

Monday, June 14, 2021  
Immediately Following 7:00 pm  
Commission Workshop



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

**TOWN COMMISSION  
SPECIAL CALLED MEETING AGENDA**

Mayor Alan Fiers

Vice Mayor Scott McCranel

Commissioner Tracy Larcher  
Commissioner Janet Kortenhaus  
Commissioner Brian Tyler

Keith Davis, Town Attorney  
Town Administrator Wendy Wells  
Town Clerk Evyonne Browning

**PLEASE NOTE:**

**THIS MEETING MAY BE CONDUCTED USING  
COMMUNICATION MEDIA TECHNOLOGY**

<https://townofpalmbeachshores.my.webex.com/townofpalmbeachshores.my/j.php?MTID=m14963f4d39ae91c2bdf37c90ea51bcd8>

Meeting Number: **132 162 5734**

Password: **0628**

**To join meeting by phone (voice only)**

Phone Number: +1-408-418-9388 United States Toll

Access Code: **132 162 5734**

Password: **0628**

The entire agenda packet is available on the Town's website: [www.palmbeachshoresfl.us](http://www.palmbeachshoresfl.us)

**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. Approval of Special Event No. 5-5-21: Angela Lopez to host a wedding on the Town's beach with a reception to follow on the 1<sup>st</sup> Floor of the Community Center, from 1:00 pm to 9:30 pm. **(All paperwork has been received and fees paid)**

**4. PRESENTATIONS**

**5. OTHER BUSINESS**

**6. PUBLIC COMMENTS**

**7. 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.

DATE SUBMITTED 5/26/2021

PERMIT NO. 5-5-21

## Town of Palm Beach Shores

### APPLICATION FOR BEACH EVENT PERMIT

(Section 18-27 of Town Code)

Event Location: Beach located at the Town of Palm Beach Shores

Name: Angela Lopez Telephone: 913-938-2292

Address: 3627 Sonoma Drive Email: angela@skylinestructuralsteel.com

Requested Date: Sat June 26, 2021 Hours (include setup/breakdown): 1:00PM to 9:30PM  
9:30AM to 7:30PM

Number of expected attendees: 30

Proof of insurance attached? Yes X No (explain) \_\_\_\_\_

Please indicate required parking, traffic, fire-rescue, utilities impact, clean-up and mitigation plan: (Attach additional sheets as needed)

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**Deposit.** A non-refundable deposit of \$250.00 is required to hold the space/date/time for all special events on the beach.

**Fees.** The following fees will be charged per event: Set fee of \$500.00 including the deposit plus a refundable \$100 Beach Cleaning Fee.

**Penalty.** A penalty in the amount of \$500.00 will be imposed for any use of beach property owned by the Town for beach events without a special event permit.

**Application Deadline.** Written application with fee and all required documentation must be received by the Town Clerk's office **no less than 30 days prior to the Town Commission meeting** immediately preceding the date proposed for the special event. Application deadline can be waived for Resident Memorials with Town Hall Approval. Memorials are subject to the refundable cleaning fee of \$100.

Any special event within the Town of Palm Beach Shores at which more than 50 persons are proposed to be in attendance and which is not covered under regular licenses and registration regulation must obtain a permit from the Town. Any event where less than 50 persons are proposed to be in attendance is specifically exempted from this requirement.

Written application with fee and all required documentation must be received by the Town Clerk's office **no less than 30 days prior to the Town Commission meeting** immediately preceding the date proposed for the special event.

An application received after the 30-day deadline may be accepted subject to an application fee of \$150.00. No application will be eligible to be discussed at a Town Commission meeting if received less than 5 days prior to the meeting.



## RESIDENT RESERVATION APPLICATION

**IMPORTANT:** This form is the first step in reserving the Palm Beach Shores (PBS) Community Center. Only PBS Resident Property Owners or organizations as described on the Reservation Information and Fee Schedule are eligible to rent this facility. Requests will be reviewed in order of which they are received, and the Resident will be notified of approval or denial. Completing this form does not confirm or hold any dates. Please type or print legibly especially the phone number and e-mail address. Requests for amplified music are made to the Town Clerk's attention. **A complete rental packet and all monies due are required to secure the rental.**

### RESIDENT INFORMATION

Requested Date & Facility: 6/26/201 1st Floor ☒ 2nd Floor ☐  
Name of Resident: Alan Fiers  
Address: 236 Inlet Way  
City: Palm Beach Shores State: FL Zip: 33404  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Alternate Contact: \_\_\_\_\_

### EVENT INFORMATION

Type of event	<u>Wedding</u>	Using outside caterer	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Anticipated attendance	<u>30</u> (Max 120)	Alcoholic Beverages	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Requested access time	<u>1:00</u>	State & local laws apply to alcohol consumption; sale of alcohol must be permitted and sold by a licensed vendor.	
Time event will begin	<u>4:00</u>	Type of decorations:	<u>2 - 6ft tables</u>
Time event will end	<u>9:30</u>		<u>wedding</u>
Facility close time	<u>9:30</u>		<u>1 - round table</u>
Maximum 10 hour rental; \$100+tax per additional hour (pre-approval required) No time after Midnight		Additional Considerations:	

1st Floor		2nd Floor (max capacity 120)	
<input checked="" type="checkbox"/>	1st floor - open restrooms (\$50 + tax)	<input type="checkbox"/>	# of 6' round tables (maximum 12)
<input checked="" type="checkbox"/>	BBQ grill (\$25 + tax)	<input type="checkbox"/>	# of chairs (maximum 130)
<input checked="" type="checkbox"/>	1st floor kitchen (\$25 + tax)	<input type="checkbox"/>	# of 6' rectangle tables (maximum 8)
<input checked="" type="checkbox"/>	# of 6' rectangle tables (maximum 8)	<input type="checkbox"/>	# of round bistro tables (maximum 8)
<input checked="" type="checkbox"/>	Mandatory Cleaning Fee \$145	<input type="checkbox"/>	# of card tables (maximum 6)
Additional set-up needs:		<input type="checkbox"/>	Mandatory Cleaning Fee \$185
		<input type="checkbox"/>	
		Additional set-up needs:	

ALAN FIERS

Resident Printed Name

Alan D. Fiers

Resident Signature

Date



**Late Submission.** An application received after the 30-day deadline may be accepted subject to an increased permit fee of three (3) times the regular permit fee amount had the application been submitted timely. No application will be eligible to be discussed at a Town Commission meeting if received less than five (5) days prior to the meeting.

**Sea Turtle Nesting Season.** Sea turtle nesting season in Palm Beach County is March 1<sup>st</sup> through October 31<sup>st</sup> each year. The following additional restrictions apply during the season:

- Event items may not be set up before 8:00am and must be removed from the beach by 7:30pm. This includes all chairs, tents, tables, etc.
- The use of heavy equipment and the use of street vehicles to transport event equipment is prohibited.
- No lighting associated with the event is authorized after 7:30 p.m.
- The event shall not disturb existing beach and dune topography and vegetation.
- Balloons, streamers, and other items potentially injurious to sea turtles are not permitted.
- Event items may not be left overnight (during nesting season or otherwise).
- There is a noise ordinance in effect throughout the entire year.

**ACKNOWLEDGEMENT:**

By signing below, I acknowledge that I have read and understand my responsibilities associated with use of Town property, including the Town beach areas. I agree that any such areas used or occupied in conjunction with this special event will be cleaned and returned to their pre-use conditions for the benefit of future users. Failure to abide by these responsibilities is sufficient cause for the Town to deny any future special event permit with which I am associated.

Angela Lopez  
Applicant's Signature

**APPROVED:**

Fire Dept.: \_\_\_\_\_ Police Dept.: \_\_\_\_\_ Public Works Dept.: \_\_\_\_\_

Number of off-duty officers required: \_\_\_\_\_

Date of Town Commission Review: \_\_\_\_\_ Approved: \_\_\_\_\_



DATE SUBMITTED \_\_\_\_\_

PERMIT NO. 5-5-21

**Town of Palm Beach Shores**  
**APPLICATION FOR**  
**SPECIAL EVENTS PERMIT**  
(Section 18-27 of Town Code)

Please check a box  
below if you are a:

Police Officer ☐  
Fire Fighter ☐  
Teacher ☐

Type of event: Wedding Location: 1<sup>st</sup> Floor

Sponsor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Property owner's consent and acknowledgement of responsibility:

Signature: \_\_\_\_\_

Date and Time: June 26, 2021 1:00pm Time it ends: 9:30pm

Number of participants: 30

Proof of insurance attached? Yes ☒ No \_\_\_\_\_

Copy of all required state and county permits if event will be held on or  
utilize state and/or county-controlled property.

Please indicate any traffic, fire-rescue, utilities impact, and/or mitigation  
plan:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit fee \$50 ☒ (Untimely application \$150 \_\_\_\_\_) Receipt # \_\_\_\_\_

APPROVED:

Fire Department: \_\_\_\_\_ Sheriff's Office: \_\_\_\_\_

Number of off-duty officers required: \_\_\_\_\_

Date of Commission Review: \_\_\_\_\_ Approved: \_\_\_\_\_