

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

February 25, 2019

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

1. CALL TO ORDER

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

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

2. APPROVAL OF MEETING AGENDA (Additions, substitutions, deletions)

MOTION: Vice Mayor DeReuil moved to approve the meeting agenda as printed.

SECOND: Commissioner Stanton seconded the motion.

VOTE: **Gilgallon: YES**

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

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

- a. January 28, 2019 Regular Commission Meeting Minutes.
- b. Special Event permit SP19-02: Sailfish Marina Fishing Tournament March 14, 15, & 16, 2019 with 750 participants from 4:00 pm to 9:00 pm.
- c. Special Event Permit SP19-03: Riviera Beach/North Palm Beach/Palm Beach Shores Triathlon March 23, 2019 with 300 participants from 6:00 am to 12:00 noon.

MOTION: Commissioner Gilgallon moved to approve the consent agenda as prepared.

SECOND: Commissioner Tyler seconded the motion.

VOTE: **Gilgallon: YES**

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

4. PRESENTATIONS/UPDATES

- a. Update on Undergrounding Project

Danny Brannon With Brannon and Gillespie gave a brief update on the undergrounding project stating that all trees have been removed. The process continues to locate the equipment on the properties as close to the original plans as possible. However, as they move along, there will be some "tweaking" as they move on each property.

5. DEPARTMENT AND BOARD REPORTS

a. Financials

1. Approval of Financial Report for Period ending January 31, 2019

MOTION: Commissioner Tyler moved to approve the financial statement as presented

SECOND: Commissioner Gilgallon seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

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

6. COMMISSION REPORTS

- a. Commissioner Gilgallon said there was a great attendance at the renewal of vows ceremony for Valentine's Day with 30 couples.
- b. Mayor Koutzen stated we met with the Army Corp last week and walked the entire inlet and discussed the damage caused by Hurricane Irma, and that the boulders are still on the beach and inlet. Hopefully, they will take action on this soon.

7. PUBLIC COMMENTS

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

None at this meeting

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

- a. Update on Long Range Planning Workshops
Commissioner Tyler stated the committee has looked at the revenue and operating expenses of the Town for the past 5 years. They have met with Fire Chief Steedman, Police Chief Langevin, and Public Works Dir. Alan Welch. This week they will meet with Zoning Official, Josh Nichols, to look at revenue trends. Next Month, in March, they will meet with Town Clerk Evyonne Browning on Administration, Building Department, and Code Enforcement. Their goal is to make a presentation to the Town, hopefully in April, to share the data they have covered.
- b. Discussion: Move P & Z Regular Scheduled meetings from the 4th Tuesday to the 4th Wednesday of each month starting April 2019 (*Myra Koutzen, Mayor*)

Due to the changes in schedules and availability of the Town Attorney, it was unanimously agreed to move the Planning and Zoning meetings to the 4th Wednesdays of each month, beginning in April.

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

a. FEMA height overview in District "A and recommendations

Zoning Official Josh Nichols gave an overview of recent discussions with Town Staff and several residents, as well as discussions with industry experts to ensure the Town's development regulations are keeping up with current market demands for redevelopment. A copy of his written brief is herewith attached.

MOTION #1: Commissioner Stanton made a motion to proceed with code amendments to implement option #2 along with option #3 for those properties within Zoning District A (Option #2 deals with changing point of measurement to the finished floor elevation vs. crown of road and option 3 removed beam height as a point of measurement).

SECOND: Commissioner Tyler seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

MOTION #2: Commissioner Gilgallon made a motion to direct staff and the LPA to review and consider flat or alternative pitched roofs.

SECOND: Commissioner Tyler seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

10. **ORDINANCES AND RESOLUTIONS**

a. Ordinance O-14-19: Amend Chapter 14, Buildings and Building Regulations to create a new Article XIII entitled "Abandoned and Vacant Structures." (2nd Reading)

MOTION: Commissioner Gilgallon made a motion to approve the 2nd reading and adoption of Ordinance O-14-19 as read "title only" by Attorney Davis.

SECOND: Commissioner Tyler seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

11. **ADJOURNMENT**


MOTION: Commissioner Tyler moved to adjourn the meeting.

SECOND: Commissioner Stanton seconded the motion.

Mayor Koutzen adjourned the meeting at 7:32 pm.

APPROVED this 25th day of March 2019.

ATTEST:


Evyonne Browning, Town Clerk


Myra Koutzen, Mayor

(Seal)

