

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

July 15, 2019

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

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

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

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

MOTION: Commissioner Tyler moved to approve the meeting agenda.

SECOND: Vice Mayor Gilgallon seconded the motion.

VOTE: **Gilgallon: YES**

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

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

a. June 17, 2019 Regular Commission Meeting Minutes.

b. Special Event Permit SP19-10 – Celebration of Life Memorial on August 17, 2019 from 3:00 pm to 5:30 pm sponsored by Bret Worcester.

MOTION: Commissioner Stanton moved to approve the consent agenda.

SECOND: Vice Mayor Gilgallon seconded the motion.

VOTE: **Gilgallon: YES**

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

3. **PRESENTATIONS/UPDATES**

a. Property Appraiser, Dorothy Jacks and Chief Appraiser, Tim Wilmath gave an update on Homestead, Time Shares, and Point Values.

b. Terry Morton, Jr. the Town's CPA with Nowlen, Holt, & Miner, gave an overview of the Town's 2018/19 Audit Report.

c. John Redrup, owner of Essential Net Solutions, who is the Town's IT Contractor, gave a presentation on the Town's online and email protection processes they have in place to back-up our servers every hour.

4. DEPARTMENT AND BOARD REPORTS

a. Financials

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

MOTION: Commission Tyler moved to approve the Financial Report as presented.

SECOND: Vice Mayor Gilgallon seconded the motion.

VOTE: **Gilgallon: YES**

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES The Motion Passed Unanimously

- b. Staff Reports: Police Chief Langevin, Fire Chief Steedman, and Public Works Director Welch gave brief overviews of their departments for the month of June 2019.
- c. There was no Planning & Zoning Report.

5. COMMISSION REPORTS

- a. Mayor Koutzen stated our water meters will now be read remotely, which means they will no longer access through our back yards.
- b. Willie Horton with Riviera Beach left the city and they are working on his replacement. He was our advocate to getting our water mains repaired.
- c. The 2 properties on Cascade are being addressed through Code Enforcement with orders from the Special Magistrate to not only maintain both yards and keep them mowed at 118 and 124 Cascade, but the Town was granted approval to remove the walls at 118 Cascade.

6. PUBLIC COMMENTS

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

- a. Liz Segal read excerpts from an email she had from dispatcher Laurie Rawdon regarding the future of the dispatch department.
- b. Mike Perry stated Viking Construction is damaging irrigations system and refusing to repair them. Mayor Koutzen asked him to provide her a list of addresses and they will get fixed.

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

a. Building Department Update *(Mayor Koutzen)*

Mayor Koutzen stated that our contract with Safebuilt for Building Department and Code Enforcement services has expired and we are negotiating a new contract with them. We are also talking with another firm, but due to a “non-compete” clause they have which runs through October, we will continue to work with Safebuilt until we can negotiate with other firms.

UPDATES/DISCUSSIONS (Continued)

We are also looking at online software for the Building Department through “My Government Online.” This software will allow our staff to manage all of our documents and not have to have them contracted out through an outside company, as we are currently doing with Safebuilt. We will always have control of our documents and be able to process the permits and manage our documents in “the cloud.”

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

- a. Approval of the updated Statewide Mutual Aid Agreement between the Town of Palm Beach Shores and the Florida Division of Emergency Management to the 2018 Version.
(Mayor Koutzen)

MOTION: Commission Stanton moved to approve the mutual aid agreement.

SECOND: Vice Mayor Gilgallon seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES **The Motion Passed Unanimously**

- b. Set Proposed Millage Rate for Fiscal Year 2019/20.

MOTION: Vice Mayor Gilgallon moved to set the proposed Millage Rate for 2019/20 at 6.85 mills.

SECOND: Commissioner Tyler seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES **The Motion Passed Unanimously**

- c. Confirm Budget Hearing Dates:

1. First Budget Hearing Monday, September 9, 2019 at 6:00 pm in the Commission Chambers.
2. Second Budget Hearing: September 17, 2019 at 6:00 pm.
Move September 16, 2019 Commission Meeting to Tuesday, September 17, 2019, immediately following the 6:00 pm Budget Hearing.

MOTION: Vice Mayor Gilgallon moved to approve the Budget Hearing Dates as stated.

SECOND: Commissioner Tyler seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES **The Motion Passed Unanimously**

- d. **SE19-1**, Gentile, Glas, Holloway & O'Mahoney, as Agent for the Owner of 98 Lake Drive, 90 Lake Drive, 82 Lake Drive 1, 72 Lake Drive 1, and 66 Lake Drive, requests a Special Exception to establish a building site area that exceeds three (3) platted lots, pursuant to Section Pf. 7.4. Building site area. of the Town of Palm Beach Shores Zoning Code. The request is to establish a building site area that includes Lots 549-559, as recorded in Plat Book 23, at Pages 29-32, Plat of Palm Beach Shores. The properties are located in Zoning District C.

MOTION: Vice Mayor Gilgallon moved to accept SE19-1 as presented.

SECOND: Commissioner Stanton seconded the motion.

VOTE: **Gilgallon: YES**

DeReuil: NO

Tyler: NO

Stanton: YES

Koutzen: YES

The Motion Passed 3 to 2 with Commissioners DeReuil and Tyler voting in opposition.

- e. **REPLAT-M-19-1**, Gentile, Glas, Holloway & O'Mahoney, as Agent for the Owner of 98 Lake Drive, 90 Lake Drive, 82 Lake Drive 1, 72 Lake Drive 1, and 66 Lake Drive, requests approval to replat Lots 549-559, as recorded in Plat Book 23, at Pages 29-32, Plat of Palm Beach Shores, to unify the entirety of the Sailfish Marina Resort Property. The properties are located in Zoning District C.

MOTION: Vice Mayor Gilgallon moved to approve Replat M-19-1 as presented.

SECOND: Commissioner Stanton seconded the motion.

VOTE: **Gilgallon: YES**

DeReuil: NO

Tyler: NO

Stanton: YES

Koutzen: YES

The Motion Passed 3 to 2 with Commissioners DeReuil and Tyler voting in opposition.

9. **ORDINANCES AND RESOLUTIONS**

- a. Resolution R-9-19: Budget Amendment #2, Fiscal Year 2018/19.

MOTION: Vice Mayor Gilgallon moved to approve Resolution R-9-19 as presented.

SECOND: Commissioner Tyler seconded the motion.

VOTE: **Gilgallon: YES**

DeReuil: NO

Tyler: NO

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously.

11. **ADJOURNMENT**

Mayor Koutzen moved to adjourn the meeting. Commissioner DeReuil seconded the motion and the meeting was adjourned at 8:26 pm.

APPROVED this 19th day of August 2019

ATTEST

Myra Koutzen, Mayor
Myra Koutzen, Mayor

Evyonne Browning
Evyonne Browning, Town Clerk

(Seal)



**ORDER OF THE TOWN COMMISSION
TOWN OF PALM BEACH SHORES**

CASE NO. SE 19-01

IN RE: Gentile, Glas, Holloway, O'Mahoney & Associates, Inc., o/b/o Great American Life Insurance Co. (Sailfish Marina)

SPECIAL EXCEPTION REQUESTED:

Pf. 7.4. Building site area. of the Town Zoning Code to allow a building site consisting of eleven platted lots plus Private Road No. 3 and the "Reserved" parcel.

SUBJECT PROPERTY LOCATION:

98 Lake Drive, Palm Beach Shores, Florida 33404

LEGAL DESCRIPTION:

Lots 549, 550, 551, 552, 553, 554, 555, 556, 557, 558 and 559; Private Road No. 3; and "Reserved" parcel lying west of Lots 554 and 555; all as depicted on the Plat of PALM BEACH SHORES, as recorded in Plat Book 23, Pages 29-32, located in the Public Records in Palm Beach County.

ORDER APPROVING APPLICATION

This cause came on to be heard upon the above application and the Town Commission of the Town of Palm Beach Shores, having considered the evidence presented by the applicant and other interested persons at a hearing called and properly noticed and the Town Commission, having considered the recommendations of the Town Planning and Zoning Board and being otherwise duly advised,

THEREUPON, THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES FINDS AS FOLLOWS:

1. The property which is the subject of said application is located within Town Zoning District C in accordance with the Zoning Ordinance of the Town of Palm Beach Shores.
2. According to the Town Zoning Code, the use of the property for the purposes noted in the application is prohibited without a Special Exception.
3. This applicant seeks a special exception pursuant to Section XV. of the Town of Palm Beach Shores Zoning Ordinance in order to allow the combination of three (3) or more platted lots.
4. Under the provisions of such Section, the Town Commission has the right, power and authority to act upon the application herein made.
5. In the judgment of the Town Commission, the public convenience and welfare will best be served by **APPROVING** the application.

IT IS THEREUPON CONSIDERED, ORDERED AND ADJUDGED BY THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AS FOLLOWS:

The application for special exception in Case Number SE 19-01 with reference to the above-described property within the Town of Palm Beach Shores, Palm Beach County, Florida, to permit the following:

a special exception for a building site consisting of eleven platted lots plus Private Road No. 3 and the "Reserved" parcel to be combined through plat as one legal lot of record.

is hereby **APPROVED** in accordance with the Town Zoning Ordinance since the Town Commission hereby finds that, in accordance with the evidence and testimony produced at the hearing, the applicant meets all standards set forth at Pf. 15.7. of the Town Zoning Code.

DONE AND ORDERED THIS 15th DAY OF JULY, 2019.

Myra Koutzen, Mayor
Mayor Myra Koutzen

ATTEST:

Evyonne Browning
Evyonne Browning, Town Clerk

(Seal)

