

**TOWN OF PALM BEACH SHORES, FLORIDA**  
**REGULAR MEETING MINUTES**  
**June 18, 2018**

**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.

1. **CALL TO ORDER**

**Town Clerk Browning** called the roll and those present were Mayor Myra Koutzen, Vice Mayor Roby DeReuil, Commissioner Gil Gilgallon, and Commissioner Brian Tyler. Commissioner Robert Stanton was not present. Also present were Town Attorney Keith Davis, Sgt. Blasé Pfeffercorn, Fire Chief Trevor Steedman, Public Works Director Alan Welch, Town Clerk Evyonne Browning and Assistant Clerk Gaudy Quesada.

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

**MOTION:** Commissioner Gilgallon moved to approve the meeting agenda as presented

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

**VOTE:**   **Gilgallon:** YES           **Stanton:** Not Present

**DeReuil:** YES

**Tyler:** YES

**Koutzen:** YES           **The Motion Passed Unanimously by those present**

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

a. May 21, 2018 Commission Meeting Minutes

**MOTION:** Vice Mayor DeReuil moved to approve the May 21, 2018 meeting minutes

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

**VOTE:**   **Gilgallon:** YES           **Stanton:** Not Present

**DeReuil:** YES

**Tyler:** YES

**Koutzen:** YES           **The Motion Passed Unanimously by those present**

4. **PRESENTATIONS/UPDATES**

a. 2017/18 Audit Report: Presented by Terry L. Morton, Jr., CPA with the firm Nowlen, Holt & Miner, PA)

5. **PUBLIC HEARINGS**

a. **Variance Request: 201 Sandal Lane**

**VAR 18-7** Request for variance and relief from Appendix A. Zoning Ordinance., Section V. District A Regulations., Pf. 5.6. Rear Yard. in order to enlarge the existing non-conforming guest house, providing a rear yard setback of 9 feet 8 inches (9'-8") (where the code requires a rear setback of fifteen feet (15') for a maximum of twenty-five lineal feet (25') of the building and twenty-five feet (25') for the remaining lineal feet of the building for any single-story building. The applicant is Robert Gonzales, Owner. The address of the property is 201 Sandal Lane, Palm Beach Shores, Florida 33404. The legal description is PALM BEACH SHORES LT 344 IN DB889P233. The property is located in Zoning District A.

**MOTION:** Vice Mayor DeReuil moved to approve variance request.

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

**VOTE:** Gilgallon: YES Stanton: Not Present

DeReuil: YES

Tyler: YES

Koutzen: YES The Motion Passed Unanimously by those present

## 6. DEPARTMENT AND BOARD REPORTS

### a. Financials

1. Approval to accept the 2017/18 Audit as presented by Terry L. Morton, Jr. with Nowlen, Holt & Miner, P.A.

**MOTION:** Commissioner Gilgallon moved to accept the 2017/18 Audit as presented.

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

**VOTE:** Gilgallon: YES Stanton: Not Present

DeReuil: YES

Tyler: YES

Koutzen: YES The Motion Passed Unanimously by those present

2. Approval of Financial Report for Period ending May 31, 2018

**MOTION:** Commissioner Gilgallon moved to approve the financial report.

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

**VOTE:** Gilgallon: YES Stanton: Not Present

DeReuil: YES

Tyler: YES

Koutzen: YES The Motion Passed Unanimously by those present

- b. Staff Reports: Police Department, Fire Department, Public Works, Town Clerk, Town Attorney.

### c. Planning and Zoning report:

P & Z Chairperson Janet Kortenhaus gave a brief update on current projects which includes several variance requests coming before the Board. The Marine Engineer will be making a presentation at the upcoming Planning and Zoning Board meeting to discuss our Town's code concerning docks. The Board will also be reviewing the Town's codes regarding pools and pool slabs and also language on fences.

## 7. COMMISSION REPORTS

Mayor Koutzen stated that due to the recent passing of Tim Glas, who was the Town's IT person, we have hired a new group that was recommended to us by several other municipalities. They are FDLE certified, which is a requirement for our Police and Dispatch departments.

## 8. PUBLIC COMMENTS:

None.

