



TOWN COMMISSION MEETING

Monday September 22nd, 2025

5:01 P.M.



**PUBLIC NOTICE/AGENDA
TOWN COMMISSION MEETING**

Monday September 22nd 2025 at 5:01 p.m. (immediately following Final Budget Hearing)

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 _____	Brent Watson, Utilities Director _____
Dwight Kulwin, Commissioner _____	Jacek (Jack) Tomasik, Building Official _____
Cindy McMackin, Commissioner _____	

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. LPA – LOCAL PLANNING AGENCY**

- a. Consideration of Ordinance #397 - 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 EMERGENCY USE GENERATOR PERMIT APPLICATIONS FROM ARCHITECTURAL REVIEW AND INSTEAD PROVIDE FOR ADMINISTRATIVE REVIEW ONLY; 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.**

ADJOURNMENT

- 5. APPROVAL OF THE AGENDA: AGENDA ADDITIONS, DELETIONS OR SUBSTITUTIONS**
- 6. PUBLIC COMMENTS**
(3 MINUTES PER SPEAKER)
- 7. CONSENT AGENDA:**
 - a. Fire/Rescue Response Time Report for August**
- 8. REGULAR AGENDA: *Quasi-Judicial Hearing**
 - a. OLD BUSINESS:**
 - i. Iguana Control Discussion**
 - b. NEW BUSINESS:**
 - i. none**

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

10. PUBLIC HEARING:

- a. PH 1 - Ordinance #397 - 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 EMERGENCY USE GENERATOR PERMIT APPLICATIONS FROM ARCHITECTURAL REVIEW AND INSTEAD PROVIDE FOR ADMINISTRATIVE REVIEW ONLY; 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)**

11. 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



TOWN OF MANALAPAN AGENDA ITEM SUMMARY

Meeting Date: September 22nd, 2025

Agenda Item No.: LPA -a. Local Planning Agency

Agenda Item Name: **Ordinance #397 (First Reading)**

ACTION REQUESTED: Discussion ☒ Action ☐

BACKGROUND:

Ordinance #397 - 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)**

ATTACHMENT:

- Ordinance #397

ORDINANCE NO. 397

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 EMERGENCY USE GENERATOR PERMIT APPLICATIONS FROM ARCHITECTURAL REVIEW AND INSTEAD PROVIDE FOR ADMINISTRATIVE REVIEW ONLY; 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.

WHEREAS, the Town Architectural Commission is charged with review of most development applications to assure compliance with the Town's architectural criteria which are codified in the Town's Code of Ordinances at Sec. 152.24; and

WHEREAS, currently this includes review of permits to install emergency use generators; and

WHEREAS, upon the recommendation of the Town's Building Official and Town Manager, the Town Commission desires to remove emergency use generators from Architectural Commission review and instead provide administrative review for these permit applications; and

WHEREAS, the Town Commission has determined that these proposed revisions to its building code are in the best interests of the citizens of the Town of Manalapan.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA, THAT:

Section 1. The foregoing recitals are hereby adopted as the legislative findings of the Town Commission and are hereby made a part of this ordinance as if they were fully stated in this section.

Section 2. The Code of Ordinances of the Town of Manalapan, Florida, is hereby amended at Chapter 152. Building Regulations, Section 152.21 Approval and duration of approval, architectural review prerequisite to permits, stop work orders; by adopting new regulations for emergency use generator permits by making the review and approval process exempt from Architectural Commission review and instead providing for administrative review for code compliance; providing that Sec. 152.21 shall hereafter read as follows:

§ - 152.21 APPROVAL AND DURATION OF APPROVAL, ARCHITECTURAL REVIEW PREREQUISITE TO PERMITS, STOP WORK ORDERS.

modified

(A) General. Unless requests for building and landscaping plans, elevations and proposed signs for buildings or structures, or alterations thereof, including reroofing which involves a significant change in materials or appearance, have been approved by the Town Commission or the Architectural Commission as applicable, or by the Town Commission on appeal as specified below, no permit shall be issued for any such building, structure, sign, or other development of property, or appurtenances or alterations thereof. Additionally, the Town Commission or the Architectural Commission as applicable, shall have jurisdiction over any and all permits and plans referred to the respective Commission's review under Chapter 157 of this Code. All such permits or plans reviewed pursuant to Chapter 157 which do not include an entire landscape plan as required for new construction or re-development shall only be required to meet the application requirements of that chapter and are specifically exempt from the application requirements of subsection 152.23(A). The Town Commission or the Architectural Commission as applicable, shall pay particular attention to the design features and landscape plans for all structures. The Town Commission or the Architectural Commission as applicable, shall review such applications for sufficient sight screening and shall consider the overall visual impact a proposed design may have on surrounding neighbors. In accordance with Section 151.666, the Town Commission or the Architectural Commission as applicable, shall also have site plan review and approval authority for all statues and/or sculptures that are proposed to be installed within the Town. Such site plan review shall be governed by the applicable portions of Sections [151.561](#), 151.666,

151.667, 151.668 and 151.669. ~~Furthermore, the Town Commission or the Architectural Commission as applicable, shall review all applications for the installation of emergency use generators to ensure that all plans for such installations minimize the visual and acoustic impact on the adjacent properties. Additionally, when reviewing such applications special attention shall be paid to the placement of the generators, the use of sound attenuating materials and the reasonable containment of sounds which will be created by the operation of any emergency use generator.~~

(B) *Exceptions.*

(1) Building or structure signs within the Plaza Del Mar, meeting the criteria previously reviewed and approved by the Architectural Commission and kept on file with the Town Clerk, shall not be required to undergo any additional Commission review. Additionally, if, in the opinion of the Building Official, the approval of an application for a minor or insignificant permit does not defeat the purposes or objects of this subchapter, the Building Official may grant the permit without submitting the matter to the Town Commission or the Architectural Commission as applicable for approval, notwithstanding any other provisions of this section or this subchapter. The decision of the Building Official shall be subject to appeal made to the Town Commission in accordance with the provisions of Section 152.25 of this chapter.

(2) Docks are exempt from Architectural review by the Architectural Commission or Town Commission. Applications for docks shall be reviewed by the Building Official for compliance with applicable building codes and by the Town planner for compliance with Town land usage codes.

(3) Pedestrian passageways are exempt from Architectural review by the Architectural Commission or Town Commission. Applications for pedestrian passageways shall be reviewed by the Building Official for compliance with applicable building codes and by the Town planner for compliance with Town land usage codes.

(4) Demolition work is exempt from Architectural review by the Architectural Commission or Town Commission. Applications for demolition work shall be

reviewed by the Building Official for compliance with applicable building codes and by the Town planner for compliance with Town land usage codes.

(5) Emergency use generators are exempt from Architectural review by the Architectural Commission or Town Commission. Applications for emergency use generators shall be reviewed by the Building Official for compliance with applicable building codes and by the Town planner for compliance with Town land usage codes.

(C) *Duration.* The applicant's architectural approval shall expire in twenty four (24) months unless a building permit has been obtained. If the building permit expires or is voided, the architectural approval also expires or becomes void.

(D) *Stop-work order.* In the event work being performed precedes Architectural Commission approval being obtained or is not in accordance with the Architectural Commission approved plan, or precedes administrative approval as applicable pursuant to subsection (B)(5) above, the Building Official or his designated representative shall issue a stop-work order and all work shall cease. No person, firm or corporation shall undertake any work on such project as long as such stop-work order shall continue. Additional penalties for commencing work prior to applicable commission approval may be set by resolution of the Town Commission and amended from time to time as deemed necessary.

(E) *Jurisdiction of Town Commission; jurisdiction of Architectural Commission.* The Town Commission shall hear all applications for architectural review and approval for properties located in Zoning Districts R-C2, C-3, and all Town-owned property, including but not limited to Town Hall, Library, and Guard House. The Architectural Commission shall hear all other applications for architectural review and approval.

Section 3. Each and every other section and subsection of Chapter 152. Building Regulations. shall remain in full force and effect as previously adopted.

Section 4. All ordinances or parts of ordinances in conflict with this ordinance are repealed.

Section 5. If any section or provision of this ordinance, any paragraph, sentence or word is declared invalid by a court of competent jurisdiction, the decision shall not affect the validity of the remainder of this ordinance.

Section 6. Specific authority is hereby given to codify this ordinance into the Code of Ordinances of the Town of Manalapan.

Section 7. This ordinance will take effect immediately upon adoption.

FIRST READING this 22nd day of September 2025.

TOWN OF MANALAPAN

Mayor John Deese

ATTEST:

(SEAL)

Erika Petersen, Town Clerk



TOWN OF MANALAPAN

AGENDA ITEM SUMMARY

Meeting Date: September 22nd, 2025

Agenda Item No.: CA - a

Agenda Item Name: Fire/Rescue response times for August

ACTION REQUESTED: Discussion ☐ Action ☒

ATTACHMENT:

- Palm Beach County Fire/Rescue response times for August



Palm Beach County Fire Rescue

Manalapan

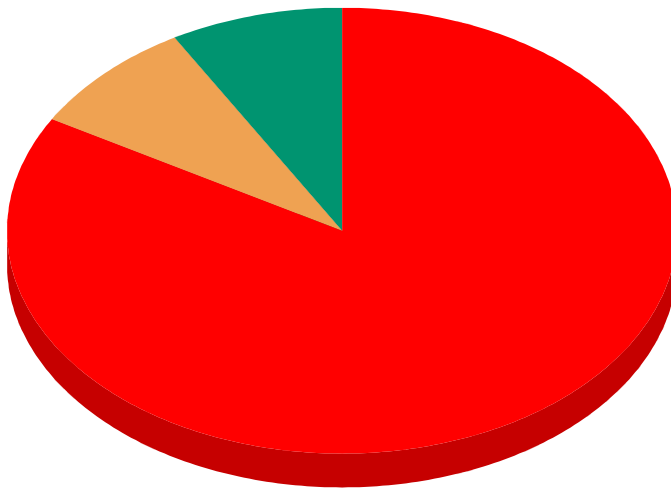
08/01/2025 to 08/31/2025

Average Response Times	Disp Hand	Turnout	Travel	Resp Time
Emergency Calls:	<u>0:00:39</u>	<u>0:01:05</u>	<u>0:03:03</u>	<u>0:04:48</u>

<u>Type - Situation Dispatched</u>	<u># of Incidents</u>	<u>%</u>
Medical Calls:	10	83.33%
Hazardous Situations:	1	8.33%
Vehicle Accidents:	1	8.33%
Total	<u>12</u>	<u>100.00%</u>

Calls by Situation Dispatched

Manalapan



■ Medical Calls:
■ Hazardous Situations:
■ Vehicle Accidents:



TOWN OF MANALAPAN AGENDA ITEM SUMMARY

Meeting Date: September 22nd, 2025

Agenda Item No.: RA - a.i

Agenda Item Name: Iguana Control Discussion

ACTION REQUESTED: Discussion ☒ Approval ☐

BACKGROUND:

The Town previously contracted out for services for iguana removal and would like feedback on the Chief and Town Manager's proposal to perform the service in-house

ATTACHMENTS:

- n/a



TOWN OF MANALAPAN AGENDA ITEM SUMMARY

Meeting Date: September 22nd, 2025

Agenda Item No.: PH – a

Agenda Item Name: **Ordinance #397**

ACTION REQUESTED: Discussion ☐ Action ☐

BACKGROUND:

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Section 4. All ordinances or parts of ordinances in conflict with this ordinance are repealed.

Section 5. If any section or provision of this ordinance, any paragraph, sentence or word is declared invalid by a court of competent jurisdiction, the decision shall not affect the validity of the remainder of this ordinance.

Section 6. Specific authority is hereby given to codify this ordinance into the Code of Ordinances of the Town of Manalapan.

Section 7. This ordinance will take effect immediately upon adoption.

FIRST READING this 22nd day of September 2025.

TOWN OF MANALAPAN

Mayor John Deese

ATTEST:

(SEAL)

Erika Petersen, Town Clerk