

**TOWN OF PALM BEACH SHORES, FLORIDA**  
**REGULAR MEETING MINUTES**  
**May 21, 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, Commissioner Robert Stanton and Commissioner Brian Tyler. Also present were Town Attorney Keith Davis, Police Chief Steve Langevin, 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:** Vice Mayor DeReuil 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. April 16, 2018 Commission Meeting Minutes

b. Special Event Permit SP18-11: John Workman, Wedding Anniversary June 10<sup>th</sup>, 2018 with 120 in attendance.

c. Special Event Permit SP18-12: Sailfish Marina Fishing Tournament for "Place of Hope" June 8 to 9, 2018 with 250 plus in attendance. Traffic detail requested 4:00 pm to 9:00 pm.

d. Special Event Permit SP18-13: Sailfish Marina Fishing Tournament July 13-14, 2018 with 300 plus in attendance. Traffic detail requested 3:00 pm to 9:00 pm.

e. Special Event Permit SP18-14: Sailfish Marina Festival August 11, 2018 with 500 plus in attendance. Traffic detail requested 11:00 am to :00 pm.

**MOTION:** Commissioner Stanton moved to approve the consent agenda

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

**VOTE:**     **Gilgallon: YES**

**DeReuil: YES**

**Tyler: YES**

**Stanton: YES**

**Koutzen: YES**

**The Motion Passed Unanimously**

**4. PRESENTATIONS/UPDATES**

a. Mayor Koutzen read a Proclamation honoring Tim Glas and invited everyone to attend the dedication of the Town's Lifeguard Tower to Tim Glas tomorrow, May 22, 2018.

- b. Danny Brannon gave an update on Undergrounding Project (copy of presentation attached herewith).

## 5. DEPARTMENT AND BOARD REPORTS

- a. Financial Report

**MOTION:** Commissioner Gilgallon moved to approve the Financial Report as printed.

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

**VOTE:**     **Gilgallon: YES**

**DeReuil: YES**

**Tyler: YES**

**Stanton: YES**

**Koutzen: YES**

**The Motion Passed Unanimously**

- b. Staff Reports: Police Department, Fire Department, Public Works, Town Clerk, Town Attorney.
- c. There was no Planning and Zoning report.

## 6. COMMISSION REPORTS

**Commissioner Gilgallon** thanked Ron Raven for repainting the Town's logo in front of Town Hall on the Parkway.

**Mayor Koutzen** wanted to remind the Commission that the Florida of Cities conference will be held the 3<sup>rd</sup> week in August down in Hollywood. She also asked the residents to go by the Community Center and look at the paint samples that have been applied to the south side of the building and let her know what they think. The Mayor also thanked Gaudy Quesada with Town Hall for all her hard work in getting the new website up and running.

- 7. PUBLIC COMMENTS: There were none.

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

- a. Zoning Code Development Process:

Keith Davis, Town Attorney stated that the Planning and Zoning Board also acts as the LPA for all revisions to the Town's Code. The Commission directs the attorney to draft any code changes, and then it goes to the P & Z/LPA for discussion and the board makes recommendations to the Commission on any changes.

- b. Proposed Amendments Chapter 14, Building and Building Regulations to require site plan review for construction of new or modifications to swimming pools, pool decks, slabs, and screened enclosures, pool equipment, modifications to existing emergency electrical generators which result in increased impervious area or a reduction in buffering or screening.



**MOTION:** Vice Mayor DeReuil made a motion to move Item 8b to item 10b for action.

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

**VOTE:**       **Gilgallon: YES**

**DeReuil: YES**

**Tyler: YES**

**Stanton: YES**

**Koutzen: YES**

**The Motion Passed Unanimously**

- c. Proposed amendments to Appendix A, Zoning, to add definitions for the terms Fence, Chain-link fence, Stockade Fence, and Walls.

**MOTION:** Vice Mayor DeReuil made a motion to move Item 8c to item 10c for action.

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

**VOTE:**       **Gilgallon: YES**

**DeReuil: YES**

**Tyler: YES**

**Stanton: YES**

**Koutzen: YES**

**The Motion Passed Unanimously**

- d. 2019 Budget Workshop Schedule: The Commission determined the dates for the upcoming FY 2018/19 Budget meetings:

**Budget Workshops**

1. Monday July 16, immediately following the Commission meeting.
2. Immediately following that meeting will be a Special Commission meeting to set the 2019 Millage Rate.
3. Monday, August 6, 6PM
4. Monday, August 20, immediately following the Commission meeting

**Budget Hearings**

1. Monday, September 10, 6PM
2. Tuesday, September 18, 6PM

- c. Building Department Fees: After discussion, it was determined that more work needs to be done on this item before the Commission can take any action on it.
- d. "Parkway Banyan Tree Trimming:" The Public Works Director, Alan Welch, gave an overview of the issues with the Banyan Trees on the Town's Parkway getting really large and hanging over into people's yards, and the roots also causing problems to the parkway. He suggested the Town ignore them, remove them, or work with Jason's Arborcare within the next 3 years to have them trimmed back from an average of a 60 foot canopy to a 30 foot canopy. After discussion, this item was deferred to another meeting for further discussion. The PW Director was asked to bring photographs of the trees in question.

## 9. ORDINANCES AND RESOLUTIONS

- a. Resolution R-5-18, A Resolution authorizing the Mayor to sign a Statewide Mutual Aid Agreement as requested by the Florida Division of Emergency Management.

**MOTION:** Commissioner Gilgallon moved to approve Resolution R-5-18 as read “title only” by the town Attorney.”

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

**VOTE:**        **Gilgallon: YES**  
                 **DeReuil: YES**  
                 **Tyler: YES**  
                 **Stanton: YES**  
                 **Koutzen: YES**        **The Motion Passed Unanimously**

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

- a. Approval of One Cent Sales Tax Project Categories *(Myra Koutzen, Mayor)*

**MOTION:** Commissioner Gilgallon made a motion to approve the list as provided, with the exception of the sound equipment in the Commission Chambers as this has already been completed.

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

**VOTE:**        **Gilgallon: YES**  
                 **DeReuil: YES**  
                 **Tyler: YES**  
                 **Stanton: YES**  
                 **Koutzen: YES**        **The Motion Passed Unanimously**

- b. Proposed Amendments Chapter 14, Building and Building Regulations to require site plan review for construction of new or modifications to swimming pools, pool decks, slabs, and screened enclosures, pool equipment, modifications to existing emergency electrical generators which result in increased impervious area or a reduction in buffering or screening. *(Item 8b moved by motion and vote to item 10b)*

**MOTION:** Commissioner Gilgallon made a motion to have the Planning and Zoning Board review and to bring a recommendation back to the Commission.

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

**VOTE:**        **Gilgallon: YES**  
                 **DeReuil: YES**  
                 **Tyler: YES**  
                 **Stanton: YES**  
                 **Koutzen: YES**        **The Motion Passed Unanimously**

- c. Proposed amendments to Appendix A, Zoning, to add definitions for the terms Fence, Chain-link fence, Stockade Fence, and Walls. *(Item 8c moved by motion and vote to item 10c)*

**MOTION:** Commissioner Gilgallon made a motion to have the Planning and Zoning Board to discuss definitions of fences and to bring a recommendation back to the Commission.

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

**VOTE:**       **Gilgallon: YES**

**DeReuil: YES**

**Tyler: YES**

**Stanton: YES**

**Koutzen: YES**

**The Motion Passed Unanimously**


### **ADJOURNMENT**

The Mayor Adjourned the meeting at 8:13 pm

Approved this 18<sup>th</sup> day of June 2018

ATTEST:

  
Evyonne Browning, Town Clerk

  
Myra Koutzen, Mayor

(Seal)

