



PUBLIC NOTICE/AGENDA
TOWN COMMISSION MEETING
Tuesday April 8th, 2025 at 9:00 a.m.

Town Commission		Town Staff	
John Deese, Mayor	_____	Eric Marmer, Town Manager	_____
Simone Bonutti, Vice Mayor	_____	Jeff Rasor, Chief of Police	_____
Elliot Bonner, Mayor Pro Tem	_____	Erika Petersen, Town Clerk	_____
Orla Imbesi, Commissioner	_____	Keith W. Davis, Town Attorney	_____
David Knobel, Commissioner	_____	Trey Nazzaro, Ass't. Town Attorney	_____
Dwight Kulwin, Commissioner	_____	Brent Watson, Utilities Director	_____
Cindy McMackin, Commissioner	_____	Jacek (Jack) Tomasik, Building Official	_____

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. LPA – LOCAL PLANNING AGENCY

- a. Consideration of Ordinance #393** - AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA, AMENDING THE MANALAPAN CODE OF ORDINANCES AT CHAPTER 151. ZONING. SECTION 151.003 DEFINITIONS. TO ADD A DEFINITION FOR THE TERM "SPORTS COURT"; FURTHER AMENDING R1-B DISTRICT AT SECTION 151.093 SPECIAL EXCEPTION USES. AND R1-C DISTRICT AT SECTION 151.133 SPECIAL EXCEPTION USES. TO ADD LIGHTED AND UNLIGHTED SPORTS COURT AS A SPECIAL EXCEPTION USE; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTER 151. ZONING. SHALL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY ADOPTED; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.
- b. Consideration of Ordinance #394** - AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA, AMENDING THE MANALAPAN CODE OF ORDINANCES AT CHAPTER 152. BUILDING REGULATIONS, SECTION 152.21 APPROVAL AND DURATION OF APPROVAL, ARCHITECTURAL REVIEW PREREQUISITE TO PERMITS, STOP WORK ORDERS. TO EXEMPT FROM ARCHITECTURAL REVIEW THOSE SINGLE FAMILY RESIDENCE CONSTRUCTION OR IMPROVEMENT PLANS THAT CONFORM TO THE "TOWN OF MANALAPAN ARCHITECTURAL DESIGN GUIDELINES FOR THE ARCHITECTURAL COMMISSION" WHICH WAS APPROVED AND ADOPTED BY THE TOWN COMMISSION AT ITS FEBRUARY 11, 2025 REGULAR TOWN COMMISSION MEETING; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTER 152. BUILDING REGULATIONS. SHALL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY ADOPTED; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

- c. **Consideration of Ordinance #395** - AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA, AMENDING THE MANALAPAN CODE OF ORDINANCES AT CHAPTERS 91. STREETS AND SIDEWALKS, 94. NUISANCES, 151. ZONING, AND 152. BUILDING REGULATIONS, BY ADOPTING NEW REGULATIONS FOR CONSTRUCTION OF UNDERGROUND PEDESTRIAN PASSAGEWAYS UNDER SOUTH OCEAN BOULEVARD (STATE HIGHWAY A-1-A); PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTERS 91. STREETS AND SIDEWALKS, 94. NUISANCES, 151. ZONING, AND 152. BUILDING REGULATIONS. SHALL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY ADOPTED; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

5. APPROVAL OF THE AGENDA: AGENDA ADDITIONS, DELETIONS OR SUBSTITUTIONS

6. PUBLIC COMMENTS

(3 MINUTES PER SPEAKER)

7. PRESENTATIONS

- a. **Presentation by S. Lizbeth Martin from the Palm Beach County Commission on Ethics**
- b. **Town Clerk Petersen to receive the International Institute of Municipal Clerks' Certified Municipal Clerk Designation Certificate & Pin by Florida Association of City Clerks' District Director Quintella Moore**

8. CONSENT AGENDA:

- a. Minutes March 11th, 2025 Town Commission Meeting
- b. Police Department Report and Fire/Rescue Response Time Report for March
- c. Updated Private Police Detail Rates
- d. **RES 02-2025** Procurement Policy Update

9. REGULAR AGENDA: *Quasi-Judicial Hearing

a. OLD BUSINESS:

- i. none

b. NEW BUSINESS:

- i. ***VAR 25-2 – 1540 Paslay Place.** – Michael & Diana Retzer seek the Town Commission's approval for a variance from applicable sections of the Town Code in order to construct a dock twenty-five (25) feet setback from the northern boundary of the property, where the Town Code Section 151.343 (B)(2) requires the dock be centered within ten (10) feet of the center line of the lot.
- ii. ***SE 25-1 – 920 S. Ocean Blvd.** – JSEJ LLC. seeks the Town Commission's approval for a special exception to construct an underground parking facility pursuant to Section 151.133(B), Town Code.
- iii. **RES 03-2025 Budget Amendment Policy**
- iv. **CSA – Town Hall Architectural Services Agreement**

10. MAYOR'S COMMENTS, TOWN COMMISSION COMMENTS, TOWN MANAGER'S REPORT

11. PUBLIC HEARING:

- a. **PH 1 - Ordinance #393** - AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA, AMENDING THE MANALAPAN CODE OF ORDINANCES AT CHAPTER 151. ZONING. SECTION 151.003 DEFINITIONS. TO ADD A DEFINITION FOR THE TERM "SPORTS COURT"; FURTHER AMENDING R1-B DISTRICT AT SECTION 151.093 SPECIAL EXCEPTION USES. AND R1-C DISTRICT AT SECTION 151.133 SPECIAL EXCEPTION USES. TO ADD LIGHTED AND UNLIGHTED SPORTS COURT AS A SPECIAL EXCEPTION USE; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTER 151. ZONING. SHALL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY ADOPTED; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES. **(Second Reading)**
- b. **PH 2 - Ordinance #394** - AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA, AMENDING THE MANALAPAN CODE OF ORDINANCES AT CHAPTER 152. BUILDING REGULATIONS, SECTION 152.21 APPROVAL AND DURATION OF APPROVAL, ARCHITECTURAL REVIEW PREREQUISITE TO PERMITS, STOP WORK ORDERS. TO EXEMPT FROM ARCHITECTURAL REVIEW THOSE SINGLE FAMILY RESIDENCE CONSTRUCTION OR IMPROVEMENT PLANS THAT CONFORM TO THE "TOWN OF MANALAPAN ARCHITECTURAL DESIGN GUIDELINES FOR THE ARCHITECTURAL COMMISSION" WHICH WAS APPROVED AND ADOPTED BY THE TOWN COMMISSION AT ITS FEBRUARY 11, 2025 REGULAR TOWN COMMISSION MEETING; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTER 152. BUILDING REGULATIONS. SHALL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY ADOPTED; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES. **(First Reading)**
- c. **PH 3 - Ordinance #395** - AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA, AMENDING THE MANALAPAN CODE OF ORDINANCES AT CHAPTERS 91. STREETS AND SIDEWALKS, 94. NUISANCES, 151. ZONING, AND 152. BUILDING REGULATIONS, BY ADOPTING NEW REGULATIONS FOR CONSTRUCTION OF UNDERGROUND PEDESTRIAN PASSAGEWAYS UNDER SOUTH OCEAN BOULEVARD (STATE HIGHWAY A-1-A); PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTERS 91. STREETS AND SIDEWALKS, 94. NUISANCES, 151. ZONING, AND 152. BUILDING REGULATIONS. SHALL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY ADOPTED; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES. **(First Reading)**

12. ADJOURNMENT

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision made by the Town Commission, Special Magistrate or any other Boards or Commissions of the Town 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 to be 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 ACCOMMODATIONS CAN BE PROVIDED UPON REQUEST WITH THREE (3) DAYS ADVANCE NOTICE. Please contact the Town Clerk at (561) 585-9477 - 600 South Ocean Blvd., Manalapan, FL 33462 - townhall@manalapan.org