



Town Commission Meeting
Tuesday, May 20th, 2025, at 9:30 a.m.

IN ATTENDANCE

| TOWN COMMISSION | | TOWN STAFF | |
|------------------------------|------|--|---|
| John Deese, Mayor | ✓ | Eric Marmer, Town Manager | ✓ |
| Simone Bonutti, Vice Mayor | ✓ | Jeffrey Rasor, Chief of Police | ✓ |
| Elliot Bonner, Mayor Pro Tem | ✓ | Erika Petersen, Town Clerk | ✓ |
| Orla Imbesi, Commissioner | ✓ | Keith Davis, Town Attorney | ✓ |
| David Knobel, Commissioner | ✓ | Brent Watson, Utilities Director | ✓ |
| Dwight Kulwin, Commissioner | Zoom | Jack Tomasik, Building Official | ✓ |
| Cindy McMackin, Commissioner | X | Dylan Brandenburg, Asst. Town Attorney | ✓ |

PUBLIC: Dave & Lisa Turnof, Katie M Busch (HRCC), Brian Bullock (TBBG Architects), Mark Bymaster (Nowlen, Holt & Miner), Louisa Michelin (Sabal Contractors), Eddy Vasquez (EAV Architects), John Cairnes & Thomas Biggs (Mock Roos), Jeanne & Mark Cohen (25 Audubon), Tim Nardi (Eau), Robert Or (Raftelis), Paul Goulas (Landscape Architect), Louis Capano, Jr, (800 SOB), Taylor Jantz (Estate Manager 750 SOB), and Jon Pacenti (Coastal Star)

CALL TO ORDER & PLEDGE OF ALLEGIANCE

The Town Commission meeting was called to order at 9:30 a.m.

AGENDA ADDITIONS, DELETIONS OR SUBSTITUTIONS

There were none.

PUBLIC COMMENTS

There were none.

PRESENTATIONS

Life-saving award presented to Officer Turnof – Chief Rasor presented Officer Daniel Turnof with a lifesaving award for rescuing resident Mr. McMillan and his dog from the Intercoastal Waterway on March 11th, 2025.

Salary Study Presentation by HRCC, HR Compensation Consultants, LLC – Katie Busch gave the presentation from HRCC. Commissioner Knobel commented that the Town Manager has a contract that would require amending. He also expressed his belief that the Police Chief's salary should be increased.

Presentation of 2022-2023 Audit Results by Mauldin & Jenkins – Daniel Anderson of Mauldin & Jenkins presented the 2022-2023 Audit Results.

Commissioner Knobel made a motion to **accept** the 2022-2023 Audit Results. Vice Mayor Bonutti seconded the motion which prevailed by the following vote:

YES: Vice Mayor Bonutti, Mayor Pro Tem Bonner, Commissioner Imbesi, and Commissioner Knobel

CONSENT AGENDA

7a. Minutes April 8th, 2025 Town Commission Meeting

7b. Police Department Report and Fire/Rescue Response Time Report for April

7c. Amendment to ILA with Palm Beach County Fire Rescue

7d. Police Officer On-call Monthly Call Back Pay MOU

Vice Mayor Bonutti, made a motion to **approve** the Consent Agenda, Commissioner Imbesi seconded the motion which prevailed by the following vote:

YES: Vice Mayor Bonutti, Mayor Pro Tem Bonner, and Commissioner Imbesi and Commissioner Knobel

Local Planning Agency Meeting started at 10:30 a.m.

PUBLIC COMMENTS: Dr. Bonutti (1680 SOB & Liaison to the Beach Committee) made comments about beach damage, directed commissioners to the handouts he provided to the Town Clerk, and resigned from the Beach Committee.

LPA – LOCAL PLANNING AGENCY

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.

The Ordinance was read by Town Attorney Davis.

Mayor Pro Tem Bonner asked questions about the design guidelines. Keith Davis explained that this resolution was a living document, and changes could be made freely in the form of a resolution.

Commissioner Knobel made a motion to **recommend approval of Ordinance #394** to the Town Commission on second reading. Commissioner Imbesi seconded the motion which prevailed by the following vote:

YES: Vice Mayor Bonutti, Mayor Pro Tem Bonner, and Commissioner Imbesi and Commissioner Knobel

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.

The Ordinance was read by Town Attorney Davis.

Town Attorney Davis explained changes after first reading included costs associated with traffic control and language giving the Town Manager discretion on a case-by-case basis as it relates to construction timeframes.

Vice Mayor Bonutti made a motion to **recommend approval of Ordinance #395** to the Town Commission on second reading. Mayor Pro Tem Bonner seconded the motion which prevailed by the following vote:

YES: Vice Mayor Bonutti, Mayor Pro Tem Bonner, and Commissioner Imbesi and Commissioner Knobel

Consideration of Ordinance #396 - 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 EXTEND THE DURATION OF AN APPROVAL FROM 12 TO 24 MONTHS AND TO APPLY STOP WORK ORDER AUTHORITY FOR WORK DONE PRIOR TO REQUIRED APPROVAL PURSUANT TO THE TO THE NEWLY ADOPTED ADMINISTRATIVE APPROVAL PROCESS; 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.

The Ordinance was read by Town Attorney Davis.

Town Attorney Davis and Building Official Tomasik discussed the intention behind the ARCOM timeframes stemming from FDOT and DEP delays in permitting.

Vice Mayor Bonutti made a motion to **recommend approval of Ordinance #396** to the Town Commission. Mayor Pro Tem Bonner seconded the motion which prevailed by the following vote:

YES: Vice Mayor Bonutti, Mayor Pro Tem Bonner, and Commissioner Imbesi and Commissioner Knobel

LPA adjourned at 10:46 am.

AGENDA ADDITIONS, DELETIONS OR SUBSTITUTIONS

There were none.

PUBLIC COMMENTS

There were none.

PRESENTATIONS

The Water Rate Study was presented by Tom Biggs from Mock Roos and Robert Or from Raftleis. Funds have been transferred from the General Fund in the past to cover the ongoing Water Plant deficit. The goal of this review was to come into compliance with general covenants, meet bond issue criteria, improve the financial position, and eliminate future fiscal transfers from the General Fund to the Utility Fund for the fiscal years 2025-2029. Mr. Biggs and Mr. Or explained meter sizes and the impact on water usage as well as the history and rates have remained the same for the past 11 years. In 2021, the loss of the Hypoloxo service area took 83% of the water accounts and 57% of the revenue. The lines that were sold in the acquisition had a value of approximately one million dollars, which helped stabilize the utility for a short period of time. In the next five years, they identified the need for a \$6.4 million dollar Capital Improvement Plan.

There was discussion on how the Manalapan Water Utility compares to other municipalities like Highland Beach and discussion about tiered structure, meter sizes, backflows, designated irrigation and Reverse Osmosis. Mr. Or pointed out that it is now a requirement to have the graduated rate structure. The Septic-to-Sewer Program was discussed, and Mr. Biggs noted two grants that were being looked into for that project.

Public Comments:

Jeannie Cohen (25 Audubon) spoke during public comments.

Chris Peterson (65 Curlew) spoke during public comments.

REGULAR AGENDA

Old Business:

There was none.

New Business: *Quasi-Judicial Hearing

i. RES 04-2025 Updated Utility Rates

Town Manager Marmer introduced the agenda item and explained that the proposed rate changes aimed to align revenue generation with current and projected demands on the system while ensuring that the Town remains in compliance with its financial obligations and continues to provide reliable water service to its customers.

Commissioner Knobel commented that the Town should start preparing residents for the rate change while also providing suggestions on things to do that would reduce consumption. Town Manager Marmer commented that staff was already in the process of preparing that information. Vice Mayor Bonutti echoed Commissioner Knobel's comments and also suggested an email be sent out to residents as many are away for the summer months.

Commissioner Knobel made a motion **to approve RES 04-2025**. Vice Mayor Bonutti seconded the motion which prevailed by the following vote:

YES: Vice Mayor Bonutti, Mayor Pro Tem Bonner, and Commissioner Imbesi and Commissioner Knobel

ii. ***SE 25-2 – 262 S. Ocean Blvd.** - This item was tabled due to a lack of representation.

iii. ***SE 25-3 – 3050 S. Ocean Blvd.** – 3050 S. Ocean Blvd, LLC sought the Town Commission’s approval for a special exception use to construct a beach house on the east side of South Ocean Boulevard (Florida Highway A1A) pursuant to Sections 151.053(B), Town Code. The Architect, Eddie Vasquez, presented the special exception application.

Mr. Vasquez explained the project was proposed to be constructed in two phases. Phase one would be the entrance and exit infrastructure that would take place entirely on the applicant’s property. The second and final phase would be the actual tunnel construction under A1A. The pedestrian tunnel was previously approved on 7/25/2025 but had since expired.

Mayor Pro Tem Bonner made a motion **to approve SE 25-3**. Commissioner Imbesi seconded the motion which prevailed by the following vote:

YES: Vice Mayor Bonutti, Mayor Pro Tem Bonner, and Commissioner Imbesi and Commissioner Knobel

iv. ***SE 25-4 – 1860 S. Ocean Blvd.** – 1860 South Ocean Boulevard Trust sought the Town Commission’s approval for a special exception use to construct a pedestrian passageway under South Ocean Boulevard (Florida Highway A1A) pursuant to Sections 151.093(F) and 151.581, Town Code. The Architect, Brian Bullock, presented the application for special exception use. The pedestrian tunnel was previously approved on 12/18/2023, Mr. Bullock explained that due to extended delays by FDOT the special exception had expired.

Richard Scheslinger (1790 SOB) spoke during public comments.

Commissioner Knobel made a motion **to approve SE 25-4**. Vice Mayor Bonutti seconded the motion which prevailed by the following vote:

YES: Vice Mayor Bonutti, Mayor Pro Tem Bonner, and Commissioner Imbesi and Commissioner Knobel

v. ***SPR 25-1 – 100 S. Ocean Blvd.** – Timothy Nardi, agent for MPB Property, LLC, requested Site Plan Modification approval to modify the existing approved site plan by installing an exterior valet door in accordance with Sec. 151.666 (A) of the Town Zoning Code. Timothy Nardi and Todd Marcum (Kohlmayer Construction) presented the application.

Mayor Deese disclosed that he had spoken to the applicant about the proposed modification.

Vice Mayor Bonutti made a motion **to approve SPR 25-1**. Mayor Pro Tem Bonner seconded the motion which prevailed by the following vote:

YES: Vice Mayor Bonutti, Mayor Pro Tem Bonner, and Commissioner Imbesi and Commissioner Knobel

vi. ***VAR 25-3 – 1110 S. Ocean Blvd.** – Oskouei Armin V MD requested variance approval in order to install artificial turf in the rear yard of the property, where Town Zoning Code Sec. 157.81(c)(6) prohibits the use of artificial turf or ground cover. The Landscape Architect, Paul Goulas, presented the variance application.

Louis Capano (700 SOB) spoke during public comments.

Commissioner Knobel made a motion **to approve VAR 25-3**. Vice Mayor Bonutti seconded the motion which prevailed by the following vote:

YES: Vice Mayor Bonutti, Mayor Pro Tem Bonner, and Commissioner Imbesi and Commissioner Knobel

vii. ***VAR 25-4 – 750 S. Ocean Blvd.** –Anthony & Bonnie Robbins requested variance approval for the front entry gates that are opaque in nature, where Town Zoning Code Sec. 151.146(F)(5) requires such front entry gates to allow the transmission of light and air through no less than fifty (50) percent of the surface area distributed evenly.

Taylor Jantz (Estate Manager for 750 South Ocean) along with Mark Tim (Property Protective Detail) presented all three variances together. There were questions from the Commissioners about whether the gate was already installed. In regard to the wall, Ms. Jantz explained they have been unable to keep a natural plant wall alive at that height. Mark Tim explained the need for additional security.

Building Official Tomasik explained the application was an “after-the-fact” request for approval as they have a current code violation case.

Louis Capano (700 SOB) made public comments.

Mark Cohen (25 Audubon) made public comments.

Mayor Pro Tem Bonner made a motion **to approve VAR 25-4**. Commissioner Knobel seconded the motion which prevailed by the following vote:

YES: Vice Mayor Bonutti, Mayor Pro Tem Bonner, and Commissioner Imbesi and Commissioner Knobel

viii. ***VAR 25-5 – 750 S. Ocean Blvd.** – Anthony & Bonnie Robbins requested variance approval for a 4 foot tall opaque metal fence installed atop their 6 foot tall side privacy wall on the northeast side of their property line, where Town Zoning Code Sec. 151.146(B) and (G) limit the total height of the wall and fence to six (6) feet.

Commissioner Knobel made a motion **to deny VAR 25-5**. Vice Mayor Bonutti seconded the motion which prevailed by the following vote:

YES: Vice Mayor Bonutti, Mayor Pro Tem Bonner, and Commissioner Imbesi and Commissioner Knobel

ix. ***VAR 25-6 – 750 S. Ocean Blvd.** – Anthony & Bonnie Robbins requested variance approval in order to have a side hedge 8 feet tall within 25 feet of the seawall, where Town Zoning Code Sec. 151.146(B) limits hedge height to six (6) feet within 25 feet of the seawall.

Commissioner Knobel made a motion to **approve VAR 25-6** at the 8 feet height requested. Mayor Pro Tem Bonner seconded the motion which prevailed by the following vote:

YES: Vice Mayor Bonutti, Mayor Pro Tem Bonner, and Commissioner Imbesi and Commissioner Knobel

10. Mayor's Comments, Town Commission Comments, Town Manager Comments

There was discussion to disband the Beach Committee. Commissioner Knobel made a motion to disband the Beach Committee. Mayor Pro Tem Bonner seconded the motion. The vote prevailed with the following:

YES: Vice Mayor Bonutti, Mayor Pro Tem Bonner, and Commissioner Imbesi and Commissioner Knobel

Mayor Deese discussed issues at the La Coquille Club. He suggested that a workshop be held to let the residents know how the club operates and to go over the By-Laws.

Commissioner Imbesi discussed trucks running over landscaping around the Lands End Road traffic circle due to cars parked on the swales within the circle radius. Chief Rasor offered to have police officers educate the surrounding homeowners to keep the issue from continuing.

PUBLIC HEARING:

PH 1 - 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. (Second Reading)

Commissioner Knobel made a motion to **approve Ordinance #394**. Mayor Pro Tem Bonner seconded the motion which prevailed by the following vote:

YES: Vice Mayor Bonutti, Mayor Pro Tem Bonner, and Commissioner Imbesi and Commissioner Knobel

PH 2 - 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. **(Second Reading)**

Mayor Pro Tem Bonner made a motion to **approve Ordinance #395**. Vice Mayor Bonutti seconded the motion which prevailed by the following vote:

YES: Vice Mayor Bonutti, Mayor Pro Tem Bonner, and Commissioner Imbesi and Commissioner Knobel

PH 3 - Ordinance #396 - 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 EXTEND THE DURATION OF AN APPROVAL FROM 12 TO 24 MONTHS AND TO APPLY STOP WORK ORDER AUTHORITY FOR WORK DONE PRIOR TO REQUIRED APPROVAL PURSUANT TO THE TO THE NEWLY ADOPTED ADMINISTRATIVE APPROVAL PROCESS; 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)**

Commissioner Imbesi made a motion to **approve Ordinance #396**. Vice Mayor Bonutti seconded the motion which prevailed by the following vote:

YES: Vice Mayor Bonutti, Mayor Pro Tem Bonner, and Commissioner Imbesi and Commissioner Knobel

The Town Commission meeting adjourned at 12:45 p.m.

**These minutes were presented to the Town Commission
on Tuesday July 8th, 2025 for approval.**

Simone Bonutti, Vice Mayor

Date Signed

Erika Petersen, Town Clerk

Date Signed