attorney Davis reminded Commission of the Variance Codes according to P.F. 15.3. and that the applicant shall meet each criteria in the code before a variance can be approved.

**Discussion:** Attorney Josh Miron gave an overview of the project, the variances requested, and a brief history of the property, including the 18-slip dock. They are also hoping to renovate the dock in the near future; they have applied for and received an FDEP permit. They are planning on finishing the refurbishment of the eighteen condo units within the next six months.

There was a lengthy discussion regarding the variance for the Buccaneer Condominium Association: Two separate variances were requested, one for relief from the required building elevation and one for relief from the required roof pitch, both for a 186 Square foot addition to the Dock Master office. **Motion:** Commissioner Larcher made a motion to deny the request for both variances. **Second:** Commissioner Mark Ward seconded the Motion. A 2-3 vote defeated the Motion. Oppose were Mayor Fiers, Vice Mayor McCranels, and Commissioner Tyler.

After further discussion and the applicant answering the Commissioner's questions, a second motion to approve, with certain conditions, was made. **Motion:** Commissioner Brian Tyler made a motion to approve with the following conditions: the elevation was conditioned on the State, confirming the elevation variance will not impact the Town's CRS rating. The CRS rating deals with Community flood plan management and can affect the Town's overall flood insurance ratings. Because of its age, the Buccaneer is exempted from the CRS requirement. **Second:** Vice Mayor Scott McCranels. **Motion Passed 3-2** with Commissioner Larcher and Commissioner Ward opposed.

#### **ORDINANCES:**

**Second Reading:** ORDINANCE NO. O-1-23

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING APPENDIX A. ZONING ORDINANCE. AT PF. 8.3. BUILDING HEIGHT., TO ELIMINATE THE TOP OF BEAM RESTRICTION FOR BUILDINGS IN ZONING DISTRICT D; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF APPENDIX A SHALL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY ADOPTED; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

**Discussion:** Attorney Davis read by title only the Ordinance. This Ordinance deals with height measurement in District D: All buildings in this district have flat roofs measuring to the top beam, as currently required in the code. This Ordinance eliminated that measurement requirement. Under the change, the only height measure is the roof structure.

**Motion:** Commissioner Tyler made a motion to approve the second reading of the Ordinance.

**Second:** Vice Mayor McCranels seconded the Motion. **Motion passed 5-0.**

#### **DEPARTMENT AND BOARD REPORTS**

##### **Financial Reports:**

Town Administrator Wendy Wells presented the financial report for March 2023. Expenditures are 42% of the Budget, which is higher than last year because of the hurricane and waiting for reimbursement from FEMA. Revenue is at 80% of the Budget, which is primarily due to ad valorem taxes, the building department, and interest revenue, which has been seen for a long time. Mrs. Wells also provided an update on the Roads Project and Dredge Project Funds. Mrs. Wells answered the Commission's questions.

**Public Comment:** Robert Windfield questioned if there is a line item of expenses spent so far on Inlet Park and if there is a budget to further improve the park. Mrs. Wells and Mayor Fiers answered Mr. Windfield's questions. There are no plans to improve the park at this time.

**Motion:** Commissioner Tyler made a motion to approve the February 2023 Financial Report.

**Second:** Vice Mayor McCranels seconded the Motion.

**Vote:** Motion Passed 5-0.

**Staff Reports:**

**Sheriff's Department:** PBSO Sgt. Steve Langevin asked for Volunteers to hide 4,000 eggs for the Easter Egg Hunt on April 8. The new Body One Cameras have arrived; they will be installed in the cars in May, and then training will begin, so hopefully, by June, they will be up and fully operational. March calls for service include a fight at The Sailfish Marina; a deputy was spit on during the arrest and will now be tested for diseases for the next two years. Three boats were burglarized, which led to the chase of the suspect, and during the pursuit, another deputy suffered an injury to the knee and will be out of work for a while. They have DNA, fingerprints, and video surveillance of the suspect, and detectives are working on identifying the suspect. Sgt. Langevin said that the St. Patrick's Day parade was enjoyed by all, with only one incident where a Mo-ped may have been stolen; the owner is unsure. Commissioner Ward said he recently spent a day on the walkway and was blown away by the number of people who walked and questioned whether there should be signs saying no bikes allowed. Sgt. Langevin responded to his question.

**Fire Department:** The Chief thanked the St. Patrick's Day Parade Committee, Elizabeth Kuechenmeister, Sailfish Marina, Marriott Ocean Point, Nico at the Islander, and many other volunteers and staff members, the turnout was good, and the weather held out. Chief Steedman also mentioned that next year the parade will be held on March 16, 2024. Chief Steedman provided a recap of his written report along with rescue statistics. The Department had 165 hours of training this month that included formal drills that they do weekly. EMS transport contract is progressing; he and Wendy Wells, Town Administrator, have attended several negotiation meetings with the City of Riviera Beach. Chief Steedman responded to Commissioner Ward's question regarding EMS billing and transportation during a medical emergency. There was a brief discussion amongst the Commission regarding the EMS contract and services.

**Public Works:** Director Welch said that his Department is now fully staffed with the recent hiring of Oscar Almaguer as Tech II and Kowolics Parham Tech I. Director Welch also reiterated his monthly written report. One of the main focuses for the Public Works Department is receiving quotes for the second-floor remodel, quotes for the new roll-down shades, the new sound panels and acoustics, and twelve new 6-foot round tables, all for the Community Center. Mr. Welch also provided an update on Grounds & Parks, Streets, Lift Stations, and Town Buildings. He also gave a brief update on AT&T Project.

**Town Clerk:** No verbal report this month.

**Town Attorney:** No report this month.

**Planning and Zoning Chairman:** The P&Z Board met in February at their last regularly scheduled meeting, and there was a discussion regarding a new Ordinance for the use of artificial grass or turf in the Town. Chairman Cohn submitted a letter to the Commission which briefly gives the main points and would appreciate it if the Commissioners would read, discuss, and give back to the Board some direction on what might be acceptable to be adopted by the Town. Chairman Cohn also informed Commission that on a recent application, the Board recommended denial for a Variance at 142 Lake Drive.

**COMMISSION REPORTS:**

Mayor Fiers provided an update on the AT&T Project:

Plans are being drawn up to finish the removal of overhead AT&T lines in the north half of Town. Removal should be completed before the beginning of hurricane season. Conversion to the new fiber service in the south half of the Town is progressing at a slower rate because of the condo buildings.

The Watermain replacement project: The roads and all of the cutovers should be done by the end of this week if it doesn't rain. From then on, progress depends on the Riviera Council approving a \$750,000 change order which will cover the costs of the items omitted from the original plans and contract. This item will be taken up at the April 5 Riviera Beach Council meeting. We are in close contact with Riviera Beach Staff and leadership on this issue, and the Mayor plans on attending the meeting on April 5, 2023.

The Dredging Project: The Mayor reports that this is all good news; the Town is in the House Bill for \$100,000.00, and we the number one choice for our representative and the number one choice of the chair of the appropriations committee, so we are in good shape there. The Senate put the Town in the appropriation bill for \$500,000.00, and our lobbyist told Mayor Fiers not to worry about it, that the House Bill generally carried she we should get the full amount.

**OTHER BUSINESS:**

Mayor Fiers said that at the last workshop, they decided to change the expiration dates of the beach parking pass to December 31 of each year to accommodate our residents better. This year's parking pass will be from July 1, 2023, through December 31, 2024, for 18 months for the same rate of \$10.00 for residents and \$350.00 for non-residents.

**Motion:** Vice Mayor Scott McCranels made a motion to approve the parking passes.

**Second:** Commissioner Larcher seconded the Motion. Motion passed 5-0.

**PROCLAMATION:**

Wendy Wells Read a proclamation on behalf of Mayor Fiers naming March 31, 2023, as the Town's Arbor Day Celebration. He hopes that everyone can attend this year's celebration.

**Motion:** Commissioner Mark Ward made a motion to approve the Proclamation.

**Second:** Vice Mayor Scott McCranels seconded the Motion. Motion passed 5-0.

**PUBLIC COMMENTS:** The following residents voiced their concerns or opinion on Inlet Park; Paul and Marian Sivilotti, John Peterson, and Peggy Nagel. The Commission is not able to answer or discuss Inlet Park due to the ongoing litigation.

**ADJOURNMENT:**

**Motion:** Commissioner Tyler made a motion to adjourn the meeting.

**Second:** Vice Mayor McCranels seconded the Motion.

**Vote:** Motion passed 5-0.

The meeting was adjourned at 9:57 P.M.

Approved this day, 24<sup>th</sup> Day of April 2023.

ATTEST:

\_\_\_\_\_  
Alan Fiers, Mayor

\_\_\_\_\_  
Jude M. Goudreau, Town Clerk

(Seal)



Monday, April 10, 2023  
At 7 P.M.



Town Hall Commission Chambers  
247 Edwards Lane  
Palm Beach Shores, FL 33404

Mayor Alan Fiers  
Vice Mayor Scott McCranels

Commissioner Tracy Larcher  
Commissioner Brian Tyler  
Commissioner- Elect Mark Ward

Keith Davis Town Attorney  
Town Administrator Wendy Wells  
Town Clerk Jude M. Goudreau

**Minutes**  
**Special Commission Meeting**

**CALL TO ORDER**

Mayor Fiers called the meeting to order at 7:00 P.M. Those present were Mayor Alan Fiers, Vice Mayor Scott McCranels, Commissioner Tracy Larcher, Commissioner Brian Tyler, Commissioner- Elect Mark Ward and Town Administrator Wendy Wells. Also in attendance were: PBSO Sgt. Steve Langevin, Fire Chief Trevor Steedman, Public Works Director Alan Welch, and Town Attorney Keith Davis.

**AGREEMENTS**

Approval for the purchase of kitchen equipment for the Community Center.

**Discussion:** Mayor Fiers informed the Commission that the reason for the special meeting is to not delay the order for the equipment for the Community Center. The equipment could take up to three months to arrive. Complete Plans will be brought back to commission once the architect completes them.

**Motion:** Commissioner Brian Tyler made a motion to approve the purchase of the equipment totaling \$76,229.28.

**Second:** Commissioner Mark Ward seconded the motion. Motion passed 4-0.

Approval of demolition, purchase, and installation of commercial hood system for the Community Center.

**Motion:** Commissioner Larcher made a motion to approve the demo and installation of a new hood system totaling \$56,7367.50

**Second:** Commissioner Tyler seconded the motion. Motion passed 4-0.

**ADJOURNMENT:**

**Motion:** Commissioner Tyler made a motion to adjourn the meeting.

**Second:** Vice Mayor McCranels seconded the Motion.

**Vote:** Motion passed 5-0.

The meeting was adjourned at 7:15 P.M.

Approved this day, 24<sup>th</sup> Day of April 2023.

ATTEST:

\_\_\_\_\_  
Alan Fiers, Mayor

\_\_\_\_\_  
Jude M. Goudreau, Town Clerk

(Seal)

**Town of Palm Beach Shores**  
**Impact Fees**  
**Automatic Update of Fee Schedule**  
**per Code Section 28-53**

			Impact Fees - per sf of new air conditioned area						
			Public						
January	CPI	% Chg	October	Parks	Fire	Police	Facilities	Total	
2006	198.300	n/a	2006	\$ 0.26	\$ 0.34	\$ 0.35	\$ 0.65	\$ 1.60	
2007	202.416	2.08%	2007	\$ 0.27	\$ 0.35	\$ 0.36	\$ 0.66	\$ 1.64	
2008	211.080	4.28%	2008	\$ 0.28	\$ 0.36	\$ 0.38	\$ 0.69	\$ 1.71	
2009	211.143	0.03%	2009	\$ 0.28	\$ 0.36	\$ 0.38	\$ 0.69	\$ 1.71	
2010	216.687	2.63%	2010	\$ 0.29	\$ 0.37	\$ 0.39	\$ 0.71	\$ 1.76	
2011	220.223	1.63%	2011	\$ 0.29	\$ 0.38	\$ 0.40	\$ 0.72	\$ 1.79	
2012	226.665	2.93%	2012	\$ 0.30	\$ 0.39	\$ 0.41	\$ 0.74	\$ 1.84	
2013	230.280	1.59%	2013	\$ 0.30	\$ 0.40	\$ 0.42	\$ 0.75	\$ 1.87	
2014	233.916	1.58%	2014	\$ 0.30	\$ 0.41	\$ 0.43	\$ 0.76	\$ 1.90	
2015	233.707	-0.09%	2015	\$ 0.30	\$ 0.41	\$ 0.43	\$ 0.76	\$ 1.90	
2016	236.916	1.37%	2016	\$ 0.30	\$ 0.42	\$ 0.44	\$ 0.77	\$ 1.93	
2017	242.839	2.50%	2017	\$ 0.31	\$ 0.43	\$ 0.45	\$ 0.79	\$ 1.98	
2018	247.867	2.07%	2018	\$ 0.32	\$ 0.44	\$ 0.46	\$ 0.81	\$ 2.03	
2019	251.712	1.55%	2019	\$ 0.32	\$ 0.45	\$ 0.47	\$ 0.82	\$ 2.06	
2020	257.971	2.49%	2020	\$ 0.33	\$ 0.46	\$ 0.48	\$ 0.84	\$ 2.11	
<i>Ordinance O-2-21 - Eliminates Police Impact Fee - approved August 2021</i>									
2021	261.582	1.40%	2021	\$ 0.33	\$ 0.47	\$ -	\$ 0.85	\$ 1.65	
2022	281.148	7.48%	2022	\$ 0.35	\$ 0.51	\$ -	\$ 0.91	\$ 1.77	
<b>2023</b>	<b>299.170</b>	<b>6.41%</b>	<b>2023</b>	<b>\$ 0.37</b>	<b>\$ 0.54</b>	<b>\$ -</b>	<b>\$ 0.97</b>	<b>\$ 1.88</b>	



PROJECT NAME: MIMIA00378A

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

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

Fee Paid: \_\_\_\_\_

Town Receipt No: \_\_\_\_\_

### SUBMITTAL CHECKLIST

All submittals must include ten (10) paper sets (folded & sorted into complete packet sets) and an electronic copy (on cd or thumb drive) of the following:

- ☒ Completed **Development Application** (complete all fields, use N/A when not applicable).
  - ☒ Architectural & Aesthetic Review Request (pg. 11, all submittals)
  - ☐ Variance Request (pg. 13, if applicable)
  - ☒ Special Exception Request (pg. 14, if applicable)
- ☒ **Boundary Survey** (Dated to within 6 months of application submission).
- ☒ **Signed and Sealed Schematics** depicting building on site, setbacks, grading, drainage and elevations, as well as the relationship of the site to the neighboring sites (e.g. Site Plan, Drainage and Grading Plan, Roof Plan, Landscape Plan, Elevations).
- ☒ **Tabular Data** showing compliance with all lot coverage, floor area, building height, grade and landscaping requirements.

### SITE PLAN CHECKLIST

Please be sure to include the following on the Site Plan:

- ☒ Depict and label 10' Town Strip (front of property) and 5' utility easement (rear of property), and all other applicable easements.
- ☒ Depict and label all setbacks and Code required setback lines (front, rear, side, pool, etc.).
- ☒ Provide a tabular data table reflecting data from the tables on pgs. 7-8 of this development application.
- ☒ For renovations and/or additions, please shade proposed addition area(s) to differentiate from existing.
- ☒ Include all a/c equipment, pool equipment and emergency generators and label as proposed or existing.
- ☒ Ensure that beam height and top of roof are dimensioned on all elevation drawings submitted.
- ☒ Provide a construction schedule for the proposed project (including calendar dates).

### LANDSCAPE PLAN CHECKLIST

Please be sure to include the following on the Landscape Plan:

- ☒ Depict and label the 10' Town Strip (front of property) and 5' utility easement (rear of property).
- ☒ Include and label both existing (to remain) and proposed landscaping on the subject property.
- ☒ Provide a species legend/key including the height of all landscaping to be provided at installation.
- ☒ Ensure that the requirements for 10' Town Strip and front yard trees are met.
- ☒ For multi-story construction, ensure that the requirements for privacy screening are met.
- ☒ Ensure screening is provided for all ground mounted mechanical equipment (e.g. a/c compressors, pool equipment, emergency generators).

**NOTE: Checklists are not comprehensive. They are provided solely to remind Applicants to include items commonly omitted from plans submitted to the Town.**



## DEVELOPMENT APPLICATION

TOWN OF PALM BEACH SHORES  
247 EDWARDS LANE  
PALM BEACH SHORES, FL 33404  
(561) 844-3457

OWNER/APPLICANT: DISH Wireless, LLC

PROJECT ADDRESS: 125 S. Ocean Ave., Palm Beach Shores, FL 33404

APPLICATION NO.: \_\_\_\_\_ SUBMITTAL DATE: \_\_\_\_\_

### **TYPE OF APPROVAL(S) REQUESTED** (Check box(es) ☒)

ADMINISTRATIVE APPEAL	N/A	SITE PLAN MODIFICATION (14-62)	N/A
ARCHITECTURAL AND AESTHETIC REVIEW (Pf. 14-86)	N/A	SITE PLAN REVIEW (14-62)	N/A
COMPREHENSIVE PLAN AMENDMENT (Pf. 17.3(B))	N/A	SPECIAL EXCEPTION (Pf. 15.8)	X
PLAT APPROVAL	N/A	VARIANCE (Pf. 15.4)	N/A
REZONING (Pf. 17.3(B))	N/A	ZONING TEXT AMENDMENT (Pf. 17.3(B))	N/A

	PROPERTY OWNER(S)	APPLICANT (If different than Owner(s))
NAME:	Mayan Towers Condominium I, Inc.	DISH Wireless, LLC
ADDRESS:	125 S. Ocean Ave., Palm Beach Shores, FL 33404	5906 Breckenridge Pkwy., Suite A, Tampa, FL 33610
PHONE:	(561) 844-4550	(980) 202-5553
EMAIL:	mayantowerssouth@4hassociationmanagement.com	bjones@tepgroup.net

	AGENT (If different than Owner(s))	CURRENT OCCUPANT (If different than Owner(s))
NAME:	N/A	N/A
ADDRESS:	N/A	N/A
PHONE:	N/A	N/A
EMAIL:	N/A	N/A

	<b>PLANNER</b>	<b>DEVELOPER</b>
NAME:	N/A	N/A
ADDRESS:	N/A	N/A
PHONE:	N/A	N/A
EMAIL:	N/A	N/A

	<b>ARCHITECT</b>	<b>LANDSCAPE ARCHITECT</b>
NAME:	N/A	N/A
ADDRESS:	N/A	N/A
PHONE:	N/A	N/A
EMAIL:	N/A	N/A

	<b>SURVEYOR</b>	<b>ATTORNEY</b>
NAME:	N/A	N/A
ADDRESS:	N/A	N/A
PHONE:	N/A	N/A
EMAIL:	N/A	N/A

	<b>ENGINEER (USE ADD'L. SHEET FOR MULTIPLE ENGINEERS)</b>	
NAME:	Tower Engineering Professionals	
ADDRESS:	1095 Windward Ridge Pkwy., Suite 140, Alpharetta, GA 30005	
PHONE:	(704) 369-1826	
EMAIL:	www.tepgroup.net	

## OWNER ACKNOWLEDGMENT & CERTIFICATION

I (We) affirm and certify that I (We) understand and will comply with all provisions and regulations of the Town of Palm Beach Shores, Florida. I (We) understand that if this Application is approved by the Town, the aforementioned real property described herein will be considered, in every respect, to be a part of the Town of Palm Beach Shores and will be subjected to all applicable laws, regulations, taxes and police powers of the Town including the Comprehensive Plan and Zoning Ordinance. I (We) further certify that all statements and diagrams submitted herewith are true and accurate to the best of my (our) knowledge and belief. Further, I (We) understand that this Application and attachments become part of the Official Records of the Town of Palm Beach Shores, Florida and are not returnable. I (We) acknowledge that no permit will be issued before all fees associated with Application are paid.

1. Owner acknowledges and understands that the fee for site plan review, architectural/aesthetic review, variance, special exception, rezoning, etc. **may not cover all review costs**. A final statement of any outstanding costs (covering advertising costs, legal, architectural and other consultant costs) will be sent to the applicant upon completion of the review process. Owner accepts financial responsibility for all costs incurred as a result of this Application.
2. A construction schedule is required of all developers during the development process. The Planning and Zoning Board must approve your proposed construction schedule.
3. The Town requires payment of impact fees for floor area added during the development, re-development or renovation of a property. These impact fees will be used to pay for capital improvements relative to Fire Protection, Police Protection, Parks & Recreation and Public Buildings. Impact fees must be paid to the Town before a Certificate of Occupancy will be issued.
4. Roll-off dumpsters for construction/demolition debris and solid waste must be rented through the Town's contracted solid waste hauler, Waste Management.
5. Final as-built plans must be submitted to the Town in digital form, preferably in PDF format.

By signing below, I acknowledge that I have read and understand the five (5) items listed above.

Kathleen T McGahran  
FOR Mayan Towers Condominium #1  
Signature of Owner

9/22/2022  
Date

KATHLEEN T MCGAHRAN FOR  
Printed Name of Owner  
MAYAN TOWERS CONDOMINIUM 1

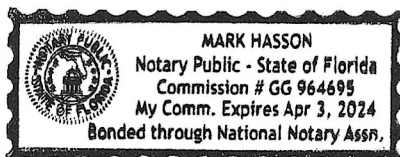
### STATE OF FLORIDA PALM BEACH COUNTY:

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 22 day of September 2022,

by Kathleen T. McGahran who is personally known to me or has produced \_\_\_\_\_ (type of identification) as identification.

Mark Hasson  
(Name - type, stamp or print clearly)

[Signature]  
(Signature)



NOTARY'S SEAL



## AUTHORIZATION OF AGENT & ACKNOWLEDGEMENT OF FINANCIAL RESPONSIBILITY

Consent to an agent is required from the property owner(s) and contract purchaser, if applicable, if the property owner(s) or contract purchaser does not intend to attend all meetings and public hearings and submit it person all material pertaining to the Application. Consent to a firm shall be deemed consent for the entire firm, unless otherwise specified.

This form shall serve as consent for the agent identified below to prepare or have prepared all documents for the Application affecting property I (We) have an ownership interest in.

I (We) hereby designate and authorize the below-signed person to act as my (our) agent in regard to this Application and accept financial responsibility for any costs incurred by the agent as a result of this Application. Further, I (We) acknowledge that no permit will be issued before all fees associated with Application are paid.

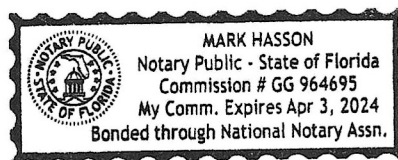
KATHLEEN T. McBahian  
For MAYAN Towers Condominium 1 9/23/2022  
Signature of Owner or Trustee Date

### STATE OF FLORIDA PALM BEACH COUNTY:

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 23 day of September 2022,  
by Kathleen T. McBahian who is personally known to me or has  
produced \_\_\_\_\_ (type of identification) as identification.

Mark Hasson  
(Name - type, stamp or print clearly)

[Signature]  
(Signature)



NOTARY'S SEAL

### Agent Information:

\_\_\_\_\_  
Printed Name of Agent

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Date

## PROCEDURES AND TIMELINES

All development applications required to be submitted to the Planning and Zoning Board for review (Site Plan Review, Site Plan Modification, Architectural and Aesthetic Review, Special Exceptions and Variances) will be subject to the following procedures:

1. Development Review Committee (“DRC”) review is regularly scheduled for the first Wednesday of each month at 2:00 pm. In order to be placed on the DRC agenda, a complete application must be submitted to the Town Clerk by the close of business on Monday of the week prior to the regularly scheduled DRC meeting. **Incomplete applications and late submittals will not be placed on a DRC agenda.**
2. If, as a result of the initial DRC review, it is determined by the DRC that a subsequent DRC meeting is necessary, the complete revised application must be submitted to the Town Clerk by the close of business on Monday of the week prior to the regularly scheduled DRC meeting. **Applications that fail to include all revisions required by the DRC, or that are submitted late will not be placed on a DRC agenda until they have been corrected and are timely.**
3. If, as a result of the initial DRC review, it is determined by the DRC that the project can proceed to the Planning and Zoning Board, a complete Planning and Zoning Board application must be submitted to the Town Clerk including all revisions noted by the DRC. A sufficiency review will be performed by the Town to confirm that all comments provided by the DRC have been addressed and a complete revised application submitted. Once all DRC comments have been adequately addressed and a complete revised application submitted, the submittal will be placed on the agenda for the next available Planning and Zoning Board, subject to legal advertising requirements. Planning and Zoning Board review is regularly scheduled for the fourth Wednesday of each month. **Applications that fail to include all revisions required by the DRC or that are incomplete will not be placed on a Planning and Zoning Board agenda.**

### APPLICATION FEE INFORMATION

Administrative Appeal	\$250.00
Site Plan Review	\$350.00
Site Plan Modification Review	\$350.00
Variance Request	\$350.00
Special Exception Request	\$250.00
Telecom Site Plan Review or Modification	\$500.00
Plat Approval Request	\$600.00
Comprehensive Plan Amendment	\$750.00
Zoning Text Amendment / Rezoning	\$750.00
Sufficiency Review	Zoning Official (rate per hour)



### **NUMBER OF COPIES REQUIRED**

Development Review Committee	Ten (10) paper sets (folded & sorted into complete packet sets), including one (1) sealed original with original signatures and nine (9) copies, three (3) of which are sealed by a licensed engineer, architect and/or surveyor, <u>and</u> an electronic copy of all documents (on cd or thumb drive).
Planning and Zoning Board	Ten (10) paper sets (folded & sorted into complete packet sets), including one (1) sealed original with original signatures and nine (9) copies, three (3) of which are sealed by a licensed engineer, architect and/or surveyor, <u>and</u> an electronic copy of all documents (on cd or thumb drive).
Local Planning Agency	Ten (10) copies (folded & sorted into complete packet sets).
Town Commission	Ten (10) paper sets (folded & sorted into complete packet sets), including one (1) sealed original with original signatures and nine (9) copies, three (3) of which are sealed by a licensed engineer, architect and/or surveyor (as applicable), <u>and</u> an electronic copy of all documents (on cd or thumb drive).

**Applicant acknowledges and understands that the fee for Site Plan Review, Architectural/aesthetic Review, Variance, Special Exception, Rezoning, etc. *may not cover all review costs*. A final statement of any outstanding costs (covering advertising costs, legal, architectural, and other consultants) will be sent to the Applicant upon completion of the review process.**

**Tabular data showing compliance with all lot coverage, floor area, building height, grade and landscaping requirements must be provided on all submitted plans (Town Code § 14-62).**

PROJECT NAME: MIMIA00378A

PROJECT ADDRESS: 125 S. Ocean Ave., Palm Beach Shores, FL 33404

PROJECT LEGAL DESCRIPTION: \_\_\_\_\_

**\*\*\* All boxes must be completed, use N/A where appropriate \*\*\***

GENERAL DATA	CODE REQUIREMENT	EXISTING	PROPOSED
COMPREHENSIVE PLAN DESIGNATION: (SF-5, MF-21, MF-30, MF-42, P, ROS)	None	N/A	N/A
LAND USE: (Residential, Commercial, Recreational, Marina, Public, etc.)	None	Residential	Residential
ZONING DISTRICT: (A, B, C, D, P, ROS, designated at Pf. 3.1, Zoning Ordinance)	None	D	D
FLOOD ZONE CATEGORY:	None		
LOT COVERAGE, LANDSCAPING & PARKING	CODE REQUIREMENT	EXISTING	PROPOSED
TOTAL LOT SIZE: (sq. ft.)	None		
TOTAL COVERAGE OF A LOT BY BUILDINGS: (Pf. 5.4, 6.4, 7.5 or 8.5, Zoning Ordinance)	N/A	N/A	N/A
TOTAL LANDSCAPE COVERAGE: (Pf. 5.4.3, Zoning Ordinance)	N/A	N/A	N/A
OFF-STREET PARKING: (Pf. 5.13, 6.12, 7.13 or 8.14, Zoning Ordinance)	N/A	N/A	N/A
SETBACKS	CODE REQUIREMENT	EXISTING	PROPOSED
FRONT YARD: (Pf. 5.5, 6.6, 7.7 or 8.7, Zoning Ordinance)	N/A	N/A	N/A
REAR YARD: (Pf. 5.6, 6.7, 7.9 or 8.9, Zoning Ordinance)	N/A	N/A	N/A
SIDE YARD: (Pf. 5.7, 6.8, 7.8 or 8.8, Zoning Ordinance)	N/A	N/A	N/A

<b>FLOOR AREA</b>	<b>CODE REQUIREMENT</b>	<b>EXISTING</b>	<b>PROPOSED</b>
FIRST FLOOR AREA (sq. ft.):	None	N/A	N/A
SECOND FLOOR AREA (sq. ft.): (Pf. 5.4.2, Zoning Ordinance)	N/A	N/A	N/A
TOTAL FLOOR AREA (sq. ft.): (Pf.2.23, Zoning Ordinance)	None	N/A	N/A
FLOOR AREA RATIO: (Pf. 5.4.2, Zoning Ordinance)	N/A	N/A	N/A
DWELLING UNIT DENSITY: (Pf. 6.5, 7.6 or 8.6, Zoning Ordinance)	N/A	N/A	N/A
<b>IMPERVIOUS AREA</b>	<b>NET INCREASE</b>	<b>EXISTING</b>	<b>PROPOSED</b>
BUILDING FIRST FLOOR AREA (sq. ft.):	N/A	N/A	N/A
OTHER IMPERVIOUS AREA (sq. ft.): (Decks, Patios, Walkways, Driveways, Pool Deck & Pool Surface Areas)	N/A	N/A	N/A
TOTAL IMPERVIOUS AREA (sq. ft.):	N/A	N/A	N/A
<b>ELEVATIONS</b>	<b>CODE REQUIREMENT</b>	<b>EXISTING</b>	<b>PROPOSED</b>
GRADE ELEVATION (NAVD): (Pf. 4.6, Zoning Code)	N/A	N/A	N/A
ESTABLISHED 1 <sup>ST</sup> FLOOR ELEVATION (NAVD): (Pf. 4.6, Zoning Code)	N/A	N/A	N/A
MEAN CROWN OF ROAD ELEVATION (NAVD):	None	N/A	N/A
<b>BUILDING HEIGHT</b>	<b>CODE REQUIREMENT</b>	<b>EXISTING</b>	<b>PROPOSED</b>
TOTAL BUILDING HEIGHT (NAVD): (Pf. 5.2, 6.2, 7.3 or 8.3, Zoning Ordinance)	N/A	79'5" - Building height	79'5" Building Height and proposed new equipment will be @ 91'
TOP OF BEAM HEIGHT (NAVD): (Pf. 5.2, 6.2, 7.3 or 8.3, Zoning Ordinance)	N/A	N/A	N/A
ROOF PITCH: (Pf. 5.2, 6.2 or 7.3, Zoning Ordinance)	N/A	N/A	N/A
FLAT ROOF PERCENTAGE: (Pf. 5.2, Zoning Ordinance)	N/A	N/A	N/A

## JUSTIFICATION STATEMENT

Provide a summary of the proposed project, describing in detail the construction, phasing and proposed development to occur as part of this application (attach additional sheets if needed):

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Addition of antennas, radios, and ancillary equipment to be mounted on the existing rooftop.

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**Note: Construction Schedule is due as part of site plan review and before building permit issuance. (Town Code §14-63). A signed and notarized contract (signed by owner) must be provided before building permit issuance. (Town Code §14-108).**

Provide an estimate of construction costs:

\$49,000.00

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Describe the existing improvements located on the subject property (attach additional sheets if needed):

There is an existing wireless telecommunication facility on the rooftop. Proposing adding additional antennas, radios and ancillary

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equipment for DISH Wireless.

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Provide a project history for the subject property, including any prior development approvals filed within the last year in connection with the subject property. Please include the date of previous site plan approval by the Planning and Zoning Board for this property (attach additional sheets if needed):

N/A

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Provide the justification, special reasons, or basis for the approval of this application. Explain why this application is consistent with good planning and zoning practice, will not be contrary to the Town's Comprehensive Development Plan, and will not be detrimental to the promotion of public appearance, comfort, convenience, general welfare, good order, health, morals, prosperity, and safety of the Town. Additionally, all standards set forth in the Town Code of Ordinances for Special Exceptions, Variances, Administrative Appeals, etc. must be addressed. (attach additional sheets if needed):

The proposed wireless telecommunication facility will be designed to be architecturally compatible with the existing structure.

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Provide any other pertinent information related to the subject property to support the proposed request.

N/A

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## **DRAINAGE REQUIREMENTS**

(For projects proposing additional on-site impervious area)

For proposed renovations/modifications to existing projects that result in LESS THAN a 50% increase in total site imperviousness, retain 1" of stormwater volume from the total additional impervious area.

For proposed new construction, or renovations/modifications to existing projects that result in a GREATER THAN a 50% increase in total site imperviousness, retain 1" of stormwater volume over the entire site.

Submit a Survey with topographic elevations and existing improvements.

A Drainage and Grading Plan and drainage calculations are required to be submitted with the application package for new construction projects and substantial modifications to existing projects. The Drainage Plan must show the following:

- a. Existing and proposed elevations.
- b. Location of sodded swales, sodded depressed retention areas, underground exfiltration trench and/or other proposed stormwater treatment/retention methods.
- c. Underground piping and inlets and other drainage system improvements proposed.
- d. Drainage calculations showing the retention of the volume of 1" of stormwater from addition impervious areas (or overall site).
- e. Show drainage improvements and underground piping, including water and sewer services, on the Landscape Plans to show no conflicts exist.
- f. Include note that no runoff may be directed to adjacent properties and all storm flows and runoff must be retained on-site prior to discharge into the adjacent roadway right-of-way following retention of required stormwater volume.
- g. Provide engineering details of gutter and downspout dry wells, if proposed.
- h. Provide engineering detail of exfiltration trench, if proposed.
- i. Provide engineering detail of sodded swales, if proposed.
- j. Provide engineering detail of depressed dry retention areas, if proposed.
- k. Provide Geotechnical Report or engineering assumptions/justification for coefficient of permeability (K Factor) for exfiltration trench design, if proposed.
- l. Engineering details/cross sections at property lines demonstrating no runoff will flow to adjacent properties may be required.

Project Engineer or Architect shall be responsible for insuring the drainage improvements are completed in substantial accordance with the approved plan.

Prior to C.O., Project Engineer or Architect to provide final signed and sealed certification that the drainage improvements and grading have been completed in substantial accordance with the approved plan.

Upon receipt of final Certification from Project Engineer or Architect, Town Engineer to visit site and ensure conformance of Town requirements prior to issuance of final C.O.

## REQUEST FOR ARCHITECTURAL AND AESTHETIC REVIEW

Please be advised that pursuant to Sec. 14-86 and 14-87 of the Town Code of Ordinances, the Town Planning and Zoning Board uses the following criteria in order to complete its Architectural and Aesthetic Review. Each criteria must be addressed by the applicant prior to the application being processed.

**1. Relationship of building to site:** (Explain transition from streetscape; placement of parking and service areas; and compatibility of building height and scale with site):

The proposed project consists of adding antennas and equipment to an existing structure rooftop with existing wireless telecommunication

facility. The project will have no impact on the existing ground infrastructure of the property.

**2. Relationship of building and site to adjoining area(s):** (Explain how structures and landscaping are consistent with established neighborhood character and will enhance the surrounding area. Include description of architectural style, as well as textures, materials and colors to be utilized):

The proposed project consists of adding antennas and equipment to an existing structure rooftop with existing wireless telecommunication

facility. The project will paint all equipment to match the existing aesthetic of the building.

**3. Landscape and site treatment:** (Explain how landscaping, exterior lighting and other site elements will be used to enhance architectural features, buffer the mass of buildings as appropriate, and enhance the privacy of the owner and neighbors. Describe the use of native species and xeriscaping as appropriate.):

The proposed project consists of adding antennas and equipment to an existing telecommunications facility. The project will have no impact

on the existing ground infrastructure or landscaping on the property.

**4. Building design:** (Explain proposed building design and style, and how components such as roofs, windows, doors, eaves and parapets are balanced in proportion to each other; address harmoniousness of colors, visual interest and compatibility):

The proposed project consists of adding antennas and equipment to an existing structure rooftop with existing wireless telecommunication

facility. The project will paint all equipment to match the existing aesthetic of the building.

**Please provide all documentation and/or samples necessary** to address all architectural review criteria as applicable. Attach additional pages as necessary.

N/A

## REQUEST FOR SITE PLAN MODIFICATION

1. Previously approved (Original) site plan information:

a. Original Project Name: N/A

b. Original Site Plan Application No.: N/A

c. Original Site Plan Approval Date: N/A

d. List of all other relevant information on file with original application: N/A

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2. Requested Modification(s): N/A

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Please provide all documentation necessary to describe the proposed modification and to explain the reason(s) for the proposed modification(s), including a survey, if applicable. Attach additional pages as necessary.

## REQUEST FOR VARIANCE

The Applicant is requesting a variance from the Town Code Section(s)\_\_\_\_\_to permit the following:

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Please be advised that a variance from the terms of the Zoning Code shall not be recommended by the Planning and Zoning Board, nor granted by the Town Commission, unless the Applicant is able to demonstrate the following:

1. Explain the special conditions and circumstances which exist that are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or building in the same zoning district:

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2. Explain how the special conditions and circumstances that exist do not result from the actions of the Applicant:

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3. Explain how the literal interpretation of the provisions of the Zoning Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the Zoning Code and would work unnecessary and undue hardship on the Applicant:

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4. Explain how the variance requested is the minimum variance that will make possible a reasonable use of the land, building or structure:

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5. Explain how the granting of the requested variance will not confer on the Applicant any special privilege that is denied by the Zoning Code to other lands, structures, or buildings in the same zoning district:

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6. Explain how the grant of the requested variance will be in harmony with the general intent and purpose of the Zoning Code and will not be injurious to the neighborhood or otherwise detrimental to the public welfare:

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***The burden of meeting the standards as set forth above is upon the Applicant. Please provide all documentation necessary to prove your case, including a survey, if applicable. Attach additional pages as necessary.***



## REQUEST FOR SPECIAL EXCEPTION

The Applicant is requesting a special exception pursuant to Town Code Section(s) Pf.8.2 (3) to permit the following:

Installation of antennas and radios on an existing rooftop telecommunication site.

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A Special Exception shall not be recommended by the Town Planning and Zoning Board, nor granted by the Town Commission, unless the Applicant is able to demonstrate the following:

1. Explain how all structures will be separated from adjacent and nearby uses by appropriate screening devices:

The project will paint all equipment to match the existing aesthetic of the building.

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2. Explain whether or not excessive vehicular traffic will be generated on surrounding residential streets:

The proposed project consists of adding antennas and equipment to an existing structure rooftop with existing rooftop telecommunication facility. The project will not create excessive vehicular traffic on surrounding residential streets.

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3. Explain whether or not a vehicular parking or traffic problem is created:

The proposed project consists of adding antennas and equipment to an existing structure rooftop with existing rooftop telecommunication facility. The project will not create a vehicular or traffic problem.

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4. Explain where on the site appropriate drives, walkways and buffers will be installed:

N/A

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5. Explain how the proposed use will make a substantial contribution to the neighborhood environment and will not infringe on the rights of properties in the vicinity:

The proposed project consists of adding antennas and equipment to an existing structure rooftop with existing rooftop telecommunication facility. The project will only impact the rooftop of the subject property.

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6. Explain how the proposed use will not endanger, restrict or impair public safety:

The proposed project consists of adding antennas and equipment to an existing structure rooftop with existing rooftop telecommunication facility. The project will only impact the rooftop of the subject property.

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***The initial burden of meeting the standards as set forth above is upon the Applicant. Please provide all documentation necessary to prove your case, including a survey, if applicable. Attach additional pages as necessary.***

**FIRST AMENDMENT TO INTERLOCAL AGREEMENT  
FOR FIRE VEHICLE MAINTENANCE  
BETWEEN PALM BEACH COUNTY AND THE  
TOWN OF PALM BEACH SHORES**

**THIS FIRST AMENDMENT TO INTERLOCAL AGREEMENT FOR FIRE VEHICLE MAINTENANCE** is made and entered into on \_\_\_\_\_, by and between PALM BEACH COUNTY, FLORIDA, a political subdivision of the State of Florida (hereinafter the “County”), by and through its Board of County Commissioners, and the TOWN OF PALM BEACH SHORES, a Florida municipal corporation located in Palm Beach County, Florida (hereinafter the “Town”).

**WHEREAS**, on May 21, 2013, the County and Town entered into an Interlocal Agreement For Fire Vehicle Maintenance (R2013-0620) (“Agreement”) for a term of ten (10) years through May 20, 2023; and

**WHEREAS**, the parties mutually desire for the County to continue to provide maintenance and repair services for the Town’s fire-rescue emergency response vehicles and apparatus for five additional years; and

**NOW, THEREFORE**, in consideration of the terms and conditions set forth herein and the benefits following from each to the other, the County and the Town do hereby agree as follows:

1. The Agreement is hereby amended to extend the term of the Agreement for five additional years from May 21, 2023 through May 20, 2028 (“First Extension Period”), under the same terms and conditions set forth in the Agreement except as otherwise provided in this First Amendment.
2. Any reference in Article I to IBEM shall be intended to mean computer-based Vehicle Maintenance Reporting System.
3. Any reference in Article II to Palm Beach County Fire Rescue Operational Procedure #VIII-1 shall be intended to mean Warranty/Labor, Vehicle and Personnel Billing Rates (FR-F-307).
4. The first and second paragraphs of Article III, Section 6. Insurance, are deleted in their entirety and replaced with the following:

Without waiving the right to sovereign immunity as provided by Section 768.28 Florida Statutes, the Town represents to be self-insured with coverage subject to the limitations of the Statute, as may be amended.

In the event the Town maintains third-party Commercial General Liability and Business Auto Liability in lieu of exclusive reliance of self-insurance under Section 768.28 Florida Statutes, the Town shall agree to maintain said insurance policies at limits not less than \$1,000,000 combined single limit for bodily injury or property damage.

5. Article III, Section 11. Equal Opportunity, is deleted in its entirety and replaced with the following:

**Nondiscrimination:** In Resolution 2017-1770, the County expressed its commitment to assuring equal opportunity by not conducting business with nor appropriating funds to entities that discriminate as set forth therein. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the Town warrants and represents that throughout the term of the Agreement, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be considered default of the Agreement.

6. In Article III, Section 13. Records, all references to a records retention period of three (3) years shall be revised to five (5) years.
7. Article I of the Agreement is hereby modified to add the following Sections 8 and 9:

#### Section 8. **FLEET CONNECTIVITY MODULES**

The County is authorized, at its option and sole discretion, to install fleet connectivity modules on County maintained Town vehicles and/or apparatus. The Town shall reimburse the County, within 30 days of being invoiced, for the associated monthly service charges of \$25.00 per vehicle and/or apparatus. This charge is subject to yearly increases . All such equipment shall remain the property of the County, and shall be

returned to the County by the Town within 10 days of the expiration or termination of the Agreement or any sooner time that a Town vehicle and/or apparatus is no longer maintained by the County; provided, however, that the County shall have the right and option to remove the equipment sooner at any time for any reason. The Town hereby authorizes and approves the download of information automatically, and on-demand by the County, via the modules and into the County's Fire Rescue Fleet computer based vehicle Maintenance Reporting System.

#### Section 9. **VEHICLE TRANSPORTATION**

The Town agrees to be responsible for transportation of Town vehicles to and from the Shop as well as transportation of Town vehicles to and from offsite commercial vendor locations when required.

8. Article III of the Agreement is hereby modified to add the following Section 32:

#### Section 32. **E-VERIFY - EMPLOYMENT ELIGIBILITY**

Each party warrants and represents that it is in compliance with Section 448.095, Florida Statutes, as may be amended. Each party has registered with and uses, and shall continue to use, the E-Verify System (E-Verify.gov), to electronically verify the employment eligibility of all newly hired employees. If either party has a good faith belief that the other party has knowingly violated Section 448.09(1), Florida Statutes, as may be amended, said party shall terminate this Agreement with the violating party.

9. All other provisions of the Agreement are hereby confirmed and, except as provided herein, are not otherwise altered or amended and shall remain in full force and effect.
10. Nothing in the Agreement, as amended, shall be construed to affect the rights and obligations of the parties under their Emergency Services Agreement for Dispatch Services (R2022-0604) entered into on June 14, 2022, as may be amended from time to time.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

IN WITNESS WHEREOF, the undersigned parties have caused these presents to be signed by their duly authorized officers on the day and year first written above.

**ATTEST:**  
**JOSEPH ABRUZZO,**  
Clerk of the Circuit Court  
& Comptroller

**PALM BEACH COUNTY, FLORIDA BY ITS  
BOARD OF COUNTY COMMISSIONERS**

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Gregg K. Weiss, Mayor

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY**

**APPROVED AS TO TERMS AND  
CONDITIONS**

By: \_\_\_\_\_  
County Attorney

By: \_\_\_\_\_  
Palm Beach County Fire Rescue

**ATTEST:**

**TOWN OF PALM BEACH SHORES, FLORIDA**

By: \_\_\_\_\_  
Jude Goudreau, Town Clerk

By: \_\_\_\_\_  
Alan Fiers, Mayor

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY**

**APPROVED AS TO TERMS AND  
CONDITIONS**

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

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

**FIRST ADDENDUM TO THE  
TOWN OF PALM BEACH SHORES  
LAWN MAINTENANCE CONTRACT**

THIS FIRST ADDENDUM; made and entered into this \_\_\_\_ day of April 2023, between The Town of Palm Beach Shores, a municipal corporation incorporated in the State of Florida, with offices located at 247 Edwards Lane, Palm Beach Shores, Florida 33404, hereinafter referred to as the "TOWN" and Foliage Concepts of Florida, Inc., with offices located at 6921 151<sup>st</sup> Court North, Palm Beach Gardens, Florida 33418, hereinafter referred to as the "CONTRACTOR."

**WITNESSETH**

The CONTRACTOR, who was originally awarded the contract for the **TOWN'S Lawn Maintenance Services** in accordance with the TOWN'S bid documents and all related and associated documents and specifications therefor, and who has successfully performed the scope of services contemplated thereby; and the TOWN, which is satisfied with the CONTRACTOR'S performance thereunder; together now desire to revise the scope of services as well as the total annual fixed price in accordance with the terms and conditions of this FIRST ADDENDUM as follows:

**Section 1:** The CONTRACTOR and the TOWN hereby mutually agree to revise the Bid Specifications (Exhibit A.c.) by eliminating all work including mowing, weed whipping, edging, weeding, pruning and hedge trimming, fertilization, insect control, irrigation, leaf removal, and mulching from the area in the Inlet Park located north of the sidewalk.

**Section 2:** The CONTRACTOR and the TOWN hereby mutually agree to revise the annual compensation by reducing the annual sum of One Hundred Twenty Thousand Two Hundred Fifty Two Dollars (\$120,252.00) by One thousand Four Hundred Dollars (\$1,400.00) per month for a total annual reduction of Sixteen Thousand Eight Hundred Dollars (\$16,800.00). As a result, the new annual sum is One Hundred Three Thousand Four Hundred Fifty Two Dollars (\$103,452.00).

**Section 3:** The CONTRACTOR and the TOWN further agree that each and every other condition, requirement, and provision of the original Contract shall remain in full force and effect.

**Section 4:** This First Addendum shall be attached to the current Contract and

shall become a part thereof.

**IN WITNESS WHEREOF**, the CONTRACTOR and the TOWN have signed and executed this First Addendum with an effective date as noted above.

**ATTEST:**  
Jude Goudreau, Town Clerk

**TOWN:**  
Town of Palm Beach Shores

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

By: \_\_\_\_\_  
Alan D. Fiers, Mayor

(Seal)

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY**

Keith W. Davis, Town Attorney

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

**WITNESSES:**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

**CONTRACTOR:**  
Foliage Concepts of Florida, Inc.

By: \_\_\_\_\_  
David White, President

# TOWN OF PALM BEACH SHORES

## MONTHLY FINANCIAL REPORT

*Note: Budget Amount for FY2023 is presented WITHOUT the Roads Project (\$1.66M). This allows for a better comparison year to year. A separate report is presented for the Roads Project.*

	CASH & INVESTMENTS		REVENUE			
			BUDGET	CURRENT	YEAR TO DATE	% OF BUDGET
9/30/2022	\$ 4,439,076		\$ 6,138,456	\$ 194,707	\$ 6,349,812	103%
10/31/2022	\$ 3,851,354		\$ 5,929,708	\$ 48,123	\$ 48,123	1%
11/30/2022	\$ 5,670,127		\$ 6,033,030	\$ 2,292,667	\$ 2,340,790	39%
12/31/2022	\$ 6,492,638		\$ 6,033,030	\$ 1,321,829	\$ 3,662,619	61%
1/31/2023	\$ 6,322,690		\$ 6,033,030	\$ 290,229	\$ 3,952,849	66%
2/28/2023	\$ 6,900,682		\$ 6,033,030	\$ 901,350	\$ 4,854,199	80%
3/31/2023	\$ 6,472,673		\$ 6,033,030	\$ 218,856	\$ 5,073,054	84%
3/31/2022	\$ 5,820,230		\$ 5,609,398	\$ 377,307	\$ 4,639,070	83%
4/30/2023						
5/31/2023						
6/30/2023						
7/31/2023						
8/31/2023						
9/30/2023						

	EXPENDITURES					
	BUDGET	DISBURSEMENTS	ACCRUALS	CURRENT EXP	YEAR TO DATE	% OF BUDGET
9/30/2022	\$ 6,138,456	\$ 327,456	\$ 111,343	\$ 438,799	\$ 5,788,214	94%
10/31/2022	\$ 5,929,708	\$ 717,313	\$ 34,653	\$ 751,966	\$ 751,966	13%
11/30/2022	\$ 6,033,030	\$ 471,841	\$ (9,659)	\$ 462,182	\$ 1,214,148	20%
12/31/2022	\$ 6,033,030	\$ 504,555	\$ (18,472)	\$ 486,083	\$ 1,700,231	28%
1/31/2023	\$ 6,033,030	\$ 460,814	\$ 19,977	\$ 480,791	\$ 2,181,022	36%
2/28/2023	\$ 6,033,030	\$ 330,125	\$ 41,272	\$ 371,397	\$ 2,552,419	42%
3/31/2023	\$ 6,033,030	\$ 647,223	\$ (148,090)	\$ 499,133	\$ 3,051,551	51%
3/31/2022	\$ 5,609,398	\$ 319,981	\$ 234,325	\$ 554,306	\$ 2,690,998	48%
4/30/2023						
5/31/2023						
6/30/2023						
7/31/2023						
8/31/2023						
9/30/2023						

*Budget Amendment #1 was approved at the November Commission meeting.*



**Town of Palm Beach Shores**  
**Budget Summary Report**  
**March 2023**

*Mar Benchmark*    *50.0%*

	BUDGET	YTD	Favorable(Unfav)	%
<b>REVENUE</b>				
Revenue (without appr'd F/B)	\$ 5,864,039.00	\$ 5,073,054.21	\$ (790,984.79)	86.5%
Appropriated Fund Balance	1,828,991.00	-	(1,828,991.00)	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 7,693,030.00</b>	<b>\$ 5,073,054.21</b>	<b>\$ (2,619,975.79)</b>	<b>65.9%</b>

EXPENDITURES BY DEPARTMENT	% of total			% of total		
Administration	\$ 429,508.00	6%	\$ 182,881.50	6%	\$ 246,626.50	42.6%
Legal	121,000.00	2%	54,867.30	2%	66,132.70	45.3%
Public Works	364,418.00	5%	181,487.64	6%	182,930.36	49.8%
Police	1,730,779.00	22%	1,004,190.65	33%	726,588.35	<b>58.0%</b>
Fire	736,608.00	10%	350,529.44	11%	386,078.56	47.6%
Building	261,537.00	3%	147,164.52	5%	114,372.48	<b>56.3%</b>
Emergency Disaster	-	0%	120,497.37	4%	<b>(120,497.37)</b>	0.0%
Solid Waste	241,525.00	3%	111,229.54	4%	130,295.46	46.1%
Legislative	30,213.00	0%	21,152.24	1%	9,060.76	<b>70.0%</b>
Streets/Storm Sewers	63,160.00	1%	28,342.79	1%	34,817.21	44.9%
Parks	180,029.00	2%	68,859.46	2%	111,169.54	38.2%
Beach	107,002.00	1%	49,243.87	2%	57,758.13	46.0%
Lift Stations/Sewer Service	42,525.00	1%	25,846.95	1%	16,678.05	<b>60.8%</b>
Contingencies	85,000.00	1%	-	0%	85,000.00	0.0%
Debt Service	495,855.00	6%	247,927.29	8%	247,927.71	<b>50.0%</b>
Emergency Medical Services	369,444.00	5%	179,874.12	6%	189,569.88	48.7%
Community Center	70,105.00	1%	39,809.64	1%	30,295.36	<b>56.8%</b>
Risk Management	116,000.00	2%	72,266.25	2%	43,733.75	<b>62.3%</b>
Capital	588,322.00	8%	114,041.29	4%	474,280.71	19.4%
Capitol - Roads Project	1,660,000.00	22%	51,339.50	2%	1,608,660.50	3.1%
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,693,030.00</b>		<b>\$ 3,051,551.36</b>		<b>\$ 4,641,478.64</b>	<b>39.7%</b>

<b>CHANGE IN FUND BALANCE</b>	<b>-</b>	<b>2,021,502.85</b>	<b>2,021,502.85</b>
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Explanation of Variances:

*Police - timing, PBSO is paid in advance and 1 of 2 debt service payments was made on the LPR cameras.*

*Building Dept - timing of land development costs, high in November.*

*Emergency Disaster - These are costs associated with Hurricane Nicole. We are working with FEMA to get reimbursed for these costs.*

*Legislative - due to the election costs*

*Lift Stations - repairs & maintenance to generator and equipment at the lift stations.*

*Debt Service - one of two payments made.*

*Community Center - new sound system, major AC repair*

*Risk Management - two of four payments made on the main policy.*

Town of Palm Beach Shores  
Disbursements - March 2023

Check #	Type	Date	Vendor Name	Amount
4366	C	3/6/2023	324 AC Enforcement, Inc.	\$ 441.10
4367	C	3/6/2023	29 Alphagraphics of the Palm Beaches	\$ 74.74
4368	C	3/6/2023	129 Anastasia Karloutsos	\$ 50.00
4369	C	3/6/2023	1013 ATT	\$ 208.65
4370	C	3/6/2023	1013 ATT	\$ 107.00
4371	C	3/6/2023	32 City of Riviera Beach	\$ 177,215.88
4372	C	3/6/2023	52 Comcast	\$ 44.95
4373	C	3/6/2023	1014 Commercial Printers Inc.	\$ 291.60
4374	C	3/6/2023	53 Concentra Occupation Health Centers of South FL	\$ 250.00
4375	C	3/6/2023	107 Davis & Associates, P.A.	\$ 12,325.20
4376	C	3/6/2023	863 Diversified Building Department Management	\$ 7,743.75
4377	C	3/6/2023	746 Essential Net Solutions	\$ 1,673.45
4378	C	3/6/2023	240 Everglades Equipment Group	\$ 897.66
4379	C	3/6/2023	89 Home Depot Credit Svcs	\$ 3,422.11
4380	C	3/6/2023	679 Keehn Emergency Medical Services, Inc	\$ 1,500.00
4381	C	3/6/2023	917 Lancier Castro	\$ 134.45
4382	C	3/6/2023	996 Palm Beach Well Drilling	\$ 1,075.00
4383	C	3/6/2023	911 AT&T	\$ 872.12
4384	C	3/6/2023	896 Primestar Digital Network	\$ 7,582.89
4385	C	3/6/2023	821 Robert Villagomez	\$ 29.98
4386	C	3/6/2023	129 Sandra Lembo	\$ 500.00
4387	C	3/6/2023	516 Schmidt Nichols	\$ 1,190.00
4388	C	3/6/2023	484 Shred-It, c/o Stericycle, Inc.	\$ 127.57
4389	C	3/6/2023	100 Toshiba Business Solutions	\$ 357.49
4390	C	3/6/2023	592 Trevor Steedman	\$ 81.46
4391	C	3/6/2023	978 Truist Bank	\$ 8,444.67
4392	C	3/9/2023	823 AT&T Mobility	\$ 34.99
4393	C	3/9/2023	926 Beth Jarvis	\$ 80.00
4394	C	3/9/2023	53 Concentra Occupation Health Centers of South FL	\$ 87.00
4395	C	3/9/2023	1009 Foliage Concepts of Florida Inc.	\$ 11,736.00
4396	C	3/9/2023	80 FL Public Utilities	\$ 147.93
4397	C	3/9/2023	659 Image Janitorial Services, Inc.	\$ 2,050.00
4398	C	3/9/2023	858 Palm Beach County Sheriff's Office	\$ 141,485.75
4399	C	3/9/2023	33 Riviera Beach Water	\$ 3,261.22
4400	C	3/9/2023	881 South Central Planning & Development Commission	\$ 260.42
4401	C	3/9/2023	979 TAW	\$ 6,523.00
4402	C	3/9/2023	99 Torcivia, Donlon, Goddeau and Ansay, PA	\$ 203.46
4403	C	3/9/2023	100 Toshiba Business Solutions	\$ 210.49
4404	C	3/9/2023	104 Waste Management	\$ 15,143.08
4405	C	3/9/2023	815 Zoom, Inc.	\$ 3,106.50
4406	C	3/16/2023	1023 Althea Myrick	\$ 230.00
4407	C	3/16/2023	908 AT&T CWO Coordinator	\$ 1,500.00
4408	C	3/16/2023	47 Board of County Commissioners	\$ 301.68
4409	C	3/16/2023	875 Bus One LLC	\$ 660.00
4410	C	3/16/2023	1018 Cecilia Devenyi	\$ 375.00
4411	C	3/16/2023	1021 Charlie Jordan	\$ 200.00
4412	C	3/16/2023	53 Concentra Occupation Health Centers of South FL	\$ 161.00
4413	C	3/16/2023	928 End of the Line, Inc.	\$ 127.25
4414	C	3/16/2023	997 Engenuity Group	\$ 1,989.00
4415	C	3/16/2023	65 Federal Background Services, Inc.	\$ 400.00
4416	C	3/16/2023	75 FL Municipal Insurance Trust	\$ 31,355.50
4417	C	3/16/2023	90 Hulett Environmental Services	\$ 174.00
4418	C	3/16/2023	1017 John Kane	\$ 290.00
4419	C	3/16/2023	941 Jude M. Goudreau	\$ 399.65
4420	C	3/16/2023	1024 Kassanda Moore	\$ 230.00
4421	C	3/16/2023	917 Lancier Castro	\$ 25.58
4422	C	3/16/2023	1019 Lloyd W. Jackson	\$ 290.00
4423	C	3/16/2023	987 LocalIQ	\$ 275.01
4424	C	3/16/2023	405 Nelson Lopez	\$ 162.19
4425	C	3/16/2023	687 PC Controls, Inc.	\$ 236.74
4426	C	3/16/2023	196 Performance NAPA	\$ 1,009.58
4427	C	3/16/2023	831 Randy's Plumbing, LLC	\$ 5,970.00
4428	C	3/16/2023	1016 Santander Bank, NA	\$ 23,659.77
4429	C	3/16/2023	375 Simmons & White, Inc.	\$ 3,249.00
4430	C	3/16/2023	1020 Teresa Lee	\$ 375.00
4431	C	3/16/2023	592 Trevor Steedman	\$ 18.58
4432	C	3/16/2023	318 U.S. Flagpole, Inc.	\$ 1,795.00
4433	C	3/16/2023	1022 Veronica M. Kivela	\$ 230.00

Town of Palm Beach Shores  
Disbursements - March 2023

Check #	Type	Date	Vendor Name	Amount
4434	C	3/16/2023	131 WEX BANK	\$ 374.87
4435	C	3/24/2023	621 A1 Moving & Storage	\$ 243.10
4436	C	3/24/2023	114 Albatross Supply	\$ 3,160.98
4437	C	3/24/2023	556 Armchem International	\$ 1,178.60
4438	C	3/24/2023	848 Ashley Hahn	\$ 17.93
4439	C	3/24/2023	1025 AT & T	\$ 265.74
4440	C	3/24/2023	338 City Electric Supply	\$ 2,775.93
4441	C	3/24/2023	129 Dale Mathews	\$ 120.00
4442	C	3/24/2023	971 Elizabeth Kuechenmeister	\$ 1,033.84
4443	C	3/24/2023	71 FL Power & Light	\$ 2,918.68
4444	C	3/24/2023	985 Global Power and AC	\$ 4,620.00
4445	C	3/24/2023	90 Hulett Environmental Services	\$ 415.00
4446	C	3/24/2023	129 James Hightower	\$ 500.00
4447	C	3/24/2023	129 John Wheatley	\$ 500.00
4448	C	3/24/2023	679 Keehn Emergency Medical Services, Inc	\$ 1,500.00
4449	C	3/24/2023	95 Lowes	\$ 305.20
4450	C	3/24/2023	892 Palm Beach County Supervisor of Elections	\$ 8,591.31
4451	C	3/24/2023	911 AT&T	\$ 875.03
4452	C	3/24/2023	30 Poly Systems Company	\$ 1,250.00
4453	C	3/24/2023	982 Quadient Finance USA , Inc	\$ 200.00
4454	C	3/24/2023	975 Rev Technical Center	\$ 967.55
4455	C	3/24/2023	592 Trevor Steedman	\$ 81.46
4456	C	3/24/2023	978 Truist Bank	\$ 2,969.12
4457	C	3/24/2023	889 United Site Services	\$ 436.20
4458	C	3/30/2023	324 AC Enforcement, Inc.	\$ 8,000.00
4459	C	3/30/2023	1009 Foliage Concepts of Florida Inc.	\$ 7,760.00
4460	C	3/30/2023	985 Global Power and AC	\$ 99.00
4461	C	3/30/2023	1026 Gunster	\$ 5,830.00
4462	C	3/30/2023	886 Henry Schein, Inc.	\$ 268.80
4463	C	3/30/2023	652 Life Safety management	\$ 619.00
4464	C	3/30/2023	130 Manno's Public Safety Supply	\$ 505.00
4465	C	3/30/2023	641 Palm Beach County Tax Collector	\$ 310.11
4466	C	3/30/2023	16 Palmdale Oil Company, Inc.	\$ 1,578.13
4467	C	3/30/2023	881 South Central Planning & Development Commission	\$ 260.42
4468	C	3/30/2023	104 Waste Management	\$ 3,309.15
4469	C	3/30/2023	112 Zimmermann Tree Service	\$ 833.00
ADP, LLC	E	3/24/2023	697 ADP, LLC	\$ 233.10
Blue Cross Blue Shield of Florida, Inc.	E	3/27/2023	127 Blue Cross Blue Shield of Florida, Inc.	\$ 15,968.59
Comp Benefits	E	3/30/2023	103 Comp Benefits	\$ 65.84
FRS	E	3/3/2023	172 FRS	\$ 12,008.29
Guardian	E	3/1/2023	676 Guardian	\$ 572.62
Guardian	E	3/30/2023	676 Guardian	\$ 323.98
The Standard Insurance Company	E	3/1/2023	586 The Standard Insurance Company	\$ 214.46
The Standard Insurance Company	E	3/30/2023	586 The Standard Insurance Company	\$ 320.48
ADP Taxes	E	3/10/2023	ADP Taxes	\$ 8,073.73
ADP Taxes	E	3/24/2023	ADP Taxes	\$ 8,652.08
ADP Wages	E	3/10/2023	ADP Wages	\$ 24,494.19
ADP Wages	E	3/24/2023	ADP Wages	\$ 26,461.05
				<b>\$ 648,722.65</b>

General Fund	\$ 647,222.65
Underground Utilities Fund	\$ 1,500.00
Dredging Project Fund	\$ -
<b>Total</b>	<b>\$ 648,722.65</b>

**Town of Palm Beach Shores**  
**Roads Project**  
**FY2023**

<b>Description</b>	<b>Budget</b>	<b>As of 3/31/23</b>
Streets Assessment Report	\$ 10,000	\$ -
Streets Engineering Survey	\$ 50,000	24,419
Milling/Repaving/Restriping/Curbs	\$ 1,600,000	\$ 26,921
<b>Total</b>	<b>\$ 1,660,000</b>	<b>\$ 51,340</b>

*Note: current costs on the project are for the engineer's plans for grading and paving.*

**Town of Palm Beach Shores**

**Utility Tax**

**10% Effective 4/1/17**

	<b>Electric</b>	<b>Water</b>	<b>Gas</b>	<b>Total</b>
	<i>FPL</i>	<i>Riviera Beach</i>	<i>FPU</i>	
Oct-22	20,596.15	7,984.92	2,922.70	31,503.77
Nov-22	19,150.30	8,855.06	3,309.70	31,315.06
Dec-22	20,670.10	7,541.59	3,363.58	31,575.27
Jan-23	16,627.96	8,611.41	4,206.95	29,446.32
Feb-23	20,086.85	7,938.88	6,384.53	34,410.26
Mar-23				
Apr-23				
May-23				
Jun-23				
Jul-23				
Aug-23				
Sep-23				
<b>YTD Total</b>	<b>97,131.36</b>	<b>40,931.86</b>	<b>20,187.46</b>	<b>158,250.68</b>

<i>Budget FY2023</i>	<i>220,000.00</i>	<i>105,000.00</i>	<i>28,000.00</i>	<i>353,000.00</i>
% budget	44%	39%	72%	45%

**Town of Palm Beach Shores**  
**Discretionary Sales Tax PBC**

Accumulated (unspent) Discretionary Sales Tax as of 9/30/17	\$ 49,955.01
Accumulated (unspent) Discretionary Sales Tax as of 9/30/18	\$ 119,434.60
Accumulated (unspent) Discretionary Sales Tax as of 9/30/19	\$ 207,613.87
Accumulated (unspent) Discretionary Sales Tax as of 9/30/20	\$ 291,486.47
Accumulated (unspent) Discretionary Sales Tax as of 9/30/21	\$ 387,432.10
Accumulated (unspent) Discretionary Sales Tax as of 9/30/22	\$ 507,824.92

Current Year Receipts:

Date of Receipt	Period	
11/28/2022	October 2022	\$ 8,317.76
12/23/2022	November 2022	\$ 8,669.80
1/27/2023	December 2022	\$ 9,001.22
2/3/2023	Quarterly adjustment 12/22	\$ 5,128.10
2/27/2023	January 2023	\$ 11,356.25
3/31/2023	February 2023	\$ 9,367.57

Total current year receipts	\$ 51,840.70
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Current Year Expenditures:

\$ -

<b>Accumulated (unspent) Discretionary Sales Tax as of 3/31/23</b>	<b>\$ 559,665.62</b>
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**Town of Palm Beach Shores**  
**Building Department**

	Building Permits	Building Department	Net Building	Cumulative Net Bldg
10/31/2022	\$ 5,815	\$ 14,289	\$ (8,474)	\$ (8,474)
11/30/2022	\$ 24,749	\$ 35,108	\$ (10,360)	\$ (18,833)
12/31/2022	\$ 7,780	\$ 22,755	\$ (14,975)	\$ (33,808)
1/31/2023	\$ 57,999	\$ 29,304	\$ 28,695	\$ (5,113)
2/28/2023	\$ 20,804	\$ 20,502	\$ 302	\$ (4,811)
3/31/2023	\$ 19,180	\$ 25,207	\$ (6,026)	\$ (10,837)
4/30/2023				
5/31/2023				
6/30/2023				
7/31/2023				
8/31/2023				
9/30/2023				
	\$ 136,328	\$ 147,165	\$ (10,837)	

Other related revenues:

Bldg Permit State Surcharge	\$ 3,434
Fire Inspection Fees	\$ 350
Reinspection Fees	\$ 26
Code Enf Admin Cost Reimb	\$ 2,671
Site Plan / Variance Fees	\$ 2,100
Land Development Costs	\$ 10,371
Town Code & Ordinance Fines	\$ 445

Net Building	\$ 8,561
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**Town of Palm Beach Shores**  
**Underground Utilities**  
**as of 3/31/23**

*The projection for AT&T reflects no charge for Phase 2.  
Also, the projection for Project Mgmt/Admin includes the  
approved supplemental wages for the Public Works Director.*

	<b>COST ESTIMATE</b>	<b>TOTAL as of 3/31/23</b>	<b>Remaining Costs</b>	<b>P R O J E C T E D</b>	
				<b>Cost</b>	<b>Variance</b>
<b>Other Financing Sources:</b>					
Loan Proceeds	\$ 6,000,000	\$ 6,000,000.00	\$ -	\$ 6,000,000.00	\$ -
<b>Expenditures:</b>					
Survey	\$ 38,000	\$ 65,762.50	\$ -	\$ 65,762.50	\$ (27,762.50)
Legal	\$ 4,000	\$ 3,150.00	\$ -	\$ 3,150.00	\$ 850.00
Project Mgmt/Admin	\$ 80,000	\$ 95,572.09	\$ -	\$ 95,572.09	\$ (15,572.09)
Construction - Viking	\$ 4,336,460	\$ 4,343,654.00	\$ -	\$ 4,343,654.00	\$ (7,194.00)
Construction - Comcast	\$ 250,000	\$ 528,340.73	\$ -	\$ 528,340.73	\$ (278,340.73)
Construction - AT&T	\$ 450,000	\$ 293,494.13	\$ 131,505.87	\$ 425,000.00	\$ 25,000.00
Construction - FPL	\$ 254,386	\$ 254,386.00	\$ -	\$ 254,386.00	\$ -
Landscape Restoration	\$ 16,300	\$ 9,584.51	\$ 6,715.49	\$ 16,300.00	\$ -
Loan Acquisition	\$ 23,000	\$ 22,508.00	\$ -	\$ 22,508.00	\$ 492.00
Contingency	\$ 547,854	\$ -	\$ -	\$ -	\$ 547,854.00
<b>Total expenditures</b>	<b>\$ 6,000,000</b>	<b>\$ 5,616,451.96</b>	<b>\$ 138,221.36</b>	<b>\$ 5,754,673.32</b>	<b>\$ 245,326.68</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ 383,548.04</b>	<b>\$ (138,221.36)</b>	<b>\$ 245,326.68</b>	<b>\$ 245,326.68</b>

Viking is complete and paid in full. Additional costs of \$3,450 and \$3,744 were for repairs to sewer lines damaged when conduit was installed.  
AT&T Phase 1 is complete and paid in full.  
AT&T Phase 2 is underway.



**Town of Palm Beach Shores**  
**Dredging Project**  
**as of 3/31/2023**

	<b>FY2022</b>	<b>FY2023</b>	<b>PROJECT TOTAL</b>
		<i>as of 3/31/23</i>	<i>as of 3/31/23</i>
<u>Assets:</u>			
Cash	\$ -	\$ -	\$ -
Due from General Fund	\$ -	\$ 14,955	\$ 14,955
<u>Liabilities</u>			\$ -
Deferred Revenue - sale of dredged sand	\$ -	\$ 35,000	\$ 35,000
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ (20,045)</b>	<b>\$ (20,045)</b>
<u>Revenue:</u>			
Donations	\$ 15,000	\$ -	\$ 15,000
<u>Expenditures:</u>			
Professional Services	\$ 15,000	\$ 20,045	\$ 35,045
<b>Revenue over expenditures</b>	<b>\$ -</b>	<b>\$ (20,045)</b>	<b>\$ (20,045)</b>

**Town of Palm Beach Shores  
Midyear Projections FY2023**

	<b>Revised Budget FY2023 6.3500 mills</b>	<b>Actual as of 3/31/2023</b>	<b>Actual as a % of Budget</b>	<b>Budgeted Funds Remaining at 3/31/2023</b>	<b>Projected Final at 9/30/23 (as of 3/31/23)</b>	<b>Projected Budget Variance at 9/30/23</b>	<b>Projected as a % of Budget</b>
<b>REVENUE</b>	<b>\$ 5,864,039</b>	<b>\$ 5,073,054</b>	<b>87%</b>	<b>\$ 790,985</b>	<b>\$ 6,144,821</b>	<b>\$ 280,782</b>	<b>105%</b>
(without use of fund balance)							
<b>EXPENDITURES:</b>							
ADMINISTRATION	\$ 429,508	\$ 182,882	43%	\$ 246,627	\$ 432,052	(2,544)	101%
LEGAL	\$ 121,000	\$ 54,867	45%	\$ 66,133	\$ 206,000	(85,000)	170%
PUBLIC WORKS	\$ 364,418	\$ 181,488	50%	\$ 182,930	\$ 366,528	(2,110)	101%
POLICE	\$ 1,730,779	\$ 1,004,191	58%	\$ 726,588	\$ 1,730,587	192	100%
FIRE	\$ 736,608	\$ 350,529	48%	\$ 386,079	\$ 734,912	1,696	100%
BUILDING	\$ 261,537	\$ 147,165	56%	\$ 114,372	\$ 293,222	(31,685)	112%
EMERGENCY DISASTER	\$ -	\$ 120,497	0%	\$ (120,497)	\$ 120,498	(120,498)	0%
SOLID WASTE	\$ 241,525	\$ 111,230	46%	\$ 130,295	\$ 241,420	105	100%
LEGISLATIVE	\$ 30,213	\$ 21,152	70%	\$ 9,061	\$ 26,802	3,411	89%
STREETS/STORM DRAINS	\$ 63,160	\$ 28,343	45%	\$ 34,817	\$ 47,895	15,265	76%
PARKS	\$ 180,029	\$ 68,859	38%	\$ 111,170	\$ 176,069	3,960	98%
BEACH	\$ 107,002	\$ 49,244	46%	\$ 57,758	\$ 106,243	759	99%
LIFT STATION/SEWER SVC	\$ 42,525	\$ 25,847	61%	\$ 16,678	\$ 42,475	50	100%
CONTINGENCIES	\$ 85,000	\$ -	0%	\$ 85,000	\$ -	85,000	0%
DEBT SERVICE	\$ 495,855	\$ 247,927	0%	\$ 247,928	\$ 495,855	0	100%
EMS	\$ 369,444	\$ 179,874	49%	\$ 189,570	\$ 429,874	(60,430)	116%
COMMUNITY CENTER	\$ 70,105	\$ 39,810	57%	\$ 30,295	\$ 70,102	3	100%
RISK MANAGEMENT	\$ 116,000	\$ 72,266	62%	\$ 43,734	\$ 116,000	0	100%
CAPITAL	\$ 2,248,322	\$ 165,381	7%	\$ 2,082,941	\$ 2,187,850	60,472	97%
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,693,030</b>	<b>\$ 3,051,551</b>	<b>40%</b>	<b>\$ 4,641,479</b>	<b>\$ 7,824,382</b>	<b>\$ (131,352)</b>	<b>102%</b>
							<i>Favorable Variance</i>
<b>REVENUE OVER(UNDER)</b>							
<b>EXPENDITURES</b>	<b>\$ (1,828,991)</b>	<b>\$ 2,021,503</b>		<b>\$ (3,850,494)</b>	<b>\$ (1,679,560)</b>	<b>\$ 149,431</b>	

*\* Note: The budget amounts include adopted Budget Amendment #1*

# **PALM BEACH COUNTY SHERIFF'S OFFICE**

RIC L. BRADSHAW, SHERIFF



April 2023 Commission report with stats from March 2023  
Sergeant Steven Langevin  
Commander District 20/Town of Palm Beach Shores

## **Arrests**

- A man with a firearm threatened another near the pump house, deputies arrived and took the person into custody and later transported him to main detention.
- A fistfight between two persons occurred in the parking lot of the Sailfish Marina, one subject arrested. The arrestee who was placed and seat belted into the patrol car spit in the deputy's face, the deputy will go through blood testing for the next 2 years.
- A subject was observed by a PBSO unit driving over the bridge erratic, it was later determined the subject was possibly impaired and brought to main detention and charged with DUI.
- Two persons entered into town and began stealing rods and reels from area marinas. Our deputies began an investigation and surveillance eventually ending with the arrest of the two subjects. The subjects were fleeing another state from burglary warrants and had taken residence at Phil Foster Park; the two were stealing from our town and Lake Park. Both subjects were arrested and a confession was obtained. I put Deputy Wikse in for a commendation for the excellent and extensive work he did on this case.

## **Mental health assist**

One Baker act.

## **Miscellaneous:**

Unfortunately, another two individuals were seen in town opening unlocked cars in town we are investigating and appreciate the many calls and video I have received.

## **Statistics follow**



## March - 2023 - Monthly Strategic Report

CAD Calls	Monthly Totals
Business / Residence Checks (Self-Initiated)	3412
Traffic Stops (Self-Initiated)	36
Calls for Service (Excluding 1050's & 1061's)	250
<b>All CAD Calls - Total</b>	<b>3698</b>

Data Source: CADS/Premier 1

\*Omit Miscellaneous Calls

Note: P1 is a dynamic system. Meaning that #'s can change from what was previously reported in the event there is a location or call type re-classification/modification.

**Summary:** During the month, there were 3698 generated calls within the district. 93% of these calls were self-initiated.

### Data below represents Traffic Activity conducted by D20 Deputies

Data Source: D20 Office Staff

<b>Total Citations</b>	<b>Total Warnings</b>	<b>Parking Citations</b>
4	37	47

## Arrest and NTA Statistics

<b>Arrest Data</b>
<b>Arrests &amp; Notice to Appear (NTA) within District 20</b>
<b>Total Count - 3</b>

Data Source: CrimeView Desktop

RPT #	SIGNAL	NEIGHBORHOOD	COMMONPLACE	LOCATION
23042996	31		SAILFISH MARINA - RESTAURANT	98 LAKE DR
23044087	31	MARRIOTT OCEAN POINTE	MARRIOTT OCEAN POINTE - KINGFISH	31 OCEAN AVE
23044099	1049	MARRIOTT OCEAN POINTE	MARRIOTT OCEAN POINTE - KINGFISH	31 OCEAN AVE

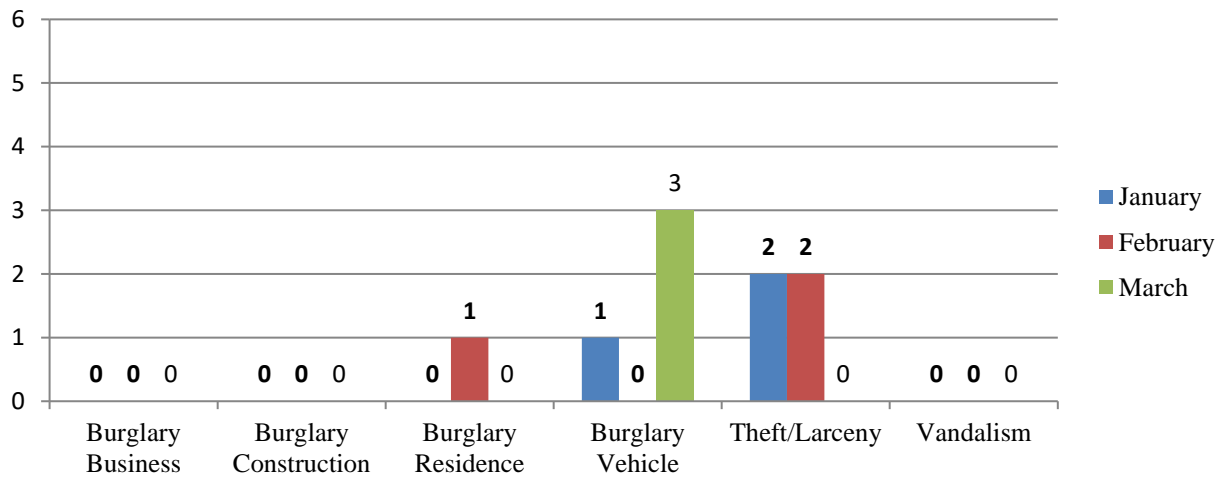
## DATA ANALYSIS

The data included in this report is charted and graphed to illustrate and compare changes over a specific time period. These charts and graphs are utilized to assist in determining crime trends and to measure enforcement efforts. This data is utilized in conjunction with other analysis to develop directed patrol and various enforcement activities. The analysis included on these pages is presented as a brief highlight to explain the salient points of this report.

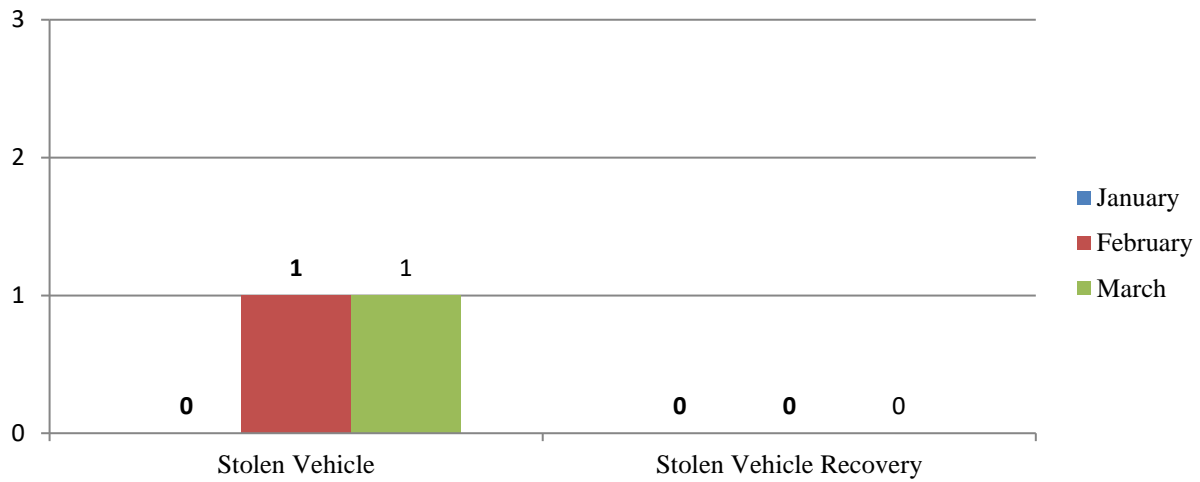
**D20 Monthly Stats**  
**Homicide, Robbery, Sexual Assault, Shooting, Stabbing**  
 Data Source: CADS/P1



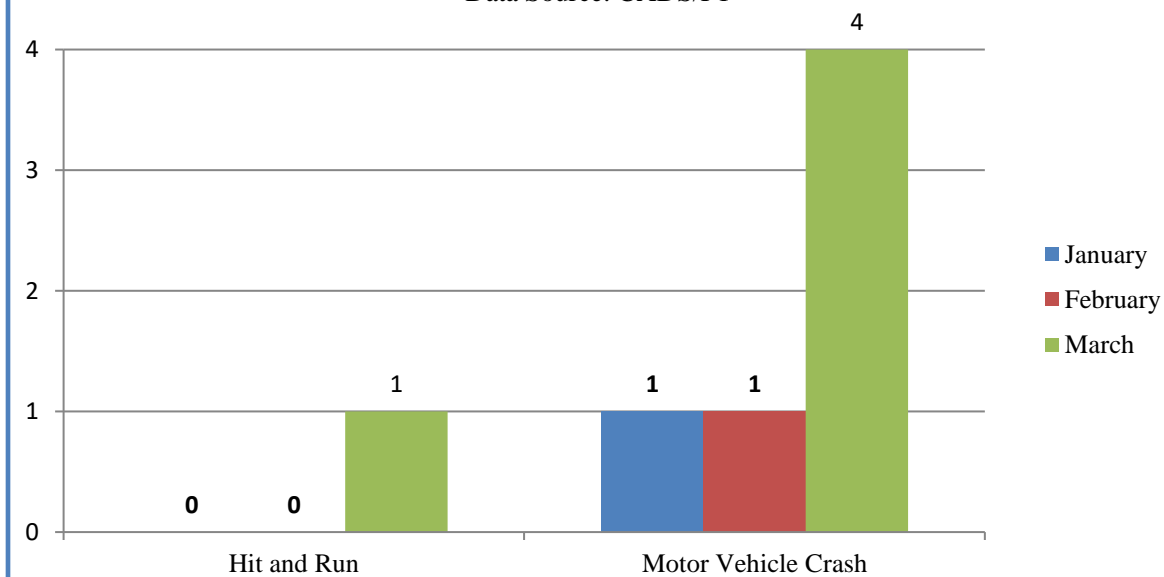
**D20 Monthly Stats**  
**Burglaries, Theft & Vandalism**  
 Data Source: CADS/P1



**D20 Monthly Stats**  
**Stolen Vehicles & Stolen Vehicle Recoveries**  
 Data Source: CADS/P1

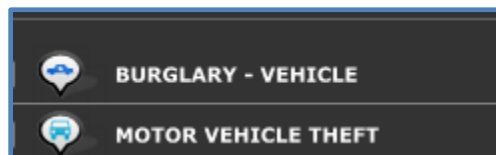
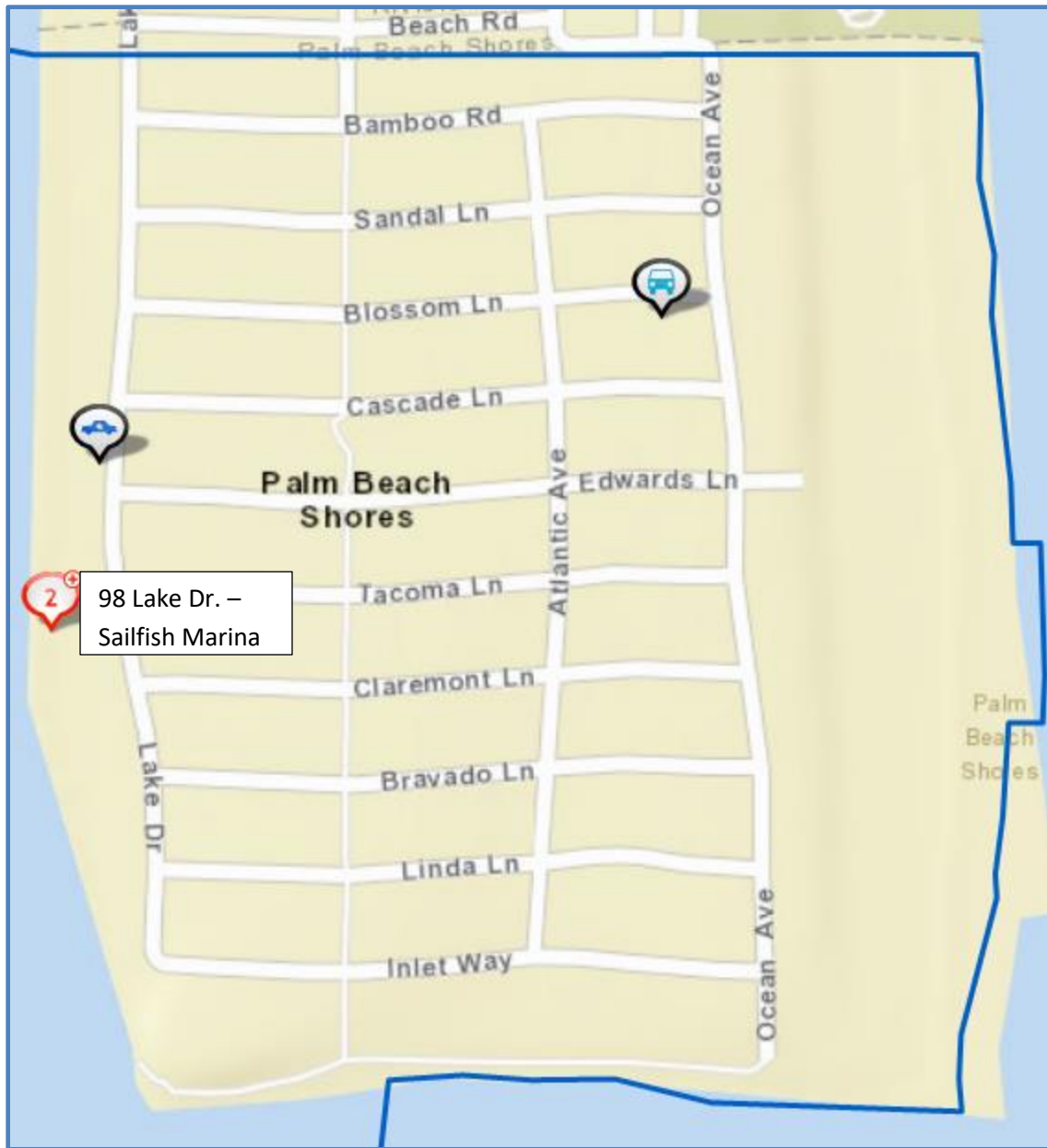


**D20 Monthly Stats**  
**Hit and Run & Motor Vehicle Crash**  
 Data Source: CADS/P1



## District 20 Map of Activity

Data: Source: CrimeView Dashboard





## FIR MAP

11 Records Plotted in CrimeView Dashboard.



**(11) Conducted per the FIR Track system.**

Note: This # could change due to FIR's being inputted into system after search was conducted.



**MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION**  
**TOWN OF PALM BEACH SHORES**  
**DEPARTMENT OF EMERGENCY SERVICES**  
**22 March 2023 – 19 April 2023**

**TO:** Mayor Alan Fiers  
Town Commissioners

**FROM:** Trevor L. Steedman, Fire Chief / Director of Emergency Services

**DATE:** 19 April 2023

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**OPERATIONS**

**FIRE DEPARTMENT**

**COMMUNITY RISK REDUCTION (CRR) INITIATIVES**

- Fire / Life Safety Inspections and Fire Protection Systems Plans Review
  - Ongoing Plans Reviews and Inspection Services
    - *Icon* Inlet project completed testing of sprinkler/standpipe system.
- Hydrant Inspection Program (Monthly) – Performed by PBSFD
  - Hydrant at 71 Lake Drive is out of service
  - New hydrants being tested by PBSFD as they come on line.
- Special Secondary Certificate of Public Convenience & Necessity (COPCN)
  - County attorneys are researching modification to enable our eligibility.
- *Community CPR & AED* – Coordinating with POA to present the opportunity in conjunction with POA meetings over the Spring months.
- *Courtesy Home Fire Safety Surveys* – (Implemented: November 2017)
- *Pulse Point* mobile application site – *Pulse Point* is a pre-arrival solution designed to support public safety agencies working to improve cardiac arrest survival rates through improved bystander performance.
- *Pre-Incident Planning* – On-going initiative to familiarize first responders with high-risk occupancies, unique hazards and special properties in Palm Beach Shores and plan accordingly for potential emergencies.



## **MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION**

### **TOWN OF PALM BEACH SHORES**

### **DEPARTMENT OF EMERGENCY SERVICES**

**22 March 2023 – 19 April 2023**

- *File of Life* Program – (Program initiated on 15 March 2017). Program materials funded through budgeted line item: *Community Risk Reduction - Prevention*. Kits are available during business hours at the Town Hall front office.
- *Fire Extinguisher Selection, Use and Maintenance*
  - Hands-on training and education opportunity presented to community members and our partners in the business community by PBSFD Firefighters. Coordinating with POA to present the opportunity in conjunction with POA meetings over the Spring months.
- *Code X-Ray Placard Program* – Identifies Unsafe/Unstable/Vacant buildings.
  - 123 Ocean Avenue – Sea Spray

#### **STAFFING**

- Career Staff. – No current full-time vacancies
- Volunteer Staff
  - Recruitment and Retention efforts remain a priority. The entry versus attrition rate (predominantly due to full-time employment opportunities with other area departments) remains constant. There are 47 volunteer members certified to State Minimum Standards on the “Active” rolls at the time of this report.

#### **WORKFORCE & OFFICER LEADERSHIP DEVELOPMENT**

- Training & Continuing Education programs
  - Officer Development & Command School – PBSFD Shift Commanders are attending scheduled sessions offered in West Palm Beach between April and August 2023.
  - Indian River Leadership & Fire Conference – Two attending April 18-20

#### **FLEET DEPLOYMENT & MAINTENANCE**

- All apparatus in in service at the time of this report



**MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION**  
**TOWN OF PALM BEACH SHORES**  
**DEPARTMENT OF EMERGENCY SERVICES**

**22 March 2023 – 19 April 2023**

**INDUSTRY & PROFESSIONAL STANDARDS COMPLIANCE INITIATIVES**

- Adopted *National Fire Service Professional Qualifications Board* standards or equivalent for Line, Staff and Command level Officers, Fire Apparatus Driver Operator (FADO) and Firefighters to include:
  - NFPA 1001 *Standard for Fire Fighter Professional Qualifications*
  - NFPA 1002 – P *Standard for Fire Apparatus Driver/Operator (FADO) Professional Qualifications.*
- PBSFD FADO program (implemented in September 2017).
- NFPA 1021: *Standard for Fire Officer Professional Qualifications*
  - Validate rank structure for integration into County NIMS/ICS model.
- NFPA 1720 *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Volunteer Fire Departments*

**OCEAN RESCUE**

**GEAR & EQUIPMENT**

- All Equipment is in service at the time of this report.

**BEACH & WATER CONDITIONS**

- Water quality for Phil Foster Park listed as “Good” with adjacent waters (Riviera Beach & Palm Beach listed as “Good” at the time of this report.

**OFFICE OF EMERGENCY MANAGEMENT**

**Comprehensive Emergency Operations Plan (CEOP): - Ongoing**

- Purpose and Scope: Update/Create CEOP for the Town of Palm Beach Shores
- Four areas of focus: Preparation, Response, Mitigation and Recovery
- Complies and aligns with 27P-6.0023, Florida Administrative Code, County Comprehensive Emergency Management Plans (CEMP) and County Emergency Management Programs
- Facilitate grant opportunities and streamline FEMA reimbursement efforts.



## **MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION**

### **TOWN OF PALM BEACH SHORES**

### **DEPARTMENT OF EMERGENCY SERVICES**

**22 March 2023 – 19 April 2023**

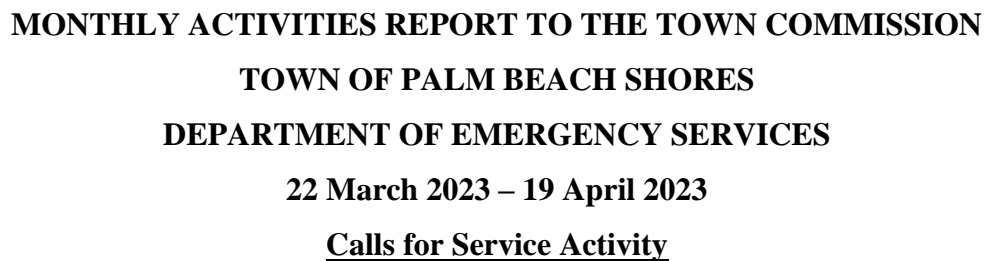
- Community Emergency Supply Program – Operational.

#### **Continuity of Operations Plan (COOP): - Ongoing**

- Purpose and Scope: The COOP enables organizations to continue their Essential Functions (EF's) across a wide spectrum of emergencies. This Plan applies to the functions, operations, and resources necessary to ensure the continuation of the Town's Essential Functions, in the event its normal operations at Town Hall or Town facilities are disrupted or threatened with disruption. This Plan applies to all Town personnel and contractors vital to daily operations. Palm Beach Shores staff must be familiar with Continuity policies and procedures and their respective Continuity roles and responsibilities. This Continuity Plan ensures the Town of Palm Beach Shores is capable of conducting its essential missions and functions under all threats and conditions, with or without warning, including natural and manmade disasters, technological emergencies, and military or terrorist attack-related incidents.
- Based on a vulnerability assessment which identifies capabilities, limitations, and potential threats.
- Identify and address any potential critical points of failure.

#### **Incident Action Plans (IAP's): – As-Needed**

- Purpose and Scope: Provides a recognized template to establish control objectives and communicate critical information during planned and unforeseen events and emergencies.
- Response strategies and operational goals for operational periods are regularly updated.



OCEAN RESCUE (February 2023)	Rescue Report	Rescues: 00	Assists: 07	Vessel Assists: 00
	Prevention & Education	Contacts: 318		
	Beach Usage	Guarded Area: 13,545	Total: 33,175	Inlet: 24,845
	First Aid Provided	Occurrences (Minor): 45		

FORMAL TRAINING & DRILLS	DATE	TIME	LOCATION	TYPE			NATURE	STAFFING	NOTES
				FIRE	RESCUE	EMS			
	28 Mar 2023	18:30	90 Edwards		X	X	Patient Assessment	20	Hands-On
	11 Apr 2023	18:30	90 Edwards		X	X	Ocean Rescue Intro.	13	Classroom
	18 Apr 2023	18:30	Phil Foster		X	X	Water Awareness & Survival	15	Hands-On
Formal Training Drills –03									
Personnel Participation – 48									
Personnel Training Hours – 144									



## ***Public Works Department***

### ***Monthly Status Report***

***April 2023***

#### **Community Center:**

1. The Project concerning the Kitchen Remodel on the 2<sup>nd</sup> floor is in the planning stages for the bid process. As built drawings are underway and will be provided for the bid packet. Waiting for Architecture Plans to be submitted.
2. Receiving quotes for new roll down shades on the 2<sup>nd</sup> floor.
3. Receiving quotes for new roll down shades on the 1<sup>st</sup> floor.
4. Receiving quotes for new sound panels and acoustics suggestions on the 2<sup>nd</sup> floor.
5. Receiving quotes for the purchase of 12 each 6-foot round plastic tables. Tables are ordered waiting for delivery.
6. The projects listed is funded through the approved Donations and the general budget.

#### **Grounds & Parks:**

1. Scheduling to install concrete slabs under the Parkway benches due to safety concerns. The concrete slabs will replace the existing individual square pavers creating an uneven surface and trip hazards. There is a total of 37 concrete slabs to be installed. This project will be performed by the Public Works Staff.
2. Scheduling to pressure wash the Parkway sidewalk, bricks, and park benches.
3. Scheduling to convert all the Irrigation mechanical time clock controllers and zone valves to digital located along the Parkway. There is a total of 5 stations to be converted. This will improve water consumption and maintenance costs. The work will be completed by the Public Works Department staff.
4. Renovations required to the Parkway Fountain, new plumbing, electrical, stucco repairs, and Painting. Project still ongoing due to waiting on materials and additional projects as assigned. The materials have arrived, and the project will be listed on the schedule for repairs.
5. Riviera Beach is scheduling for contractor to reinstall brick pavers on the Parkway located on Sandal Lane and Tacoma Lane due to the new fire hydrants being installed. Waiting on Riviera Beach Paver Contractors to complete the project. The Town is receiving quotes from paver contractors due to Riviera Beach delays.

6. Performed Inlet Park Storm cleanup once again due to High King Tides and storm tidal surge. Removed two and three feet of sand and misc. debris off walkway and service access road. Repaired walkway lights and control timers due to tidal surge. Public Works performed the cleanup and repairs.
7. The projects listed are funded through the approved general budget.

### **Streets:**

1. Performed Maintenance and Inspection on Wednesday, **April 12, 2023**, on the Lake Drive and Bamboo Road Tidal Valve. The integrity and operation of the Tidal Valve was according to factory specs. During Hurricane Nicole the valve was compromised and failed allowing salt water to overflow out of the streets storm grates and flooding the streets intersection of Lake Drive and Bamboo Road. The representative from Walpro Valves was onsite with his dive team to inspect the valve and to determine the possible failure of the mechanism. Waiting for SHENANDOAH, the contractor who installed the valve to schedule an inspection to move forward with a possible cause of the valve failing during Hurricane Nichole and present a solution. WALPRO Valve Manufacture and SHENANDOAH are having discussions to determine the failure of the Tidal Valve. **The Mayor advised that they must have a solution by Friday, March 31, 2023 to present to the Town. Still no solution from either contractor. Scheduling for another video and inspection from outside contractor third party for review and discussion.**
2. Scheduling to repair the Sewer Manhole spacer ring to secure the Manhole Lid located on Linda Lane in the 300 block. The repairs are required due to Heavy Traffic and Road surface change. Waiting for contractors' availability. Scheduling for another contractor to perform the work.
3. The Street Light Located in the 200 block of Tacoma Lane was struck by a vehicle causing damage beyond repairs. The Street Light will require replacement. I am in contact With Electrical Contractor CR Dunn to locate a similar Street Light Pole for Installation. This is the second Street Light Pole requiring replacement in the 200 block of Tacoma Lane on the South side of the street due to vehicle damage. The proceedings to locate an electrical contractor to assist with locating the new street light poles and to install the poles has been a challenge. **An Electrical contractor (CR DUNN) was approved, and the purchase of the new Street Light Poles have been approved under a West Palm Beach Piggyback Contract. The work is scheduled for Friday, April 28, 2023.**
4. The projects listed is funded through the approved general budget.

### **Lift Stations:**

1. Scheduling to reline the streets sewer manholes in various locations. Rescheduling upon the completion date of the Watermain Project.
2. Receiving quotes for new Flow Meters required update due to technology and equipment changes.
3. The projects listed are funded through the approved general budget.

### **Public Works Building, Police Building, Fire Department Annex Building, Beach Building:**

1. Scheduling to install the new weathervane on the Town Hall Copula and paint the Copula roof.
2. Scheduling to clean the Town Hall roof tiles and Gazebo roof tiles as per code.
3. Scheduling to recoat the Second-Floor modified roof for maintenance and increase extended material wear and protection.



4. The projects listed are funded through the approved general budget.

#### **Capital Projects For 2021-2022:**

1. Community Center Replace 1<sup>st</sup> floor fireproof metal doors: **Public Works Repaired.**
2. Community Center Replace 2<sup>nd</sup> floor east balcony awning: **Completed / Contractor.**
3. Paint Exterior of Town Hall, Police, and Fire Bay: **Public Works performed the work. Town Hall is completed. Police and Fire Bay is completed.**
4. Town Hall new Fire Alarm monitoring system: **Receiving Estimates / Contractor.**
5. Inlet Park, Parkway, Beach, and town streets replace concrete trash cans: **Has been Delivered**
6. Inlet Park and Beach replace concrete benches: **Benches Installed.**
7. Streets New Storm grates and concrete aprons: **In progress / Public Works to perform the work. Storm Grates are installed.**
8. Lift station #01 Lake Drive replace wet well riser pipes and pump base plates: **Contractor / Completed Project.**

#### **Training / Certificates:**

1. Continuing Education in Florida Stormwater Erosion and Sedimentation Control. No cost to the Town.
2. OSHA'S Model Training Program for multiple certifications & continuing education credits. No cost to the Town.
3. Safety Meeting scheduled for Tuesday, April 18, 2023, Public Works Safety Officer (Public Works Director).
4. Continuing Training on Lift Stations Pumps, Valves, and control panels training performed by PSI Technologies and tabletop. No cost to the Town.
5. Continuing Training on Irrigation Design, spray patterns, and pump controllers. No cost to the Town.
6. Continuing Training on Street Light repairs and safety protocols. No cost to the Town.
7. Continuing Training on DOT road work protocols. No cost to the Town.

#### **Updates:**

1. AT&T Project.
2. Watermain Project.
3. Hurricane Nichole Inlet Park Restoration FEMA Site Visits were Scheduled on Tuesday, March 7, 2023 and Friday, March 17, 2023. All documents have been submitted for review to finalize the projects. Waiting for final approved report from FEMA.

#### **Notes:**

New Public Works Department Staff Members.

1. Mr. Oscar Almaguer Title Technician II.
2. Mr. Kowolics Parham Title Technician I.



## Town Clerk's Monthly Status Report

### April 2023

#### **BUILDING DEPARTMENT STATISTICS:**

**March 2023:** Total Permits issued: 25 Total Permit Fees Paid: \$ 19,180.31

**REMINDER:** Working without a permit will result in a stop work order and a charge of 4 times the permit fee. Unsure if you need a permit, call the Building Department, and we'll be glad to help you.

**PUBLIC RECORD REQUESTS:** The Clerk's office received 14 email public record requests and two in person records requests for the month of March.

#### **CODE ENFORCEMENT STATISTICS:**

The following is a count of properties that had Code Enforcement violations from March 22, – April 19, 2023

Code Violation: Sec. 18-329. – Property Maintenance. 1 Closed. 4 Open.

200 Edwards Ln; 127 Edwards Ln, 314 Bravado Ln, 315 Cascade Ln

Code Violation: Sec. 14-106. Florida Building Code (Work without a permit) 2 Closed. 1 Open

33 Ocean Ave Unit 606

Code Violation: Sec. 78-79 Landscaping Maintenance 1 Closed 0 Open

Code Violation: Sec. 70-82. – Boat trailer in driveway/parking lot. 2 Closed. 0 Open.

Code Violation: Sec. 18-16. Business Tax Receipt/ Certificate of Use 2 Closed 0 Open

Code Violation: Sec 70-75. Prohibited vehicle 3 Closed 0 Open.

Total Amount of Cases created that are closed from 3/22/23 – 4/19/23: 12

Total Amount of Cases created that are still open from 3/22/23 – 4/19/23: 6

Total count of Cases 3/22/23 – 4/19/23: 18

Special Magistrate: 33 Ocean Ave Unit 606

#### **UPCOMING MEETINGS:**

DRC –May 3, 2023 @ 2PM

COMMISSION WORKSHOP May 8, 2023 @ 7 PM

COMMISSION MEETING May 22, 2023 @ 7 PM

P&Z MEETING, May 24, 2023 @6:30 PM

Jude M. Goudreau, CMC  
Town Clerk

**RESOLUTION NO. R-5-23**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, PALM BEACH COUNTY, FLORIDA, AMENDING ITS OPERATING BUDGET FOR FISCAL YEAR 2022/2023 IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF BUDGET RESOLUTION NO. R-11-22; PROVIDING AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.**

WHEREAS, the necessity of amending the 2022/2023 Town budget has come to the attention of the Town Commission of the Town of Palm Beach Shores; and

WHEREAS, pursuant to Sec. 2, 3 and 4 of Budget Resolution No. **R-11-22** adopted September 26, 2022 in accordance with State Law, budget amendments relating to increases or decreases to the total sum allocated to each department for operating expenses and capital outlay expenses must be formally approved by the Town Commission in the form of a budget resolution for such transfers.

WHEREAS, the Town Commission hereby desires to approve “Budget Amendment 1” as set forth in **Exhibit A** to this Resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, PALM BEACH COUNTY, FLORIDA, THAT:**

Section 1. The Town of Palm Beach Shores, hereby amends its 2022/2023 budget as provided in the schedules attached hereto as Exhibit “A” and made a part hereof, in accordance with the terms and provisions of the Budget Resolution No. **R-11-22**.

Section 2. The Town Clerk is hereby directed to attach a copy of this Resolution amending the 2022/2023 budget to the budget documents and this Resolution shall be made a part of said budget.

Section 3. That this Resolution shall take effect upon its passage.

**DULY PASSED AND ADOPTED** this 24th day of April 2023.

\_\_\_\_\_  
Alan Fiers, Mayor

ATTEST:

\_\_\_\_\_  
Jude Marie Goudreau, Town Clerk

(SEAL)

Town of Palm Beach Shores  
Budget Amendment #2  
FYE 9/30/23

**EXHIBIT "A"**

	Original Budget	Amendment #1	Amendment #2	Final Budget
<b>REVENUE &amp; OTHER FINANCING SOURCES</b>	<b>\$ 7,589,708</b>	<b>103,322</b>	<b>220,998</b>	<b>\$ 7,914,028</b>
<b>EXPENDITURES:</b>				
Administration	\$ 429,508		2,700	\$ 432,208
Legal	121,000		85,000	206,000
Public Works	364,418		4,500	368,918
Police	1,730,779			1,730,779
Fire	736,608			736,608
Building Department	261,537		32,800	294,337
Emergency Disaster	-		120,498	120,498
Solid Waste	241,525			241,525
Legislative	30,213			30,213
Streets/Storm Sewers	63,160			63,160
Parks	172,029	8,000		180,029
Beach	107,002			107,002
Lift Station Sewer Service	42,525			42,525
Contingencies	85,000		(85,000)	-
Debt Service	495,855			495,855
Emergency Medical Service	369,444		60,500	429,944
Community Center	70,105			70,105
Risk Management	116,000			116,000
Capital	2,153,000	95,322		2,248,322
<b>Total Expenditures</b>	<b>\$ 7,589,708</b>	<b>\$ 103,322</b>	<b>\$ 220,998</b>	<b>\$ 7,914,028</b>

Town of Palm Beach Shores  
BUDGET 2022/2023  
Budget amendment #2

EXHIBIT "A"

Account Name	Account Number	Original Budget	Amendment #2	Final Budget	Brief Explanation
<b>REVENUE &amp; OTHER FINANCING SOURCES</b>					
Building Permits	001-00-000-32200	180,000	20,000	200,000	More activity
Interest Revenue	001-00-000-36100	9,000	80,500	89,500	Higher rates
Use of Assigned Fund Balance-Hurricane	001-00-000-38100	-	120,498	120,498	Hurricane funds
<b>TOTAL REVENUE &amp; OTHER FINANCING SOURCES</b>		<b>\$ 7,693,030</b>	<b>\$ 220,998</b>	<b>\$ 7,914,028</b>	
<b>EXPENDITURES</b>					
<b>ADMINISTRATION</b>					
Water	001-01-513-04310	3,300	2,700	6,000	RB water bills high
<b>LEGAL</b>					
Misc - Litigation	001-02-512-09000	1,000	85,000	86,000	litigation costs
<b>PUBLIC WORKS</b>					
Maintenance - Equipment	001-04-519-04680	800	4,500	5,300	fuel tank repairs
<b>BUILDING</b>					
Professional Svcs - Engineer	001-07-524-03100	10,000	20,000	30,000	add'l Town projects
Contract - Building Official	001-07-524-03101	90,000	10,000	100,000	more bldg activity
Postage	001-07-524-04200	450	1,300	1,750	variance request notices
Legal Advertising	001-07-524-04900	2,500	1,500	4,000	more bldg activity
<b>EMERGENCY DISASTER</b>					
Contracted Services	001-08-525-03400	-	113,452	113,452	Hurricane Nicole costs
Maintenance - Equipment	001-08-525-04680	-	1,109	1,109	Hurricane Nicole costs
Operating Supplies	001-08-525-05200	-	5,937	5,937	Hurricane Nicole costs
<b>CONTINGENCY</b>					
Contingencies	001-17-581-00000	85,000	(85,000)	-	for litigation
<b>EMERGENCY MEDICAL SERVICES</b>					
Contracted Services	001-20-526-03400	369,444	60,500	429,944	New contract w/ RB (still in negotiation)
<b>TOTAL EXPENDITURES</b>		<b>\$ 7,693,030</b>	<b>\$ 220,998</b>	<b>\$ 7,914,028</b>	

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**RESOLUTION NO. R-6-23**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF  
PALM BEACH SHORES, FLORIDA, APPOINTING DARLENE HOPPER  
AS TOWN TREASURER PURSUANT TO SECTION 3.10, ARTICLE III OF  
THE TOWN CHARTER.**

**WHEREAS**, Article III, Section 3.10, of the Charter of the Town of Palm Beach Shores requires that the Town Commission Shall appoint a Town Treasurer for a term of one year and until his/her successor shall be appointed and qualified.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE  
TOWN OF PALM BEACH SHORES, FLORIDA, THAT:**

Section 1. Pursuant to the provision of Section 3.10 of Article III of the Town Charter, **Darlene Hopper** shall be and is hereby appointed and designated as Town Treasurer. It is understood that the duties and responsibilities of the Town Treasurer shall be under the supervision and at the direction of the Mayor, subject to the ultimate and final control of the Town Commission.

Section 2. The above named officer shall take and subscribe the oath before an officer duly qualified to administer oaths that they will faithfully and impartially execute the duties of the office according to the best of their abilities and understanding, which oath will then be filed with the Town Clerk and appended to the minutes for the Town Commission Meeting.

Section 3. The above named officer shall hold office for a term of one year and until their successors are appointed and qualified.

Section 4. This Resolution shall take effect upon its passage.

**DULY PASSED AND ADOPTED** this 24<sup>th</sup> day of April 2023.

\_\_\_\_\_  
Alan Fiers, Mayor

ATTEST:

\_\_\_\_\_  
Jude Marie Goudreau, Town Clerk

(Seal)