



AGENDA

REGULAR COMMISSION MEETING

7:00 PM - Wednesday, March 10, 2021
Virtual Meeting

Page

1. CALL TO ORDER

2. VIRTUAL INSTRUCTIONS

NOTICE IS HEREBY GIVEN that the Town Commission of the Town of Pembroke Park, Florida, will hold a "Virtual" Regular Commission Meeting utilizing communications media technology ("CMT"), in accordance with Emergency Ordinance 2020-009, dated November 10, 2020, pertaining to conducting local government meetings while under the public health emergency related the spread of Novel Coronavirus Disease 2019 (COVID- 19)

Regular Commission Meetings

Wed, Mar 10, 2021 7:00 PM - 10:00 PM

You can dial in using your phone.

United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(646\) 749-3129](tel:+16467493129)

Access Code: 797-374-357

Two hours prior to the meeting you can submit a text or voicemail at (954) 707-9820. Any member of the public wishing to comment publicly on any matter, including on items on the agenda, may submit their comments by email to the Town Clerk at townclerk@tppfl.gov.

All comments submitted by email that, if read orally, are three minutes or less shall be read into the record. All comments submitted by email shall be made a part of the public record. If any member of the public requires additional information about this Town Commission Meeting or has any questions about how to submit a public comment at the meeting, please contact:

Marlen D. Martell, Town Clerk
Town of Pembroke Park
3150 SW 52 Avenue
Pembroke Park, FL 33023
954-966-4600, ext: 235

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA

6. PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

7. CONSENT AGENDA

7.1. Approval of Minutes - Town Clerk Martell

[02 10 2021 Regular Commission Meeting](#)

[02 18 2021 Hearing Examiner Meeting](#)

[02 18 2021 Planning and Zoning Meeting](#)

7 - 23

7.2.	Bills Over \$500 -Interim Finance Director Taubenfeld Finance Bills over \$500	24
7.3.	Building Department - Chief Building Official Nunez Building Request - CIP 20-08 Building Department Renovation CIP-20-08 - (Selection of Alternates) Change Order Pembroke Park AFP 002R (Signed) Change Order Pembroke Park PCO 002 (Additional Doors with Backup) Change Order Pembroke Park PCO 004 (Main Lobby Flooring) Change Order Pembroke Park PCO 006 (Add'l Drywall with Backup) Change Order Pembroke Park PCO 008 (Add'l Electrical Scope due to LV) Change Order Pembroke Park PCO 009 (Light Fixture Revisions with Backup) Change Order Pembroke Park PCO 010 (Millwork Rev with Backup)	25 - 72
7.4.	IT Department - IT Director Pakula Document Shredder FD 8652CC Quote Agenda Item Report - AIR-21-014 - Pdf	73 - 75
7.5.	RFP's 20-08 Building Department Renovation - Town Attorney Anderson RESOLUTION NO. 2021-013 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AWARDING THE CONTRACT FOR CIP PROJECT 20-08 TO SAGOMA CONSTRUCTION AFTER A COMPETITIVE SELECTION PROCESS; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE. 2021-013 RFP 20-08 Sagoma Building Construction	76 - 77
7.6.	RFP 21-02 Drainage Improvement Project of SW 25th Street - Town Attorney Anderson RESOLUTION NO. 2021-009 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AWARDING THE BID FOR RFP 21-02 (FEMA PROJECT NUMBER 4337-393-R, SW 25STREET AND VICINITY DRAINAGE IMPROVEMENTS) TO CRAIG A. SMITH AND ASSOCIATES AFTER A COMPETITIVE SELECTION PROCESS; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE. 2021-009 Awarding RFP 21-02 Keith & Asso	78 - 79

- 7.7. Second Amendment Transportation System Surtax Interlocal Agreement - Town Attorney Anderson 80 - 82
RESOLUTION NO. 2021-015
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **APPROVING AND AUTHORIZING THE EXECUTION OF THE SECOND AMENDMENT AND RESTATEMENT OF THE TRANSPORTATION SYSTEM SURTAX INTERLOCAL AGREEMENT WITH THE BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS**; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.
[2021-015 second amendment to surtax 2021](#)
8. RESOLUTIONS
- 8.1. Charter Review Committee - Town Attorney Anderson 83 - 84
RESOLUTION NO. 2021-012
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **ESTABLISHING A CHARTER REVIEW COMMITTEE CONSISTING OF FIVE TOWN RESIDENTS FOR THE PURPOSE OF RECOMMENDING TO THE TOWN COMMISSION PROPOSED CHANGES TO THE TOWN CHARTER**; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.
[2021-012 Charter Review](#)
- 8.2. Zoning Variance - 134 West Lake Drive Application 20-434 - Town Planner Siegel 85 - 142
RESOLUTION NO. 2021-011
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **APPROVING AN APPLICATION FOR A VARIANCE FOR THE PROPERTY LOCATED AT 134 WEST LAKE DRIVE TO ALLOW A “CONCRETE RAISED PATIO” SUBJECT TO CERTAIN CONDITIONS**; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.
[2021-011 Variance 134 west lake](#)
[Agenda Item Report - AIR-21-021 - Pdf](#)
[TP 134 W Lake Drive Presentation](#)
- 8.3. Underground Utility Locates - contract renewal -Interim Public Services Director Jacques, Project Manager Woodbury 143 - 154
RESOLUTION NO. 2021-014
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **APPROVING A SECOND AMENDMENT TO THE CRAIG A. SMITH & ASSOCIATES, INC. UTILITY LOCATE AGREEMENT**; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.
[2021-014 Craig A Smith Amendment](#)
[2021-014 Agreement craig smith locate second amendment](#)
[Agenda Item Report - AIR-21-023 - Pdf](#)

- 8.4. Special Exception (Contractor Use) -- 5311 SW 25 Court Application: 155 - 207
20-702 - Town Planner Siegel

RESOLUTION NO. 2021-010

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **APPROVING AN APPLICATION FOR SPECIAL EXCEPTION FOR THE PROPERTY LOCATED AT 5311 SW 25 COURT (LEGAL DESCRIPTION: LOT 10, BLOCK 4, OF MIAMI GARDENS ESTATES SECTION 8, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 44, PAGE 33, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA) IN THE C-1 HEAVY COMMERCIAL DISTRICT TO ALLOW A “CONTRACTOR SHOP”**; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

[2021-010 Special Exception](#)

[Agenda Item Report - AIR-21-020 - Pdf](#)

[TP 5311 SW 25 Court](#)

[TP 5311 SW 25 Court Presentation](#)

9. ORDINANCES

- 9.1. **SECOND READING** 208 - 248

Code updates to allow costs associated with processing development applications - Town Planner Siegel

ORDINANCE NO. 2021-003

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ALLOWING THE TOWN TO CHARGE COSTS ASSOCIATED WITH PROCESSING DEVELOPMENT APPLICATIONS TO THE APPLICANT; IN FURTHERANCE THEREOF, AMENDING THE TOWN OF PEMBROKE PARK CODE SECTIONS 10-57, 13.5-75, 20-1, 20-24, 21-71, 23-1, 28-71, 28-85.1, 28-188.2, and 28-214; DELETING SECTIONS 10-58, 20-22, 23.2, 23.3, 23.4, 23.5 AND 28.72 OF THE TOWN CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

[Development Application Fees Code Amendments - Pdf](#)
[fee ordinance 2021](#)

[2021-003 Fee Ordinance P&Z](#)

10. NEW BUSINESS

- 10.1. Board Member Discussion - Town Planner Siegel 249 - 250

[P&Z member Reneesha McNeil](#)

[P&Z member Robinson](#)

- 10.2. BTR/Billing - Administrator Grooms 251 - 255

[Finance Waiver Request - Andersons Automotive](#)

- 10.3. Purchase of WhiteBoard for the Building Department - Building Official Nunez 256

[IT WhiteBoard LXVF903](#)

- 10.4. New Televisions for Building Department - Building Official Nunez 257 - 259
[IT tv](#)
[IT Building Scanner](#)
[IT Scanner Clerk](#)
- 10.5. Requesting permission to seek financing for Police start up and construction cost - Interim Finance Director Taubenfeld 260 - 261
[Finance USDA](#)
- 10.6. Police Cars - Interim Chief Howard 262 - 295
[Police Revised vehicle proposal \(11 units\)](#)
[Police Car Memo](#)
[Police Car Patrol unit quote](#)
[Police Car Durango Admin unit quote](#)
[Police Car Durango Chief unit quote](#)
[Police Car Durango Commander unit quote](#)
[Police Car F150 Patrol Unit quote](#)
[Police Car proposal no radios](#)
- 10.7. Special Magistrate - Town Attorney Anderson 296 - 299
[TA Suarez Rivas](#)
[TA Hipler](#)
- 10.8. Change Order Authorization Discussion - Town Manager Jimenez, Building Official Nunez
- 10.9. Performance Evaluation - Town Manager Jimenez
11. OLD BUSINESS
- 11.1. Public Services Update - Vice Mayor Cohen
12. DISCUSSION
13. ATTORNEY REPORTS
14. TOWN MANAGER REPORTS
15. COMMISSION REPORTS
Commissioner Clark
Clerk Commissioner Dieuveille
Vice Mayor Cohen
Mayor Jacobs
16. ANNOUNCEMENTS
Special Commission Meeting on Wednesday, March 24th at 5:30 PM
Workshop Commission on Wednesday, March 24th at 6:00 PM
Goal Setting Workshop on Friday, March 26th at 10:00 AM
Eggstravaganza on Saturday, March 27th from 1:00 PM to 3:00 PM
Regular Commission Meeting on Wednesday, April 14th at 7:00 PM
17. ADJOURNMENT

NEED A RECORD OF THE PROCEEDINGS, AND, FOR SUCH PURPOSE, HE OR SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

ANY PERSON REQUIRING AUXILIARY AIDS AND SERVICES AT THIS MEETING MAY CALL THE TOWN CLERKS OFFICE AT 954-966-4600 AT LEAST TWO CALENDAR DAYS PRIOR TO THE MEETING. IF YOU ARE HEARING OR SPEECH IMPAIRED PLEASE CONTACT THE FLORIDA RELAY SERVICES BY USING THE FOLLOWING NUMBERS: 1-800-955-8770 (VOICE) OR 1-800-955-8771 (TDD)

DECORUM - ALL COMMENTS MUST BE ADDRESSED TO THE COMMISSION AS A BODY AND NOT TO INDIVIDUALS. ANY PERSON MAKING IMPERTINENT OR SLANDEROUS REMARKS, OR WHO BECOMES BOISTEROUS WHILE ADDRESSING THE COMMISSION, SHALL BE BARRED FROM FURTHER AUDIENCE BEFORE THE COMMISSION BY THE PRESIDING OFFICER, UNLESS PERMISSION TO CONTINUE OR AGAIN ADDRESS THE COMMISSION IS GRANTED BY THE MAJORITY VOTE OF THE COMMISSION MEMBERS PRESENT. NO CLAPPING, APPLAUDING, HECKLING OR VERBAL OUTBURSTS IN SUPPORT OR IN OPPOSITION TO A SPEAKER OR HIS/HER REMARKS SHALL BE PERMITTED. NO SIGNS OR PLACARDS SHALL BE ALLOWED IN THE COMMISSION CHAMBERS. PLEASE MUTE OR TURN OFF YOUR CELL PHONE OR PAGER AT THE START OF THE MEETING. FAILURE TO DO SO MAY RESULT IN BEING BARRED FROM THE MEETING. PERSONS EXITING THE CHAMBER SHALL DO SO QUIETLY.



TOWN OF PEMBROKE PARK

Regular Commission Meeting

Commission Chambers

3152 SW 52 Avenue

Pembroke Park, FL 33023

Wednesday, February 10, 2021

7:00 PM

Mayor Geoffrey Jacobs

Vice Mayor Georgina A. Cohen

Clerk Commissioner Reynold Dieuveille

Commissioner Howard Clark

Town Manager JC Jimenez

Town Attorney Melissa P. Anderson

Town Clerk Marlen D. Martell

VIRTUAL REGULAR COMMISSION MEETING MINUTES

VIRTUAL MEETING INSTRUCTION

NOTICE IS HEREBY GIVEN that the Town Commission of the Town of Pembroke Park, Florida, will hold a “Virtual” Regular Commission Meeting utilizing communications media technology (“CMT”), in accordance with Emergency Ordinance 2020-009, dated November 10, 2020, pertaining to conducting local government meetings while under the public health emergency related the spread of Novel Coronavirus Disease 2019 (COVID- 19)

DATE: Wednesday February 10, 2021

TIME: 7:00 P.M.

Town Hall is closed to the public.

Public access to this virtual meeting can be accomplished as follows:

You can dial in using your phone.

United States (Toll Free): 1 877 309 2073

United States: +1 (571) 317-3129

Access Code: 353-155-277

During the meeting you can submit a text or leave a message at (954) 707-9820

Any member of the public wishing to comment publicly on any matter, including on items on the agenda, may submit their comments two hours prior to the meeting by email to the Town Clerk at townclerk@ttpfl.gov.

1

All comments submitted by email that, if read orally, are limited to three minutes or less and shall be read into the record. All comments submitted by email shall be made a part of the public record. If any member of the public requires additional information about this Town Commission meeting or has any questions about how to submit a public comment at the meeting, please contact:

Marlen D. Martell, Town Clerk
Town of Pembroke Park
3150 SW 52 Avenue
Pembroke Park, FL 33023
954-966-4600, ext: 235
townclerk@tppfl.gov

CALL TO ORDER by Mayor Jacobs at 7:02 PM.

ROLL CALL OF THE CITY OFFICIALS:

The meeting was called to order at 7:04 pm by Mayor Jacobs. Present at the meeting were Mayor Jacobs; Clerk Commissioner Reynold Dieuveille; Commissioner Clark.

Vice Mayor Cohen - Absent

Additional staff in attendance via telephone were: Town Manager JC Jimenez, Town Attorney Melissa P. Anderson; Town Clerk Marlen D. Martell; Assistant Finance Director Harry Taubenfeld; Assistant to the Town Clerk Suzi Reutlinger; Assistant to the Commissioners Joy Brown ; Administrative Assistant to the Town Manager Dierdre Davis; Chief Code Officer Jeffrey Louis; Interim Building Official Miguel Nunez; Building Administrative Assistant Lucy Manzerolle; Consultant Planner Michael Miller; BTR/Billing Michelle Grooms, IT Director Mark Pakula, HR Director Yolanda Menegazzo and other staff.

PLEDGE OF ALLEGIANCE led by Commission.

ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA.

ADDITIONS:

14.4 I 95 Improvements

DELETIONS:

14.2 Agro-Eco Agreements - Commissioner Clark, Town Attorney Anderson, Interim Public Services Director Jacques

Logan/Sierra Club

14.1 Public Works Update - Vice Mayor Cohen

MOTION TO ADOPT THE MODIFIED AGENDA MADE BY CLERK COMMISSIONER DIEUEVILLE, SECONDED BY COMMISSIONER CLARK. **MOTION PASSED 3-0.**

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PRESENTATIONS/ PROCLAMATIONS

NONE

PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

DAVID ROACH FROM DALE VILLAGE SPOKE ON RECORD

DICK SPOTH SPOKE ON RECORD

CONSENT AGENDA

8.1 Approval of Minutes - Town Clerk Martell

12 17 2020 Hearing Examiner ion Meeting

01 13 2021 Regular Commission Meeting

12 09 2020 Workshop Commission Meeting

8.2 Bills Over \$500 – Interim Finance Director Taubenfeld

8.3 Bank Balances - Interim Finance Director Taubenfeld

8.4 Revenue & Expense Summary as of December 2020 - Interim Finance Director Taubenfeld

8.5 Credit Card Merchant Agreement - Interim Finance Director Taubenfeld

8.6 Requesting Commission Approval to sign Lease Purchase Agreement with Dell Financial Services - Interim Finance Director Taubenfeld

RESOLUTION NO. 2021-007

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AUTHORIZING THE TOWN TO MAKE AND ENTER INTO AN AGREEMENT WITH DELL FINANCIAL SERVICES, INC. FOR THE LEASE/PURCHASE OF COMPUTER HARDWARE;** AUTHORIZING THE MAYOR AND APPROPRIATE TOWN OFFICIALS TO EXECUTE AND DELIVER SAID AGREEMENT FOR AND ON BEHALF OF TOWN; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

8.7 Secure Signatures for new Financial Software - Interim Finance Director Taubenfeld

8.8 FPL LED Conversion Opportunity for the Town of Pembroke Park - Interim Public Services Director Jacques

8.9 Outcome of MPO Land Appraisal Report for County Line at SW 52nd and 56th Avenues (Sidewalks & Drainage Projects) - Commissioner Clark, Interim Public Services Director Jacques, Project Manager Woodbury

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8.10 Second Amendment to and Restatement of the Transportation System Surtax Interlocal Agreement (ILA) - Town Attorney Anderson

8.11 Newsletter Printing and Mailing - Town Manager Jimenez

MOTION TO ADOPT THE CONSENT AGENDA MADE BY CLERK COMMISSIONER DIEUVEILLE, SECONDED BY COMMISSIONER CLARK. **MOTION PASSED 3-0**

9. RESOLUTIONS

9.1 Development Application Fee Schedule - Town Attorney Anderson, Town Planner Siegel
Resolution 2021-004

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **ESTABLISHING A SCHEDULE OF FEES FOR CERTAIN DEVELOPMENT APPLICATIONS WITHIN THE TOWN OF PEMBROKE PARK**, PURSUANT TO THE CODE OF ORDINANCES OF THE TOWN OF PEMBROKE PARK, FLORIDA, SECTIONS 10-57, 13.5-75, 20-1, 20-24, 21-71, 23-1, 28-71, 28-85.1, 28-188.2, and 28-214; PROVIDING FOR SEVERABILITY; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

MOTION TO APPROVE RESOLUTION 2021-004 MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE. **MOTION PASSED 3-0.**

10. ORDINANCES 1ST READING – PUBLIC HEARING

Code updates to allow costs associated with processing development applications - Town Attorney Anderson, Town Planner Siegel

Ordinance No. 2021-003

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **ALLOWING THE TOWN TO CHARGE COSTS ASSOCIATED WITH PROCESSING DEVELOPMENT APPLICATIONS TO THE APPLICANT**; IN FURTHERANCE THEREOF, AMENDING THE TOWN OF PEMBROKE PARK CODE SECTIONS 10-57, 13.5-75, 20-1, 20-24, 21-71, 23-1, 28-71, 28-85.1, 28-188.2, and 28-214; DELETING SECTIONS 10-58, 20-22, 23.2, 23.3, 23.4, 23.5 AND 28.72 OF THE TOWN CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

ATTORNEY READ ORDINANCE 2021-003 BY TITLE ONLY

7:14PM THE MAYOR OPENED THE MEETING FOR PUBLIC COMMENT

7:15PM THE MAYOR CLOSED THE MEETING FOR PUBLIC COMMENT

MOTION TO ADOPT ORDINANCE NO. 2021-003 MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE. **MOTION PASSED 3-0.**

2ND READING SCHEDULED FOR MARCH 10, 2021

11. ORDINANCES 2ND READING – PUBLIC HEARING

11.1 2nd Reading Ordinance No. 2021-001 Special Magistrate Ordinance - Town Attorney Anderson, Building Official Nunez

ORDINANCE NO. 2021-001

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **AMENDING CHAPTER 7, ARTICLE I OF THE PEMBROKE PARK CODE OF ORDINANCES TO ALLOW FOR A SPECIAL MAGISTRATE TO PRESIDE OVER CODE ENFORCEMENT CASES**; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

ATTORNEY READ ORDINANCE 2021-001 BY TITLE ONLY

7:16PM THE MAYOR OPENED THE MEETING FOR PUBLIC COMMENT

7:17PM THE MAYOR CLOSED THE MEETING FOR PUBLIC COMMENT

MOTION TO ADOPT ORDINANCE NO. 2021-001 MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE. **MOTION PASSED 3-0.**

11.2 2nd Reading Ordinance No. 2021-002 - Zoning Modification - Town Planner Miller, Town Attorney Anderson

ORDINANCE NO. 2021-002

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **MODIFYING A VARIANCE GRANTED IN 2001 RELATING TO A PORTION OF LOT 2, BLOCK 13, IN SECTION 23, TOWNSHIP 51 SOUTH, RANGE 43 EAST, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK B, PAGE 13, OF THE PUBLIC RECORDS OF DADE COUNTY, FLORIDA; SAID LAND SITUATE, LYING AND BEING IN BROWARD COUNTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES**; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

MOTION TO ADOPT ORDINANCE NO. 2021-002 MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE. **MOTION PASSED 3-0.**

12. NEW BUSINESS

12.1 Muse-Salter Settlement and Release Agreement - Town Attorney Anderson

MOTION TO ACCEPT MUSE-SALTERS SETTLEMENT AND RELEASE AGREEMENT MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE. **MOTION PASSED 3-0.**

12.2 Wide Format Scanner for the Building Department - IT Director Pakula
MOTION TO APPROVE WIDE FORMAT SCANNER MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE. **MOTION PASSED 3-0.**

12.3 Discussion of Appointing Members for the Planning and Zoning Board - Town Manager Jimenez, Town Planner Siegel

RESOLUTION NO. 2021-006

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **APPOINTING MEMBERS TO THE PLANNING AND ZONING BOARD OF THE TOWN OF PEMBROKE PARK, FLORIDA**; SUPERSEDING CONFLICTING RESOLUTIONS AND PROVIDING AN EFFECTIVE DATE.

DAVID ROACH SPOKE ON RECORD

MOTION TO APPROVE RESOLUTION 2021-006 AND APPOINT DAVID ROACH, EDWARD MALEY, TAMAR BENEDI AND GARY SCHRADER TO THE PLANNING AND ZONING BOARD MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE. **MOTION PASSED 3-0.**

12.4 Public Records Request Policy - Town Clerk Martell

RESOLUTION NO. 2021-008 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, **ESTABLISHING A PUBLIC RECORDS REQUEST POLICY**; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

MOTION TO APPROVE RESOLUTION 2021-008 MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE. **MOTION PASSED 3-0.**

12.5 GIS SOFTWARE - IT Director Pakula

MOTION TO APPROVE GIS SOFTWARE MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE. **MOTION PASSED 3-0.**

12.6 Awarding RFP 21-02 Professional Engineering Design for SW 25th Street & Vicinity Drainage Improvements Funds from FEMA's Hazard Mitigation Grant Program (HMGP), A Federally Funded Project - Interim Finance Director Taubenfeld, Interim Public Services Director Jacques

MOTION TO AWARD RFP 21-02 PROFESSIONAL ENGINEERING DESIGN TO CRAIG A. SMITH ENGINEERING CO., MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE. **MOTION PASSED 3-0.**

12.7 Workshop to set the Town Commission Vision and Goals - Town Manager Jimenez
JC TO SEND OUT NOTICE WITH DATE. (3/5; 3/12; 3/19; 3/26)

12.8 Legislative Budget Request for the Police Department - Mayor Jacobs, Town Manager Jimenez

MOTION TO APPROVE THE BUDGET REQUEST FOR THE POLICE DEPARTMENT
MADE BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER
DIEUVEILLE. **MOTION PASSED 3-0.**

12.9 Purchase of Police Cars - Mayor Jacobs, Town Manager Jimenez
MOTION TO APPROVE PURCHASE OF POLICE CARS MADE BY COMMISSIONER
CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE. **MOTION PASSED 3-0.**

12.10 Police Department Budget - Mayor Jacobs, Town Manager Jimenez
MOTION TO ADOPT THE POLICE DEPARTMENT MADE BY COMMISSIONER CLARK,
SECONDED BY CLERK COMMISSIONER DIEUVEILLE. **MOTION PASSED 3-0.**

13. OLD BUSINESS

13.1 Discussion of Interim Police Chief salary and start date - Mayor Jacobs, HR Director
Menegazzo

RESOLUTION NO. 2021-003

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK,
FLORIDA, **APPOINTING DAVID HOWARD AS THE TOWN OF PEMBROKE PARK
INTERIM CHIEF OF POLICE CONTINGENT UPON THE TOWN ESTABLISHING
THE TOWN'S OWN POLICE DEPARTMENT AND CONTINGENT UPON DAVID
HOWARD MEETING EMPLOYMENT AND CERTIFICATION
CRITERIA; SUPERSEDING CONFLICTING**

MOTION TO ADOPT RESOLUTION 2021-003 WITH A START DATE OF 2/22/2021 MADE
BY COMMISSIONER CLARK, SECONDED BY CLERK COMMISSIONER DIEUVEILLE.
MOTION PASSED 3-0.

13.2 MWI Pumps Oil to Water Lube Conversion - Interim Public Services Director Jacques
MOTION TO APPROVE MWI AS SOLE SOURCE WITH CONTINGENT MYRIAM TO
SUBMIT TO ATTORNEY FOR HER APPROVAL THAT THE MEMO REFLECTS SOLE
SOURCE WITH IN 7 DAYS MADE BY COMMISSIONER CLARK, SECONDED BY
CLERK COMMISSIONER DIEUVEILLE. **MOTION PASSED 3-0.**

14 DISCUSSION

14.2 Agro-Eco Agreements - Commissioner Clark, Town Attorney Anderson, Interim Public
Services Director Jacques
Logan/Sierra Club
REMOVED

14.3 Right of way Countyline Road - Commissioner Clark, Town Manager Jimenez, Town
Planner Siegel, Planner Miller
NO ACTION, DISCUSSION ONLY ABOUT MEETING

7

14.4 I 95 IMPROVEMENTS
DISCUSSION ONLY

15 ATTORNEY REPORT – NONE

16 TOWN MANAGER REPORTS- Town Manager expressed the importance of wearing a mask.

17 COMMISSION REPORTS
Commissioner Clark - none
Clerk Commissioner Dieuveille - none
Mayor Jacobs – flyer for Joy to put up

18 ANNOUNCEMENTS
Hearing Examiner Meeting, February 18, 2021 at 5:00 PM
Workshop Meeting, February 24, 2021 at 6:00 PM
Regular Commission Meeting, March 10, 2021 at 7:00 PM

ADJOURNMENT

With no further items for discuss, meeting adjourned at 08:30 pm. Commissioner Clark motioned for adjournment, seconded by Clerk Commissioner Dieuveille, **MOTION PASSED 3-0.**

Commission approved on: _____

ATTEST:

(SEAL)

Marlen D. Martell, Town Clerk

In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record of the proceedings is made; which record includes the testimony and evidence upon which the appeal is to be based.

Any person requiring auxiliary aids and services at this meeting may call the Town Clerks Office at 954-966-4600 at least two calendar days prior to the meeting. If you are hearing or speech

8

Town of Pembroke Park
Regular Commission Meeting
February 10, 2021

impaired, please contact the Florida Relay Services by using the following numbers: 1-800-955-8770 (voice) or 1-800-955-8771 (TDD)

DECORUM - All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks, or who becomes boisterous while addressing the Commission, shall be barred from further audience before the Commission by the presiding officer, unless permission to continue or again address the commission is granted by the majority vote of the Commission members present. No clapping, applauding, heckling or verbal outbursts in support or in opposition to a speaker or his/her remarks shall be permitted. No signs or placards shall be allowed in the Commission Chambers. Please mute or turn off your cell phone or pager at the start of the meeting. Failure to do so may result in being barred from the meeting. Persons exiting the Chamber shall do so quietly.



TOWN OF PEMBROKE PARK

Hearing Examiner Meeting

Commission Chambers

3152 SW 52 Avenue

Pembroke Park, FL 33023

Thursday February 18, 2021

5:00 PM

Town Attorney Melissa P. Anderson

Town Clerk Marlen D. Martell

Town Planner Heidi Siegel

IT Director Mark Pakula

Assistant to the Town Clerk Suzi Reutlinger

Town Planner Consultant Mike Miller

Hearing Examiner Atty Harry Hipler

HEARING EXAMINER MEETING MINUTES

VIRTUAL MEETING INSTRUCTION

NOTICE IS HEREBY GIVEN that the Hearing Examiner of the Town of Pembroke Park, Florida, will hold a "Virtual" Hearing Examiner Meeting utilizing communications media technology ("CMT"), in accordance with Emergency Ordinance 2020-009, dated November 10, 2020, pertaining to conducting local government meetings while under the public health emergency related the spread of Novel Coronavirus Disease 2019 (COVID- 19)

DATE: Thursday February 18, 2021

TIME: 5:00 P.M.

Town Hall is closed to the public.

Public access to this virtual meeting can be accomplished as follows:

You can dial in using your phone.

United States (Toll Free): 1 877-309-2073

United States: +1 (646) 749-3129

Access Code: 620-149-189

During the meeting you can submit a text or leave a message at (954) 707-9820

Any member of the public wishing to comment publicly on any matter, including on items on the agenda, may submit their comments two hours prior to the meeting by email to the Town Clerk at townclerk@tppfl.gov.

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All comments submitted by email that, if read orally, are limited to three minutes or less and shall be read into the record. All comments submitted by email shall be made a part of the public record. If any member of the public requires additional information about this Hearing Examiner meeting or has any questions about how to submit a public comment at the meeting, please contact:

Marlen D. Martell, Town Clerk
Town of Pembroke Park
3150 SW 52 Avenue
Pembroke Park, FL 33023
954-966-4600, ext: 235
townclerk@tppfl.gov

CALL TO ORDER at 5:10PM.

PLEDGE OF ALLEGIANCE

ALL SWORN IN AT 5:19PM

ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA

INTRODUCTION

PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE: None

8. REPORTS OF COMMITTEES AND CITY STAFF

8.1 Variance for a patio on 134 W. Lake Dr. – Town Planner Consultant Miller

MIKE MILLER SPOKE ON RECORD

9. PUBLICATION

**TOWN OF PEMBROKE PARK
NOTICE OF ZONING VARIANCE HEARING**

NOTICE IS HEREBY GIVEN to all parties that the Town of Pembroke Park, Broward County, Florida, is conducting a Virtual Public Hearing on February 18th, 2020, at 5 p.m. to consider a petition requesting a ZONING VARIANCE for a property located at 134 W. Lake Drive in Pembroke Park Florida. To GOTOMEETING address for the virtual hearing is: <https://global.gotomeeting.com/join/620149189>. The Zoning Variance requests for the allowance of the construction of a “patio” on roof of mobile home without a permit.

The Zoning Variance may be viewed and inspected by the public online at: [/document/19068](#) All interested parties may appear at the Zoning Variance Hearing and be

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Town of Pembroke Park
Hearing Examiner Meeting
February 18, 2021

Any person requiring auxiliary aids and services at this meeting may call the Town Clerks Office at 954-966-4600 at least two calendar days prior to the meeting. If you are hearing or speech impaired please contact the Florida Relay Services by using the following numbers: 1-800-955-8770 (voice) or 1-800-955-8771 (TDD)

DECORUM - All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks, or who becomes boisterous while addressing the Commission, shall be barred from further audience before the Commission by the presiding officer, unless permission to continue or again address the commission is granted by the majority vote of the Commission members present. No clapping, applauding, heckling or verbal outbursts in support or in opposition to a speaker or his/her remarks shall be permitted. No signs or placards shall be allowed in the Commission Chambers. Please mute or turn off your cell phone or pager at the start of the meeting. Failure to do so may result in being barred from the meeting. Persons exiting the Chamber shall do so quietly.



TOWN OF PEMBROKE PARK

3152 SW 52 Avenue

Pembroke Park, FL 33023

Thursday February 18, 2021

6:00 PM

Gary Schrader
Tamar Benadi
David Roach

Town Attorney Melissa P. Anderson
Town Clerk Marlen D. Martell
Town Planner Heidi Siegel
IT Director Mark Pakula
Assistant to the Town Clerk Suzi Reutlinger
Town Planner Consultant Mike Miller

VIRTUAL PLANNING & ZONING MEETING MINUTES

VIRTUAL MEETING INSTRUCTION

NOTICE IS HEREBY GIVEN that the Town Commission and Boards of the Town of Pembroke Park, Florida, will hold a “Virtual” Planning & Zoning Board Meeting utilizing communications media technology (“CMT”), in accordance with Emergency Ordinance 2020-009, dated November 10, 2020, pertaining to conducting local government meetings while under the public health emergency related the spread of Novel Coronavirus Disease 2019 (COVID- 19)

DATE: Thursday February 18, 2021

TIME: 6:00 P.M.

Town Hall is closed to the public.

Public access to this virtual meeting can be accomplished as follows:

You can dial in using your phone.

United States (Toll Free): 1 866 899 4679

United States: +1 (517) 3174-3116

Access Code: 517-300-437

During the meeting you can submit a text or leave a message at (954) 707-9820

Any member of the public wishing to comment publicly on any matter, including on items on the agenda, may submit their comments two hours prior to the meeting by email to the Town Clerk at townclerk@tppfl.gov.

All comments submitted by email that, if read orally, are limited to three minutes or less and shall be read into the record. All comments submitted by email shall be made a part of the public

1

record. If any member of the public requires additional information about this Planning & Zoning Board meeting or has any questions about how to submit a public comment at the meeting, please contact:

Marlen D. Martell, Town Clerk
Town of Pembroke Park
3150 SW 52 Avenue
Pembroke Park, FL 33023
954-966-4600, ext: 235
townclerk@tppfl.gov

CALL TO ORDER at 6:04 PM.

ROLL CALL

PLEDGE OF ALLEGIANCE

INTRODUCTION

Town Planner Heidi Siegel, AICP

SELECTION OF BOARD MEMBER POSITIONS

6.1 Chairman

Vice Chairman

MOTION TO SELECT DAVID ROACH AS CHAIRMAN OF THE PLANNING AND ZONING MEETING WAS MADE BY GARY SCHRADER, SECONDED BY TAMAR BENADI. **MOTION PASSED 3-0.**

CHAIRMAN DAVID ROACH HEADED THE REMAINDER OF THE MEETING

NEW BUSINESS

7.1 Site Plan for Seneca Car Wash - Consultant Town Planner Miller

MOTION TO ACCEPT THE SITE PLAN TO INCLUDE SPECIFICATIONS CONSULTANT MILLER MENTIONED MADE BY TAMAR BENEDI, SECONDED BY GARY SCHRADER. **MOTION PASSED 3-0**

ITEM TO BE PLACED ON A SPECIAL MEETING MARCH 24TH

7.2 Seneca Special Permit - Consultant Town Planner Miller

MOTION TO APPROVE A SPECIAL PERMIT INCLUDING ALL RECOMMENDED SPECIFICATIONS MADE BY GARY SCHRADER, SECONDED BY TAMAR BENEDI.
MOTION PASSED 3-0.

ITEM TO BE PLACED ON A SPECIAL MEETING MARCH 24TH

7.3 Special Exception 5311 SW 25 Ct. - Consultant Town Planner Miller

MOTION TO APPROVE THE SPECIAL EXCEPTION FOR THIS SITE INCLUDING RECOMMENDATIONS WITH CONDITIONS AS PROVIDED MADE BY GARY SCRADER, SECONDED BY TAMAR BENADI. **MOTION PASSED 3-0.**

ITEM PLACED ON AGENDA AT THE REGULAR COMMISSION MEETING MARCH 10TH

REPORTS OF COMMITTEES AND CITY STAFF

UNFINISHED BUSINESS

NONE

ADJOURNMENT:

Meeting adjourned at 5:44pm

Commission approved on: _____

ATTEST:

(SEAL)

Marlen D. Martell, Town Clerk

In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record of the proceedings is made; which record includes the testimony and evidence upon which the appeal is to be based.

Any person requiring auxiliary aids and services at this meeting may call the Town Clerks Office at 954-966-4600 at least two calendar days prior to the meeting. If you are hearing or speech impaired please contact the Florida Relay Services by using the following numbers: 1-800-955-8770 (voice) or 1-800-955-8771 (TDD)

DECORUM - All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks, or who becomes boisterous while addressing the Commission, shall be barred from further audience before the Commission by the presiding officer, unless permission to continue or again address the commission is granted by the majority vote of the Commission members present. No clapping, applauding, heckling or verbal outbursts in support or in opposition to a speaker or his/her remarks shall be permitted. No signs or placards shall be allowed in the Commission Chambers. Please mute or turn off your cell phone or pager at the start of the meeting. Failure to do so may result in being barred from the meeting. Persons exiting the Chamber shall do so quietly.

Town of Pembroke Park
Bills Over \$500
March 10th 2021
Commission Meeting

Payments				
Invoice#	Vendor	Service/Product	Dept.	Amount
2021-0786.01.exp	CAS Governmental Services LLC	Tallahassee Legislative Travel Expenses for Legislative Committee Week 2020-2021 (January 10th-15th 2021 and January 24th - 29th 2021)	Legislative	\$ 1,517.74
19/20FinalAudit-FMIT	Florida Municipal Insurance Trust	2019/2020 Final Audit Installment Owed for Town Insurance	Various	\$ 813.01
170400	National League of Cities	Annual Membership Dues Fiscal Year 2021	Admin	\$ 1,172.00
Total:				\$3,502.75

Addendum				
Invoice#	Vendor	Service/Product	Dept.	Amount
2021-0786.02.exp	CAS Governmental Services LLC	Tallahassee Legislative Travel Expenses for Legislative Committee Week 2020-2021 (January 31st-February 5th 2021, February 7-12th and February 14th - 19th 2021)	Legislative	\$ 2,622.66
963251009	Comcast	Phone System Monthly Service (February 2021)	NonDept	\$ 945.21
939750147	Comcast	Town Hall and Parks Internet (February 2021)	NonDept/Parks	\$ 4,704.83
2192021	Harry Hipler P.A.	134 West Lake Drive Zoning Variance Petition Case No. 20-434	Legal	\$ 1,650.00
2021-PP-0201	Michael Miller Planning Associates	General Planning Services Rendered Through February 28th, 2021	Planning	\$ 6,405.00
2021-PP-0202	Michael Miller Planning Associates	Land Development Planning Services Rendered Through February 28th, 2021	Reimbursable	\$ 1,400.00
167422	Sach Sax and Caplan P.L.	Professional Services in Regards to the BSO Litigation #13965-00003 (Billed Through February 28th, 2021)	Legal	\$ 2,419.91
Total:				\$20,147.61

Purchase Orders				
305526	Shirts R Us	Town Shirts with New Logo for Town Manager, Attorney, Planner, IT Director and Asst. to Public Svc Director	Various	\$ 652.25
305527	Insight Public Sector	(5) SonicWall Capture Client Advanced Subscription Licenses (3 Years)	IT	\$ 521.10
305529	Gallo Signs	(2) 4'x8' Aluminum Entrance Signs with New Logo at Preserve Park (S.W. 48th Ave)	Parks	\$ 844.00
305530	A to Z Statewide Plumbing	Catch Basin Cleaning Throughout the Town	Sewer	\$ 2,500.00
305531	Mendol USA	Replace Fuel Lift Pump for the Generator at the S.W. 25th Street Stormwater Pump Station	Stormwater	\$ 835.86
Total:				\$5,353.21

Grand Total: \$29,003.57



Town of Pembroke Park
3150 SW 52nd Avenue
Pembroke Park, FL 33023

Agenda Request

Meeting Date:	02/24/2021
Subject:	Building Department Renovation
Initiated by:	☐ City Commission ☐ City Attorney ☐ City Manager / Staff
Prepared by:	Name & Title: Miguel Nunez
Reviewed by:	Name & Title:
Approved by Town Manager:	Signature:
Approved by Town Attorney:	Signature:
Attachments:	Building Department CIP-20-08 Rev 1
Fiscal Impact:	\$13,300.00
Policy Question(s) for Commission Considerations:	
Summary:	Selection of Alternates material for the renovation of the Building Department - Flooring and Ceiling
Background:	
Discussion/Analysis:	
Options:	
Advantages:	
Disadvantages:	
Possible action:	
Advantages:	
Disadvantages:	
Staff Recommendations:	
Additional Action Needed:	



FDOT *DBE*
State of Florida *MBE*
Broward County *CBE*
Broward County Public Schools *MBE*
School District of Palm Beach County *MBE, SBE*
Miami-Dade County Public Schools *MBE*
LEED Accredited

Potential Change Order #001

To: Mr. Miguel Nunez
Building Official
Town of Pembroke Park

Fr: Bianca Jarantow

Date: February 19th, 2021

RE: PCO # 001 – Owner's Selection of Alternates

This proposal is being submitted for your review and approval. Owner requested change for added services per selection of Alternates presented in Exhibit "A" (see attached)

Scope of Work:

Alternate #1 : New ACT Grid.....\$2,800 (ADD)
Alternate #2 : New Ceramic Plank Tile Flooring Throughout Offices.....\$10,500 (ADD)

TOTAL.....\$13,300 (ADD)

ACCEPTANCE OF PROPOSAL

Sagoma Construction Services Inc. is pleased to present this Proposal which, unless rescinded earlier, shall remain open for up to 30 days. The scope of work described above supersedes any and all prior communication about this Proposal. By accepting this Proposal, Customer understands that changes to the scope for any reason not controlled by Sagoma Construction may result in additional charges. Invoices for work completed shall be presented at least monthly and shall be due as noted in billing terms.

Client Signature: _____
Date: _____

Sincerely,
Sagoma Construction Services, Inc.

Bianca Jarantow
Pre-construction Manager
File: Active:Town of Pembroke Park/ PCO #001

10032 NW 46th Street, Sunrise, Florida 33351 Ph: 954 636 8560 Fax: 800 905 1873

www.sagomacs.com

info@sagomacs.com

EXHIBIT A



*FDOT DBE
State of Florida MBE
Broward County CBE
Broward County Public Schools MBE
School District of Palm Beach County MBE, SBE
Miami-Dade County Public Schools MBE
LEED Accredited*

Proposal

To: Mr. Miguel Nunez (Building Official)
Town of Pembroke Park

Fr: Bianca Jarantow

Date: December 21, 2020

Re: Town of Pembroke Park Renovation of Existing Offices (CIP Project # 20-08)

Sagoma Construction Services, Inc. proposes to provide construction services for the following work in accordance with bid documents dated August 8th, 2020, pre-bid meeting held on 12/4/2020 as well as RFI #1 (12/9/2020) and RFI #2 (12/18/2020) responses for the subject property listed above.

SCOPE OF WORK:

General Conditions	\$26,000.00
Demolition	\$4,300.00
Concrete & Asphalt Repairs	\$3,300.00
Millwork & Countertops	\$34,500.00
Interior Glazing, Storefront Window & Door	\$18,200.00
Interior Doors & Hardware	\$10,200.00
Drywall	\$13,900.00
ACT	\$7,300.00
Floor Finishes	\$7,300.00
Paint	\$10,400.00
Accessories (Fire Extinguishers)	\$500.00
Modular Cubicles (ALLOWANCE)	\$2,500.00
Plumbing	\$7,600.00
Mechanical/HVAC	\$6,000.00
Electrical	\$36,500.00

Grand Total: \$188,500.00

ALTERNATES:

Alternate #1 – New ACT grid.....\$2,800 ADD

Alternate #2 – New Ceramic Plank Tile Flooring Throughout Offices.....\$10,500 ADD

Alternate #2a – Crack Isolation at Tile Flooring Throughout Offices.....\$2,100 ADD

~~Alternate #3 – Butcher Block w/ Glass Countertops (ALLOWANCE).....\$18,000 ALLOWANCE~~

~~Alternate #4 – Stainless w/ Glass Countertops (ALLOWANCE).....\$30,500 ALLOWANCE~~

10032 NW 46th Sunrise, Florida 33351 Ph: 954 636 8560 Fax: 800 905 1873

www.sagomacs.com

info@sagomacs.com



FL License # CGC 1511575

FDOT DBE
State of Florida MBE
Broward County CBE
Broward County Public Schools MBE
School District of Palm Beach County MBE, SBE
Miami-Dade County Public Schools MBE
LEED Accredited

CLARIFICATIONS & ASSUMPTIONS:

1. In preparing the proposal and the project schedule Sagoma has assumed that the construction drawings are fully designed and fully coordinated. Further, it is assumed that these drawings are code compliant and accepted by the appropriate agencies and other applicable parties including the Owner's lenders and insurers and fit for the Owner's purpose.
2. Our schedule and GCs are based on one (1) mobilization.
3. All work is to be performed under normal business hours.
4. Asbestos Survey is included.
5. Dumpsters are included.
6. Bottom Cabinets with doors included in Break Area only where sink is located.
7. Level 1 granite material is included.
8. Laminated wood support legs are included for countertops.
9. Interior wood doors are from Home Depot SKU # 311029046.
10. Ceramic Plank Floor Tiles are from Floor & Décor SKU # 100512250.
11. Painting of existing grid is included in base bid.
12. Modular Cubicle ~~52,500~~ ALLOWANCE is included. Specifications not provided.
13. Test & Balance of project area only is included.
14. Permit fees are not included.
15. Bond is excluded. (Bond rate 2.5%)
16. Builder's Risk is excluded.
17. Pricing is not based on Prevailing Wage.
18. Low Voltage (Data, Phone, CATV, etc.) shall be installed by Owner's vendors.
19. Portalets are excluded. Owner to provide use of restrooms.
20. Office trailer is excluded. Owner to provide temporary office space.
21. Moisture mitigation of slab on grade is excluded.
22. FF&E are excluded. By Owner.
23. Fire Alarm is excluded.
24. Fire Sprinklers are excluded.
25. All work associated with hazardous materials including, but not limited to asbestos, petrochemicals, PCB containing ballasts, arsenic, or any other hazardous material abatement, handling and/or remediation is excluded.

ACCEPTANCE OF PROPOSAL

Sagoma Construction Services Inc. is pleased to present this Proposal which, unless rescinded earlier, shall remain open for up to 30 days. The scope of work described above supersedes any and all prior communication about this Proposal. By accepting this Proposal, Customer understands that changes to the scope for any reason not controlled by Sagoma Construction may result in additional charges. Invoices for work completed shall be presented at least monthly and shall be due as noted in billing terms.

Client Signature: _____ Date: _____

SAGOMA CONSTRUCTION SERVICES, INC.

Bianca Jarantow

Preconstruction Manager

File: Precon/Town of Pembroke Park

10032 NW 46th Sunrise, Florida 33351 Ph: 954 636 8560 Fax: 800 905 1873

www.sagomacs.com

info@sagomacs.com

AIA DOCUMENT G702

APPLICATION AND CERTIFICATION FOR PAYMENT

PAGE 1 OF 2

TO OWNER:

Town of Pembroke Park

PROJECT:

Town of Pembroke Park Renovation
3150 SW 52nd Avenue
Pembroke Park, FL 33023

APPLICATION NO:

002R

APPLICATION DATE:

3/5/2021

PERIOD TO:

3/19/2021

CONTRACT FOR:

GC

CONTRACT DATE:

2.5.2021

PROJECT NOS:

2021-001

Distribution to:

☒ OWNER
☐ ARCHITECT
☐ CONTRACTOR
☐
☐

FROM GENERAL CONTRACTOR:

Sagoma Construction Services, Inc
(SCS)

Renovation of Existing Offices

SUBCONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

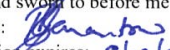
1. ORIGINAL SUBCONTRACT SUM\$ **188,500.00**
2. Net change by Change Orders.\$ **36,922.00**
3. SUBCONTRACT SUM TO DATE (Line 1 + 2)\$ **225,422.00**
4. TOTAL COMPLETED & STORED TO DATE.....\$ **104,130.00**
(Column G on G703)
5. RETAINAGE:
 - a. 10 % of Completed Work **\$10,413.00**
(Column D + E on G703)
 - b. 10 % of Stored Material \$
(Column F on G703)
 - Total Retainage (Lines 5a + 5b or
Total in Column I of G703)\$ **10,413.00**
6. TOTAL EARNED LESS RETAINAGE.\$ **93,717.00**
(Line 4 Less Line 5 Total)
7. LESS POTENTIAL CHANGE ORDERS TOTAL
PAYMENT (Line 6 from prior Certificate)\$ **34,632.00**
8. CURRENT PAYMENT DUE\$ **59,085.00**
9. BALANCE TO FINISH, INCLUDING RETAINAGE.\$ **131,705.00**
(Line 3 less Line 6)

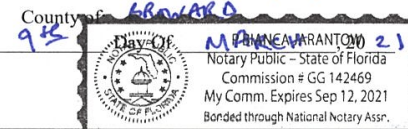
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	\$40,480.00	(\$3,558.00)
TOTALS	\$40,480.00	(\$3,558.00)
NET CHANGES by Change Order	\$36,922.00	

The undersigned Subcontractor certifies that to the best of the Subcontractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Subcontract Documents, that all amounts have been paid by the Subcontractor for Work for which previous Certificates for Payment were issued and payments received from the Contractor, and that current payment shown herein is now due.

GENERAL CONTRACTOR:

By:  Date: **3/9/21**

State of: **FLORIDA**
Subscribed and sworn to before me this
Notary Public: 
My Commission expires: **9/12/2021**



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to

payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED\$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)
ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Subcontractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 002R

APPLICATION DATE: 03/05/21

PERIOD TO: 03/19/21

PROJECT NUMBER: 2021-001

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%(G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
FROM GENERAL CONTRACTOR:									
1	General Conditions	\$26,000.00	\$3,905.00	\$9,000.00		\$12,905.00	49.63%	\$13,095.00	\$1,290.50
2	Demolition	\$4,300.00		\$4,300.00		\$4,300.00	100.00%		\$430.00
3	Concrete & Asphalt Repairs	\$3,300.00		\$3,300.00		\$3,300.00	100.00%		\$330.00
4	Millwork & Countertops	\$34,500.00	\$13,800.00			\$13,800.00	40.00%	\$20,700.00	\$1,380.00
5	Interior Glazing, Storefront Window & Door	\$18,200.00	\$9,100.00			\$9,100.00	50.00%	\$9,100.00	\$910.00
6	Interior Doors & Hardware	\$10,200.00	\$2,550.00	\$5,100.00		\$7,650.00	75.00%	\$2,550.00	\$765.00
7	Drywall	\$13,900.00		\$10,425.00		\$10,425.00	75.00%	\$3,475.00	\$1,042.50
8	ACT	\$7,300.00		\$3,650.00		\$3,650.00	50.00%	\$3,650.00	\$365.00
9	Floor Finishes	\$7,300.00		\$3,650.00		\$3,650.00	50.00%	\$3,650.00	\$365.00
10	Paint	\$10,400.00						\$10,400.00	\$0.00
11	Accessories (Fire Extinguishers)	\$500.00						\$500.00	\$0.00
12	Modular Cubicles (ALLOWANCE)	\$2,500.00							
13	Plumbing	\$7,600.00		\$4,568.00		\$4,568.00	60.11%	\$3,032.00	\$456.80
14	Mechanical/ HVAC	\$6,000.00		\$3,000.00		\$3,000.00	50.00%	\$3,000.00	\$300.00
15	Electrical	\$36,500.00	\$9,125.00	\$9,125.00		\$18,250.00	50.00%	\$18,250.00	\$1,825.00
	BASE BID TOTAL	\$188,500.00							
	CHANGE ORDERS								
	PCO #001 (Alternates) - Tile Flooring in Offices & New Ceiling Grid								
16		\$13,300.00		\$6,650.00		\$6,650.00	50.00%	\$6,650.00	\$665.00
17	PCO #002 (Additional Doors)	\$3,400.00		\$1,700.00		\$1,700.00	50.00%	\$1,700.00	\$170.00
18	PCO #003 (Electrical Panel Upgrade)	TBD							
19	PCO #004 (Main Lobby Flooring)	\$14,300.00						\$14,300.00	\$0.00
20	PCO #005 (Mechanical Revisions)	TBD							
21	PCO #006 (Add'l Drywall)	\$2,070.00		\$1,035.00		\$1,035.00	50.00%	\$1,035.00	\$103.50
22	PCO #007 (Add'l Floor Repairs)	\$1,460.00		\$730.00		\$730.00	50.00%	\$730.00	\$73.00
23	PCO #008 (Add'l Electrical Scope due to LV)	\$5,950.00		\$2,975.00		\$2,975.00	50.00%	\$2,975.00	\$297.50
24	PCO #009 (Deletion of Recessed Lights)	(\$1,558.00)		(\$1,558.00)		(\$1,558.00)	100.00%		(\$155.80)
25	PCO #010 (Millwork & Countertop Revisions)	(\$2,000.00)		(\$2,000.00)		(\$2,000.00)	100.00%		(\$200.00)
	CHANGE ORDERS TOTAL	\$36,922.00							
	GRAND TOTALS	\$225,422.00	\$38,480.00	\$65,650.00	\$0.00	\$104,130.00	46%	\$118,792.00	\$10,413.00



FDOT *DBE*
 State of Florida *MBE*
 Broward County *CBE*
 Broward County Public Schools *MBE*
 School District of Palm Beach County *MBE, SBE*
 Miami-Dade County Public Schools *MBE*
 LEED Accredited

Potential Change Order #003

To: Mr. Miguel Nunez
 Building Official
 Town of Pembroke Park

Fr: Bianca Jarantow

Date: March 5th, 2021

RE: PCO # 003 – Additional Doors

This proposal is being submitted for your review and approval. Owner requested change for two (2) new doors for Fire Dept. Office and Server Room (see attached Revised Sheet A 1).

TOTAL.....\$3,400.00 (ADD)

Scope of Work:

No.	COST SUMMARY	UNIT	QTY	UNIT COST	TOTAL
1	General Requirement - (15% Overhead & Profit)	LS	1	\$ 450.00	\$ 450.00
2	Direct Cost to perform added work	LS	1	\$ 2,950.00	\$ 2,950.00
TOTAL COST SUMMARY					\$ 3,400.00

No.	SUBCONTRACTOR COST	UNIT	QTY	UNIT COST	TOTAL
1	Two (2) Additional 36" x 80" Doors (Home Depot SKU #0117871)	ea	2	\$ 1,000.00	\$ 2,000.00
2	Additional Door Hardware	ea	2	\$ 150.00	\$ 300.00
3	Door & Hardware Installation	ea	2	\$ 325.00	\$ 650.00
TOTAL SUBCONTRACTOR COST					\$ 2,950.00

ACCEPTANCE OF PROPOSAL

Sagoma Construction Services Inc. is pleased to present this Proposal which, unless rescinded earlier, shall remain open for up to 30 days. The scope of work described above supersedes any and all prior communication about this Proposal. By accepting this Proposal, Customer understands that changes to the scope for any reason not controlled by Sagoma Construction may result in additional charges. Invoices for work completed shall be presented at least monthly and shall be due as noted in billing terms.

Client Signature: _____

Date: _____

Sincerely,
 Sagoma Construction Services, Inc.

Bianca Jarantow
 Pre-construction Manager
 File: Active:Town of Pembroke Park/ PCO #003

10032 NW 46th Street, Sunrise, Florida 33351 Ph: 954 636 8560 Fax: 800 905 1873

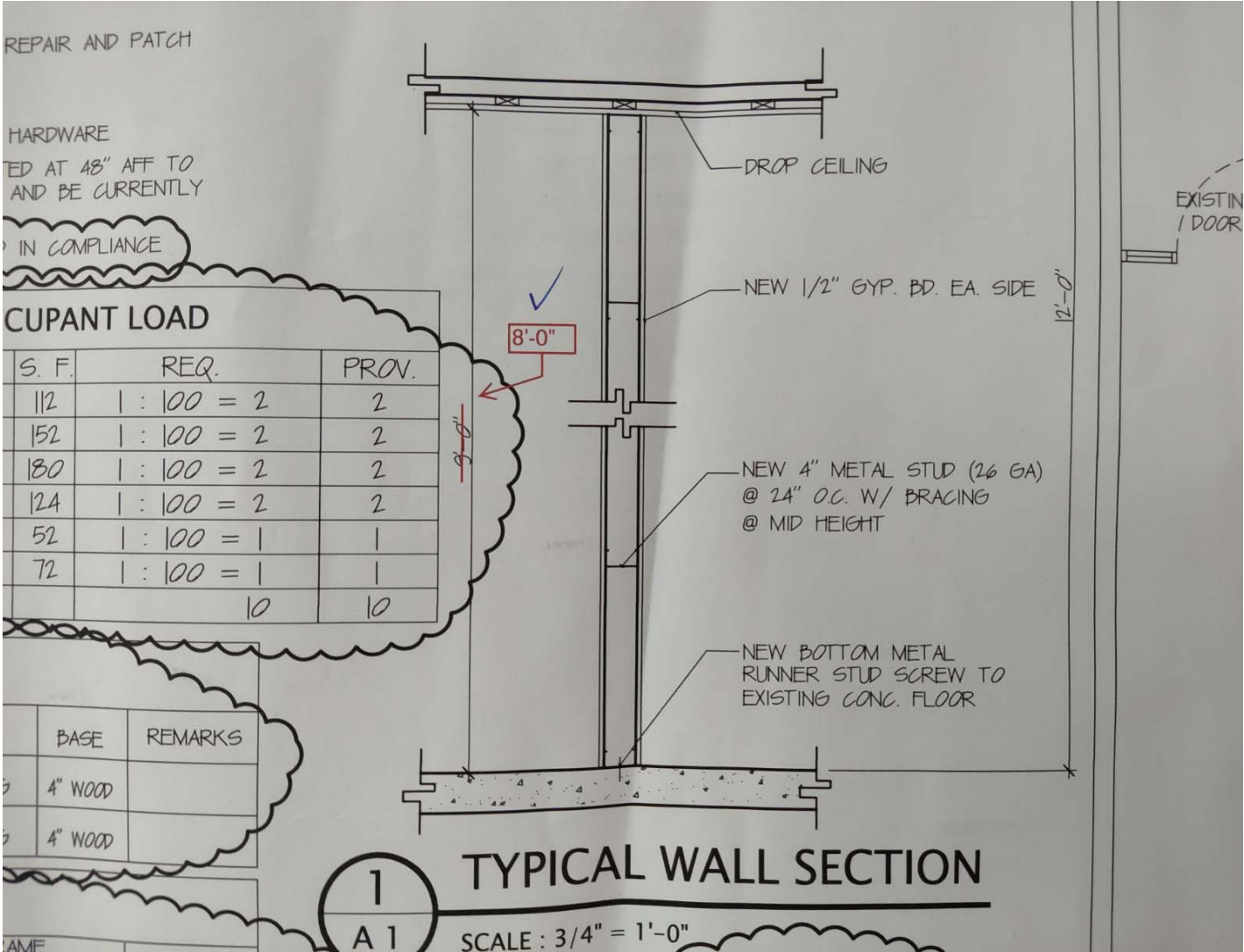
www.sagomacs.com

info@sagomacs.com

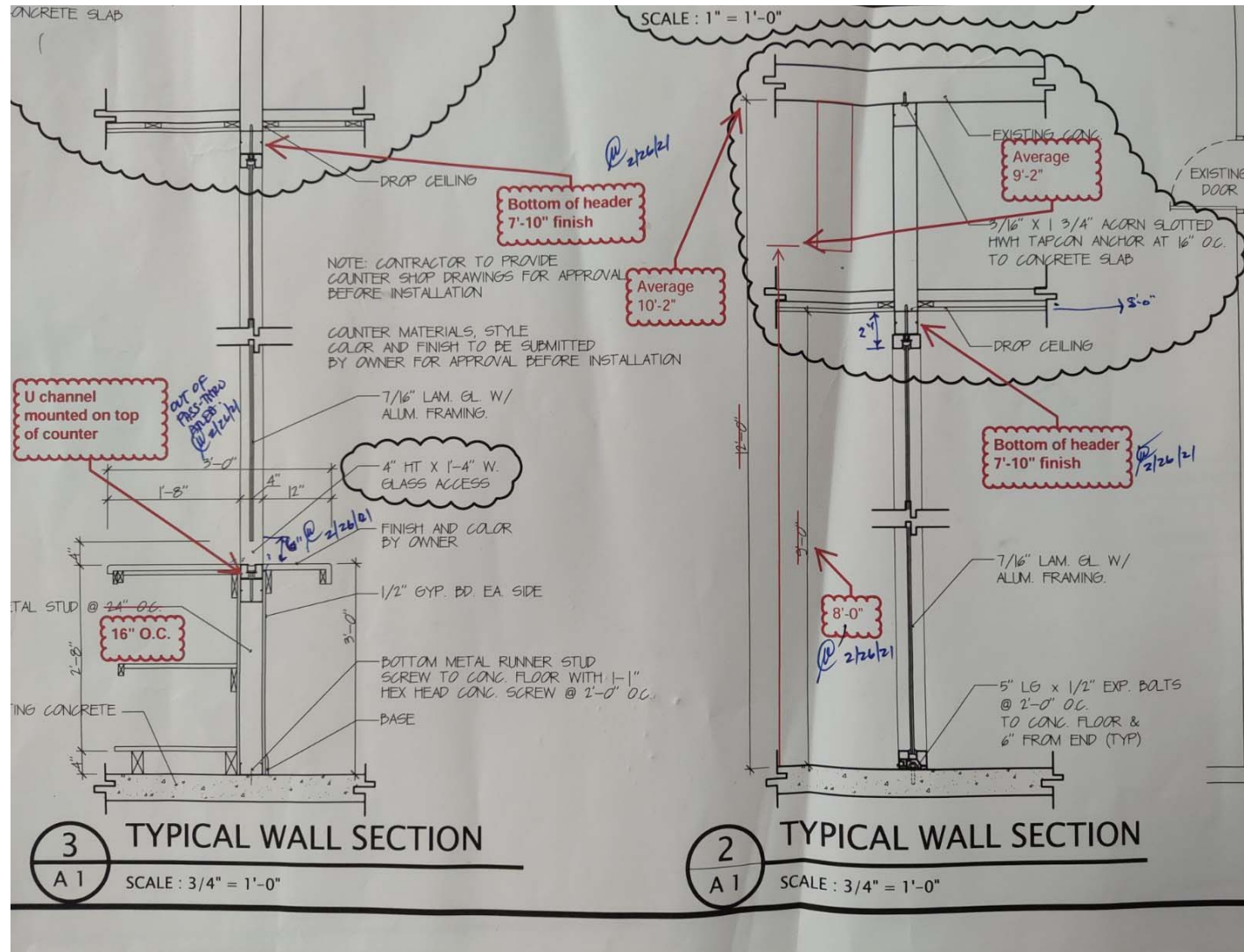
Architectural floor plan of a building interior, showing various rooms and renovation details. The plan includes a LOBBY (EXIST.), WAITING AREA, MEETING/REVIEW AREA, RECEPTION, WORK AREA NEW, CONFERENCE NEW, BREAK AREA, and MICHELLE OFFICE NEW. Key features include a curved counter, kiosk, large printer, and various exits. Renovation details are highlighted in red boxes: "41'-9" existing" for a wall, "Move door" for a doorway, "Removed 2 layers of existing drywall" for a wall section, and "125A (Copper Wire) Feeder" for a wiring path. Other notes include "Header at 7'-10" finish", "Low wall studs at 16 O.C.", "Studs at 16 O.C.", and "3'-4"" for various structural elements. The plan also shows existing doors, glass access, and a coffee maker.

[illegible]

TOWN OF PEMBROKE PARK RENOVATION OF EXISTING OFFICES (ONSITE REDLINE DRAWING)

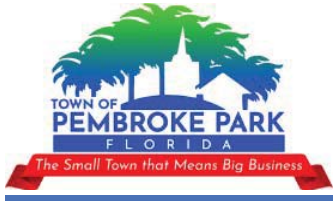


TOWN OF PEMBROKE PARK RENOVATION OF EXISTING OFFICES (ONSITE REDLINE DRAWING)



Page 36 of 299





RFI #005

Town of Pembroke Park Building Department Offices Renovations

CIP Project # 20-08

Sagoma Construction Services, Inc.
10032 NW 46th Street
Sunrise, FL 33351

At this time, I would like to respond to the above RFI's as follows:

1. RFI #1 references Home Depot, SKU#: 311029046 for the door type B. These doors come 36x80 and not 36x84. Please confirm if we are moving forward with the specified doors.
Proposed Solution- AOR to confirm.

Response:

Please use 36 x80 as the available material.

Authorized by:

**Miguel A.
Nunez, CBO**

Miguel A. Nunez, MPA, CBO, CFM
Building Official

Digitally signed by Miguel A. Nunez, CBO
DN: cn=Miguel A. Nunez, CBO, o=Town of
Pembroke Park, ou=Building Department,
email=mnunez@townofpembrokepark.co
m, c=US
Date: 2021.02.26 09:22:10 -05'00'

Cc: Juan C. Jimenez, Town Manager
Lucie Manzerolle, Building Manager
File



RFI: 005

Project: TOWN OF PEMBROKE PARK-Office Renovation Official? **Y**
Closed? **N**

RFI Number: 005 **Subjects:** Requesting Confirmation Door Type B
Importance: 1 - Urgent **Category:** **Discipline:** Architectural

Author Company: Sagoma Const. Svcs. **Answer Company:** City of Pembroke Park
Author Contact: Jason Bertram **Answer Contact:** Miguel Nunez
Author Ph #: 954.616.7936

Date Created: 2/25/2021 **Date Responded:** **Date Required:** 3/01/2021

Question:

Reference RFI #1

RFI #1 references [Home Depot](#), [SKU#: 311029046](#) for the door type B. These doors come 36x80 and not 36x84. Please confirm if we are moving forward with the specified doors.

Proposed Solution- AOR to confirm.

Answer

Cost Impact?	In Review	Schedule Impact?	In Review	Drawing Impact?	In Review
Amount:		Days: 0		Drawing Updated?	--

R & P Glass Doors and Windows

22700 sw 127 pl
Miami, FL 33170 US

Estimate

ADDRESS
Town of Pembroke

ESTIMATE 1023
DATE 03/05/2021
EXPIRATION DATE 03/05/2021

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
		Belldinni Door	2	325.00	650.00
TOTAL					\$650.00

Accepted By

Accepted Date



FDOT *DBE*
 State of Florida *MBE*
 Broward County *CBE*
 Broward County Public Schools *MBE*
 School District of Palm Beach County *MBE, SBE*
 Miami-Dade County Public Schools *MBE*
LEED Accredited

Potential Change Order #004

To: Mr. Miguel Nunez
 Building Official
 Town of Pembroke Park

Fr: Bianca Jarantow

Date: March 5th, 2021

RE: PCO # 004 – Main Lobby Flooring

This proposal is being submitted for your review and approval. Owner requested change for removal of existing VCT in Building Main Lobby and installation of new plank tiles.

TOTAL.....\$14,300 (ADD)

Scope of Work:

No.	COST SUMMARY	UNIT	QTY	UNIT COST	TOTAL
1	General Requirement - (15% Overhead & Profit)	LS	1	\$ 1,875.00	\$ 1,875.00
2	Direct Cost to perform added work	LS	1	\$ 12,425.00	\$ 12,425.00
TOTAL COST SUMMARY					\$14,300.00

No.	SUBCONTRACTOR COST	UNIT	QTY	UNIT COST	TOTAL
1	Dumpster/ Hauloff	ea	1	\$ 600.00	\$ 600.00
2	Flooring Subcontractor - Demolition of existing vinyl flooring in Lobby and installation of new plank tiles (Floor & Décor SKU #100512250).	LS	1	\$ 11,825.00	\$ 11,825.00
TOTAL SUBCONTRACTOR COST					\$ 12,425.00

ACCEPTANCE OF PROPOSAL

Sagoma Construction Services Inc. is pleased to present this Proposal which, unless rescinded earlier, shall remain open for up to 30 days. The scope of work described above supersedes any and all prior communication about this Proposal. By accepting this Proposal, Customer understands that changes to the scope for any reason not controlled by Sagoma Construction may result in additional charges. Invoices for work completed shall be presented at least monthly and shall be due as noted in billing terms.

Client Signature: _____

Date: _____

Sincerely,
 Sagoma Construction Services, Inc.

Bianca Jarantow
 Pre-construction Manager
 File: Active:Town of Pembroke Park/ PCO #004

10032 NW 46th Street, Sunrise, Florida 33351 Ph: 954 636 8560 Fax: 800 905 1873

www.sagomacs.com

info@sagomacs.com



3681 NW 124th Ave
Coral Springs, FL. 33065
954- 623-7346 / Fax: 954- 603-2041

Date: 2/24/20

To: Sagoma

Re: Town of Pembroke Park Building Dept. Renovation

Attn: Bianca Jarantow

PFC proposes to furnish and install as follows:

Main Lobby Tile

<i>Floor & Décor</i>	<i>6 x 24 Mill Pointe Carson Grey Wood Planks</i>	<i>1,691</i>	<i>S/F</i>
<i>Setting</i>	<i>Standard Thinset</i>	<i>35.00</i>	<i>Bags</i>
<i>Setting</i>	<i>Standard Grout</i>	<i>5.00</i>	<i>Bag</i>
<i>Transition</i>	<i>TBD Between Existing Finishes</i>	<i>9.00</i>	<i>Pc</i>

CONTINUED ON NEXT PAGE.....



3681 NW 124th Ave
Coral Springs, FL. 33065
954- 623-7346 / Fax: 954- 603-2041

Please Note the Following:

1. Based on "regular" working hours, no overtime or weekends included.
2. Based on floors and/or walls being in "ready for installation" condition, only minor floor prep such as light scraping, sweeping and patching of minor holes is included. Floating and/or leveling of floors and/or walls not included.
3. PFC will perform up to 0 alkaline and moisture test prior to installation of resilient materials. Additional test will be an added cost of \$150.00 per test as requested. Floors found outside the manufactures recommended limits may require specific products and/or methods acceptable by the manufacture that ARE Not included.
4. No protection included.
5. No demo included in bid.
6. No moisture mitigation.
7. No waterproofing or crack isolation included in bid.
8. PFC will inspect all substrates prior to installation. Prepping or treating existing or new control joints, saw joints, cracks, penetrations etc. (**under any hard surface material**) is not included in bid. Areas with soft good will have minor floor prep.
9. Grout joints are based on manufactures recommended if applicable no less than 1/8". Final grout joint size will be determined after existing substrate conditions are checked and material is visually inspected.
10. Any tile material requiring an overlap is based on a 33%. Any overlap less than this percentage will require a larger grout joint.
11. No windowsills
12. **Bid based on slab meeting the requirements of the TCNA substrate requirements for specified tile. Any area of the slab found outside this tolerance will require additional cost.**
13. **No patching of existing finishes.**
14. **No wood base.**
15. **No base was figured at main lobby.**
16. Pricing good for 60 days. Subject to review and/or change after that.

Total Ceramic.....\$9,950.00

Alternates:

1. Demo Existing Vinyl Tile At Lobby.....***\$1,875.00***

Jason Hlewicki

Jason Hlewicki
Professional Flooring Contractors



FDOT *DBE*
 State of Florida *MBE*
 Broward County *CBE*
 Broward County Public Schools *MBE*
 School District of Palm Beach County *MBE, SBE*
 Miami-Dade County Public Schools *MBE*
 LEED Accredited

Potential Change Order #006

To: Mr. Miguel Nunez
 Building Official
 Town of Pembroke Park

Fr: Bianca Jarantow

Date: March 5th, 2021

RE: PCO # 006 – Additional Drywall Scope of Work

This proposal is being submitted for your review and approval. Additional drywall scope of work due unforeseen field conditions as well as RFI #007 (Additional Low Voltage Items) response. See attached documents.

TOTAL.....\$2,070.00 (ADD)

Scope of Work:

No.	COST SUMMARY	UNIT	QTY	UNIT COST	TOTAL
1	General Requirement - (15% Overhead & Profit)	LS	1	\$ 270.00	\$ 270.00
2	Direct Cost to perform added work	LS	1	\$ 1,800.00	\$ 1,800.00
TOTAL COST SUMMARY					\$ 2,070.00

No.	SUBCONTRACTOR COST	UNIT	QTY	UNIT COST	TOTAL
1	Drywall Subcontractor - Patch and repair for add'l electrical outlets, added chase wall, demo and installation of add'l backing for add'l T.Vs, replacement of drywall at perimeter walls.	LS	1	\$ 1,800.00	\$ 1,800.00
TOTAL SUBCONTRACTOR COST					\$ 1,800.00

ACCEPTANCE OF PROPOSAL

Sagoma Construction Services Inc. is pleased to present this Proposal which, unless rescinded earlier, shall remain open for up to 30 days. The scope of work described above supersedes any and all prior communication about this Proposal. By accepting this Proposal, Customer understands that changes to the scope for any reason not controlled by Sagoma Construction may result in additional charges. Invoices for work completed shall be presented at least monthly and shall be due as noted in billing terms.

Client Signature: _____
 Date: _____

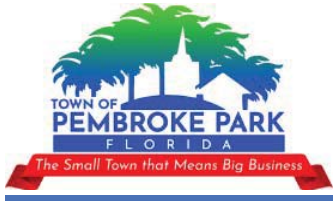
Sincerely,
 Sagoma Construction Services, Inc.

Bianca Jarantow
 Pre-construction Manager
 File: Active:Town of Pembroke Park/ PCO #006

10032 NW 46th Street, Sunrise, Florida 33351 Ph: 954 636 8560 Fax: 800 905 1873

www.sagomacs.com

info@sagomacs.com



RFI #008

Town of Pembroke Park Building Department Offices Renovations

CIP Project # 20-08

Sagoma Construction Services, Inc.
10032 NW 46th Street
Sunrise, FL 33351

At this time, I would like to respond to the above RFI's as follows:

Reference: Attached Sketch

- Please confirm the following:
 1. Addition of 12 new data outlet boxes
 2. Addition of 3 new quad boxes
 3. Addition of 9 new duplex outlet boxes

Proposed Solution- AOR to confirm

Response:

Approved for installation and change order issuance.

Authorized by:

**Miguel A.
Nunez, CBO**

Digitally signed by Miguel A. Nunez, CBO
DN: cn=Miguel A. Nunez, CBO, o=Town of
Pembroke Park, ou=Building Department,
email=mnunez@townofpembrokepark.co
m, c=US
Date: 2021.03.05 15:47:32 -05'00'

Miguel A. Nunez, MPA, CBO, CFM
Building Official

Cc: Juan C. Jimenez, Town Manager
Lucie Manzerolle, Building Manager
File



RFI: 007

Project: TOWN OF PEMBROKE PARK-Office Renovation Official? **Y**
Closed? **N**

RFI Number: 007 **Subjects:** Additional Low Voltage Items
Importance: 1 - Urgent **Category:** **Discipline:** Electrical

Author Company: Sagoma Const. Svcs. **Answer Company:** City of Pembroke Park
Author Contact: Jason Bertram **Answer Contact:** Miguel Nunez
Author Ph #: 954.616.7936

Date Created: 3/3/2021 **Date Responded:** **Date Required:** 3/5/2021

Question:

Reference Attached Sketch

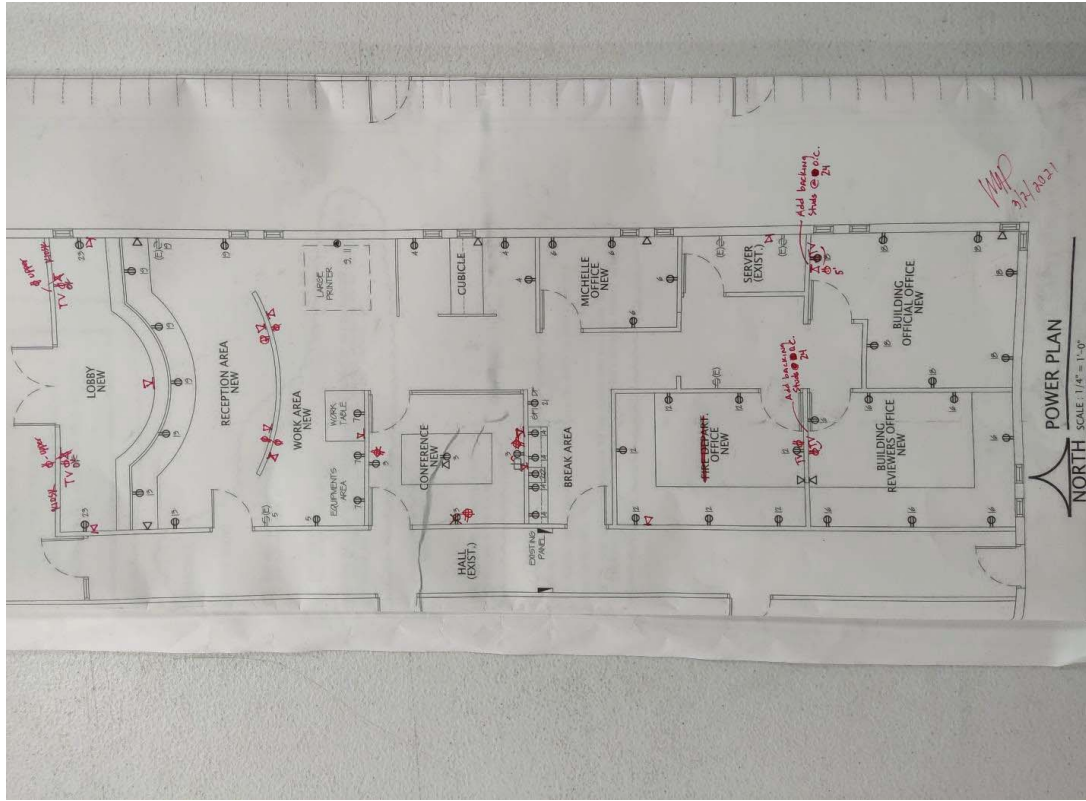
Please confirm the following:

1. Addition of 12 new data outlet boxes
2. Addition of 3 new quad boxes
3. Addition of 9 new duplex outlet boxes

Proposed Solution- AOR to confirm

Answer

Cost Impact?	In Review	Schedule Impact?	In Review	Drawing Impact?	In Review
Amount:		Days: 0		Drawing Updated?	--



Change Order

1

P. D. G. Construction
7105 SW 8 ST. Miami, FL 33144
Office # 305-668-9772 fax # 305 400 2237
Date: 03/05/021



Customer: Sagoma Construction
Street: 3150 SW 52nd Ave (Town of Pembroke
Park)
City/State/Zip: Coral Gables, FL

Home #: _____
Cell #: _____
Work #: _____

Contractor hereby submits the following specifications

Framing and drywall

Patch and repair all electrical holes

Demo areas for additional backing at tv's

Install chase walls as indicated

Remove drywall and reinstall at areas where existing conditions do not match up.

Level four finish throughout

Total: \$1800.00.00

As stated the specification we propose to furnish material and labor for the sum of: (\$1,800.00)
One Thousand Eight Hundred Dollars .

Terms and conditions

Changes in the work.

Should the owner, construction lender, or any public body or inspector direct any modification or addition covered by this contract, the contract price shall be adjusted accordingly. Modification or addition shall be executed only when both the owner and the contractor have signed a contract change order. The change order may also increase the time within which the contract is to be completed.

responsibilities

Owner agrees to allow and provide contractor and equipment access to the property.

Delays

Contractor agrees to start and diligently pursue work through to the completion, but shall not be responsible for any delays for any of the following reasons: failure of the issuance of all necessary building permits within a reasonable length of time, funding of loans, disbursement of funds into funding control or escrow, acts of neglect or omission of owner or owner's employees or owners agent, acts of God, stormy or inclement weather, failure of owner to make payments

when due, or delays caused by inspection or changes ordered by the inspectors of such organized bodies, holidays, or other causes beyond the contractors reasonable control.

Insurance

Contractor shall carry all necessary liability insurance throughout the time of the contract

Right to stop work

Contractor shall have the right to stop work if any payment shall not be made, when due, to contractor under this agreement; contractor may keep job idle until payments are received. Failure to make payment, within five days of the due date, is a material breach of this agreement and shall entitle contractor to cease any further work.

Any alteration or deviation from the above specifications involving extra costs will be executed only upon a written order and will become an extra charge over and above the proposed estimate. All agreements are subject to any strikes, accidents, or delays beyond the contractor's control.

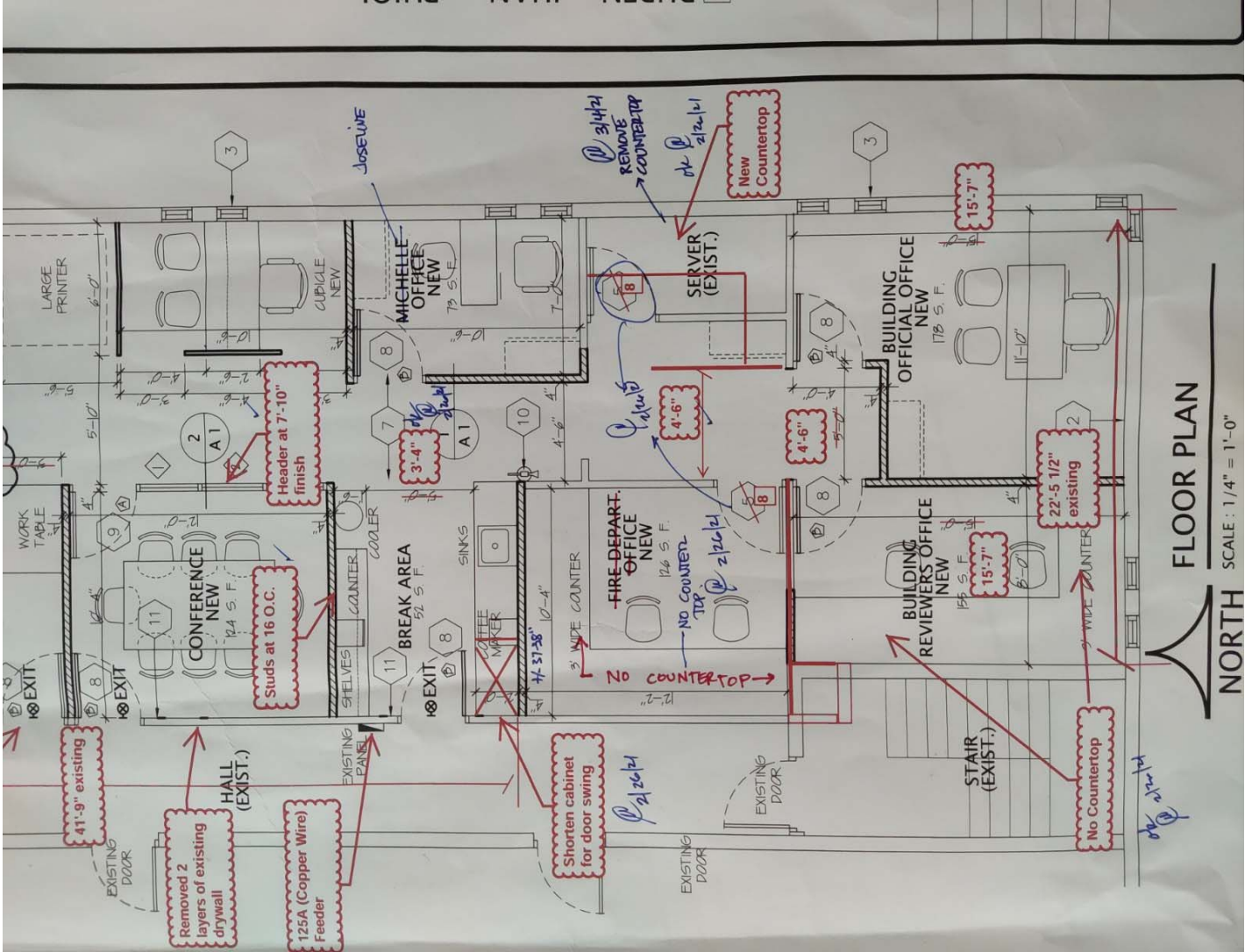
Submitted by: Jesus Cancio

Acceptance of Proposal
As stated in the above specification. The costs, materials, and specifications are satisfactory and are hereby accepted. I authorized the contractor to perform the work as specified and payments will be made as summarize above.

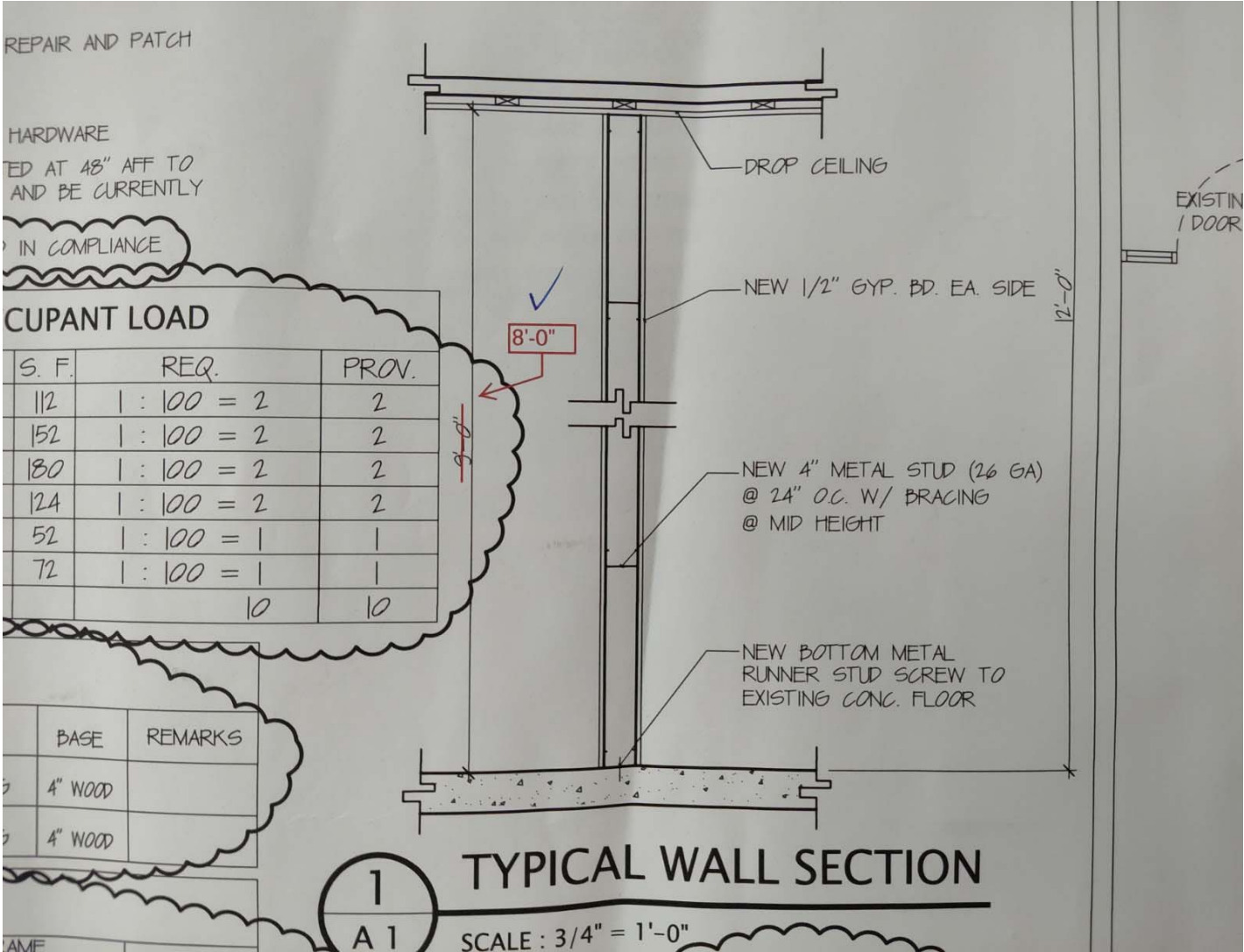
Customer Signature: _____ Date: _____

[illegible]

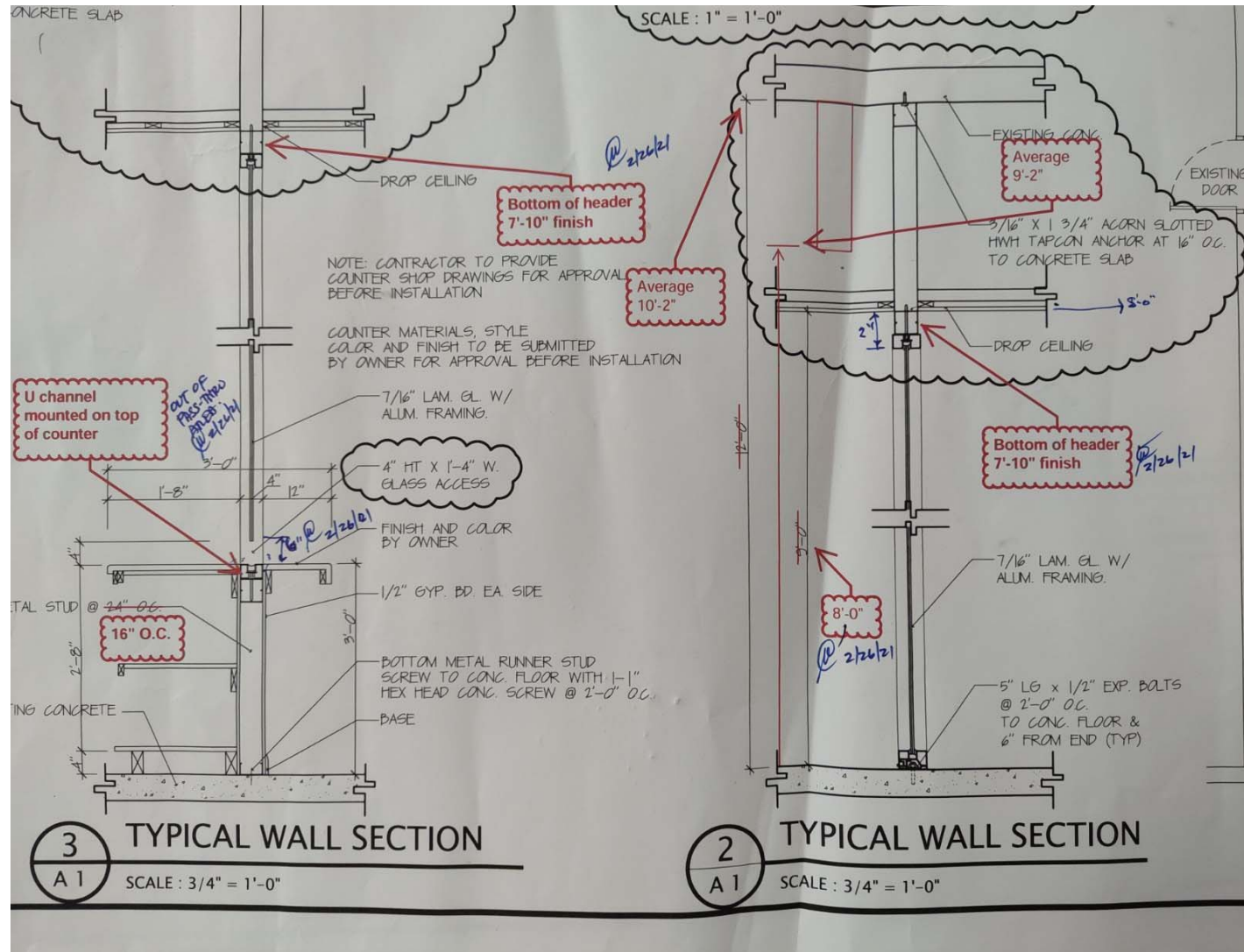
TOWN OF PEMBROKE PARK RENOVATION OF EXISTING OFFICES (ONSITE REDLINE DRAWING)



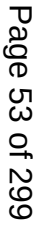
TOWN OF PEMBROKE PARK RENOVATION OF EXISTING OFFICES (ONSITE REDLINE DRAWING)



TOWN OF PEMBROKE PARK RENOVATION OF EXISTING OFFICES (ONSITE REDLINE DRAWING)



Page 53 of 299





FDOT *DBE*
 State of Florida *MBE*
 Broward County *CBE*
 Broward County Public Schools *MBE*
 School District of Palm Beach County *MBE, SBE*
 Miami-Dade County Public Schools *MBE*
 LEED Accredited

Potential Change Order #008

To: Mr. Miguel Nunez
 Building Official
 Town of Pembroke Park

Fr: Bianca Jarantow

Date: March 5th, 2021

RE: PCO # 008 – Additional Electrical Scope Due to Low Voltage Revisions

This proposal is being submitted for your review and approval. Additional electrical scope of work due to RFI #007 (Additional Low Voltage Items) response. See attached documents.

TOTAL.....\$5,950.00 (ADD)

Scope of Work:

No.	COST SUMMARY	UNIT	QTY	UNIT COST	TOTAL
1	General Requirement - (15% Overhead & Profit)	LS	1	\$ 775.00	\$ 775.00
2	Direct Cost to perform added work	LS	1	\$ 5,175.00	\$ 5,175.00
TOTAL COST SUMMARY					\$ 5,950.00

No.	SUBCONTRACTOR COST	UNIT	QTY	UNIT COST	TOTAL
1	Electrical Subcontractor - Additional Drywall scope of work due to Low Voltage revisions. (15 new 120V outlets and 12 data conduit & boxes)	LS	1	\$ 5,175.00	\$ 5,175.00
TOTAL SUBCONTRACTOR COST					\$ 5,175.00

ACCEPTANCE OF PROPOSAL

Sagoma Construction Services Inc. is pleased to present this Proposal which, unless rescinded earlier, shall remain open for up to 30 days. The scope of work described above supersedes any and all prior communication about this Proposal. By accepting this Proposal, Customer understands that changes to the scope for any reason not controlled by Sagoma Construction may result in additional charges. Invoices for work completed shall be presented at least monthly and shall be due as noted in billing terms.

Client Signature: _____

Date: _____

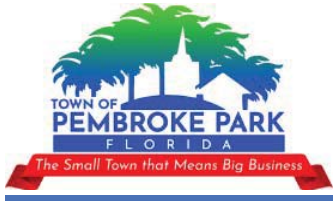
Sincerely,
 Sagoma Construction Services, Inc.

Bianca Jarantow
 Pre-construction Manager
 File: Active:Town of Pembroke Park/ PCO #008

10032 NW 46th Street, Sunrise, Florida 33351 Ph: 954 636 8560 Fax: 800 905 1873

www.sagomacs.com

info@sagomacs.com



RFI #008

Town of Pembroke Park Building Department Offices Renovations

CIP Project # 20-08

Sagoma Construction Services, Inc.
10032 NW 46th Street
Sunrise, FL 33351

At this time, I would like to respond to the above RFI's as follows:

Reference: Attached Sketch

- Please confirm the following:
 1. Addition of 12 new data outlet boxes
 2. Addition of 3 new quad boxes
 3. Addition of 9 new duplex outlet boxes

Proposed Solution- AOR to confirm

Response:

Approved for installation and change order issuance.

Authorized by:

**Miguel A.
Nunez, CBO**

Digitally signed by Miguel A. Nunez, CBO
DN: cn=Miguel A. Nunez, CBO, o=Town of
Pembroke Park, ou=Building Department,
email=mnunez@townofpembrokepark.co
m, c=US
Date: 2021.03.05 15:47:32 -05'00'

Miguel A. Nunez, MPA, CBO, CFM
Building Official

Cc: Juan C. Jimenez, Town Manager
Lucie Manzerolle, Building Manager
File



RFI: 007

Project: TOWN OF PEMBROKE PARK-Office Renovation Official? **Y**
Closed? **N**

RFI Number: 007 **Subjects:** Additional Low Voltage Items
Importance: 1 - Urgent **Category:** **Discipline:** Electrical

Author Company: Sagoma Const. Svcs. **Answer Company:** City of Pembroke Park
Author Contact: Jason Bertram **Answer Contact:** Miguel Nunez
Author Ph #: 954.616.7936

Date Created: 3/3/2021 **Date Responded:** **Date Required:** 3/5/2021

Question:

Reference Attached Sketch

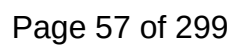
Please confirm the following:

1. Addition of 12 new data outlet boxes
2. Addition of 3 new quad boxes
3. Addition of 9 new duplex outlet boxes

Proposed Solution- AOR to confirm

Answer

Cost Impact?	In Review	Schedule Impact?	In Review	Drawing Impact?	In Review
Amount:		Days: 0		Drawing Updated?	--



Turn Two Electric
 991 S SR7 Ste C-3
 EC13005874
 Plantation, FL 33317 US
 (954) 727-3555
 info@turntwoelectric.com

Proposal



BILL TO

Sagoma Construction
 3150 Southwest 52nd Avenue
 Pembroke Park, FL 33023

SHIP TO

Sagoma Construction
 3150 Southwest 52nd Avenue
 Pembroke Park, FL 33023

Proposal #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1067	03/05/2021	\$5,175.00	03/05/2021		

SALES REP

Shawn

ACTIVITY	QTY	RATE	AMOUNT
16 Electrical & Lighting Electrical contractor will install new 120v outlets in new location per drawing	15	225.00	3,375.00
22 Specialty Electrical contractor will install data conduit and boxes	12	150.00	1,800.00

BALANCE DUE

\$5,175.00



FDOT *DBE*
State of Florida *MBE*
Broward County *CBE*
Broward County Public Schools *MBE*
School District of Palm Beach County *MBE, SBE*
Miami-Dade County Public Schools *MBE*
LEED Accredited

Potential Change Order #009

To: Mr. Miguel Nunez
Building Official
Town of Pembroke Park

Fr: Bianca Jarantow

Date: March 5th, 2021

RE: PCO # 009 – Light Fixture Revisions

This proposal is being submitted for your review and approval. Revisions to electrical scope of work due to RFI #008 response (see attached)

Scope of Work:

Deletion of Recessed Lighting in Fire Dept. Office.....\$1,796 (DEDUCT)
Addition of one (1) 2' x 4' Lay-in LED Fixture in Server Room.....\$238 (ADD)

TOTAL.....\$1,558 (DEDUCT)

ACCEPTANCE OF PROPOSAL

Sagoma Construction Services Inc. is pleased to present this Proposal which, unless rescinded earlier, shall remain open for up to 30 days. The scope of work described above supersedes any and all prior communication about this Proposal. By accepting this Proposal, Customer understands that changes to the scope for any reason not controlled by Sagoma Construction may result in additional charges. Invoices for work completed shall be presented at least monthly and shall be due as noted in billing terms.

Client Signature: _____
Date: _____

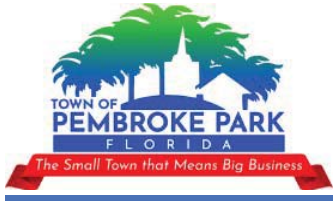
Sincerely,
Sagoma Construction Services, Inc.

Bianca Jarantow
Pre-construction Manager
File: Active:Town of Pembroke Park/ PCO #009

10032 NW 46th Street, Sunrise, Florida 33351 Ph: 954 636 8560 Fax: 800 905 1873

www.sagomacs.com

info@sagomacs.com



RFI #008

Town of Pembroke Park Building Department Offices Renovations

CIP Project # 20-08

Sagoma Construction Services, Inc.
10032 NW 46th Street
Sunrise, FL 33351

At this time, I would like to respond to the above RFI's as follows:

Reference: Attached Sheet E 1

- Please confirm the following:
 1. Deletion/Removal of Recessed Lights in Fire Dept. Office. Two (2) new lay-in LED 2' x 4' Lights only to remain.
 2. Deletion/Removal of Recessed Lights in Bldg Reviewers Office. Two (2) new lay-in LED 2' x 4' Lights only to remain.
 3. Addition of one (1) new lay-in LED 2' x 4' Light in Server Room

Proposed Solution- AOR to confirm

Response:

Confirmed and approved.

Authorized by:

**Miguel A.
Nunez, CBO**
Miguel A. Nunez, MPA, CBO, CFM
Building Official

Digitally signed by Miguel A. Nunez, CBO
DN: cn=Miguel A. Nunez, CBO, o=Town of
Pembroke Park, ou=Building Department,
email=mnunez@townofpembrokepark.com,
c=US
Date: 2021.03.05 15:45:59 -05'00'

Cc: Juan C. Jimenez, Town Manager
Lucie Manzerolle, Building Manager
File



RFI: 008

Project: TOWN OF PEMBROKE PARK-Office Renovation Official? **Y**
Closed? **N**

RFI Number: 008 **Subjects:** Deletion/Removal of Recessed Lights
Importance: 1 - Urgent **Category:** **Discipline:** Electrical

Author Company: Sagoma Const. Svcs. **Answer Company:** City of Pembroke Park
Author Contact: Jason Bertram **Answer Contact:** Miguel Nunez
Author Ph #: 954.616.7936

Date Created: 3/3/2021 **Date Responded:** **Date Required:** 3/5/2021

Question:

Reference Attached Sheet E 1

Please confirm the following:

1. Deletion/Removal of Recessed Lights in Fire Dept. Office. Two (2) new lay-in LED 2' x 4' Lights only to remain.
2. Deletion/Removal of Recessed Lights in Bldg Reviewers Office. Two (2) new lay-in LED 2' x 4' Lights only to remain.
3. Addition of one (1) new lay-in LED 2' x 4' Light in Server Room

Proposed Solution- AOR to confirm

Answer

Cost Impact? In Review **Schedule Impact?** In Review **Drawing Impact?** In Review
Amount: **Days:** 0 **Drawing Updated?** --



Sagoma Construction,
3150 Southwest 52nd Avenue
Pembroke Park, FL 33023

5 March 2021

Electrical contractor will remove (9) **35/30 LO6AR LS MVOLT EZ1** Recess lighting: **\$1796.04.**

Contractor will also add (1) **48L MVOLT EZ1 PWS1836 LP835: \$238.15**

Best regards,
Shawn Lattibeaudiere
Turn Two Electric, Inc. (CBE, SBE, MBE)
EC13005874
turntwoelectric@hotmail.com
Shawn@turntwoelectric.com
954-727-3555 (O)
954-347-3906 (C)



FDOT *DBE*
 State of Florida *MBE*
 Broward County *CBE*
 Broward County Public Schools *MBE*
 School District of Palm Beach County *MBE, SBE*
 Miami-Dade County Public Schools *MBE*
LEED Accredited

Potential Change Order #010

To: Mr. Miguel Nunez
 Building Official
 Town of Pembroke Park

Fr: Bianca Jarantow

Date: March 5th, 2021

RE: PCO # 010 – Millwork & Countertop Revisions

This proposal is being submitted for your review and approval. Millwork and countertops scope revision due to Owner requests and RFI #009 response(see attached)

Scope of Work:

Deletion of granite countertops in Fire Dept. Office and Building Reviewers Office.....\$3,500 (DEDUCT)
 Upcharge to replace base bid granite countertops (Lobby, Reception, Break Area) with quartz
 countertops.....\$1,500 (ADD)
 Removal of approximately 3 LF of base cabinets southside of Break Area.....\$400 (DEDUCT)
 Addition of base cabinets (in lieu of countertops only) and single shelf northside of Break Area.....\$400 (ADD)

TOTAL.....\$2,000 (DEDUCT)

ACCEPTANCE OF PROPOSAL

Sagoma Construction Services Inc. is pleased to present this Proposal which, unless rescinded earlier, shall remain open for up to 30 days. The scope of work described above supersedes any and all prior communication about this Proposal. By accepting this Proposal, Customer understands that changes to the scope for any reason not controlled by Sagoma Construction may result in additional charges. Invoices for work completed shall be presented at least monthly and shall be due as noted in billing terms.

Client Signature: _____
 Date: _____

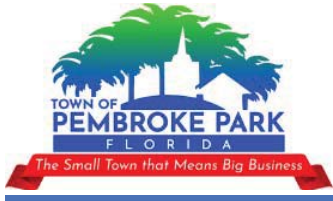
Sincerely,
 Sagoma Construction Services, Inc.

Bianca Jarantow
 Pre-construction Manager
 File: Active:Town of Pembroke Park/ PCO #010

10032 NW 46th Street, Sunrise, Florida 33351 Ph: 954 636 8560 Fax: 800 905 1873

www.sagomacs.com

info@sagomacs.com



RFI #009

Town of Pembroke Park Building Department Offices Renovations

CIP Project # 20-08

Sagoma Construction Services, Inc.
10032 NW 46th Street
Sunrise, FL 33351

At this time, I would like to respond to the above RFI's as follows:

Reference: Floor Plan Sheet A 1

- Please confirm the following:

The Floor Plan on Sheet A 1 shows Countertops in the Fire Department Office and Building Reviewer's Office. Please confirm the deletion/removal of countertops in all offices inclusive of Fire Dept., Bldg. Reviewers as well as the former Server Room.

Proposed Solution- AOR to confirm

Response:

Confirmed and approved.

Authorized by:

**Miguel A.
Nunez, CBO**

Miguel A. Nunez, MPA, CBO, CFM
Building Official

Digitally signed by Miguel A. Nunez, CBO
DN: cn=Miguel A. Nunez, CBO, o=Town of
Pembroke Park, ou=Building Department,
email=mnunez@townofpembrokepark.co
m, c=US
Date: 2021.03.05 15:39:40 -05'00'

Cc: Juan C. Jimenez, Town Manager
Lucie Manzerolle, Building Manager
File



RFI: 009

Project: TOWN OF PEMBROKE PARK-Office Renovation Official? **Y**
Closed? **N**

RFI Number: 009 **Subjects:** Countertop Removal in Offices
Importance: 1 - Urgent **Category:** **Discipline:** Architectural

Author Company: Sagoma Const. Svcs. **Answer Company:** City of Pembroke Park
Author Contact: Jason Bertram **Answer Contact:** Miguel Nunez
Author Ph #: 954.616.7936

Date Created: 3/3/2021 **Date Responded:** **Date Required:** 3/5/2021

Question:

Reference Floor Plan Sheet A 1

The Floor Plan on Sheet A 1 shows Countertops in the Fire Department Office and Building Reviewer's Office. Please confirm the deletion/removal of countertops in all offices inclusive of Fire Dept., Bldg Reviewers as well as the former Server Room.

Proposed Solution- AOR to confirm

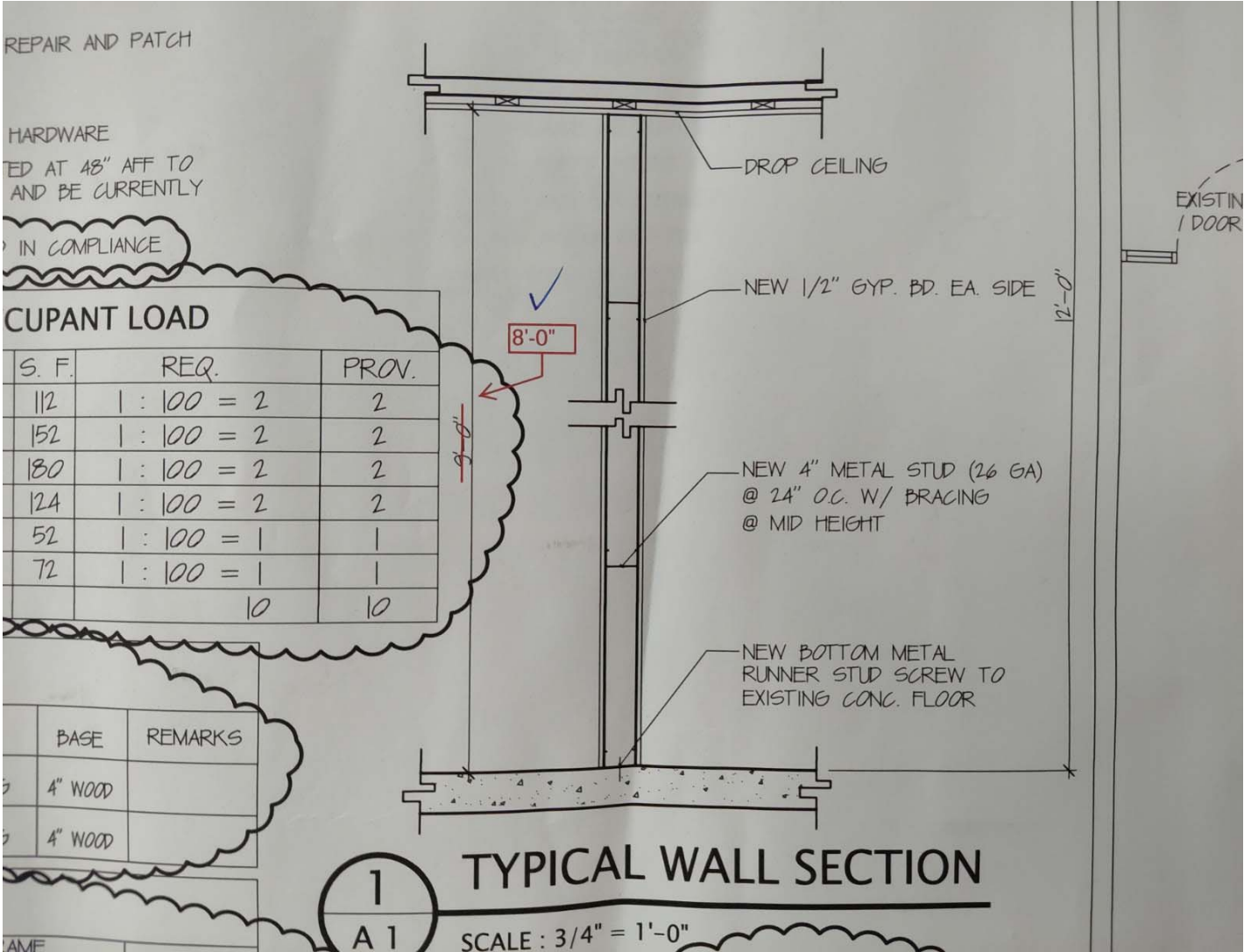
Answer

Cost Impact?	In Review	Schedule Impact?	In Review	Drawing Impact?	In Review
Amount:		Days: 0		Drawing Updated?	--

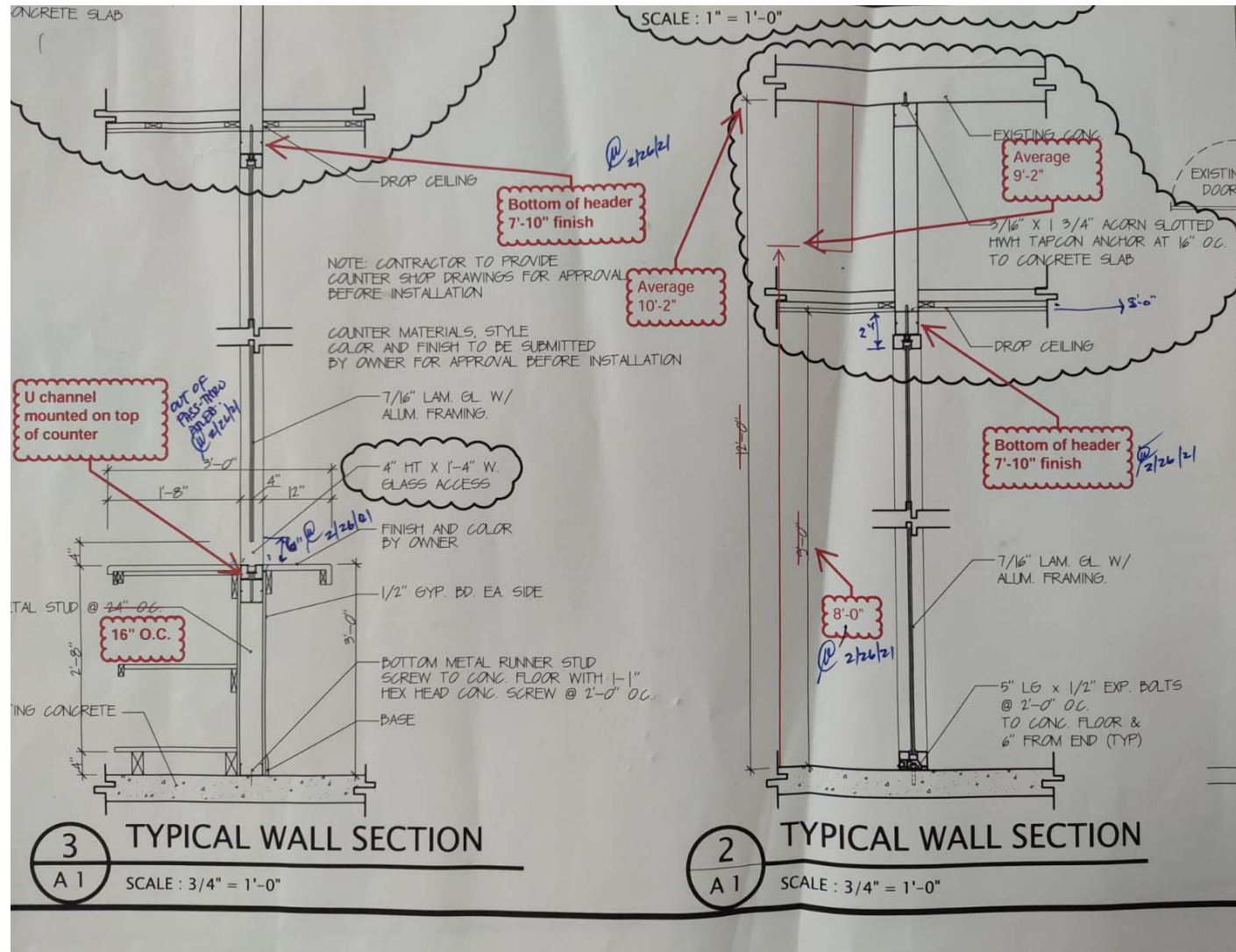
[illegible]

[illegible]

TOWN OF PEMBROKE PARK RENOVATION OF EXISTING OFFICES (ONSITE REDLINE DRAWING)



TOWN OF PEMBROKE PARK RENOVATION OF EXISTING OFFICES (ONSITE REDLINE DRAWING)



[illegible]

**MORRIS
MICA CABINETS INC.**

**PURCHASE ORDER
TO MORRIS MICA CABINETS**

1920 N.W. 22nd Ct.
Pompano Beach, FL 33064
(954) 979-6838
Fax (954) 917-2929

BUYER SAGOMA CONSTRUCTION SERVICES INC

PLACE OF DELIVERY PALE
TOWN OF Pompano
BUILDING DEPT REVENUE
3150 SW
Pompano FL
1800 905 1923

954 6368560, 954 616 7035

Buyer agrees to purchase from Morris Mica Inc. the following goods & services

- ① CREDIT RE DELETION of WORK IN FILE DEPT AND
REVIEW OFFICE /\$3500-00/
\$ 1500-00
- ② UPCHARGE from sample punches
- ③ CREDIT for 3 ft of BASE CABINET IN /\$ 0-00/
BASKET ROOM + add for BASE AND
SHELF AT NORTHSIDE NETT CREDIT / \$2000-00/

Buyer, whose signature appears below agrees to purchase from Morris Mica Inc., Seller, whose address appears above the goods and services described above, upon the following terms and conditions:

- 1) Delivery and installation: Seller is subject to change due to action or delay caused by circumstances beyond Seller's control.
- 2) No cancellation or change shall be effective unless in writing signed by both parties.
- 3) Title at time of the goods shall pass to the Buyer upon delivery of the goods at the designated place of delivery.
- 4) Title to the goods, in whole or by what manner or to what degree said goods may be attached to realty, shall remain in the possession of the Seller until the total purchase price is paid.
- 5) The Seller's lien rights under the laws of Florida shall be anticipated by this agreement, and shall be fully enforceable by the Seller.
- 6) In the event Seller shall deem it necessary to place this contract in the hands of an attorney for collection or suit, Buyer agrees to pay Seller's reasonable attorney's fee and all court costs incurred in connection therewith.
- 7) Delays in payment shall be subject to interest charges of 18 percent per annum and it shall be the obligation of the Buyer to pay the same to Seller.
- 8) This writing is intended by the parties as a final expression of their agreement and is intended as a complete and exclusive statement of the terms of their agreement.
- 9) TERMS:

FOR THE SUM OF \$ _____

INSTALLATION _____

SALES TAX _____

TOTAL PURCHASE PRICE \$ _____

This offer may be accepted only by signing one copy of this offer and returning it to Seller so that it is received by Seller no later than 5:00 P. M. on _____, 20____.

The Seller accepts the foregoing offer:
MORRIS MICA CABINETS

BY [Signature]
3-5 2021

Buyer _____ 20____

info@machineshark.com
833-767-4275
Contact: Dana Friedman
www.machineshark.com

DATE	1/15/21

Formax

Mark Pakula
954-701-4345.
mpakula@tppfl.gov

Comments or Special Instructions

TOTAL	\$4,613.00
--------------	-------------------

AGENDA ITEM REPORT



To:

Subject: Document Shredder

Meeting: WORKSHOP COMMISSION MEETING - Feb 24 2021

Department: Clerk

Staff Contact: Mark Pakula, Information Technology Director

BACKGROUND INFORMATION:

Formax **GSA Contract Number (Paper Handling Products): GS-25F-0072N**

FINANCIAL IMPACT:

The Total cost is \$4,613.00

RECOMMENDATION:

To Purchase Formax Auto Shredder FD 8652CC from Machine Shark

ATTACHMENTS:

[FD 8652CC Quote](#)

	Status:
Harry Taubenfeld, Finance & Budget Director	None
JC Jimenez, Town Manager	None

info@machineshark.com
833-767-4275
Contact: Dana Friedman
www.machineshark.com

DATE	1/15/21

Formax

Mark Pakula
954-701-4345.
mpakula@tpopf.gov

Comments or Special Instructions

SUBTOTAL	\$4,613.00
Shipping	-
Tax	-
	-
TOTAL	\$4,613.00

RESOLUTION NO. 2021-013

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AWARDED THE CONTRACT FOR CIP PROJECT 20-08 TO SAGOMA CONSTRUCTION AFTER A COMPETITIVE SELECTION PROCESS; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on November 12th, 2020, the Town of Pembroke Park (the "Town") issued a solicitation for CIP 20-80 to renovate the Town's building department offices; and

WHEREAS, the Selection Committee met on Wednesday, December 23th, 2020, and recommended to the Town Commission of Pembroke Park that selecting Sagoma Construction, Inc. ("Sagoma") for CIP 20-80 would best benefit the Town; and

WHEREAS, the Town Commission agreed with the Selection Committee and chose to award CIP 20-80 to Sagoma.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA:

Section 1: The Commission hereby awards the contract for CIP 20-80 to Sagoma Construction.

Section 2: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 3: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 4: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED, this 10th day of March, 2021.

ATTEST:

GEOFFREY JACOBS
Mayor-Commissioner

MARLEN D. MARTELL
Town Clerk

Approved as to form and legal sufficiency

MELISSA P. ANDERSON, ESQ
Town Attorney

RESOLUTION NO. 2021-009

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, AWARDED THE BID FOR RFP 21-02 (FEMA PROJECT NUMBER 4337-393-R, SW 25 STREET AND VICINITY DRAINAGE IMPROVEMENTS) TO CRAIG A. SMITH AND ASSOCIATES AFTER A COMPETITIVE SELECTION PROCESS; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on December 29th, 2020, the Town of Pembroke Park issued a request for proposal ("RFP") for engineering design services for FEMA project number 4337-393-R, which consists of drainage improvements to the SW 25th Street area and vicinity; and

WHEREAS, the RFP committee met on February 3rd, 2021, and determined that of the three proposers, the submission of Craig A. Smith and Associates ("CAS") would be the most beneficial for the Town and voted to recommend to the Town Commission that the project be awarded to CAS;

WHEREAS, the Town of Pembroke Park Town Commission (the "Commission") on February 10th, 2021, agreed with the RFP committee and voted to award the bid for RFP 21-02 to CAS.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA:

Section 1: The Commission hereby awards the bid for RFP 21-02 for FEMA project number 4337-393-R to CAS and directs staff to enter into contract negotiations with CAS.

Section 2: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this

Resolution.

Section 3: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 4: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED, this 10th day of March, 2021.

ATTEST:

GEOFFREY JACOBS
Mayor-Commissioner

MARLEN D. MARTELL
Town Clerk

Approved as to form and legal sufficiency

MELISSA P. ANDERSON, ESQ
Town Attorney

RESOLUTION NO. 2021-015

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING AND AUTHORIZING THE EXECUTION OF THE SECOND AMENDMENT AND RESTATEMENT OF THE TRANSPORTATION SYSTEM SURTAX INTERLOCAL AGREEMENT WITH THE BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Broward County Commissioners authorized the County Administrator, in consultation with the County Attorney, to execute the Second Amendment and Restatement of the Transportation System Surtax Interlocal Agreement ("Second Amendment") on September 10, 2020; and

WHEREAS, the Second Amendment clarifies the definitions of eligible municipal projects; and

WHEREAS, the Second Amendment stipulates that the initial ranking of projects from Cycle 1 (2020) was performed equitably under the provisions of contractual obligations and preserves the Cycle 1 project rankings for all phases and will retain their rankings until all are funded; and

WHEREAS, the Second Amendment also requires the Broward Metropolitan Planning Organization ("MPO") to modify its ranking criteria beginning in 2021, requires the MPO to amend the date when potential project applications be submitted to April 1st of each year, and requires the MPO to amend the date when the MPO will complete the prioritization of municipal projects to June 1st of each year; and

WHEREAS, the Second Amendment provides for the County annually budgeting for ranked, approved projects and provides for developing subsequent 5 year rolling, capital plans;

and

WHEREAS, the Second Amendment provides that it is the County 's responsibility to rank the Rehabilitation and Maintenance projects and that any approved Rehabilitation and Maintenance project that was not funded in Cycle 1 will be funded until all have been funded.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA:

SECTION 1. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and correct and are hereby made a part of this Resolution.

SECTION 2. The Town approves and authorizes the execution of the Second Amendment to and Restatement of the Transportation System Surtax Interlocal Agreement.

SECTION 3. All resolutions inconsistent or in conflict herewith shall be and are hereby repealed.

SECTION 4. If any section, sentence, clause, or phrase of this resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this resolution.

SECTION 5. This resolution shall become effective upon its passage and adoption by the Town Commission.

SECTION 6. This Resolution shall become effective immediately upon its passage and adoption. insofar as there is conflict or inconsistency.

PASSED AND ADOPTED, this 10th day of March, 2021.

ATTEST:

GEOFFREY JACOBS
Mayor-Commissioner

MARLEN D. MARTELL
Town Clerk

Approved as to form and legal sufficiency

MELISSA P. ANDERSON, ESQ
Town Attorney

RESOLUTION NO. 2021-012

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ESTABLISHING A CHARTER REVIEW COMMITTEE CONSISTING OF FIVE TOWN RESIDENTS FOR THE PURPOSE OF RECOMMENDING TO THE TOWN COMMISSION PROPOSED CHANGES TO THE TOWN CHARTER; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Florida Statutes, Section 166.031 provides that municipal charters may be amended by a vote of a majority of the electors of the municipality; and

WHEREAS, the Town Commission (the “Commission”) of the Town of Pembroke Park (the “Town”) finds that it would benefit the Town to have a citizen’s Charter Review Committee appointed to study the Town’s Charter and recommend Charter changes to the Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA:

Section 1: Charter Review Committee Established. The Town hereby establishes a Town of Pembroke Park Charter Review Committee (the “Committee” or “Charter Review Committee”), a citizen’s committee to study the Town’s Charter and make recommended changes to the Commission.

Section 2: Committee Members. The Committee shall consist of 5 members, all of whom must be at least 18 years of age and residents of the Town. Each of the sitting Commissioners shall appoint one member to the Committee from that Commissioner’s district. For the district which does not have a sitting Commissioner, the four sitting Commissioners shall, by a vote of the majority, select a Charter Review Committee member from a pool of qualified applicants from that district.

Section 3: Conduct of Meetings. The Committee shall elect a chair and vice-chair at its first meeting and may adopt by laws to govern the conduct of Committee meetings.

Section 4: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED, this 10t day of March, 2021.

ATTEST:

GEOFFREY JACOBS
Mayor-Commissioner

MARLEN D. MARTELL
Town Clerk

Approved as to form and legal sufficiency

MELISSA P. ANDERSON, ESQ
Town Attorney

RESOLUTION NO. 2021-011

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING AN APPLICATION FOR A VARIANCE FOR THE PROPERTY LOCATED AT 134 WEST LAKE DRIVE TO ALLOW A "CONCRETE RAISED PATIO" SUBJECT TO CERTAIN CONDITIONS; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Chapter 28, Division 3 of the Town of Pembroke Park (the "Town") Town Code (the "Code") allows for variances to be granted by the Town Commission upon applicant meeting the criteria set forth in Section 28-75 of the Code; and

WHEREAS, the Hearing Examiner reviewed the proposed variance application at a virtual hearing on February 18, 2021, and recommended approval of the variance application to the Town Commission, subject to certain conditions; and

WHEREAS, the Town Commission finds that the applicant has met the conditions set forth in Section 28-75 of the Town Code and desires approve the variance application subject to the conditions set forth in Report of the Hearing Examiner attached to the Agenda Item Report.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA:

Section 1: The variance application is granted allowing a "Concrete Raised Patio" subject to the conditions listed in the Report of the Hearing Examiner attached to the Agenda Item Report.

Section 2: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 3: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 4: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED, this 10th day of March, 2021.

ATTEST:

GEOFFREY JACOBS
Mayor-Commissioner

MARLEN D. MARTELL
Town Clerk

Approved as to form and legal sufficiency

MELISSA P. ANDERSON, ESQ
Town Attorney

AGENDA ITEM REPORT



To: Town Commission
Subject: Zoning Variance -- 134 West Lake Drive Application 20-434
Meeting: REGULAR COMMISSION MEETING AGENDA - March 10, 2021
Department: Planning and Zoning
Staff Contact: Town Planner, Town Planner

BACKGROUND INFORMATION:

The owner of the existing mobile home requests an after-the-fact variance for an existing structure ("concrete raised patio"). The Town's Zoning Code requires a minimum 10 feet setback for the structure from the adjacent lake.

The Hearing Examiner held a public hearing on February 18, 2021. The Hearing Examiner has issued his findings and recommends approval with conditions.

This item was reviewed by Consultant Town Planner Michael Miller.

RECOMMENDATION:

Approval with Conditions

ATTACHMENTS:

[Exhibits from Hearing Examiner 134 WEST LAKE DRIVE](#)
[Hearing Examiner Findings 134 WEST LAKE DRIVE](#)

JC Jimenez, Town Manager	Status:
Town Attorney, Town Attorney	Approved - Feb 24 2021
	Approved - Feb 25 2021

TOWN OF PEMBROKE PARK

**IN RE: ZONING VARIANCE PETITION
CASE NO. 20-434**

**PEMBROKE PARK LAKE MOBILE HOME PARK
134 WEST LAKE DRIVE
PEMBROKE PARK, FLORIDA 33023**

Petitioner.

Exhibits for Case No. 20-434

**TOWN OF PEMBROK PARK
NOTICE OF ZONING VARIANCE HEARING**

NOTICE IS HEREBY GIVEN to all parties that the Town of Pembroke Park, Broward County, Florida, is conducting a Virtual Public Hearing on February 18th, 2020, at 5 p.m. to consider a petition requesting a ZONING VARIANCE for a property located at 134 W. Lake Drive in Pembroke Park Florida. To GOTOMEETING address for the virtual hearing is: <https://global.gotomeeting.com/join/620149189>. The Zoning Variance requests for the allowance of the construction of a “patio” on roof of mobile home without a permit.

The Zoning Variance may be viewed and inspected by the public online at: <https://townofpembrokepark.civicweb.net/document/19068> All interested parties may appear at the Zoning Variance Hearing and be heard with respect to the requested Zoning Variance. All interested parties please take due notice of the time and date of the and govern yourselves accordingly.

Any person who decides to appeal the decision of the Hearing Examiner with respect to any matter considered at this meeting will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

ANY PERSON REQUIRING AUXILIARY AIDS AND SERVICES AT THIS VIRTUAL MEETING MAY CALL THE TOWN CLERK’S OFFICE AT 954.966.4600 AT LEAST 2 CALENDAR DAYS PRIOR TO THE MEETING.

TOWN OF PEMBROKE PARK

By: /s/Melissa P. Anderson
MELISSA P. ANDERSON, Town Attorney



Printed: 1/25/2021 3:45:03 PM

Page 2 of 2

Order ID: 6870181

* Agency Commission not included

GROSS PRICE * : \$213.50

PACKAGE NAME: SSC Other Legal Notices

Product(s): Sun Sentinel, Affidavit, Floridapublicnotices.com

AdSize(s): 1 Column

Run Date(s): Wednesday, February 3, 2021, Wednesday, February 10, 2021

Color Spec. B/W

Preview

**TOWN OF PEMBROKE PARK
NOTICE OF ZONING
VARIANCE HEARING**

NOTICE IS HEREBY GIVEN to all parties that the Town of Pembroke Park, Broward County, Florida, is conducting a Virtual Public Hearing on February 18th, 2020, at 5 p.m. to consider a petition requesting a ZONING VARIANCE for a property located at 134 W. Lake Drive in Pembroke Park Florida. To GOTOMEETING address for the virtual hearing is: <https://global.gotomeeting.com/join/620149189>. The Zoning Variance requests for the allowance of the construction of a "patio" on roof of mobile home without a permit. The Zoning Variance may be viewed and inspected by the public online at: <https://townofpembrokepark.civicweb.net/document/19068>. All interested parties may appear at the Zoning Variance Hearing and be heard with respect to the requested Zoning Variance. All interested parties please take due notice of the time and date of the and govern yourselves accordingly.

Any person who decides to appeal the decision of the Hearing Examiner with respect to any matter considered at this meeting will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

ANY PERSON REQUIRING AUXILIARY AIDS AND SERVICES AT THIS VIRTUAL MEETING MAY CALL THE TOWN CLERK'S OFFICE AT 954.966.4600 AT LEAST 2 CALENDAR DAYS PRIOR TO THE MEETING.
TOWN OF PEMBROKE PARK

By: /s/ Melissa P. Anderson
MELISSA P. ANDERSON, Town Attorney
02/03, 02/10/2021 6870181

NOTICE OF PUBLIC MEETING



HEARING EXAMINER MEETING

NOTICE OF VIRTUAL PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Town Commission of the Town of Pembroke Park, Florida, will hold a "Virtual" Hearing Examiner Meeting utilizing communications media technology ("CMT"), in accordance with Emergency Ordinance 2020-009, dated November 10, 2020, pertaining to conducting local government meetings while under the public health emergency related the spread of Novel Coronavirus Disease 2019 (COVID- 19)

DATE: Thursday, February 18, 2021

TIME: 5:00 P.M.

You can dial in using your phone.

United States (Toll Free): 1 877 309 2073

United States: +1 (646) 749-3129

Access Code: 620-149-189

Two hours prior to meeting you can submit a text or voicemail at (954) 707-9820

Any member of the public wishing to comment publicly on any matter, including on items on the agenda, may submit their comments by email to the Town Clerk at townclerk@townofpembrokepark.com.

All comments submitted by email that, if read orally, are three minutes or less shall be read into the record. All comments submitted by email shall be made a part of the public record. If any member of the public requires additional information about this Town Commission meeting or has any questions about how to submit a public comment at the meeting, please contact:

Marlen D. Martell, Town Clerk
Town of Pembroke Park
3150 SW 52 Avenue
Pembroke Park, FL 33023
954-966-4600, ext: 235
townclerk@townofpembrokepark.com

IN ACCORDANCE WITH THE PROVISIONS OF F.S. SECTION 286.0105, IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD, AGENCY, OR COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND, FOR SUCH PURPOSE, HE OR SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

ANY PERSON REQUIRING AUXILIARY AIDS AND SERVICES AT THIS MEETING MAY CALL THE TOWN CLERKS OFFICE AT 954-966-4600 AT LEAST TWO CALENDAR DAYS PRIOR TO THE MEETING. IF YOU ARE HEARING OR SPEECH IMPAIRED PLEASE CONTACT THE FLORIDA RELAY SERVICES BY USING THE FOLLOWING NUMBERS: 1-800-955-8770 (VOICE) OR 1-800-955-8771 (TDD)

DECORUM - ALL COMMENTS MUST BE ADDRESSED TO THE COMMISSION AS A BODY AND NOT TO INDIVIDUALS. ANY PERSON MAKING IMPERTINENT OR SLANDEROUS REMARKS, OR WHO BECOMES BOISTEROUS WHILE ADDRESSING THE COMMISSION, SHALL BE BARRED FROM FURTHER AUDIENCE BEFORE THE COMMISSION BY THE PRESIDING OFFICER, UNLESS PERMISSION TO CONTINUE OR AGAIN ADDRESS THE COMMISSION IS GRANTED BY THE MAJORITY VOTE OF THE COMMISSION MEMBERS PRESENT. NO CLAPPING, APPLAUDING, HECKLING OR VERBAL OUTBURSTS IN SUPPORT OR IN OPPOSITION TO A SPEAKER OR HIS/HER REMARKS SHALL BE PERMITTED. NO SIGNS OR PLACARDS SHALL BE ALLOWED IN THE COMMISSION CHAMBERS. PLEASE MUTE OR TURN OFF YOUR CELL

PHONE OR PAGER AT THE START OF THE MEETING. FAILURE TO DO SO MAY RESULT IN BEING BARRED FROM THE MEETING. PERSONS EXITING THE CHAMBER SHALL DO SO QUIETLY.

Page

1. VIRTUAL INSTRUCTIONS

NOTICE IS HEREBY GIVEN that the Town Commission of the Town of Pembroke Park, Florida, will hold a "Virtual" Hearing Examiner Meeting utilizing communications media technology ("CMT"), in accordance with Emergency Ordinance 2020-009, dated November 10, 2020, pertaining to conducting local government meetings while under the public health emergency related the spread of Novel Coronavirus Disease 2019 (COVID- 19)

DATE: Thursday, February 18, 2021

TIME: 5:00 P.M.

You can dial in using your phone.

United States (Toll Free): 1 877 309 2073

United States: +1 (646) 749-3129

Access Code: 620-149-189

Two hours prior to meeting you can submit a text or voicemail at (954) 707-9820

Any member of the public wishing to comment publicly on any matter, including on items on the agenda, may submit their comments by email to the Town Clerk at townclerk@townofpembrokepark.com.

All comments submitted by email that, if read orally, are three minutes or less shall be read into the record. All comments submitted by email shall be made a part of the public record. If any member of the public requires additional information about this Town Commission meeting or has any questions about how to submit a public comment at the meeting, please contact:

Marlen D. Martell, Town Clerk

Town of Pembroke Park

3150 SW 52 Avenue

Pembroke Park, FL 33023

954-966-4600, ext: 235

townclerk@townofpembrokepark.com

2. CALL TO ORDER

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA

6. INTRODUCTION

7. PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

8. REPORTS OF COMMITTEES AND CITY STAFF

- 8.1. Variance for a patio on 34 W. Lake Drive - Town Planner Miller
PP HO Staff Report Backup Varinace 134 W Lake Dr. Jan 12 2021

4 - 25

9. PUBLICATION

TOWN OF PEMBROK PARK

NOTICE OF ZONING VARIANCE HEARING

NOTICE IS HEREBY GIVEN to all parties that the Town of Pembroke Park, Broward County, Florida, is conducting a Virtual Public Hearing on February 18th,

2020, at 5 p.m. to consider a petition requesting a ZONING VARIANCE for a property located at 134 W. Lake Drive in Pembroke Park Florida. To GOTOMEETING address for the virtual hearing is: <https://global.gotomeeting.com/join/620149189>. The Zoning Variance requests for the allowance of the construction of a “patio” on roof of mobile home without a permit.

The Zoning Variance may be viewed and inspected by the public online at: <https://townofpembrokepark.civicweb.net/document/19068> All interested parties may appear at the Zoning Variance Hearing and be heard with respect to the requested Zoning Variance. All interested parties please take due notice of the time and date of the and govern yourselves accordingly.

Any person who decides to appeal the decision of the Hearing Examiner with respect to any matter considered at this meeting will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

ANY PERSON REQUIRING AUXILIARY AIDS AND SERVICES AT THIS VIRTUAL MEETING MAY CALL THE TOWN CLERK’S OFFICE AT 954.966.4600 AT LEAST 2 CALENDAR DAYS PRIOR TO THE MEETING.

TOWN OF PEMBROKE PARK

By: /s/Melissa P. Anderson

MELISSA P. ANDERSON, Town Attorney

10. ADJOURNMENT

ZONE
VAR

TOWN OF PEMBROKE PARK
APPLICATION FOR ZONING VARIANCE

Date: 11-24-20
Case No: 20-434
Receipt No.: 1423

Filing Fees:

- (1) General: A nonrefundable fee of \$500.00 for processing the application, plus an initial cost recovery fee shall be \$7,000.00 for non-administrative costs as set forth in Section 28-72 (legal fees / title search and abstracting expenses / consultant review fees / newspaper advertisements / copies, postage and mailing expenses).
- (2) Mobile Home / Single Family Home: The initial cost recovery fee shall be \$500.00 plus the non-administrative costs incurred by the Town in processing the request. \$200.00 of the above referenced fee shall be non-refundable.

Petitioner / Applicant: LINDA DOIRON
Address: 85 GULFSTREAM ROAD City: DANIA BEACH
Phone: 954-691-7175 Fax: _____ E-mail: plansbylinda@hotmail.com

Petitioner's Relation to Subject Property: _____

If Petitioner is not Owner, Name of Owner: YVAN ROULEAU
Address of Owner: 127 RUE FERÉ City: ST-EUSMACHE QUEBEC CANADA J7R 2T4
Signature of Petitioner: Amela Dorian

Address of Property Subject to the Requested Variance: 134 W LAKE DR. PEMBROKE PARK FL 33009

Legal Description of Property (Plat Book/Page or Metes and Bounds):

29-51-42 BEG AT PT 180 N OF SW COR OF SE 1/4 FOR POB, N ALG W LINE TO PT 50 S OF NW CR OF SW 1/4 OF NE 1/4 E 250, S 150, W 100, S 520, E 210, SE 1/4 ALG CURVE 188.5, S 60 SWLY ALG CURVE 188.5, W 210, S 237.4 N/L TO PT 180 N OF S/L OF SE 1/4 W 150 TO POB

Variance Requested: SEE ATTACHED

Details of Unnecessary Hardship: _____

Attach drawings, survey and or other documentation necessary to support the petition for the variance.

OWNER / AGENT CERTIFICATE:

This is to certify that I am the owner / agent of the subject lands described above in the Application for Zoning Variance, and that all information supplied herein is true and correct to the best of my knowledge. By signing this application, owner / agent specifically agrees to allow access to described property at reasonable times by Town personnel for the purpose of verification of information provided by owner/agent.

PLANS BY LINDA LLC
85 GULFSTREAM RD APT 103
DANIA BEACH, FL 33004-3421

1423

EO-751/631 10299

DATE 11-24-2020

PAY
TO THE
ORDER OF

Town of Pembroke Park

\$ 700.00

seven-hundred

00

DOLLARS



Printed
Date
Deposited
Amount



Wells Fargo Bank, N.A.
Florida
wellsfargo.com

FOR 134 W. LAKE DR. VARIANCE

Linda Dorian

⑈0000001423⑈ ⑆063107513⑆ 5336415590⑈

This is to certify that I am the owner / agent of the subject lands described above in the Application for Zoning Variance, and that all information supplied herein is true and correct to the best of my knowledge. By signing this application, owner / agent specifically agrees to allow access to described property at reasonable times by Town personnel for the purpose of verification of information provided by owner/agent.

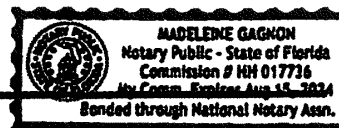
Signature of owner/agent: Linda Dargatzis Sworn to and subscribed before me this 24 day of November 2020, by Linda Dargatzis

☒ He/She is personally known to me or

☐ He/She has presented _____ as identification.

Signature of Notary Public: Madeline Gagnon

Type or Print Name: MADELINE GAGNON



FOR STAFF USE ONLY

Hearing Officer Action
Town Commission

Date: _____ () Approved () Denied () Approved with conditions
Date: _____ () Approved () Denied () Approved with conditions

Last Revised 10/09/2003

Request for a variance

Request from the owner Yvan Rouleau
Mobile home located at 134 W Lake Dr, Pembroke Park FL 33009

Date: November 20, 2020

New owner bought existing house & patio a year or 2 ago. Then received a notice of violation from the city of Pembroke Park. The existing rear patio is in violation.

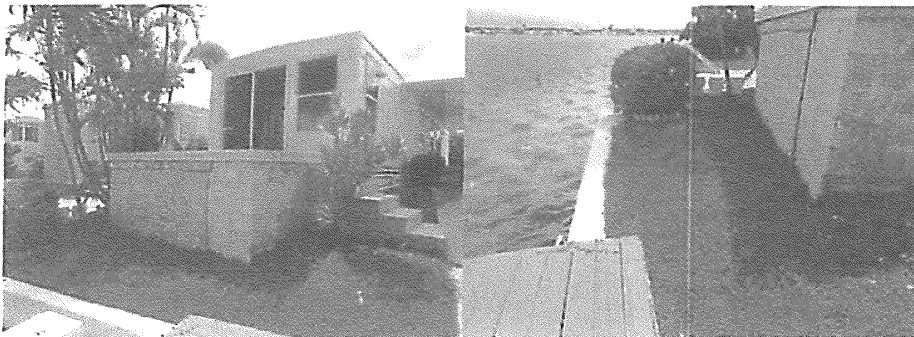
The raised patio is 9'-6" (deep)x11'-0"(wide)

One (1) Corner of the patio is at 7'-0" from the concrete/sea wall & the other corner is at 5'-0" from the sea wall.

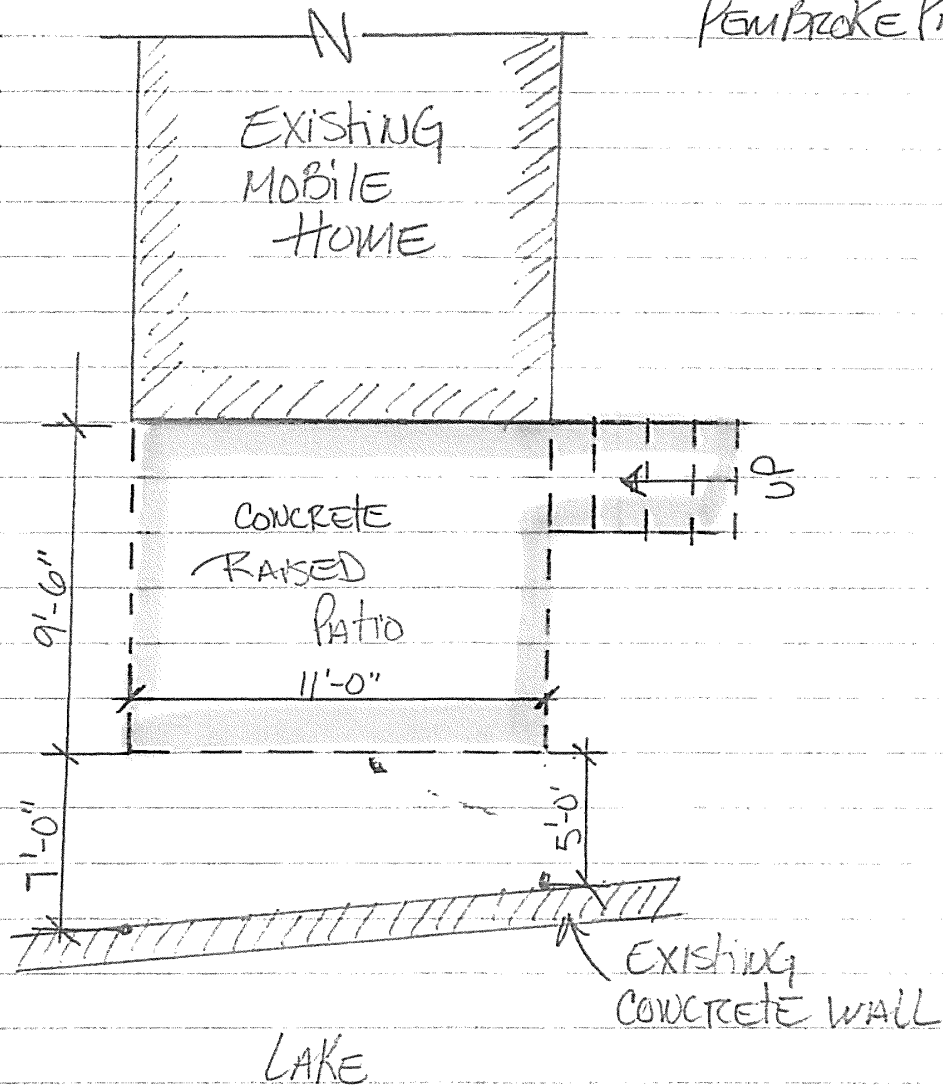
We found out that the city setbacks are 10'-0" from the sea wall but the mobile home park-association setbacks are 5'-0". The patio meets the park setback.

To meet the city setback the patio would be only 4'-6" deep x 11'-0

We are sure that other properties in the park does not meet the city setback but meets the park setback. This is not a safety issue and owner is willing to pull a permit in order to make the existing concrete patio per FBC (Florida Building Code). See pictures of the existing patio.



134 W. LAKE DR.
Pembroke Park, FL



**TOWN OF PEMBROKE PARK
COMMUNITY DEVELOPMENT
MEMORANDUM**

To: Harry Hipler, Esq. - Town Hearing Examiner
Town of Pembroke Park

From: Michael J. Miller, AICP 
Consultant Town Planner

Date: January 12th, 2021

Subject: Zoning Variance Request
Relief from Section 28-340(a) Related to 10' Setback from Water Bodies
Pembroke Park Lake Mobile Home Park
134 West Lake Drive
Pembroke Park Acct. No. 20-434
MMPA Project No. 00-1101-1122

ISSUE / VARIANCE REQUEST

The current owner of the above referenced property, Yvan Rouleau, is requesting a variance from the Town Code provisions in order to keep an existing so-called "concrete raised patio" built in the 10-foot minimum setback from a water body at their mobile home site. A new CBS structure appears to have been built with the so-called "raised patio" on its roof. The structure was apparently built without obtaining building permits according to the Town's Building Department staff. This request includes a deviation from Section 28-340(a) of the Town Code now entitled "Docks", although the request is not related to a dock. The Town does not have separate Code provisions for "patios" and similar accessory structures. The T-1 Mobile Home Zoning District does not have and setbacks for mobile homes / accessory structures from water bodies (canals / lakes). However, Section 28-340 addresses docks, seawalls, and related structures in / adjacent to waterways of the Town. When the Town's staff drafted the new Code provisions in 2013 the Code section was to be titled "Division 5 - Docks, Seawalls and Related Structures". However, as adopted / codified it appears the title was shortened to only "Docks", despite the subject matter being much broader, and the provisions were inserted in Division 4 - Fences, Walls and Hedges. The owner alleges he bought the mobile home with the existing CBS structure with a raised patio on its roof and it complies with the Pembroke Park Lake MHP criteria. It is unknown when the CBS structure with a patio on its roof was built. During a recent Town Code Enforcement inspection of the site, where it was noticed that other work was being done with no building permits / site deficiencies, the CBS structure / raised patio was noticed.

**Zoning Variance Request
Relief from Section 28-340(a) Related to 10' Setback from Water Bodies
Pembroke Park Lake MHP
134 West Lake Drive
January 12th, 2021
Page 2**

The owner is seeking relief from the following Code provision:

Sec. 28-340. Docks.

- (a) All structures within residential zoning districts, except as provided for herein, shall be set back a minimum of ten (10) feet from the mean high-water line or mean annual flood line of any water body.

The above Code provisions in Section 28-340 limit any structure from be within 10' of a water body; however, the subsequent Code provisions in that section set forth requirements for docks, seawalls, connecting walkways and similar accessory structures.

BACKGROUND INFORMATION

The Town has several large open water bodies, mostly in the Mobile Home Parks located south of Hallandale Beach Boulevard, as well as a few other locations (Meekins Lake / Behan Lake / others), and occasionally receives requests to install seawalls, docks and connecting walkways to adjoining upland sites. Almost all of the water bodies in the Town are privately owned. During the summer of 2013 Town staff met to discuss outdated and inadequate Code sections. The Town previously had no Land Development Regulations (LDRs) for docks, seawalls and related structures. Staff occasionally experiences problems with building permits reviews by applying older inadequate Code provisions, many of which are outdated or do not exist. The Town's Public Works Director at that time expressed concerns with possible flooding and maintenance issues along waterways and sponsored the new regulations. On December 11th, 2013, the Town Commission adopted Ordinance No. 13-12-01 which established new regulations for docks, seawalls and related structures. The regulations are geared more toward encouraging docks to extend out over the water surfaces and keeping the sloped lake banks generally clear of obstructions other than walkways connecting a dock to the upland areas. While a 10-foot wide setback for structures is required, a minimum 5-foot wide "open" lake maintenance easement is now required adjoining all lakes, which allows room for lake water levels to rise without immediate flooding of the mobile homes. However, it should be mentioned that some of the mobile homes that front onto lakes do not comply with the 2013 regulations – they predate the regulations and are considered legal nonconforming. Many Mobile Home owners have constructed docks / patios / sitting areas / stairs / walkways / etc. (hardscapes) within the 5' lake maintenance area adjoining the water bodies and 10-foot +/- sloped yard areas fronting the seawalls, if they are provided. The Town's average low lake levels are typically about 2.0' NGVD with adjoining developed lands at 7.0' +/- NGVD, that provides freeboard for rising water.

ANALYSIS

As to the applicant's situation, the existing mobile home site includes the mobile home itself, a covered outdoor sitting area / carport structure, a shed structure, the aforementioned CBS structure that appears to be some type of garage / storage building with a patio on its roof located on the lakefront side of the mobile home, a walkway sloping from the mobile home down to a dual-purpose dock / sitting platform over the lake, and some type of antenna structure (no permit). Again, the owner alleges he bought the mobile home with the existing improvements and they comply with the Pembroke Park Lake MHP criteria. It is unknown when the CBS structure / raised

Michael Miller Planning Associates, Inc.

**Zoning Variance Request
Relief from Section 28-340(a) Related to 10' Setback from Water Bodies
Pembroke Park Lake MHP
134 West Lake Drive
January 12th, 2021
Page 3**

patio was built but it appears new. No letter from the MHP was included that approved the CBS structure / raised patio or sets forth their setback criteria. During a recent Town Code Enforcement inspection of the site, where it was noticed that other work was being done with no building permits / site deficiencies existed, the new CBS building / raised patio was noticed. According to the sketch provided by the applicant the CBS structure with the raised patio on its roof is about 9'-6" deep x 11' wide. One corner of the structure is about 7' from the seawall while the other corner is about 5' from the seawall. If the CBS storage building / raised patio had to be modified to meet the Town's 10' setback requirement the CBS building / roof patio would only be about 4'-6" deep. As built, there is at least a 5' wide open lake maintenance area along the seawall as required. The structure storage building / raised patio appears to be constructed of concrete so rising waters would not seem to negatively affect the structure. If the Town approves the existing raised patio structure, a building permit will be required – with plans showing the structure meets the Florida Building Code. Notwithstanding the owner's ability to prove the structural integrity of the CBS structure / raised patio (and other site improvements) meet the Building Code, it is specifically noted that the height of the roof-mounted patio from the waterfront grade exceeds 30 inches; therefore, a safety railing is required for fall protection.

SITE INFORMATION

Land Use Designation: LM – Low Medium Density Residential
Zoning District: T -1 Mobile Home Park District
Address / General Location: 134 West Lake Drive

PLANNING ANALYSIS FOR VARIANCE FROM SECTION 28-340(a)

According to Section 28-75, the Hearing Officer and Town Commission may grant a variance whenever the enforcement of Code of Ordinances would result in an undue hardship upon a party and not endanger the health, safety and welfare of the residents of the Town, where changing conditions have occurred, to comply with Comprehensive Plan items and other listed criteria. The remainder of this portion of the memorandum analyzes the requested variances relative to Section 28-340 of the Code of Ordinances. Following is a citation of the existing Code provisions:

Sec. 28-340. Docks

- (a) All structures within residential zoning districts must be set back a minimum of ten (10) feet from either the mean high-water line or the line of the mean annual flood of any water body except for the following:

Analysis

It was the Town's intention that this subsection would create a "clear zone" along all water body edges to allow common maintenance and accessibility. While a 10' setback is specified for all structures, certain features such as a 5' wide walkway / stairs can be installed from the upland dwelling to the seawall / dock, if one exists. At a minimum, "an unobstructed minimum five (5) feet

Michael Miller Planning Associates, Inc.

**Zoning Variance Request
Relief from Section 28-340(a) Related to 10' Setback from Water Bodies
Pembroke Park Lake MHP
134 West Lake Drive
January 12th, 2021
Page 4**

wide lake maintenance / cross access area shall be provided at all times along waterfront properties for lake maintenance and access". This unobstructed 5' wide open area now exists at the site between the raised patio and seawall. In addition, at least a 10' wide setback area exists on other portions of the site. No structure can be constructed in Florida without obtaining a building permit. The Town has no record of either receiving a request to build the CBS structure / raised patio or issuing a permit. There are other site improvements that the Code Enforcement staff identified that apparently the Town has no record of reviewing / issuing building permits. If the prior owner failed to abide by the laws (meet setbacks / obtain a permit) that does not mean a subsequent owner is not liable – these types of issues are typically discovered at time of a real estate closings, surveys depict all site features and title insurance can compensate owners for such items. From the pictures attached taken by the Town's Code Enforcement staff, it appears the CBS garage / storage building with the raised patio on its roof is a new structure.

MMPA RECOMMENDATION

In 2013 the Town adopted new regulations governing the construction of seawalls, docks and other similar accessory structures. Over the years many varying types of waterfront improvements have been made, including boat docks, sitting decks, walkways, etc. In this instance almost all of the adjoining or nearby mobile homes previously built a variety of improvements that are not in compliance with Town Code Section 28-340. Those improvements, if they received valid permits, are considered legal non-conforming.

The CBS garage / storage building with a future patio on its roof should not have been built without first obtaining a Building Permit from the Town. The structural integrity of the CBS structure is unknown. The CBS structure does not appear to be built meeting Florida Building Code requirements (reinforced walls, floor / wall / roof ties, etc.). The raised patio on the roof of the CBS structure has existing safety issues (lacks fall protection - railings) and should not be used until resolved.

The CBS garage / storage building with a proposed raised patio on its roof appears to be "newer" and clearly violates the Town's 10' setback required by Sec. 28-340(a). The Florida Building Code / Town Zoning Code requirements always supersede a local community's design criteria, unless there is an agreement for grandfathering. It is not known if the prior owner or current owner built the structure – the current owner alleges the prior owner built the CBS building with a raised patio on its roof prior to his acquiring the mobile home "a year or 2 ago" – one would probably know the exact date when they bought real estate. It appears most other mobile homes in this area have made various improvements in the 10' building setback area and even the 5' lake maintenance area. Some docks in this community appear to violate the current Codes (too big / extend into lake too far / other). This owner is seeking permission to keep the CBS building with a raised patio on its roof where built and offered to obtain a Building Permit – this is required if the Town allows the structure to remain.

Although the 2013 Code amendments were established to create a "clear zone" adjoining waterways for access and maintenance, with docks extending out over open water and physical improvements located upland, in this instance the required 5' lake maintenance area is preserved, even if the CBS structure / raised patio encroaches into a portion of the 10' setback, which allows for common maintenance and accessibility. To require the removal of portions of the CBS structure to meet the

Michael Miller Planning Associates, Inc.

**Zoning Variance Request
Relief from Section 28-340(a) Related to 10' Setback from Water Bodies
Pembroke Park Lake MHP
134 West Lake Drive
January 12th, 2021
Page 5**

10' setback would leave a fairly unusable building / patio area. A Building Permit must be obtained – even if serious alterations to the structure are required. And use of the raised patio on the roof of the CBS structure should not occur until fall protection is added immediately due to the height.

MMPA recommends **APPROVAL** of the variance requested, subject to the owner:

- 1) Filing for / obtaining a Building Permit from the Town and modifying the structure, if required.
- 2) Restrict use of the raised patio until adequate safety barriers are installed for fall protection.

CC: J. C. Jimenez, Town Manager
Melissa P. Anderson, Esq., Town Attorney
Marlen D. Martell, Deputy Town Clerk
Miguel Nunez, Town Building Official

Michael Miller Planning Associates, Inc.

ZONE
VAR

TOWN OF PEMBROKE PARK
APPLICATION FOR ZONING VARIANCE

Date: 11-24-20
Case No: 20-434
Receipt No.: 1423

Filing Fees:

- (1) General: A nonrefundable fee of \$500.00 for processing the application, plus an initial cost recovery fee shall be \$7,000.00 for non-administrative costs as set forth in Section 28-72 (legal fees / title search and abstracting expenses / consultant review fees / newspaper advertisements / copies, postage and mailing expenses).
- (2) Mobile Home / Single Family Home: The initial cost recovery fee shall be \$500.00 plus the non-administrative costs incurred by the Town in processing the request. \$200.00 of the above referenced fee shall be non-refundable.

Petitioner / Applicant: LINDA DOIRON
Address: 85 GULFSTREAM ROAD City: DANIA BEACH
Phone: 954-691-7175 Fax: _____ E-mail: plansbylinda@hotmail.com

Petitioner's Relation to Subject Property: _____

If Petitioner is not Owner, Name of Owner: YVAN ROULEAU
Address of Owner: 127 RUE FERE City: ST-EUSTACHE QUEBEC CANADA J7R 2T4
Signature of Petitioner: Linda Dorian

Address of Property Subject to the Requested Variance: 134 W LAKE DR. PEMBROKE PARK FL 33009

Legal Description of Property (Plat Book/Page or Metes and Bounds):

27-51-42 BEG AT PT 180 N OF SW COR OF SE 1/4 FOR POB, N ALG W LINE TO PT 50 S OF NW CR OF SW 1/4 OF NE 1/4 E 250, S 150, W 100, S 520, E 210, SE 1/4 ALG CURVE 188.5, S 360 SWLY ALG CURVE 188.5, W 210, S 2339 MIL TO PT 180 N OF SW CR OF SE 1/4 W 150 TO POB

Variance Requested: SEE ATTACHED

Details of Unnecessary Hardship: _____

Attach drawings, survey and or other documentation necessary to support the petition for the variance.

OWNER / AGENT CERTIFICATE:

This is to certify that I am the owner / agent of the subject lands described above in the Application for Zoning Variance, and that all information supplied herein is true and correct to the best of my knowledge. By signing this application, owner / agent specifically agrees to allow access to described property at reasonable times by Town personnel for the purpose of verification of information provided by owner/agent.

PLANS BY LINDA LLC
85 GULFSTREAM RD APT 103
DANIA BEACH, FL 33004-3421

1423

00-751/601 10599

DATE 11-24-2020

PAY
TO THE
ORDER OF

Town of Pembroke Park

\$ 700.00

seven-hundred

00

DOLLARS



PRINTED
Safe
Deposit
Machine



Wells Fargo Bank, N.A.
430764
wellsfargo.com

FOR 134 W. LAKE DR. VARIANCE

Linda Dorian

⑈0000001423⑈ ⑆063107513⑆ 5336415590⑈

This is to certify that I am the owner / agent of the subject lands described above in the Application for Zoning Variance, and that all information supplied herein is true and correct to the best of my knowledge. By signing this application, owner / agent specifically agrees to allow access to described property at reasonable times by Town personnel for the purpose of verification of information provided by owner/agent.

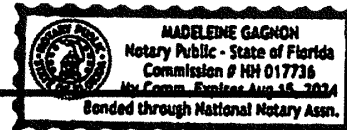
Signature of owner/agent: Linda Dargatzis Sworn to and subscribed before me this 24 day of November 2020, by LINDA DARGATZIS

☒ He/She is personally known to me or

☐ He/She has presented _____ as identification.

Signature of Notary Public: Madeline Gagnon

Type or Print Name MADELINE GAGNON



FOR STAFF USE ONLY

Hearing Officer Action
Town Commission

Date: _____ () Approved () Denied () Approved with conditions
Date: _____ () Approved () Denied () Approved with conditions

Last Revised 10/09/2003

Request for a variance

Request from the owner Yvan Rouleau
Mobile home located at 134 W Lake Dr, Pembroke Park FL 33009

Date: November 20, 2020

New owner bought existing house & patio a year or 2 ago. Then received a notice of violation from the city of Pembroke Park. The existing rear patio is in violation.

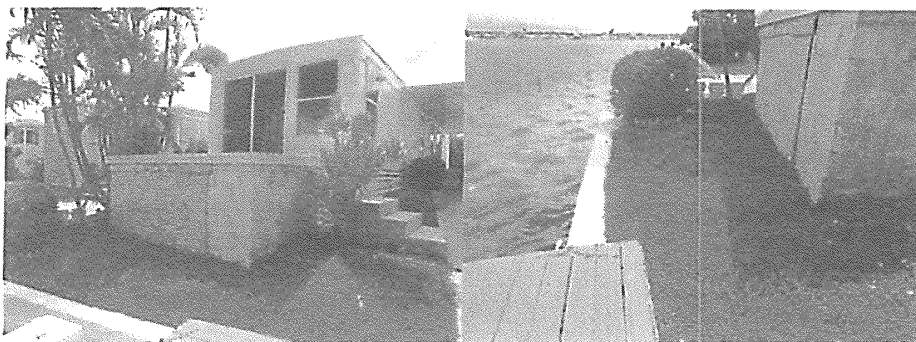
The raised patio is 9'-6" (deep)x11'-0" (wide)

One (1) Corner of the patio is at 7'-0" from the concrete/sea wall & the other corner is at 5'-0" from the sea wall.

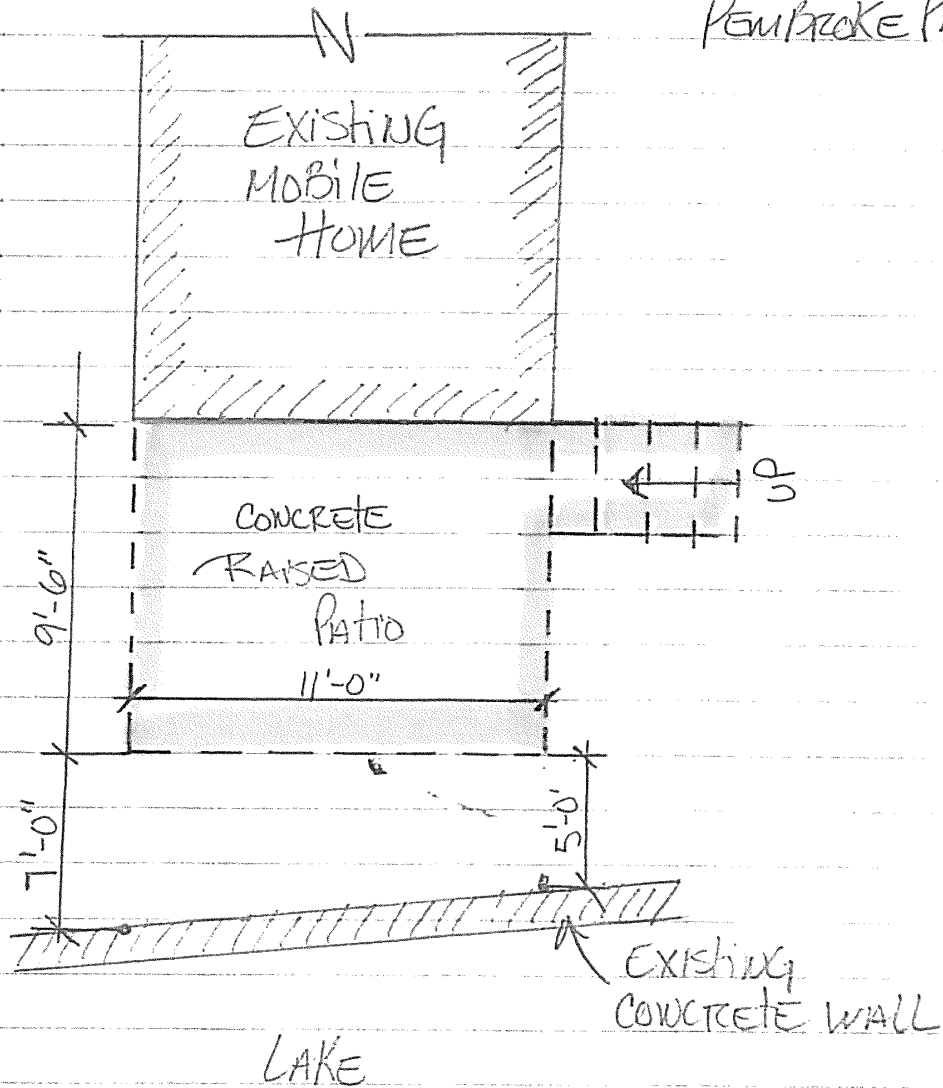
We found out that the city setbacks are 10'-0" from the sea wall but the mobile home park-association setbacks are 5'-0". The patio meets the park setback.

To meet the city setback the patio would be only 4'-6" deep x 11'-0

We are sure that other properties in the park does not meet the city setback but meets the park setback. This is not a safety issue and owner is willing to pull a permit in order to make the existing concrete patio per FBC (Florida Building Code). See pictures of the existing patio.



134 W. LAKE DR.
PENSACOLA PARK, FL





Town of Pembroke Park
3150 SW 52 Avenue
Pembroke Park, Florida 33023

Sent To:

Yvan Roleau
134 W Lake Drive
Pembroke Park, FL 33009

Case #:

5014

Date:

3/12/2020 12:00:00 AM

Property Owner:

Yvan Roleau
134 W Lake Drive
Pembroke Park, FL 33009

Property Description:

514229000223

Legal Description:

29-51-42 BEG AT PT 180 N OF SW COR
OF SE1/4 FOR POB,N ALG W LINE TO PT
50 S OF NW CR OF SW1/4 OF NE1/4 E
250,S 150,W 100,S 520,E 210, SE1/4 ALG
CURVE 188.5,S 60 SWLY ALG CURVE
188.5,W 210,S 2839 M/L TO PT 180 N OF
S/L OF SEC,W 150 TO POB

AKA:

3196 W HALLANDALE BEACH BLVD,
PEMBROKE PARK, FL 33009 #Yvan
Roleau-134 W Lake Drive

Mailing Purposes Only



Town of Pembroke Park
3150 SW 52 Avenue
Pembroke Park, Florida 33023

CODE ENFORCEMENT NOTICE OF VIOLATION

Sent To: Yvan Roleau
134 W Lake Drive
Pembroke Park, FL 33009

Case #: 5014

Date: 03/12/2020

Property Owner: Yvan Roleau
134 W Lake Drive
Pembroke Park, FL 33009

Property Description: 514229000223

Certified Mail #:

Legal Description: 29-51-42 BEG AT PT 180 N OF SW COR OF SE1/4 FOR POB,N ALG W LINE TO PT 50 S OF NW CR OF SW1/4 OF NE1/4 E 250,S 150,W 100,S 520,E 210, SE1/4 ALG CURVE 188.5,S 60 SWLY ALG CURVE 188.5,W 210,S 2839 M/L TO PT 180 N OF S/L OF SEC,W 150 TO POB

AKA: 3196 W HALLANDALE BEACH BLVD, PEMBROKE PARK, FL 33009 #Yvan Roleau-134 W Lake Drive

YOU ARE HEREBY NOTIFIED that the undersigned inspector alleges that on 3/12/2020 the following violation(s) of the Town of Pembroke Park Code of Ordinances existed on the property above:

Ordinance/Regulation	Section	Description	Days to Comply from Date of this Notice
BUILDING AND BUILDING REGULATIONS	Sec 5-105. - Repairs and installations	Repairs and installations shall be made so as to comply with the provisions of the building code or the approved site plan. All work shall proceed in a timely fashion and be done in a workmanlike manner.	30

Notes/Mean of Correction:

Owner/tenant built concrete steps, concrete storage and repaired shed roof and antenna (has lights/wire wrapped around) without permits. Owner installed new door without permits. Property has broken down a/c unit and needs demo permit.
Owner must go to the Building Dept. and obtain/complete all required permits.

Double permit fee has been assessed.

If the referenced violations are corrected within the number of days noted above from the date of issuance of this notice, you must contact the Code Enforcement Officer at (954) 966-4600 ext. 215.

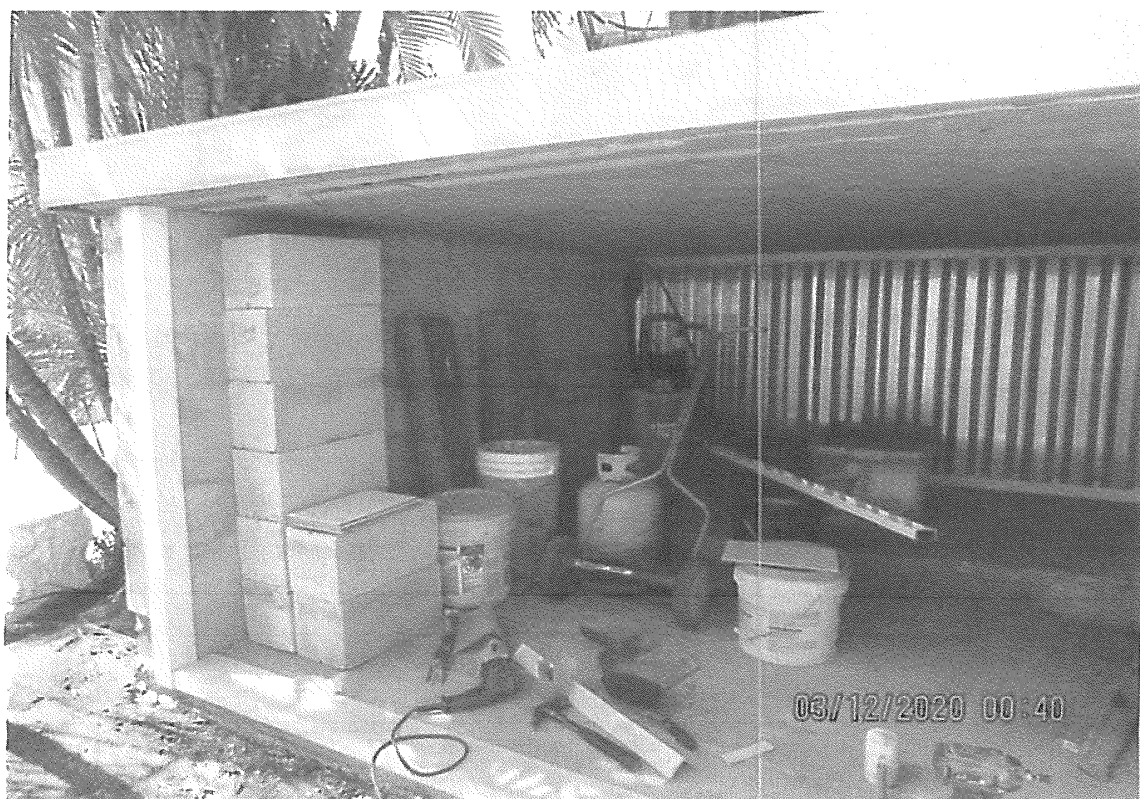
Should all violations not be corrected and approved by the undersigned Code Enforcement Officer by the date and time specified above, you will be required to appear at the prosecution of this matter before the Town's Code Enforcement Board, pursuant to Chapter 7 of the Town of Pembroke Park Code of Ordinances and Chapter 162, Florida Statutes.

Joseline Ramirez
Code Enforcement Officer



















CERTIFICATE OF SERVICE

I HEREBY CERTIFY that this ^{Exhibit} ~~Report and Recommendation~~ was filed and served by email this 19 day of February, 2021 on the following: Mayor and Commissioners of the Town of Pembroke Park; Petitioner and/or its representatives and counsel; Michael Miller, Town Planner; Melissa P. Anderson, Esquire, Town Attorney; Town Manager; Assistant to Town Manager; and whose emails are as follows: lmanzerolle@tppfl.gov, ambassadorclark@tppfl.gov; townclerk@tppfl.gov; mgrooms@tppfl.gov; townattorney@tppfl.gov; GJacobs@tppfl.gov; mmiller@michaelmillerplanning.com; RDieuville@tppfl.gov; GCohen@tppfl.gov; hhip@aol.com; townplanner@tppfl.gov; plakoby linda@hotmail.com

/s/ Harry Hipler

HARRY HIPLER
Town of Pembroke Park
Hearing Examiner
EMAIL: hhip@aol.com
3150 SW 52nd Avenue
Pembroke Park, Florida 33023
954-966-4600

TOWN OF PEMBROKE PARK

**IN RE: ZONING VARIANCE PETITION
CASE NO. 20-434**

**PEMBROKE PARK LAKE MOBILE HOME PARK
134 WEST LAKE DRIVE
PEMBROKE PARK, FLORIDA 33023**

Petitioner.

_____ /

REPORT OF HEARING EXAMINER AND NOTICE OF FILING

THIS MATTER came on to be considered before the undersigned Hearing Examiner¹, HARRY HIPLER, of the Town of Pembroke Park, Florida, on February 18, 2021 beginning at 5:00 p.m. at Town Hall of the Town of Pembroke Park, 3150 SW 52nd Avenue, Pembroke Park, Florida, 33023 pursuant to a Petition for Zoning Variance. The Hearing Examiner considered evidence provided by the Petitioner and its witnesses; the Town and its

¹ Pembroke Park has hearing officer, which is called a Hearing Examiner according to Sections 28-36 to Sections 28-79, code of ordinances. These proceedings are quasi-judicial proceedings. This Report of the Hearing Examiner is a recommendation, subject to the Town Commission's ultimate decision to determine whether this petition should be granted or denied. Any recommendation made by the Hearing Examiner is not binding on the Town Commission. See Section 28-75, code of ordinances, which provides as follows: (b) "The Hearing Examiner shall serve in an advisory capacity to the Town Commission with respect to owner-initiated, site-specific rezoning and zoning variance requests, and in such capacity shall not make final determinations. (c) All decisions of the Hearing Examiner shall be in the form of a recommendation to the Town Commission. Only a party of record, or his or her representative, who has filed a request for appearance shall be afforded the right to address the Town Commission." However, as is the case at all public hearings, there are public comments that can be made by the general public as concerns the subject petition.

representative(s); Report and testimony of Michael Miller, Town of Pembroke Park Consultant Town Planner; the documentary evidence and reports presented, copies of which are either attached hereto or made reference to in this Report of Hearing Examiner that include the Petitioner's Petition for Zoning Variance and Pembroke Park Consultant Planner Planning Report and attachments; any other documents presented; any public comments. This matter was duly noticed in Pembroke Park, placed on the Internet site of the Town, and advertised in the South Florida Sun-Sentinel by the Town Clerk. The public was given notice by the town as required by law, and any public comments were considered by the Hearing Examiner in making this Report and Recommendation.²

F I N D I N G S

After considering the evidence, documents, and attachments presented, the Hearing Examiner finds and reports the following to the town commission of Pembroke Park, Florida:

1. A Petition for Zoning Variance was filed in accordance with Pembroke Park Ordinance, Section 28-51, *et. seq.*, on November 24, 2020 requesting a zoning variance to excuse Petitioner of specific conditions now existing on a mobile home located at 134 West Lake Drive, Pembroke Park, Florida 33023, AKA 3196 West Hallandale Beach Boulevard, Hallandale Beach, Florida 33009, and which is legally described in the Town's notice and Petitioner's Petition for Zoning Variance as follows: 29-51-42 BEG AT PT 180 N OF SW COR OF SE1/4 FOR POB,N ALG W LINE TO PT 50 S OF NW CR OF SW1/4 OF NE1/4 E 250,S 150,W 100,S 520,E 210, SE1/4 ALG CURVE 188.5,S 60 SWLY ALG CURVE 188.5,W 210,S 2839 M/L TO PT 180 N OF S/L OF SEC,W 150 TO POB. Parcel ID number is 514229000223.

HISTORY AND BACKGROUND

² See State of Florida, Office of the Governor, Executive Order Number 20-69, which provides in Section 2: "Local government bodies may utilize communications media technology, such as telephone and video conferencing, as provided in section 120.54 (5)(b)2, Florida Statutes.

2. The Town has several large open lakes that are essentially privately owned and that are located in Mobile Home Parks. Since the Town is known for its mobile home parks, the former Public Works Director and staff at the time expressed concern about possible flooding and maintenance issues along waterways, and in 2013 the Town Commission adopted Ordinance No. 13-12-01 establishing new code provisions for docks, seawalls, and related structures at or near water bodies. While attempts were made to get compliance with this code provision in 2013 and thereafter, it appears that many mobile homes already existed and ran afoul of this ordinance as they were determined to be legal nonconforming structures and grandfathered in. Based upon a review of the existing mobile homes, it appears that many of the dwellings, that included without limitation constructed boat docks, patios, sitting areas, stairs, walkways within the 5' lake maintenance area adjoining the water bodies and 10' sloped yard areas fronting the seawalls, run afoul of Town Code Section 28-340. There is no evidence that permits were ever applied for and approved by the Town for the construction of the subject "concrete raised patio", as well as many of the other docks, seawalls, and related structures that were added onto the existing structures (Michael Miller Report, pgs. 1-2).

3. The owner of the mobile home here requests a variance from the Town Code for an existing and as built "concrete raised patio" constructed near a lake in violation of a 10' minimum setback at their mobile home site.³ Based upon a review of the subject premises, a

³ These open spaces are required for private and public safety concerns so as to allow for lake maintenance on the lake slope and to be free from and mitigate against property loss from water rising from a storm or heavy rain. Thus, it is necessary for freeboard (additional elevation) to exist in accordance with the setback requirements, so that the empty space can mitigate against water rising from storms and heavy weather and inclement weather. Open access in these spaces are necessary to protect the safety and welfare of the public and owners of the property and to allow Mobile Home Parks (MHP) access to these areas where common maintenance is necessary by the MHP. See Prasad, Shivangi, and Justin Stoler. "Mobile home residents and hurricane vulnerability in South Florida: Research gaps and challenges." *International Journal of Disaster Risk Science* 7.4 (2016): 436-439; Sechley, T. H. (2016). *MEASURING THE PERFORMANCE OF FLOOD PREPAREDNESS INITIATIVES IN COASTAL NORTH CAROLINA* (Doctoral dissertation, Duke University).

new CBS dwelling was built with a “raised patio” on the roof of the mobile home. No building permits were applied for or obtained. This raised patio was constructed without any input from the Town. This mobile home is located in the T-1 Mobile Home Zoning District, which does not have specific setback requirements for mobile homes/accessory structures that are located at or near water bodies including lakes and canals.

4. The owner here asserts that he purchased the mobile home with the existing CBS structure that already had a “raised patio” on its roof, and that it complies with Pembroke Park Lake Mobile Home Park requirements. In sum, a CBS structure exists with a concrete raised patio on its roof and was built sometime in the past without obtaining permits, nor was there a determination made that it complied with the Florida Building Code or Town code provisions.⁴ Owner claims that he bought the subject property as is and never made any additions.

5. Land Use Designation of the subject real property is LM – Low Medium Density Residential. The zoning district is T-1 Mobile Home Park District. The address as stated is 134 West Lake Drive and is located off of Hallandale Beach Boulevard in the Pembroke Park Lake Mobile Home Park.

6. The Town’s Code Enforcement Officer inspected the site for violations, discovered this concrete raised patio on the roof of the mobile home, and it was also noticed that this work had been done some time ago, along with other work that was currently being done

⁴ Florida law has held that code violations and liens “run with the land.” See *Henley v. MacDonald*, 971 So. 2d 998, 1000 (Fla. Dist. Ct. App. 2008); *Monroe Cty. v. Whispering Pines Assocs.*, 697 So. 2d 873, 875 (Fla. Dist. Ct. App. 1997); see *City of Gainesville Code Enf’t Bd. v. Lewis*, 536 So.2d 1148, 1150 (Fla. Dist. Ct. App. 1988). Therefore, any argument that the current owner is free from responsibility on account of the fact that this unpermitted work was done by a prior owner’s construction plans and construction work before he took title must be rejected. Strict liability exists here for violations whoever did this work as violations “run with the land.” See Harry M. Hipler, *Do Code Violations and Liens Run with the Land? Carving out a Changing Landscape to Section 162.09(3), Florida Statutes, with Enactment of Section 723.024, Florida Statutes, Mobile Home Park Lot Tenancies*, 22 Barry L. Rev. (2017), at 158, 163-4. Available at: <https://lawpublications.barry.edu/barrylrev/vol22/iss2/2>; *Henley v. MacDonald*, 971 So. 2d 998, 1000 (Fla. Dist. Ct. App. 2008); *Monroe Cty. v. Whispering Pines Assocs.*, 697 So. 2d 873, 875 (Fla. Dist. Ct. App. 1997); see *City of Gainesville Code Enf’t Bd. v. Lewis*, 536 So.2d 1148, 1150 (Fla. Dist. Ct. App. 1988).

without existing building permits nearby; as such, the Town's Code Enforcement Officer issued a Notice of Violation against property owner, YVAN ROLEAU, and has asserted that: the "Owner/tenant built concrete steps, concrete storage and repaired shed room and antenna (has lights/wire wrapped around) without permits. Owner installed new door without permits. Property has broken down a/c unit and needs demo permit. Owner must go to the Building Dept. And obtain/complete all required permits." The notice of the violations were mailed to the owner with a direction that everything needed to be corrected within 30 days as these constituted site deficiencies on CBS structure without obtaining permits and needed to be corrected (Michael Miller Report, pgs. 1-2; Town's Code Enforcement Notice of Violation dated 3/12/2020).

7. The pertinent part of the Town code that appears to apply to this variance request is called "Docks" and may be found in Section 28-340(a)⁵, which appears to address docks, seawalls, and related structures that are adjacent to water bodies including canals and lakes. Section 28-340 (a) limits any structure to be within 10' of a water body; however, the subsequent

• ⁵ **Sec. 28-340. - Docks.**

- (a) All structures within residential zoning districts, except as provided for herein, shall be set back a minimum of ten (10) feet from either the mean high water line or the mean annual flood line of any water body.
- (b) Docks, seawalls and connecting walkways are permitted within the aforementioned ten-foot setback area as follows.
 - (1) No dock, walkway or stairs connecting landward of a water body shall encroach into the existing bank more than five (5) feet from the mean high water line, or the line of the mean annual flood line.
 - (2) A maximum five foot wide walkway is permitted at ground level within the ten-foot setback.
 - (3) No dock shall encroach into a water body by more than ten (10) feet from the mean high water line or the mean annual flood line.
 - (4) An unobstructed minimum five (5) feet wide lake maintenance/cross access area shall be provided at all times along waterfront properties for lake maintenance and access.
 - (5) The Building Official, or his or her designee, shall determine the natural mean high water line or mean annual flood line.
 - (6) The width of any dock shall be a maximum of twenty (20) feet.
 - (7) No structures shall be built on or attached to any dock, except handrails and lighting.
 - (8) All docks shall be separated from any other adjoining docks by a minimum of five (5) feet.
 - (9) Seawalls may not encroach into a water body beyond the mean annual flood line.
 - (10) Seawalls, walkways and docks may not be built to an elevation above the natural top of bank of the adjoining upland site.

town code provisions in that section set forth requisites for docks, seawalls, connecting walkways, and similar accessory structure that are placed or connected onto structures.

8. As concerns the existing location, this mobile home site includes the following: (a) mobile home; (b) covered outdoor sitting area; (c) carport structure; (d) shed structure; (e) concrete raised patio built in the 10' setback that appears to be some type of garage or storage building with a portion on its roof located on the lake side of the mobile home; (f) walkway sloping from the mobile home down to a dual-purpose dock; (g) sitting platform over the lake; and (h) some kind of antenna structure. It appears that none of these items were built after obtaining a permit from the Town, yet the owner asserts that none of these items violates the Pembroke Park Lake MHP requirements. Regardless, there is no letter from the MHP that states that the CBS structure/raised patio complies with the Town's setback requirements. It is unknown when the CBS structure/raised patio was put into place, except that the current owner asserts that he purchased the subject mobile home "as is", and as he claims that he did not construct any of these structures (Michael Miller Report, pgs. 2-3).

9. The CBS structure/raised patio on its roof is about 9' by 6" (deep) by 11' wide. One corner of the structure is about 7' from the seawall while the other corner is about 4' from the seawall. As built, there is about a 5' wide open lake maintenance area along the seawall as required. The structure storage building/raised patio appears to be constructed of concrete so that rising waters would not negatively affect the structure. If the Town approves the existing raised patio structure, a building permit will have to be applied for and obtained, along with plans showing that the structure complies with the Florida Building Code. This is so whether or not the owner can prove the structural integrity of the CBS structure/raised patio, and the same should apply to all other site improvements mentioned above that now exist and were completed

without a permit and that must meet Florida Building Code requirements if that is a legal requirement. See Fla. Stat. 553.80. Further, since the roof mounted patio grade exceeds 30 inches and is located adjacent to the lake, there is necessity for a safety railing for slip and fall protection that would also require a permit from the Town (Michael Miller, pg. 3).

10. The Town is not unsympathetic to Petitioner's request to maintain some form of status quo as to the concrete raised patio that might exist for aesthetic reasons and personal uses, but the health, safety, and welfare of the Petitioner and the Town and its residents is of paramount importance, even if some of the concrete raised patio's aesthetic value suffers. To allow *carte blanche* additions without complying with the Florida Building Code, and the Town's code, would not be prudent or lawful; rather, it would be dangerous, therefore, if there is room for a variance here, the owner and Mobile Home Park must follow the Town's code requirements and the Florida Building Code to attempt to insure everyone's health, safety, and welfare so that any modifications and requirements be made on the subject property and in accordance with the Town's code and the Florida Building code (Michael Miller's Report, pgs. 1-3).

THE LAW

11. For a variance request, the applicant carries the burden to establish that the criteria necessary to grant the request are met. See *City of Satellite Beach v. Goersch*, 217 So. 3rd 1143, 1145 (Fla. 5th DCA 2017). A variance if granted is subject to a stringent standard for relief from the literal enforcement of a zoning ordinance for the use of property in a manner that is otherwise forbidden upon a finding that enforcement of the ordinance as written would inflict practical difficulty or unnecessary hardships on a property owner. See *Auerbach v. City of*

Miami, 929 So.2d 693 (Fla.3rd DCA 2006); *Herrera v. City of Miami*, 600 So.2d 561 (Fla. 3rd DCA 1992). A local government is provided with broad discretion in considering a variance request. See *City of Coral Gables v. Geary*, 383 So.2d 1127 (Fla. 3rd DCA 1980).

The general rule in favor of a variance is that a variance may be granted when a situation is not caused by the conduct or expectations of a property owner, or when there is an undue hardship that will result against the property owner should the local government enforce its code of ordinances, or if there would be practical difficulty applied to the owner if a variance is not granted, or if the literal enforcement of a code division will result in a hardship. See *Clarke v. Morgan*, 327 So.2d 769 (Fla. 1975); *Maturo v. City of Coral Gables*, 619 So.2d 455 (Fla. 3rd DCA 1993); *Auerbach v. City of Miami*, 929 So.2d 693 (Fla.3rd DCA 2006). Stated another way, an applicant for a variance must show that strict application of the zoning ordinance will produce unnecessary hardship with respect to his or her parcel of land that he or she did not cause. *Crossroads Lounge, Inc. v. City of Miami*, 195 So.2d 232 (Fla.3d DCA 1967).

In considering a variance request by a property owner, the town commission is also authorized to balance the interests and public welfare of the local government, and the interests of the owner of the real property to obtain a reasonable use of the private property by the owner. See *Sarasota County v. Purser*, 486 So.2d 1359 (Fla. 2nd DCA 1985); *Metropolitan Dade County v. Reineng*, 399 So.2d 379 (Fla. 3rd DCA 1981). Public interest considerations include balancing an owner's right to obtain reasonable use of its property with a local government's interest in maintaining stability and continuity in its zoning regulations and a desire to keep and maintain quality development and growth in the community. In balancing these interests, a local government may also work with owners (and developers) when necessary to ensure quality development and use by considering variance requests, so long as the variance request does not

hinder the public welfare and safety of the community, and the request remains consistent with zoning regulations of the local government and the Comprehensive Land Use Plan, and the law on variances is followed.⁶

12. The Town of Pembroke Park has adopted fundamental principles as to a variance request when the Town Commission enacted Sections 28-75 and 28-76 of the Town code, which has established criteria for considering variance requests. According to the Town code, the hearing examiner may recommend, and the Town Commission may approve, a variance request from the literal enforcement of a zoning ordinance whenever enforcement of the code will result in an undue hardship upon a party, when it would not endanger the health, safety, and welfare of the residents of the town, when changing conditions have occurred, when doing so there will be compliance with the Comprehensive Land Use Plan and its attendant requirements, to protect natural resources, and other listed criteria that may be considered by the hearing examiner and Town Commission, including the precedent required by Florida law. However, it is incumbent to understand that the granting or denial of a variance request rests with the local government. See *Herrera v. City of Miami*, 600 So.2d 561 (Fla. 3DCA 1992); *City of Satellite Beach v. Goersch*, 217 So.3d 1143 (Fla. 5th DCA 2017).

The Town Planner's Report raised serious and well documented concerns by the Town making the Petitioner and the MHP have to comply with its recommendations should this

⁶ In *Lee County v. Sunbelt Equities, II, Ltd. Partnership*, 619 So.2d 996 (Fla. 2nd DCA 1993), the appellate court stated: "It has never been the law that a landowner is always entitled to the 'highest and best' use of his land. See *Penn Central Transportation Co. v. City of New York*, 438 U.S. 104, 98 S.Ct. 2646, 57 L.Ed.2d 631 (1978). This is not to suggest that a local government, in enacting land use codes, may disregard the landowner's rights. First of all, land use restrictions must substantially advance some legitimate state interest, or they are invalid. *Nollan v. California Coastal Commission*, 483 U.S. 825, 107 S.Ct. 3141, 97 L.Ed.2d 677 (1987). Second, they cannot be so intrusive as to deprive the landowner of reasonable economic use of the property, nor should previously permissible or "grandfathered" uses be incautiously rescinded. However, assuming a regulation is necessary for the welfare of the public, and is not physically invasive or confiscatory of some existing property right, it is within the government's "police power" to enact it, as long as the law is followed on variances. See *Village of Euclid, Ohio v. Ambler Realty Co.*, 272 U.S. 365, 47 S.Ct. 114, 71 L.Ed. 303 (1926)." Id. at 1006.

variance request by Petitioner by granted by the Town. Above all else, the health, safety, and welfare of the Town's residents override all other interests. Thus, while the Petitioner requests a variance for the existing subject property, this petition must be construed and modified so that the subject property complies with Florida law. Thus, for the sake of considering the variance request, it appears that the owner is not requesting a use not authorized by the existing zoning area or neighborhood; instead, the owner's variance request has to be construed and modified so that should a variance be granted so as to maintain some basic form of a status quo, there must be compliance with the Town's code and Florida Building Code for safety reasons, which can be justified. See *Elwyn v. City of Miami*, 113 So.2d 849 (Fla. 3rd DCA 1959); *MT. PLYMOUTH LAND OWNERS' v. Lake County*, 279 So. 3d 1284 (Fla. 5th DCA 2019).

RECOMMENDATION OF HEARING EXAMINER

13. Based upon the evidence presented, the Hearing Examiner finds that subject to the findings that have been made herein, the variance request should be approved, but only if certain conditions are met as described by the Town Planner's Report and this Hearing Examiner Recommendation. While there is no question that living on the lake front has its peace, beauty, and tranquility and is in line with aesthetic value, what is also important – if not of greater importance – is the health, safety, and welfare of the residents and occupants of the property. To require removal of the concrete raised patio built in the 10' minimum setback from the lake would make the subject dwelling impracticable and unpractical. Yet it is incumbent upon the Petitioner to expeditiously apply for a building permit from the Town, if that has already not been applied for, so that the subject structure may be modified and complied with pursuant to the Town's code and the Florida Building Code. This is so even if substantial alterations to the structure must be made by the Petitioner.

At the present time, the raised patio on the roof of the CBS structure should not be modified, until there is a plan to prevent personal injury with slip and fall protection that must be immediately added due to the existing height of the raised patio. For all modifications and attempted modifications that must be made here, Petitioner must apply for any and all permits from the Town in a timely manner. The Town is not unsympathetic to the owner's variance request at this time, subject to the modifications stated by Michael Miller Report and the Hearing Examiner Report. Petitioner must comply with all permit requirements required by the Town's code and the Florida Building Code, as well as all other recommendations that have been made in the Michael Miller Report and this Hearing Examiner Recommendation. Any such recommendations should not cause Petitioner any unnecessary hardship or result in practical difficulty so that he has a reasonable use of the subject real property. Thus, if these recommendations are followed, Petitioner's variance relief as discussed in the Town Planner's Report and herein will not have an adverse effect on the functional uses and spaces of the neighbors now or in the future. Upon completion, the Town may want to request all mobile home owners who run afoul of the current Town code and Florida Building Code to obtain permits by complying with Town code requirements and the Florida Building Code so that there is compliance with the health, safety, and welfare of its residents for structures located at or near waterways. Petitioner's variance relief as determined in the Town Planner's Report and this Hearing Examiner's Report should have no adverse effect on anyone, and the variance requested here by Petitioner and which has been modified by the Town Planner's Recommendation and herein should be beneficial to the Town and Petitioner and his neighbors. This variance relief will not interfere with neighboring property owners' usage. Instead, once there is compliance with the Town's code and the Florida Building Code, this variance request and relief may very

well enhance the Mobile Home Park and result in mobile home owners complying with the wisdom of the Town's code after considering the health, safety, and welfare of its residents as well as any aesthetic reasons.

14. Allowing the variance relief in accordance with the Town Planner's recommendations will not be inconsistent with the Town's present zoning regulations or existing variance request that is being made and modified on the subject real property, and in fact it is consistent with the subject real property and its uses and purposes, and it will not be incompatible with the Town's Comprehensive Land Use Plan. This variance relief as recommended by the Town Planner is not inconsistent with the Town's policies and objectives and intent of the Town's Comprehensive Plan and its code. The variance relief as recommended by the Town Planner and herein is not inconsistent with the densities, intensities, and general uses set forth in the Town's Comprehensive Land Use Plan or its zoning regulations. The variance relief as recommended by the Town Planner's report and herein will have no adverse effect on the protection or conservation or preservation of environmentally critical areas and natural resources as this is not an issue. The variance relief as recommended by the Town Planner and herein is compatible with existing uses and will not cause damage, hazard, nuisance or other detriment to personal or real property of Petitioner or its neighbors. The variance request of Petitioner as recommended by the Town Planner and the recommendations made herein is permissible and is not unduly burdensome. Approving the variance relief as recommended by the Town Planner should not detrimentally harm the owner's use or that of any adjacent property owners, but rather it will be supportive of the health, safety, and welfare of the residents. The variance relief as recommended by the Town Planner should not prejudice the aesthetics of the area, nor should it harm the health, safety, and welfare of the neighborhood.

This variance relief as recommended by the Town Planner will not place an undue burden on existing infrastructure. This variance relief as recommended by the Town Planner is not inconsistent with the zoning regulations of the Town. See Chapter 28 of Code of Ordinances; Section 28-75 (a)(1)(A) through (M), which provides the relevant criteria; and Section 28-76 of the Town's code of ordinances.

R E C O M M E N D A T I O N

In view of the aforesaid findings made in this Report and Recommendation after considering the testimony and documentary evidence that were presented, the Hearing Examiner reports and recommends the following to the Town Commission:

A. That the Town Commission approve the variance request by Petitioner, but only if modified and followed as outlined in the Town Planner's Report and in this Hearing Examiner Report;

B. That the raised patio should not be used and its use should be restricted, until there are adequate safety barriers installed for slip and fall protection that is approved by the Town;

C. The Petitioner should apply for all permits before doing any work in accordance with the Town Planner's Report, and there must be a determination that the subject raised patio and CBS construction be consistent with the Florida Building Code, and that same should not be in use, until that determination is made and completed;

D. In light of the concerns about the health, safety, and welfare of the existing violations, and those modifications that must be made by Petitioner, the Town Commission may wish to consider a requirement that liability insurance be obtained by Petitioner;

E. If Petitioner is unable to comply with the modifications required by the Town Planner and those made by the Hearing Examiner in this Report on a timely basis, then the violations existing currently should be referred to the Town's code enforcement division for further review and prosecution;

F. If the Town Commission decides to modify its code in the future, and there is any inconsistency between the current variance relief that may be approved and any future zoning or rezoning, then the Petitioner shall be required to comply with any future zoning code modifications;

G. Petitioner and any prospective purchaser shall be required to comply with all requirements mentioned in this Report, and that of the Town Planner's Report, as well as any other requirements of Michael Miller, the Town Commission, its local government agencies, and its staff now or in the future;

H. That if there are any violations by the Petitioner and/or a future owner of the subject real property, then said violations in the future shall constitute a code enforcement violation and be subject to code enforcement proceedings and supplementary proceedings as the case may be should this variance be granted, subject to the provisions stated in this Report and that of the Town Planner's Report;

I. That if Petitioner upon obtaining the variance fails to comply with any local, state, and federal laws, or anything required in this Report and that is recommended in the Michael Miller Report, then said violations shall constitute a local code violation and shall subject the owner of said property to fines and penalties as provided by law and code compliance.

CERTIFICATE OF FILING ORIGINAL REPORT

I HEREBY CERTIFY that this Report and Recommendation was filed and served with the Clerk of the Town of Pembroke Park, Florida, this 19th day of February, 2021.

/s/ HARRY HIPLER

HARRY HIPLER FBN 199842
EMAIL: hhip@aol.com
Town of Pembroke Park
Hearing Examiner
3150 SW 52nd Avenue
Pembroke Park, Florida 33023
954-966-4600

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that this Report and Recommendation was filed and served by email this 19th day of February, 2021 on the following: Mayor and Commissioners of the Town of Pembroke Park; Petitioner and/or its representatives and counsel; Michael Miller, Town Planner; Melissa P. Anderson, Esquire, Town Attorney; Town Manager; Assistant to Town Manager; and whose emails are as follows: lmanzerolle@tppfl.gov, ambassadorclark@tppfl.gov; townclerk@tppfl.gov; mgrooms@tppfl.gov; townattorney@tppfl.gov; GJacobs@tppfl.gov; mmiller@michaelmillerplanning.com; RDieuveille@tppfl.gov; GCohen@tppfl.gov; hhip@aol.com; townplanner@tppfl.gov; plansbylinda@hotmail.com

/s/ Harry Hipler

HARRY HIPLER
Town of Pembroke Park
Hearing Examiner
EMAIL: hhip@aol.com
3150 SW 52nd Avenue
Pembroke Park, Florida 33023
954-966-4600

**Any party may appeal a decision of the Hearing Examiner and Town Commission concerning a rezoning or variance petition, which shall be by writ of certiorari to the Circuit Court pursuant to Fla. R. of Civ. Pr. 1.630 and Fla. R. App Pr. 9.100, and as otherwise provided by Florida law.

Item 8.2

134 West Lake Drive

Zoning Variance
TPP Application 20-434



Application Background

- Code Enforcement Case #5014
- Owner requests an after-the-fact variance for an existing structure
 - “Concrete raised patio”
- Zoning Code requires a minimum 10 feet setback for the structure from the adjacent lake.
- Hearing Examiner meeting February 18, 2021



Site Photos



Hearing Examiner Recommendation

Approve the variance request by Petitioner with following conditions:

- The raised patio should not be used until there are adequate safety barriers installed for slip and fall protection that is approved by the Town;
- The Petitioner should apply for all permits before doing any work and all work shall be in consistent with the Florida Building Code;
- The Town Commission should consider a requirement that liability insurance be obtained by Petitioner;
- All work shall be done on a timely basis or the case will be referred to the Town's code enforcement division for further review and prosecution;
- If the Town Commission decides to modify its code in the future, and there is any inconsistency between the current variance relief that may be approved and any future zoning or rezoning, then the Petitioner shall be required to comply with any future zoning code modifications;
- Petitioner and any prospective purchaser shall be required to comply with all requirements now or in the future;
- Any violations by the Petitioner and/or a future owner of the subject real property, then said violations in the future shall constitute a code enforcement violation and be subject to code enforcement proceedings and supplementary proceedings; and
- That if Petitioner upon obtaining the variance fails to comply with any local, state, and federal laws, or anything requirement of this case, then said violations shall constitute a local code violation and shall subject the owner of said property to fines and penalties as provided by law and code compliance.



Town Commission Action

- Approve the requested after-the-fact variance for a concrete patio at 134 West Lake Drive with the conditions/recommendations found on page 13-14 of the Hearing Examiner Report dated February 19, 2021.

OR

- Deny the after-the-fact variance for a concrete patio at 134 West Lake Drive and require the applicant to remove the concrete structure.



RESOLUTION NO. 2021-014

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING A SECOND AMENDMENT TO THE CRAIG A. SMITH & ASSOCIATES, INC. UTILITY LOCATE AGREEMENT; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Pembroke Park (the “Town”) entered into an Agreement on April 5th, 2017, with Craig A. Smith & Associates, Inc. (“Vendor”) that provided Vendor would provide Town with utility locate services; and

WHEREAS, the Agreement was renewed for the first time on April 12, 2020, for a period of one year; and

WHEREAS, the Town desires to renew the Agreement for a second and final time prior to the expiration of the first renewal on April 11, 2021.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA:

Section 1: The Commission hereby approves the Second Amendment to the Utility Locate Agreement between the Town and Vendor, which shall renew and extend the Agreement to April 11, 2022.

Section 2: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 3: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 4: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED, this 10th day of March, 2021.

ATTEST:

GEOFFREY JACOBS
Mayor-Commissioner

MARLEN D. MARTELL
Town Clerk

Approved as to form and legal sufficiency

MELISSA P. ANDERSON, ESQ
Town Attorney

SECOND AMENDMENT TO UTILITY LOCATE AGREEMENT
WITH CRAIG A. SMITH & ASSOCIATES, INC.

This Second Amendment to the Utility Locate Agreement ("Agreement") is entered into the 10th day of March, 2021, by and between the Town of Pembroke Park (the "Town"), a Florida municipal corporation, and Craig A. Smith & Associates, Inc. ("Vendor").

WHEREAS, the Parties entered into an Agreement on April 5th, 2017, which provided that Vendor would provide Town with utility locate services; and

WHEREAS, the Agreement was renewed for the first time on April 12, 2020, for a period of one year; and

WHEREAS, the Town desires to renew the Agreement for a second and final time prior to the expiration of the first renewal on April 11, 2021.

NOW THEREFORE, the Town and Vendor, in consideration of the mutual covenants and conditions contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, agree as follows:

1. The terms and conditions of the Agreement not specifically amended by the terms of this Second Amendment shall remain in full force and effect between the parties. In the event of any conflict or ambiguity between the terms and provisions of this Second Amendment and the terms and provisions of the Agreement, this Second Amendment shall control to the extent of such conflict or ambiguity.

2. The parties agree to extend the term of the Agreement for the period of one (1) year from April 11, 2021 through April 11, 2022. There shall be no further renewals of the Agreement.

3. The parties agree to increase the price for services as set forth in Exhibit A attached hereto.

4. Public Records law.

IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT townclerk@tppfl.gov, 3150 SW 52 Avenue, Pembroke Park, FL 33023. Phone: 954.966.4600.

Vendor agrees to comply with public records laws and specifically to:

a. Keep and maintain public records required by the public agency to perform the service.

b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Vendor does not transfer the records to the public agency.

d. Upon completion of the Agreement, transfer, at no cost, to the public agency all public records in possession of the Vendor or keep and maintain public records required by the public agency upon completion of the Agreement, the Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Vendor keeps and maintains public records upon completion of the Agreement, the Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

5. This Second Amendment may be executed in multiple counterparts, each of which shall be deemed an original, and all of which, when taken together, shall constitute one and the same instrument. An emailed or faxed copy of this Second Amendment shall have the same force and effect as the original.

6. This Second Amendment, together with the Agreement, constitutes and represents the entire agreement between the parties hereto and supersedes any prior understandings or agreements, written or verbal, between the parties hereto respecting the subject matter herein. This Second Amendment may be amended, supplemented, modified or discharged only upon an agreement in writing executed by all of the parties.

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals
the day and year first written above.

VENDOR

TOWN OF PEMBROKE PARK

Name:

MAYOR

Title:

ATTEST:

Approved as to form and legal sufficiency

TOWN CLERK

TOWN ATTORNEY

EXHIBIT A



CRAIG A. SMITH & ASSOCIATES

21045 Commercial Trail • Boca Raton, FL 33486

CONSULTING ENGINEERS • SURVEYORS • UTILITY LOCATORS

www.craigasmith.com

January 18, 2021

Ms. Myriam Jacques
Interim Public Services Director
Town of Pembroke Park
3150 S.W. 52nd Ave.
Pembroke Park, FL 33023

Email: swoodbury@townofpembrokepark.com

RE: UTILITY LOCATING CONTRACT – TERM RENEWAL
PRICE INCREASE PER CONTRACT TERMS

Dear Ms. Jacques:

We are pleased to offer renewal our contract for Utility Location Services dated April 12, 2017, in accordance with the terms and provisions specified within the Contract Documents.

Per the terms of the contract for Utility Locate Services, upon renewal a price increase is calculated based on the formula stated in the Contract. The formula provides for such price increases to be based on the Consumer Price Index or a minimum of 2.0%, whichever is greater at the time of the renewal. The current adjusted CPI is .40%; therefore, the contract adjustment of 2.00% should be applied. The new rates will be effective with the May 2021 billing cycle and will remain in effect through April 2022.

We appreciate your continued business and partnership with our firm and request that you contact me directly with any questions or comments.

Sincerely,

CRAIG A. SMITH & ASSOCIATES

Stephen C. Smith, P.E.
President

Cc: Liz Maxfield – CAS
Shari Hudson - CAS
Jim Driscoll - CAS
File

954.782.8222

561.314.4445
561.314.4458

PHONE
FAX

561.314.4453
561.314.4459

305.940.4661

**TOWN OF PEMBROKE PARK
UTILITY LOCATES
APRIL 12, 2021 CONTRACT RENEWAL
PRICING LIST**

Item #	Estimated Annual Quantity	Unit	Description of Service	Award Unit Price	CPI 2.5% 4/12/2020 TO 4/11/2021	CPI 2.0% 4/12/2021 TO 4/11/2022
1	1,000	EA	Standard Locate and Mark all City Owned Facilities the Area Specified in the SSOCCF Ticket, or White Lined by Excavator. See attachment "C" Standard Locate	\$14.95	\$15.32	\$15.63
2	150	EA	Locates with Ground Penetrating Radar (GPR) and Mark City Owned Facilities See Attachment "C" - GPR	\$39.95	\$40.95	\$41.77
3	5	EA	Locates with Vacuum Digging (POT-HOLING) and Mark Owned Facility. See Attachment "C" - Potholing.	\$199.50	\$204.49	\$208.58
4	5	EA	Electronic Markers	\$0.01	\$0.01	\$0.01
5	50	EA	The taking of GPS coordinates utilizing sub-meter equipment. See Attachment "C" - GPS	\$64.95	\$66.57	\$67.91
6	10	EA	Emergency-Standard Locate 5:00 pm - 5:00 am Weekdays and all day Saturday & Sunday. See Attachment "C" - Emergency	\$1.00	\$1.03	\$1.05
7	1,000	EA	Electronic Ticket Management. Receipt and Delivery of Request to Locate tickets from Sunshine State One Call.	\$0.85	\$0.87	\$0.89
8	1,000	EA	Screened and Cleared Tickets. Receive Request to locate ticket from SSOCCF, screen and clear for "out of area" etc. See Attachment "C" Screen & Clear Tickets.	\$2.00	\$2.05	\$2.09

1/19/2021

1 of 2

**TOWN OF PEMBROKE PARK
UTILITY LOCATES
APRIL 12, 2021 CONTRACT RENEWAL
PRICING LIST**

9	1	SF	Perform Three-Dimensional Radar Services for small surface area at least 1000 SF to a maximum of 5000 SF. Price per SF. See Attachment "C" - Three - Dimensional Radar Services (small area).	\$1.50	\$1.54	\$1.57
10	1	SF	Perform Three-Dimensional Radar Services for medium surface area at least 5001 SF to a maximum of 25000 SF. Price per SF. See Attachment "C" - Three - Dimensional Radar Services (medium area).	\$0.85	\$0.87	\$0.89
11	1	SF	Perform Three-Dimensional Radar Services for large surface area at least 25001 SF and greater. Price per SF. See Attachment "C" - Three - Dimensional Radar Services (small area).	\$0.55	\$0.56	\$0.58

1/19/2021

2 of 2

AGENDA ITEM REPORT



To:

Subject: Underground Utility Locates - contract renewal

Meeting: PUBLIC NOTICE - REGULAR COMMISSION MEETING March 10, 2021

Department: Public Works

Staff Contact: Stephanie Woodbury,

ATTACHMENTS:

[0877_001](#)



CRAIG A. SMITH & ASSOCIATES

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January 18, 2021

Ms. Myriam Jacques
Interim Public Services Director
Town of Pembroke Park
3150 S.W. 52nd Ave.
Pembroke Park, FL 33023

Email: swoodbury@townofpembrokepark.com

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PRICE INCREASE PER CONTRACT TERMS

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We appreciate your continued business and partnership with our firm and request that you contact me directly with any questions or comments.

Sincerely,

CRAIG A. SMITH & ASSOCIATES

Stephen C. Smith, P.E.
President

Cc: Liz Maxfield – CAS
Shari Hudson - CAS
Jim Driscoll - CAS
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**TOWN OF PEMBROKE PARK
UTILITY LOCATES
APRIL 12, 2021 CONTRACT RENEWAL
PRICING LIST**

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5	50	EA	The taking of GPS coordinates utilizing sub- meter equipment. See Attachment "C" - GPS	\$64.95	\$66.57	\$67.91
6	10	EA	Emergency-Standard Locate 5:00 pm - 5:00 am Weekdays and all day Saturday & Sunday. See Attachment "C"- Emergency Electronic Ticket	\$1.00	\$1.03	\$1.05
7	1,000	EA	Management. Receipt and Delivery of Request to Locate tickets from Sunshine State One Call.	\$0.85	\$0.87	\$0.89
8	1,000	EA	Screened and Cleared Tickets. Receive Request to locate ticket from SSOCOF, screen and clear for "out of area" etc. See Attachment "C" Screen & Clear Tickets.	\$2.00	\$2.05	\$2.09

**TOWN OF PEMBROKE PARK
UTILITY LOCATES
APRIL 12, 2021 CONTRACT RENEWAL
PRICING LIST**

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11	1	SF	Perform Three-Dimensional Radar Services for large surface area at least 25001 SF and greater. Price per SF. See Attachment "C" - Three - Dimensional Radar Services (small area).	\$0.55	\$0.56	\$0.58

RESOLUTION NO. 2021-010

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING AN APPLICATION FOR SPECIAL EXCEPTION FOR THE PROPERTY LOCATED AT 5311 SW 25 COURT (LEGAL DESCRIPTION: LOT 10, BLOCK 4, OF MIAMI GARDENS ESTATES SECTION 8, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 44, PAGE 33, OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA) IN THE C-1 HEAVY COMMERCIAL DISTRICT TO ALLOW A "CONTRACTOR SHOP"; SUPERSEDING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Chapter 28, Division 6 of the Town of Pembroke Park (the "Town") Town Code (the "Code") allows for Special Exceptions to be granted by the Town Commission upon applicant meeting the criteria set forth in Section 28-83 of the Code; and

WHEREAS, the Planning and Zoning Board ("P & Z Board") reviewed the proposed Special Exception at their virtual February 18, 2021, meeting, discussed the matter, and voted unanimously (3-0) to recommend approval of the application to the Town Commission, subject to certain conditions; and

WHEREAS, the Town Commission finds that the applicant has met the conditions set forth in Section 28-83 of the Town Code and desires approve the Special Exception application subject to the conditions set forth in the memorandum of Michael Miller attached to the Agenda Item Report.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA:

Section 1: The Special Exception application is granted allowing a "Contractor Shop" subject to the conditions listed in the Michael Miller memorandum attached to the Agenda

Item Report.

Section 2: That if any clause, section, other part or application of this Resolution is held by any Court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 3: That all Resolutions or parts of Resolutions in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 4: That this Resolution shall be in force and take effect immediately upon its passage and adoption.

PASSED AND ADOPTED, this 10th day of March, 2021.

ATTEST:

GEOFFREY JACOBS
Mayor-Commissioner

MARLEN D. MARTELL
Town Clerk

Approved as to form and legal sufficiency

MELISSA P. ANDERSON, ESQ
Town Attorney

AGENDA ITEM REPORT



To: Town Commission
Subject: Special Exception (Contractor Use) -- 5311 SW 25 Court Application: 20-702
Meeting: DRAFT 03 10 2021 REGULAR COMMISSION MEETING - Mar 10 2021
Department: Planning and Zoning
Staff Contact: Town Planner, Town Planner

BACKGROUND INFORMATION:

The applicant seeks to establish a construction office (Contractor Use) in the C-1 Zoning District. This use requires a Special Exception per Section 28-83 of the Town Zoning Code. The Planning and Zoning Board approved the application with conditions at its February 18, 2021 meeting.

This item was reviewed by Consultant Town Planner Michael Miller.

RECOMMENDATION:

Approval with Conditions

ATTACHMENTS:

[PP TC Staff Report 5311 SW 25 Ct Special Except Feb 22 2021](#)

JC Jimenez, Town Manager	Status:
Town Attorney, Town Attorney	Approved - Feb 24 2021
	Approved - Feb 25 2021

**TOWN OF PEMBROKE PARK
COMMUNITY DEVELOPMENT
MEMORANDUM**

To: Mayor and Town Commissioners
Town of Pembroke Park

From: Michael J. Miller, AICP 
Consultant Town Planner

Date: February 22nd, 2021

Subject: Special Exception Application
C-1 Commercial District – Construction Company (aka Contractor Shop)
Applicant: 5311 Park Property, LLC
5311 SW 25th Court
Pembroke Park Acct. No.: 20-702
MMPA Acct. No.: 00-1101-1116

RECOMMENDED ACTION

MMPA recommends the Town Commission review the contents of this staff report, the Planning & Zoning Board's recommendation, and the application / plans submitted by the applicant, and if found acceptable, **APPROVE** the Special Exception application, subject to the applicant complying with any staff conditions discussed, or any additional conditions deemed appropriate by the Town Commission.

GENERAL PROJECT INFORMATION

Land Use Designation: C - Commercial

Zoning District: C -1 Heavy Commercial District

General Location: 5311 SW 25th Court

Legal Description: Lot 10, Block 4, of Miami Gardens Estates Section 8, according to the plat thereof, as recorded in Plat Book 44, page 33, of the Public Records of Broward County, Florida.

BACKGROUND / PROJECT HISTORY

In mid-November 2019 MMPA was contacted by the applicant (Martin Applebaum) about the possibility of acquiring the above property located in the Town's C-1 Heavy Commercial Zoning District for a construction office (contractor) use. MMPA explained that the Town Code required that a Special Exception must be granted by the Town Commission, after receiving a recommendation from the Planning and Zoning Board, prior to any occupancy for that land use. Many contractor / construction companies seek locations to store construction equipment, which requires screening from any adjoining residential areas. Also, MMPA explained that many of the older sites along SW 25 Court / Street annexed into the Town in 1977 did not meet current day Code requirements, and the Town would require certain improvements to be made. MMPA identified three other sites in this area where similar approvals / site improvements were done (Terzani Lighting / East Coast Facilities / Yo Roofing). MMPA provided a copy of the Town's Zoning Code requirements and an application form to Mr. Applebaum on Nov. 18th, 2019. Several follow-up conversations occurred about the proposed use and site improvements. Mr. Applebaum provided a copy of a site survey to MMPA in early Dec. 2019 to assist in our review of the existing conditions and possible site improvements. MMPA inspected the site and researched property information (BCPA / Google Earth). For the other similar redevelopment projects, the owners retained an architect to redesign / upgrade the sites. Prior to meeting with an architect / building contractor Mr. Applebaum requested MMPA to attempt to list possible improvements. As requested on February 25th, 2020 MMPA prepared a memo listing the probable site design and building improvements that would be necessary. No response occurred to the MMPA memo. In mid-May 2020 the Town noticed the building appeared to be occupied and began an investigation. Shortly thereafter a Building Permit request was made to re-roof the building. In June 2020 a site inspection occurred with the Building Official, Chief Code Enforcement Officer and myself. It was discovered the building was indeed being occupied by an unlicensed business. The Town staff discovered that no Business Tax Receipt (BTR), no Certificate of Use (CoC), and no prerequisite site inspections / signoffs by either Building Dept. or BSO Fire Inspectors ever occurred to determine if the building was safe to occupy. Florida law and Town Codes require that prior to any occupancy of a building or property, required Town approvals, a Special Exception in this case for the requested use, and subsequent BTR / CoC must be issued. The applicant / owner was instructed to vacate the building site immediately and seek the required Town approvals. Prior to any work occurring on the building / site, other than urgent safety repairs determined acceptable by the Bldg. Official, for the requested use - a contractor shop - a Special Exception must be obtained from the Town Commission. On July 7th, 2020 MMPA was requested to review a BTR application for the site. The requested use on the BTR application form was for an "administrative office for investment business". This land use is not listed as a permitted use in the C-1 Heavy Commercial Zoning District, therefore, the BTR was denied by our office. Only uses listed in the Zoning District list of permitted uses / special exception uses are allowed at this site. On July 13th, 2020 the Town received an initial letter from the applicant advising that the building had been vacated. The letter was felt to be inadequate by the Town and a revised letter was received on July 27th, 2020. In mid-May 2020 a roof repair permit was submitted to the Town. Due to the illegal occupancy and the fact that no Special Exception application was even filed – let alone processed or reviewed and approved – the Town held off issuing any permits. After the building was vacated and the revised acceptable letter was received, the Town staff approved the re-roofing permit for safety repairs. Lastly, On July 22nd, 2020 a Building Permit application was

Michael Miller Planning Associates, Inc.

**Town of Pembroke Park
Town Commission Staff Report
Special Exception Application – Construction Company (Contractor Shop)
5311 SW 25th Court
February 22nd, 2021
Page 3**

made for a “dry run” staff review. Some of the Building Dept. technical discipline staff have reviewed the plans. As the “contractor shop” use approval is uncertain, MMPA opined it was premature to review any plans other than the Site Development Plans that are required to be submitted with the Special Exception application – but have not been submitted to date. Our office entered a “denial” in the Town’s Building Permit system for the reason stated herein.

PROJECT DESCRIPTION

The applicant, 5311 Park Property, LLC (Martin Applebaum), has applied to the Town for a Special Exception application to allow the above referenced site to be utilized for a construction company (aka contractor shop), which is located within the Town’s C-1 Heavy Commercial Zoning District. Town Zoning Code Section 28-208.1 includes a listing of allowable commercial retail and service type uses in that district. While a “construction company” is not listed as a permitted use, a “contractor shop” is listed and is the same, in our opinion. The Town has previously approved two Special Exception applications for “contractor shops” in this area - a roofing contractor (Yo Roofing @ 5411 SW 25 Ct.) that closed and is now a construction / engineering consulting firm (ENCO) and East Coast Facilities @ 5301 SW 25th Ct. (property maintenance contractor). The application package did not include a very detailed description of the intended uses. The intended uses we understand may occupy the complex include construction management / real estate investments. While these uses are not specifically mentioned in the C-1 District, MMPA believes the proposed uses would closely resemble a “contractor shop”. Approximately half of the interior building area would be for storage / work areas while others will be for administrative offices. Town Code Section 28-83 sets forth the Special Exception application submittal requirements / procedures (see attached).

C-1 HEAVY COMMERCIAL DISTRICT PROVISIONS FOR SPECIAL EXCEPTIONS

The C-1 Heavy Commercial Zoning District was created by the Town in March 2003 specifically for this unique land area that was voluntarily annexed into the Town in July 1977. This narrow row of lots between SW 25th Court and SW 25th Street is completely surrounded by single-family homes (within the City of West Park) and adjoins the northwest corner of the Dale Village MHP. Almost all of the land parcels were pre-developed prior to annexation with heavy commercial / light industrial type uses, as was allowed under the former Broward County Zoning provisions.

The C-1 Heavy Commercial Zoning District regulations provide (Section 28-208.3) that several uses listed within the C-1 Heavy Commercial Zoning District are designated as “Special Exception” uses and are only allowed after public hearings and approval by the Town Commission, and after receiving a recommendation from the Planning and Zoning Board. The purpose of local governments reviewing Special Exception uses (process also called Conditional Approval) in detail is that, typically, due to the nature of the land use activity it may generate excessive traffic, noise, odors, light or other obnoxious impacts on nearby properties. Because this area is completely surrounded by single-family homes, the Town required several of the listed uses to undergo more intense review prior to allowing the use to operate. This approval process also allows “conditions” to be attached to the approval, such as hours of operation, parking limitations, etc.

Michael Miller Planning Associates, Inc.

**Town of Pembroke Park
Town Commission Staff Report
Special Exception Application – Construction Company (Contractor Shop)
5311 SW 25th Court
February 22nd, 2021
Page 4**

The applicant has stated to MMPA that there may occasionally be construction equipment / vehicles at the site. Applications that may include outside storage of materials, vehicles or products used in connection with proposed uses must include site plans designating the proposed front and rear of the business and must designate areas proposed to be utilized for outside storage of products, vehicles, materials or other items used in connection with proposed uses which, at a minimum, comply with the following:

- Required Storage Area and Screening – All areas proposed to be utilized for outside storage of materials, vehicles, products or other items utilized in connection with a proposed use must provide a designated area for the storage of such materials, vehicles, products or other items. Said storage area must be designated on a site plan and approved by the Town Planner prior to the issuance of an occupational license or certificate of occupancy. Storage areas must be located in the rear of the building as designated on the site plan and no closer than five (5) feet from the rear property line and must be screened from view in accordance with the provisions contained herein as further described in the following sections.
- Materials, vehicles, products or other items utilized in connection with a proposed use shall be located within the storage area in an orderly fashion and shall be located in such a way as to avoid traffic circulation conflicts and provide safe turning movements. Materials, products or items utilized in connection with a proposed use shall not protrude above the height of the screening wall.

According to Sec. 28-208.2(d) contractor shops shall be limited to office, warehouse storage and accessory equipment not including heavy equipment such as cranes. All activities to be conducted must be within a fully enclosed building and all storage of building materials shall be inside a fully enclosed building unless specifically approved by the Town Commission. This use (contractor shop) is not permitted unless the Town Commission, prior to occupancy of any building, grants a Special Exception application.

In addition, the Code requires that all outside storage be screened as follows:

- A decorative masonry wall, of uniform appearance a minimum of eight (8) feet in height above finished grade shall be provided along street frontages abutting a right-of-way and along property lines abutting residentially zoned property. The wall must be finished with stucco and painted and be consistent with the architecture of the building. Such screening walls must be set back at least 2 feet from the property line adjoining a street where storage will occur, and trees / shrubs are required on the outside of the wall for appearance. If driveway openings are provided, a decorative gate (chain link fence w/ slats is OK) shall be required.

CURRENT SITE CONDITION / PROPOSED IMPROVEMENTS

The site and building are in poor condition at the present time. The existing building is square-shaped and located adjoining the eastern property line (grandfathered 0' setback). The building is about 2,750 square feet in size. A small nonconforming asphalt parking lot exists in front of the building on SW 25th Court. Insufficient parking spaces exist for the use / size of the building. The balance of the site is open unkept grassed area with a 6' tall chain link fence (w/ fabric wind screen) along the SW

Michael Miller Planning Associates, Inc.

**Town of Pembroke Park
Town Commission Staff Report
Special Exception Application – Construction Company (Contractor Shop)
5311 SW 25th Court
February 22nd, 2021
Page 5**

25th Street roadway frontage and also from the SW corner of the building to the western property line securing those areas. The fabric wind screen does little to screen the outdoors areas from the nearby homes – that is why the Town does not allow them. The illegal storage of construction equipment (lift bucket / trailers / etc.) has been occasionally occurring at the site (see pictures). The building architecture is unattractive “box-like” with no architectural detailing. During the June 2020 Town staff inspection, it was discovered that some construction work had occurred (doors & windows with no building permits). One of the primary goals of the C-1 District is to require site upgrades for land uses being redeveloped / repurposed, including better screening for the nearby homes.

The proposed new site improvements include adding sloped metal mansard type roof structures at various locations on the building exterior for shade over windows and as architectural detailing. The newer doors / windows will be inspected for adequacy (those installed with no permits). The interior of the building will be modified with more office space at the front of the building facing SW 25th Court. Based on the revised floor plan and intended uses at least six (6) parking spaces are required by the Town Code and will be provided in the redevelopment. Due to the site small size the designers have proposed three (3) parallel parking spaces along the west property line, two (2) parking spaces in the reconfigured front parking lot along SW 25th Court, and one (1) parking space (ADA) in the new northern parking lot. New Code compliant landscaping buffers around the parking areas is included. Along SW 25th Street a continuous 10' tall decorative CBS buffer wall and landscaping is proposed. New driveways to the north / south parking lots are proposed as well as a one-way northbound driveway in the western portion of the site to access those parking spaces. Security gates will be installed to secure the northern parking / possible storage areas and the western parking lot. The new site design is as Code compliant as possible given the existing site size and improvements.

SPECIAL EXCEPTION CRITERIA

Section 28-83 of the Town Code contains the criteria for the granting of a Special Exception. A summary of the standards for review and approval of a Special Exception are as follows:

- a. An otherwise lawful activity may, because of its location, interfere with the property rights of adjacent landowners by creating an unreasonable disruption to the area by way of increasing vehicular traffic, noise, light, storage and use of dangerous materials, intensity of development and other reasons.
- b. Consideration for vehicular traffic associated with such use, particularly its impact on residential streets.
- c. Conformity to goals, objectives and policies of the Pembroke Park Comprehensive Plan.
- d. The economic impact on the Town's finances due to reduction of taxable property value, increased Town services or other related economic factors.
- e. Any additional factors or considerations which may be reasonably calculated to materially affect public health, safety and welfare.

Michael Miller Planning Associates, Inc.

**Town of Pembroke Park
Town Commission Staff Report
Special Exception Application – Construction Company (Contractor Shop)
5311 SW 25th Court
February 22nd, 2021
Page 6**

ANALYSIS

The applicant has stated the proposed use of the property (construction mgt. offices) will be similar to a "Contractor Shop" for their company offices and storage, including the occasional storage of construction vehicles (trucks / trailers / other). The interior of the building will be used for the storage of tools / other equipment, administrative offices and clerical files. The applicant has supplied the Town with a survey of the subject property, a conceptual site plan showing the proposed improvements, and illustrations of the subject site after the improvements have been completed.

RIGHT-OF-WAY AND ACCESS DESCRIPTION

Access to this commercial site will be through SW 25th Street on the north side of the property (driveway to northern parking lot / exit for one-way northbound driveway) and also through SW 25th Court on the south side of the site (southern parking lot / entry to northbound one-way driveway). New specifically designated Code compliant parking spaces are shown on the plans with required landscaping areas (5' adjoining road / 2.5' min. on interior lot lines).

SUMMARY / STAFF RECOMMENDATION

This application is the 3rd request for a Special Exception for a "Contractor Shop" since the C-1 Heavy Commercial District was created in 2003 (Yo Roofing was #1 / East Coast Facilities was #2). MMPA has worked with the owner / project contractor to create enhancements to the current building façade and site improvements. As required a new CBS decorative buffer wall (8' min. reqd. / 10' provided) will be constricted along SW 25th Street (north roadway frontage) with supplemental landscaping. This will result in implementing improvements as set forth in the C-1 District.

MMPA recommends the Town Commission review the application package, the Planning & Zoning Board's recommendation, and if found to be acceptable, **APROVE** the Special Exception application to allow a "Contractor Shop", subject to the following conditions:

1. The Special Exception application is based on the Site Development Plans received at the Town Bldg. Dept. December 28th, 2020 prepared by Thomas Moening Architect & DDSM Consulting, LLC.
2. This approval is granted exclusively to 5311 Park Property, LLC and its approval may not be transferred to another party without prior written consent of the Town Commission.
3. That prior to occupancy of the building / site, building plans shall be provided to the Town / permits issued to renovate the building, provide / pave the parking spaces, landscaping and buffer wall for the storage yard within the walled-in yard area as required by Town Code, including drainage as required by the Public Works Director.
4. That prior to building occupancy supplemental landscaping (trees / shrubs) shall be installed along the SW 25th Street and SW 25th Court frontage as shown on the plans as required by the Town Planner.

Michael Miller Planning Associates, Inc.

**Town of Pembroke Park
Town Commission Staff Report
Special Exception Application – Construction Company (Contractor Shop)
5311 SW 25th Court
February 22nd, 2021
Page 7**

5. All parking of vehicles (employee / customers / company vehicles) shall occur within the site. No vehicle shall be parked on the paved road surfaces of either SW 25th Court or SW 25th Street, nor within those roadway swales, nor on the sidewalks or on other landscaped areas.
6. No vehicles / materials stored outdoors may exceed the height of the walled-in storage yard buffer wall.
7. All refuse (dumpster / cans) shall be kept within the walled-in area.

PLANNING AND ZONING BOARD ACTION

The Planning and Zoning Board reviewed the proposed this Special Exception application at their virtual February 18th, 2021 meeting, discussed the matter, and voted unanimously (3-0) to recommend **APPROVAL** of the application to the Town Commission, subject to the following conditions:

- (1) The Special Exception is subject to the above listed MMPA conditions.

Michael Miller Planning Associates, Inc.

SE

TOWN OF PEMBROKE PARK APPLICATION FOR SPECIAL EXCEPTION (also) CONDITIONAL APPROVAL

Date: _____
Case No: _____
Receipt No.: _____

Fee: The fee shall be \$6,600.00 plus the non-administrative costs incurred by the Town in processing the request. \$500 of the above referenced fee shall be non-refundable.

- (1) The undersigned hereby petitions the Town of Pembroke Park for Conditional Approval or Special Exception under the Town Code of Ordinances and requests that the necessary staff reviews and hearings by the Planning and Zoning Board and Town Commission be called for such purpose to allow:
FOR SPECIAL EXCEPTION TO ALLOW CONSTRUCTION COMPANY TO OCCUPY BUILDING
PLANS FOR BUILDING REVIEW SUBMITTED UNDER B-91687

on that property identified as :

- (a) General Location: 5311 SW 25 COURT
(b) Lot(s) _____ Block(s) _____
In the Subdivision know as _____ or,
(c) Metes and Bounds (Attach Survey): _____

- (2) (I) (We) are the (Check one)

☒ Owners ☐ Lessee ☐ Contract Purchaser
☐ Trustee ☐ Other (specify) _____

- (3) The record owner of this property is: 5311 PARK PROPERTY LLC
Mailing Address: 5901 SW 112 STREET, MIAMI FL 33156
Telephone No.: 305 407 6400 Fax No.: 305 662 8840
The occupant of this property is: TD BO H.A. CONSTRUCTION GROUP
Mailing Address: P.O. BOX 5706421, MIAMI FL 33256
Telephone No.: 786 435 6411 Fax No.: _____

- (4) The undersigned is aware that the Planning and Zoning Board and/or the Town Commission may stipulate or require that the petitioner exercise the approval as granted within a specified time period.
(5) The undersigned is aware that if the Planning and Zoning Board and Town Commission grant approval, they may stipulate such conditions and require such modifications, as they may deem necessary to accomplish the proper and orderly development of this proposal.

OWNER / AGENT CERTIFICATE:

This is to certify that I am the owner/agent of subject lands described above in the Application for Conditional Approval/Special Exception, and that all information supplied herein is true and correct to the best of my knowledge. By signing this application, owner/agent specifically agrees to allow access to described property at reasonable times by Town personnel for the purpose of verification of information provided by owner/agent.

Signature of owner/agent: _____ Sworn to and subscribed before
me this 22 day of July 2020 by MARTIN APPLEGRAH

☒ He/She is personally known to me or

☐ He/She has presented _____

Signature of Notary Public _____

Type or Print Name _____



NOTE: Two (2) copies of a current survey (not more than one year old) together with a site plan (quantity to be determined) of the property described above must accompany and be part of this petition. The site plan, drawn to scale, shall show size of lot, existing and proposed buildings, adjacent land uses, and other data to clearly present information. A written description of the intended uses, hours of operation, etc. shall be provided. The Town may require other information as necessary to review the petition.

Last Revised 10/7/2003

5311 PARK PROPERTY LLC
5901 SW 112TH ST
PINECREST, FL 33156 5018

3005
63-91382031

DATE July 31, 2020

\$ 6500.00

PAY TO THE ORDER OF Town of Pembroke Park

DOLLARS

xx 100

Six thousand five hundred dollars and

BBCT
BRANCH BANKING AND TRUST COMPANY
1-800-BANK BBCT BBCT.com

W.T. Appleba

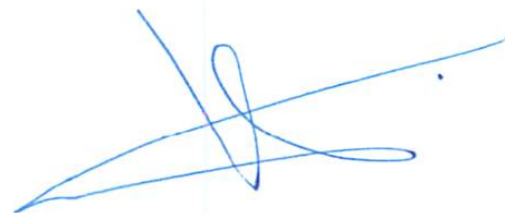
FOR Variance Application fee

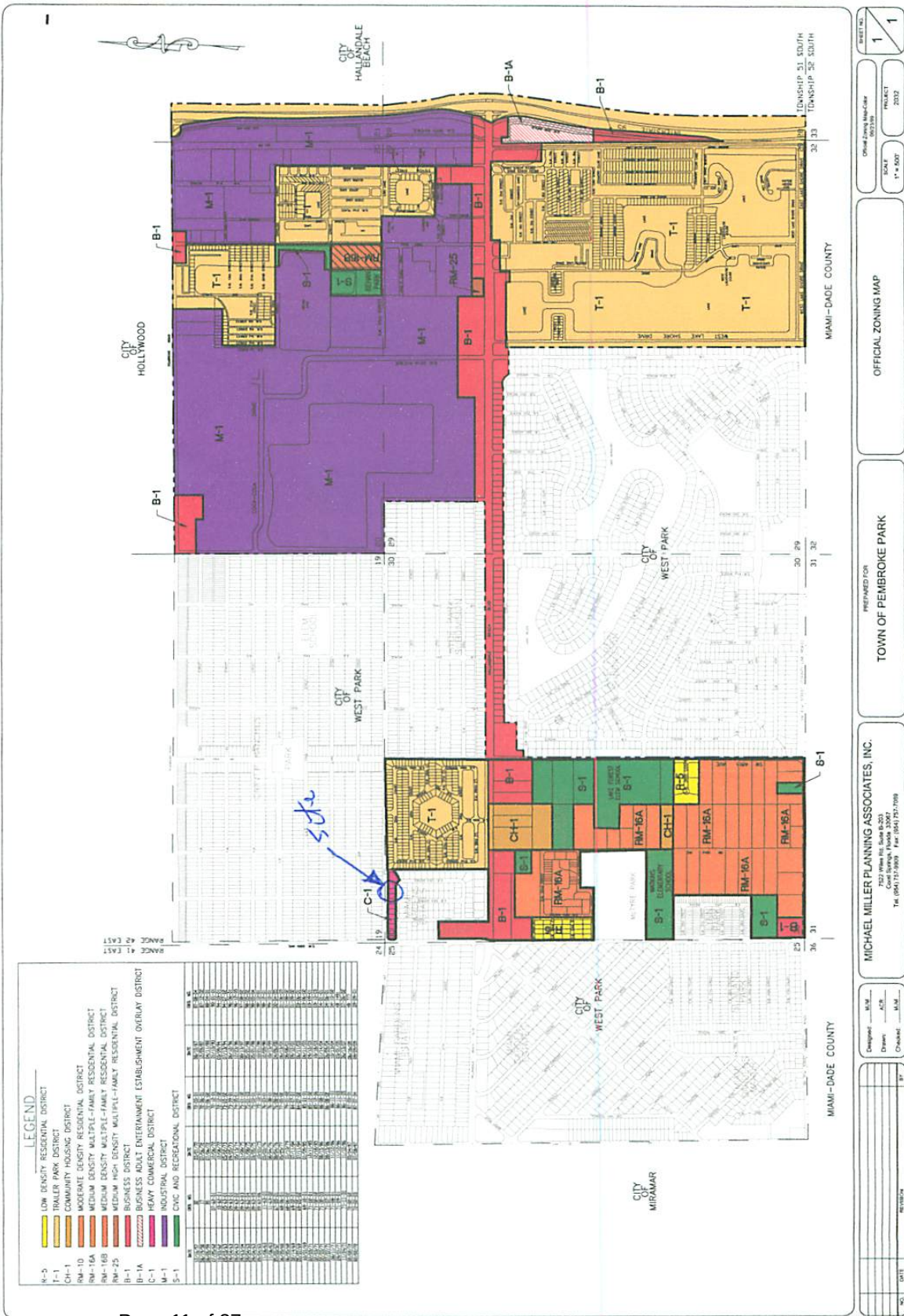
⑆00003005⑆ ⑆263191387⑆ 100014663604⑆

Town of Pembroke Park
Building Department

AUG - 3 2020

RECEIVED







MARTY KIARD
BROWARD
 COUNTY
 PROPERTY APPRAISER

Site Address	5311 SW 25 COURT, PEMBROKE PARK FL 33009	ID #	5142 30 10 0800
Property Owner	5311 PARK PROPERTY LLC	Millage	0613
Mailing Address	5311 SW 25 CT PEMBROKE PARK FL 33009	Use	48
Abbr Legal Description	MIAMI GARDENS ESTATES SEC 8 44-33 B LOT 10 BLK 4		

The just values displayed below were set in compliance with [Sec. 193.011, Fla. Stat.](#), and include a reduction for costs of sale and other adjustments required by [Sec. 193.011\(8\)](#).

* 2020 values are considered "working values" and are subject to change.

Year	Land	Building / Improvement	Just / Market Value	Assessed / SOH Value	Tax
2020*	\$45,520	\$203,160	\$248,680	\$248,680	
2019	\$45,520	\$201,900	\$247,420	\$247,420	\$5,402.16
2018	\$45,520	\$247,460	\$292,980	\$292,980	\$6,307.02

2020* Exemptions and Taxable Values by Taxing Authority				
	County	School Board	Municipal	Independent
Just Value	\$248,680	\$248,680	\$248,680	\$248,680
Portability	0	0	0	0
Assessed/SOH	\$248,680	\$248,680	\$248,680	\$248,680
Homestead	0	0	0	0
Add. Homestead	0	0	0	0
Wid/Vet/Dis	0	0	0	0
Senior	0	0	0	0
Exempt Type	0	0	0	0
Taxable	\$248,680	\$248,680	\$248,680	\$248,680

Sales History				Land Calculations		
Date	Type	Price	Book/Page or CIN	Price	Factor	Type
1/22/2020	WD*-E	\$380,000	116311328	\$7.00	6,503	SF
4/15/2015	WD*-E	\$130,000	112954866			
6/13/2012	QC*-T	\$100	112021587			
5/17/2012	CE*-T	\$100	48893 / 1731			
9/12/2007	WD*-D	\$101,200	44636 / 1670			
				Adj. Bldg. S.F. (Card, Sketch)		2750
				Eff./Act. Year Built: 1960/1959		

* Denotes Multi-Parcel Sale (See Deed)

Special Assessments								
Fire	Garb	Light	Drain	Impr	Safe	Storm	Clean	Misc

Property Id: 514230100800

**Please see map disclaimer



August 14, 2020

1:600
0 25 50 100 ft
0 5 10 20 m

Flight Date : Between Dec 15, 2019 and Jan 26, 2020 Broward County Proper



MARTY KIARD
BROWARD
 COUNTY
 PROPERTY APPRAISER

Site Address	SW 25 COURT, PEMBROKE PARK FL 33023	ID #	5142 30 10 0790
Property Owner	5311 PARK PROPERTY LLC	Millage	0613
Mailing Address	5901 SW 112 ST MIAMI FL 33156	Use	10
Abbr Legal Description	MIAMI GARDENS ESTATES SEC 8 44-33 B LOT 9 LESS W 40 BLK 4		

The just values displayed below were set in compliance with [Sec. 193.011, Fla. Stat.](#), and include a reduction for costs of sale and other adjustments required by [Sec. 193.011\(8\)](#).

* 2020 values are considered "working values" and are subject to change.

Year	Land	Building / Improvement	Just / Market Value	Assessed / SOH Value	Tax
2020*	\$20,010		\$20,010	\$19,940	
2019	\$18,130		\$18,130	\$18,130	\$395.85
2018	\$17,510		\$17,510	\$17,510	\$376.94

2020* Exemptions and Taxable Values by Taxing Authority				
	County	School Board	Municipal	Independent
Just Value	\$20,010	\$20,010	\$20,010	\$20,010
Portability	0	0	0	0
Assessed/SOH	\$19,940	\$20,010	\$19,940	\$19,940
Homestead	0	0	0	0
Add. Homestead	0	0	0	0
Wid/Vet/Dis	0	0	0	0
Senior	0	0	0	0
Exempt Type	0	0	0	0
Taxable	\$19,940	\$20,010	\$19,940	\$19,940

Sales History				Land Calculations		
Date	Type	Price	Book/Page or CIN	Price	Factor	Type
1/22/2020	WD*-E	\$380,000	116311328	\$8.00	2,501	SF
4/15/2015	WD*-E	\$130,000	112954866			
6/13/2012	QC*-T	\$100	112021587			
5/17/2012	CE*-T	\$100	48893 / 1731			
9/12/2007	WD*-D	\$101,200	44636 / 1670			
				Adj. Bldg. S.F.		

* Denotes Multi-Parcel Sale (See Deed)

Special Assessments								
Fire	Garb	Light	Drain	Impr	Safe	Storm	Clean	Misc

Property Id: 514230100790

**Please see map disclaimer



Instr# 116311328 , Page 1 of 2, Recorded 01/27/2020 at 03:12 PM
Broward County Commission
Deed Doc Stamps: \$2660.00

Prepared by:
Jennie G. Farshchian, Esq.
Jurado & Farshchian, P.L.
12955 Biscayne Boulevard, Suite 328
Miami, FL 33181
305-921-0440

Return to:
Daniels Rodriguez Berkeley Daniels & Cruz, PA
4000 Ponce de Leon Blvd., Suite 800
Coral Gables, FL 33146
305-448-7988

_____[Space Above This Line For Recording Data]_____

Warranty Deed

This Warranty Deed made this ____ day of January, 2020 between Saul E. Barahona, a married man, whose post office address is 7101 SW 13th Street , Pembroke Pines, FL 33023, grantor, and 5311 Park Property LLC, a Florida limited liability company, whose post office address is 5311 SW 25 Court, Pembroke Park, FL 33009, grantee:

(Whenever used herein the terms "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees)

Witnesseth, that said grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in Miami-Dade and Broward Counties, Florida to-wit:

Lot 9, less the West 40 feet and Lot 10, Block 4, of MIAMI GARDENS ESTATES SECTION 8, according to the Plat thereof, as recorded in Plat Book 44, Page 33, of the Public Records of Broward County, Florida.

Parcel Identification Number: 5142 30 10 0800 and 5142 30 10 0790

A/k/a: 5311 SW 25 Court, Pembroke Park, FL 33009.

Grantor warrants that at the time of this conveyance, the subject property is not the Grantor's homestead within the meaning set forth in the constitution of the state of Florida, nor is it contiguous to or a part of homestead property. Grantor's residence and homestead address is: 7101 SW 13th Street , Pembroke Pines, FL 33023.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

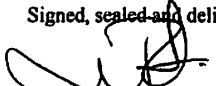
To Have and to Hold, the same in fee simple forever.

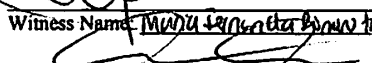
And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to December 31, 2019.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

DoubleTime®

Signed, sealed and delivered in our presence:


Witness Name: Maria Fernanda Romero Tassone


Witness Name: [Signature]


Saul E. Barahona (Seal)

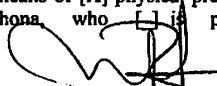
State of Florida
County of Miami-Dade

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 22 day of January, 2020 by Saul E. Barahona who ☐ is personally known or ☐ has produced Florida's License as identification.

[Notary Seal]



Maria Fernanda Romero Tassone
Comm. #GG907351
Expires: August 25, 2023
Bonded Thru Aaron Notary


Notary Public

Printed Name: Maria Fernanda Romero Tassone

My Commission Expires: 08/25/2023

**Electronic Articles of Organization
For
Florida Limited Liability Company**

**L19000299433
FILED 8:00 AM
December 09, 2019
Sec. Of State
msimmons**

Article I

The name of the Limited Liability Company is:

5311 PARK PROPERTY LLC

Article II

The street address of the principal office of the Limited Liability Company is:

5901 SW 112 STREET
MIAMI, FL. 33156

The mailing address of the Limited Liability Company is:

5901 SW 112 STREET
MIAMI, FL. 33156

Article III

The name and Florida street address of the registered agent is:

MARTIN A APPLEBAUM
5901 SW 112 STREET
MIAMI, FL. 33156

Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.

Registered Agent Signature: MARTIN APPLEBAUM

Article IV

The name and address of person(s) authorized to manage LLC:

Title: AMBR
MARTIN A APPLEBAUM
5901 SW 112 STREET
MIAMI, FL. 33156

L19000299433
FILED 8:00 AM
December 09, 2019
Sec. Of State
msimmons

Article V

The effective date for this Limited Liability Company shall be:

12/08/2019

Signature of member or an authorized representative

Electronic Signature: MARTIN APPLEBAUM

I am the member or authorized representative submitting these Articles of Organization and affirm that the facts stated herein are true. I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s.817.155, F.S. I understand the requirement to file an annual report between January 1st and May 1st in the calendar year following formation of the LLC and every year thereafter to maintain "active" status.

5311 SW 25 Court

Write a description for your map.

Legend

- SW 25 S/SW

Page 21 of 37

Google Earth

© 2019 Google
© 2020 Google

6.51 ft



5311 SW 25 Court

Write a description for your map.

Legend

- SW 25 S/SW

Page 22 of 37



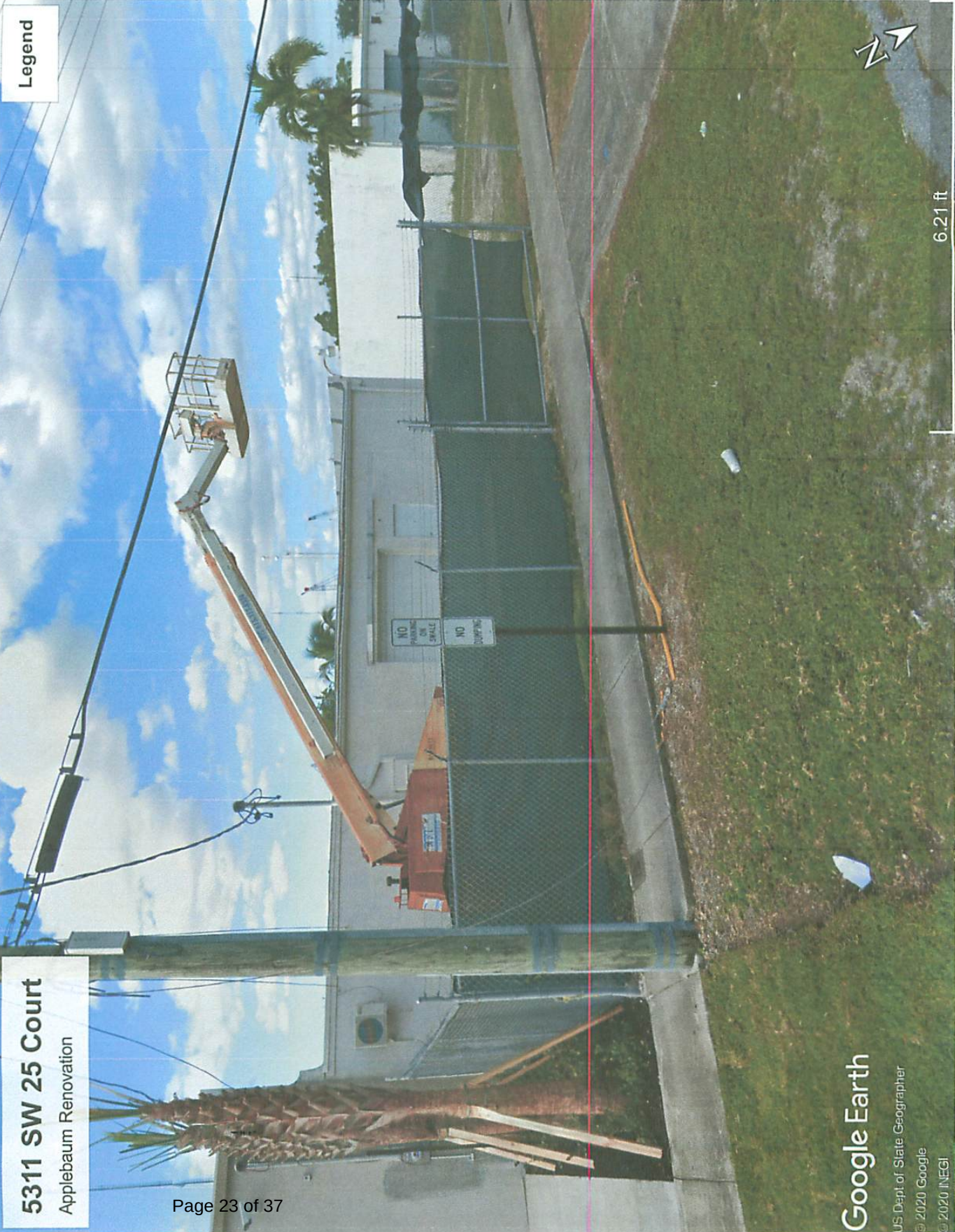
Google Earth

US Dept of State Geographer

© 2019 Google

© 2020 Google

6.64 ft



Legend

5311 SW 25 Court
Applebaum Renovation

Michael J. Miller

From: Michael J. Miller
Sent: Tuesday, February 25, 2020 3:14 PM
To: M. Applebaum
Cc: Lucie Manzerolle (lanzerolle@townofpembrokepark.com); Teresa Malcolm; Jeffrey Louis (jlouis@townofpembrokepark.com)
Subject: RE: Pembroke Park property
Attachments: PP 5311 SW 25 Ct Contractor Reuse Redevelop Comments Feb 2020.docx

Mr. Applebaum:

Sorry for the delay in responding about the 5311 SW 25 Court site in Pembroke Park. Not sure if you are still pursuing acquisition of the site or not.

As a follow-up to our conversations and your submittal of a survey of the site, and as you requested for our office to prepare a list of possible site improvements that might be required prior in conjunction with the Special Exception required for a contractor use at this location prior to occupancy, see the attached list of issues / site improvements we feel will be required.

Michael J. Miller, AICP
Town of Pembroke Park
Consultant Town Planner
February 25, 2020

From: Michael J. Miller
Sent: Monday, November 18, 2019 10:14 AM
To: M. Applebaum <m_apple1@yahoo.com>
Subject: RE: Pembroke Park property

Mr. Applebaum:

As a follow-up to our telephone conversation if you have not previously looked at the Town's C-1 Zoning District regulations – see the attached.

As we discussed the area was built originally under Broward County zoning laws and annexed into the Town in 1977 fully developed.

In 2003 I wrote a special commercial zoning district to encourage better uses and appearance – given the single-family uses nearby. Contractor uses need a Special Exception approval prior to occupancy.

See the LDRs below as to your proposed use.

DIVISION 5.7 - C-1 HEAVY COMMERCIAL DISTRICT[9]

Sec. 28-208. - Intent.

The C-1 Heavy Commercial District is intended for limited sales, repair and maintenance services, office/warehouse uses, light assembly and sales, storage or rental of certain machinery and equipment. Such districts generally serve a regional

TOWN OF PEMBROKE PARK

Proposed Contractor Use

C-1 Heavy Commercial Zoning District

5311 SW 25th Court

Conceptual Redevelopment Improvements

MMPA Comments: February 2020

In mid-November 2019 MMPA was contacted by Mr. Applebaum about the possibility of acquiring the above property located in the Town's C-1 Heavy Commercial Zoning District for a contractor use. MMPA explained that the Code requires a Special Exception to be granted by the Town Commission prior to occupancy for that use, as most can include construction equipment. Also, MMPA explained that many of these older sites along SW 25 Court / Street annexed into the Town in 1977 do not meet current day Code requirements, and the Town would require certain improvements to be made. MMPA identified three other sites in this area where similar approvals / site improvements were done (Terzani Lighting / East Coast Facilities / Yo Roofing). MMPA provided a copy of the Town's Zoning Code requirements to Mr. Applebaum on Nov. 18th, 2019. Several follow-up conversations occurred about the proposed use and site improvements. Mr. Applebaum provided a copy of a survey to MMPA in early Dec. 2019 to assist in our review of the existing conditions and possible site improvements. MMPA has inspected the site and researched property information (BCPA / Google Earth). For the other similar redevelopment projects, the owners retained an architect to redesign the site. Prior to meeting with an architect / building contractor Mr. Applebaum requested MMPA to attempt to list possible improvements.

1. Parking Lot – The existing driveway / parking lot design violates several Town Code provisions and needs to be redesigned.
 - a) The sole parking lot on SW 25th Court is a paved area between the street property line and face of the building. There is an existing narrow 15.45' wide driveway from the street pavement to the parking lot. At a minimum, two-way driveways for commercial uses must be 24' wide. The parking lot is 51.50' wide facing the building and almost 22' deep up to the street property line. It was observed that drivers have been driving over the grass swale to the parking spaces (not striped). Direct backout parking onto streets is prohibited in non-residential uses (dangerous / unsightly) (See Sec. 28-305 & 28-311). A redesigned driveway (24' max. for 2-way) needs to lead from the street pavement across the grass swale onto the site into a properly design parking lot. A min. 5' wide landscape strip needs to be constructed between the street property line and any paved areas. The parking spaces must be a min. of 10' wide x 20' deep placed

parallel to the street. Within the 5' landscape strip shade trees (12' hgt. x 5' spread min. at planting) and continuous shrubs (24" tall x 24" on center) must be installed.

- b) The building is 2,750 sq. ft. in size (55' x 50'). If the building was used totally as offices at least nine (9) parking spaces would be required (1 space per each 300 sq. ft.). If there were areas in the building used for other than office uses between 6-7 spaces would be required. If striped there could be maybe five (5) spaces existing in the SW 25th Court parking area. There is currently no ADA parking space. The site is non-conforming and needs to be brought up to Code. There are many areas of the site where additional parking facilities can be placed (north / west areas).
2. **Building Architecture** - The existing building is very plain, box-like, and unattractive. Architectural detailing must be added (banding / sloped roof surfaces / windows / exterior cladding of materials such as stone / other. The building needs to be repainted as the exterior paint is in poor condition. The east side of the building has a "zero lot line" setback that is non-conforming. The Code requires min. 10' setbacks from all property lines.
 3. **Landscaping** – All commercial sites must have at least 20% open / pervious space for landscaping and drainage retention. The Town's Landscape Code is Chapter 27 and includes design criteria for parking lots and site landscaping. At present there are no trees or shrubs on the site – just the building, paved areas and open grassed areas. It has been noted that pieces of construction equipment have occasionally been parked on the grassed areas – this is illegal – all parking must be on paved areas. A Landscape Plan would be required (Sec. 28-310) as part of the redevelopment architectural plans with trees / shrubs / grass areas. If any portion of the northern site area is used a decorative CBS screen wall is required to replace the existing chain-link fence which does little to screen the houses across the streets. See the other redevelopment sites for guideline on landscaping requirements.
 4. **North / West Open Areas** – These areas are currently just open grassed areas (not irrigated). Since the site is short of required parking spaces these areas could be used. No outdoor storage of construction equipment is allowed in those areas without pavement / screening / landscaping.
 5. **Mechanical Equipment / Construction Equipment Parking & Storage** - No outdoor storage of construction equipment is allowed in those areas without pavement / screening / landscaping.

5311 Park Property LLC

5311 SW 25 Court
Pembroke Park, FL 33023

RECEIVED
12/13/22

Town of Pembroke Park
Building Department
3150 SW 52nd Ave.
Pembroke Park, FL 33023

Re: 5311 SW 25 Court

Dear Sir / Madam:

Please be advised that the property located at 5311 SW 25 Court is not occupied at this time. We are in the process of preparing and submitting plans for interior and exterior improvements for review.

Should you have any questions, please feel free to contact me at: 305 407-6400.

Sincerely,



Marty Applebaum

5311 Park Property LLC

5311 SW 25 Court
Pembroke Park, FL 33023

July 27, 2020

Mr. Michael J. Miller, AICP
Consultant Town Planner
Town of Pembroke Park
3150 SW 52 Avenue
Pembroke Park, FL 33023

Dear Mr. Miller,

Thank you for taking the time to respond to our July 13, 2020, letter. We have reviewed your July 22, 2020, e-mail and understand that you would like us to expand upon the sequence of events that have transpired since November 2019, through the present. In a continuing effort to show the Town that we come in good faith and are simply trying to protect and lawfully improve the premises, we offer the additional facts below:

As previously stated, the property at located at 5311 SW 25 Court is not occupied at this time. It was previously being used for administrative functions related to real estate. However, as of July 10, 2020, we have vacated the premises entirely. Because there are other offices within the neighborhood performing administrative type services like those we were engaged in, we mistakenly believed that this was a permissible use. We apologize for this mistaken assumption and have honored the request to vacate until approval for occupancy is granted.

We understand that the Town believes that improvements have been made to the property while under our ownership. However, please understand that NO improvements have been made to the property while it has belonged to us and we can demonstrate that for the Town's peace of mind. We purchased the building in January 2020, and prior to that, a pre-purchase inspection report was obtained. The inspection report is dated November 29, 2019 and a copy of it is attached for your review and records. You will note from the report that the improvements complained of (garage door and office space) were existing prior to our purchase of the property. You will also see that these improvements pre-dated our purchase at the website for the sale of the building, which dates back to 2019 <https://www.bhhsfloridarealty.com/commercial-for-sale/5311-SW-25th-Ct-Pembroke-Park-FL-33023-282469744>. We hope and trust this clears up any misunderstanding as to these improvements.

We are committed to rectifying any issues and lawfully improving the property and building out the space. To that end, a permit for a roof replacement has been applied for and has been issued, but is pending release upon submission of this extended narrative. More recently, on July 22, 2020, plans have been submitted to the Town concerning the build-out of the interior space.

The roof replacement is a time critical item as the building is suffering from extensive water intrusion. We respectfully ask that this permit be released so we can get to work on this right away so the property can be protected and further damages can be mitigated.

We have also just received a code violation, dated July 12, 2020, a copy of which is attached, and which requires the painting of the building. We got in touch with code enforcement as soon as this was received and we were advised that the violation is mitigated or superseded by the pending build-out plans that have already been submitted and which call for window replacement, which will include exterior penetrations. Code enforcement further advised that the painting would be required to take place after the build-out is completed. It makes sense that the painting would be done after the build-out, but we respectfully ask for confirmation in that regard so we do not do anything against the Town's wishes.

We hope that this additional information is helpful and sufficient. Again, thank you for your time and consideration. We are excited to work hand-in-hand with the Town of Pembroke Park in improving and completing this project for the benefit of the Town and the area residents. With your approval, 5311 Park Property will get started on replacing the roof and performing all other improvements as allowed by the Town. We look forward to hearing from you soon and hope you have a good and safe week.

Sincerely,

A handwritten signature in black ink, appearing to read 'Martin Applebaum', with a long horizontal flourish extending to the right.

Martin Applebaum
Owner



TOWN OF PEMBROKE PARK

3150 S.W. 52ND AVENUE • PEMBROKE PARK, FLORIDA 33023 • BROWARD (954) 966-1600 • FAX (954) 966-5186

August 14th, 2020

**5311 Park Property, LLC
5901 SW 112th Street
Miami, Florida 33156
Attn: Martin A. Applebaum**

**Re: Special Exception Application – "Contractor Shop"
5311 SW 25th Court
Pembroke Park Acct. No. 20-702
MMPA Account No.: 00-1101-1116**

Dear Mr. Applebaum:

The Town of Pembroke Park is in receipt of your recent Special Exception application which was submitted to the Town for consideration. The request is to consider allowing the above referenced site to be utilized for a "contractor shop", which is located within the Town's C-1 Heavy Commercial Zoning District. Section 28-208.1 of the Town's Zoning Code includes a listing of allowable retail and service uses in that district. On the Town's Special Exception application form you included a description of the intended use – "a construction company". Town Code Section 28-83 sets forth the Special Exception application submittal requirements / procedures (see attached). The Town's Special Exception application form also lists required submittal information and documents.

The Town of Pembroke Park engages the services of consultants to perform certain functions such as Planning and Zoning, Engineering and Legal services. Michael Miller Planning Associates, Inc. (MMPA) functions as the Town Planner. One of our primary functions is to coordinate the review and processing of land development requests through the Town's system. As the Town receives land development requests, the applications are forwarded to our office for an initial completeness review to ensure all of the Code and supplemental information is provided. The Town seeks to make informed decisions and needs a certain amount of information to make such decisions.

In mid-November 2019 MMPA was contacted by Mr. Applebaum about the possibility of acquiring the above property located in the Town's C-1 Heavy Commercial Zoning District for a contractor use. MMPA explained that the Town Code required that a Special Exception to be granted by the Town Commission, after receiving a recommendation from the Planning and Zoning Board, prior to any occupancy for that use. Many contractor / construction companies seek to store construction equipment, which requires screening from the adjoining residential areas. Also, MMPA explained that many of the older sites along SW 25 Court / Street annexed into the Town in 1977 did not meet current day Code requirements, and the Town would require certain improvements to be made. MMPA identified three other sites in this area where similar approvals / site improvements were done (Terzani Lighting / East Coast Facilities / Yo Roofing). MMPA provided a copy of

**5311 Park Property, LLC
Special Exception Application – Contractor Shop
5311 SW 25th Court
August 14th, 2020
Page 2**

the Town's Zoning Code requirements and an application form to Mr. Applebaum on Nov. 18th, 2019. Several follow-up conversations occurred about the proposed use and site improvements. Mr. Applebaum provided a copy of a survey to MMPA in early Dec. 2019 to assist in our review of the existing conditions and possible site improvements. MMPA inspected the site and researched property information (BCPA / Google Earth). For the other similar redevelopment projects, the owners retained an architect to redesign the site. Prior to meeting with an architect / building contractor Mr. Applebaum requested MMPA to attempt to list possible improvements. As requested on February 25th, 2020 MMPA prepared a memo listing the probable site design and building improvements that would be necessary. No response occurred to the memo. In mid-May 2020 the Town noticed the building appeared to be occupied and began an investigation. Shortly thereafter a Building Permit request was made to re-roof the building. In June 2020 a site inspection occurred with the Building Official, Chief Code Enforcement Officer and myself. It was discovered the building was indeed being occupied by an unlicensed business. The Town staff discovered that no Business Tax Receipt (BTR), no Certificate of Use (CoC), and no prerequisite site inspections / sign-offs by either Building Dept. or BSO Fire Inspectors ever occurred to determine if the building was safe to occupy. Florida law and Town Codes require that prior to any occupancy of a building or property, required Town approvals, a Special Exception in this case for the requested use, and subsequent BTR / CoC must be issued. The applicant / owner was instructed to vacate the building site immediately and seek the required Town approvals. Prior to any work occurring on the building / site, other than urgent safety repairs determined acceptable by the Bldg. Official, for the requested use - a contractor shop - a Special Exception must be obtained from the Town Commission. On July 7th, 2020 MMPA was requested to review a BTR application for the site. The requested use on the BTR application form was for an "administrative office for investment business". This use is not listed as a permitted use in the C-1 Heavy Commercial Zoning District, therefore, the BTR was denied by our office. Only uses listed in the Zoning District list of permitted uses / special exception uses are allowed at this site. On July 13th, 2020 the Town received an initial letter from the applicant advising that the building had been vacated. The letter was felt to be inadequate by the Town and a revised letter was received on July 27th, 2020. In mid-May 2020 a roof repair permit was submitted to the Town. Due to the illegal occupancy and the fact that no Special Exception application was even filed – let alone processed or reviewed and approved – the Town held off issuing any permits. After the building was vacated and the revised acceptable letter was received, the Town staff approved the re-roofing permit for safety repairs. Lastly, On July 22nd, 2020 a Building Permit application was made for a "dry run" staff review. Some of the Building Dept. technical discipline staff have reviewed the plans. As the "contractor shop" use approval is uncertain, MMPA feels it is premature to review any plans other than the Site Development Plans that are required to be submitted with the Special Exception application – but have not been submitted to date. Our office has entered a denial in the Town's Building Permit system for the reason stated herein.

**5311 Park Property, LLC
Special Exception Application – Contractor Shop
5311 SW 25th Court
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Page 3**

MMPA has reviewed the initial submittal package and finds the application package “Incomplete” at this time, as several minimum submittal requirements have not been presented. Listed below are the missing documents necessary to complete our analysis of this request.

Required Information:

Special Exception application package is missing the following information:

- Per the Special Exception application form – Two (2) copies of a current survey (24" x 36") are required (new / updated within last 6 months). No surveys were submitted with the application. In December 2019 one (1) copy of a survey was submitted for our review. Please submit a second survey as required for the Town's records.
- Per Sec. 28-83(2) and per the Special Exception application form full-size (24" x 36") Site Development Plans (site layout / building elevation plans / floor plans), Landscape Plan and Buffer Plan are required to be submitted with the application. As you know from our conversations several features of the existing site do not comply with current day Code requirements. One of the key features of the Town's C-1 District and the Special Exception review process is to require older sites to upgrade to the degree possible to meet current day requirements. There were no Site Development Plans submitted as required. At this earlier stage of review the Town will require four (4) copies for initial staff reviews. This is not the same as but similar to the plans recently submitted to the Building Dept. for early review. As we discussed there will be mandatory requirements screen any outdoor storage yards. In addition the existing parking lots will need to be modified, including the addition of landscaping (trees / shrubs). See the attached Site Development Plan Checklist for required types of documents.
- Per Sec. 28-38(2) – A narrative with a description of the intended use(s) is required. If a company brochure is available please include that as well. No information was submitted.
- Per Sec. 28-38(2) – A description of the proposed hours of operation. No information was submitted. Due to the existence of single-family homes to both the north / south of the site this is important.
- Per Sec. 28-38(2) – Proposed use limitations. No information was submitted. For example, what will be stored outdoors (types of vehicles / materials / other items that may extend higher than the new decorative concrete buffer wall that is required to be built; the proposed uses within the building (i.e. offices / storage / repairs / etc.). Need a floor plan of the building (offices / repairs / etc.).

**5311 Park Property, LLC
Special Exception Application – Contractor Shop
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Page 4**

Preliminary Site Plan Comments:

In addition to the above minimum submittal requirements, our initial review of the application revealed several issues. We are providing these early comments for your information. Please address these preliminary comments prior to formal submittal of the Site Development Plan.

- 1) The site was annexed into the Town in 1977 as a fully developed site. Many of the existing site features are non-conforming (setbacks / parking / drainage / landscaping / etc.). It is the intent of the Town that any C-1 District re-development plans improve the sites and cure as many Code issue as possible.
- 2) There is Site Data Table on the early Building Permit plans – this must be added to those plans. Please ensure a Site Data Table with all required information on the Checklist is included on the Site Development Plan. For informational purposes the Town's Comprehensive Plan Future Land Use Map (FLUM) designate is "C" Commercial. The Zoning District classification is C-1 Heavy Commercial.
- 3) The early Building Permit plans state in the Title Block that the work will be for only "interior" work; however, the plans appear to include both interior and exterior work to the building facades, site layout and landscaping. Please revise the BP plans and title the Site Development Plans properly.
- 4) There are no off-street parking calculations on the early Building Permit plans - this must be added to those plans. This information is required to be on the Site Development Plans submitted with the Special Exception. Based on our initial review of the early Building Permit plans there appears to be 2,754 sq. ft. in the building. Of that 1,731 sq. ft. appears to be for offices while 1,023 sq. ft. appears to be for storage / warehouse areas. Based on the Town Off-Street Parking Code this will require eight (8) parking spaces (1,731 sq. ft. @ 1:300 sq. ft. office = 5.77 spaces / 1,023 sq. ft. @ 1:600 sq. ft. = 1.70 spaces = total 7.475 space rounded to 8). The plans show ten (10) parking spaces including one ADA space – but you may lose some spaces as noted below.
- 5) The early Building Permit plans show normal parking stall sizes at 9' in width x 18' in depth. Since 1973 the Town Code has required parking stall sizes to be 10' in width x 20' in depth. Additionally, the ADA space must be 12' in width x 20' in depth. No exceptions or variances allowed.

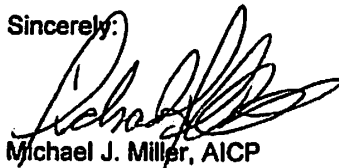
- 6) **Sec. 28-208.3 requires a min. 8' tall "decorative" concrete buffer wall for any outdoor storage areas (SW 25th Street areas) with a 5-foot wide landscape strip on the outside of the wall facing the single-family homes in the neighborhood. Within the landscape strip shade trees and shrubs are required. The existing chain-link fence is unacceptable. The submittal package must include a detail of the proposed buffer wall / landscaping design. The early Building Permit plans show a plain CBS wall with no stucco finish or any decorative features. The wall design must be updated to include bands, a cap, columns, etc. See other sites.**
- 7) **The design of the existing parking lot on SW 25th Court does not comply with current day requirements. Parking cannot back out directly onto a street – it must occur from a internalized parking lot with a designated driveway(s). Two-way driveways are 24' wide minimum (shows 22'). One-way driveways are 15' minimum (shows 12') per Sec. 13.5 and the BC Land Development Code (5-195) the Town Code references. The proposed two-way driveway to SW 25th Street shows a width of 15'. Must be 24' wide minimum. The one-way northbound driveway may become a convenient / safety nuisance for you and neighborhood. You might want to reconsider that design or gate it off for security.**
- 8) **Landscape strips (5' wide min.) are required between the roads (property lines) and on-site parking spaces. There are no dimensions on some of the site features showing compliance. Please add more dimensions for all site features. On interior lot lines required landscape strips must be at least 2.5' in width. The Town is not supposed to guess or have to scale the plans.**
- 9) **Where will the dumpster / enclosure be located on the site? The dumpster must be large enough for service and accessible for trucks. No dumpster is noted on the early Building Permit plans submitted. A dumpster / cans cannot be left in the open – must be in a walled-in CBS enclosure (see Town dumpster detail).**
- 10) **This site must proved at least 20% open space landscaping per Sec. 13.5-38. It appears the site exceeds that percentage now as the entire north and western areas of the site are grassed. Need calculations.**
- 11) **What are the types of busines trucks for the proposed use and where will they be parked? Please indicate the types and sizes (pick-up / box / flatbed / other) of trucks / trailers / etc. Within the parking areas between the building and adjoining streets only employee vehicles should park. All trucks should be placed indoors or the storage yard that is screened. Nothing (vehicles / equipment / materials can ever extend higher than the buffer wall. And never parked / stored on parking spaces.**

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12) Landscaping – The early Building Permit plan Sheet SP-2 needs to be re-labeled as L-1 Landscaping. Within each landscape area along SW 25th Court a shade tree is required in addition to a continuous shrub row (shrubs 24" tall / 24" on center at planting min. – not 18"). Silver Buttonwood small trees (12' tall x 5' spread) are OK. Along the outside of the buffer wall along SW 25th Street need to add shade trees in addition to the continuous shrub row at 1 per 20 foot separation. In the SW 25th Street roadway swale you must install Street Trees – one in each landscape area between the driveways. See neighboring 5301 SW 25th Street next door for planting pattern. Silver Buttonwood trees (12' tall x 5' spread) are OK as there are FPL lines overhead and species is restricted.

MMPA has attempted to list the missing informational items and address initial design and operational issues for this application. Please feel free to contact my offices directly at 954-757-9909 to discuss the issues or answer questions. Once we receive the missing information and find the application "complete" we will schedule the items for public meetings.

Sincerely:



Michael J. Miller, AICP
Consultant Town Planner

CC: J.C. Jimenez - Town Manager
Miguel Nunez - Building Official
Daniel Ortiz – Town Engineer



October 28, 2020

Town of Pembroke Park
Special Exception Application Review Comments

Preliminary Site Plan Comments and Answers

The below answers are related back to the comment numbers provided by the MMPA on August 14, 2020

1. No comment, informative
2. Site data table provided on sheet SP-2
3. The title block on the Architectural drawings is relative to the work sheet, scope of work is for interior and exterior improvements please refer to the entire scope of work on sheet A0.0
4. Off Street Parking Calculations are provided on sheet SP-1
5. Parking size revised to appropriate Town code of 10'x20' and 12'x20' for ADA see sheet SP-1
6. See wall details on sheet SP-3 with stucco, columns and bands sheet SP-3
7. Driveways have been revised to 24" wide for 2 way and 15' for one way. Drive lanes have also been revised per code. See Sheet SP-2 Proposed Site Plan
8. Additional dimensions have been added to the site plan to show that min requirements have been met. See Sheet SP-2 Proposed Site Plan
9. See Sheet SP-2 Proposed Site Plan for dumpster location, the same is closed off from R/W view therefore no enclosure has been provided
10. See Sheet SP-1 Site Data Table. In order to achieve the previous area total we have incorporated the use of previous concrete into the design, as stated on the preliminary review item #1 we have attempted to improve the site and cure as many code issues as possible.
11. The business is a construction Office all vehicles will go home at the end of the day, some equipment might be stored inside the building and the possible overnight storage of a small truck Ford F350 could be stored in the storage yard behind the buffer wall. This will not affect Parking Spaces.
12. Please refer to the changes made to L-1 Landscaping as we have addressed all the comments.

Should you have any questions regarding these plans please do not hesitate to contact us at your earliest convenience. We are eager to have this project move forward and proceed with the building permits as this will also continue to beautify the neighborhood.

Please see next pages for information provided by the owner as required in Special Exception Package.

Sincerely
DDSM Consulting LLC

Dario A Herrero PE
CA#28875



M. A. Construction Group is an asphalt paving company & commercial general contractor serving Miami-Dade County, Broward County and all of South Florida.

We provide asphalt & paving services, seal coating, striping, patching and repairs. We also offer commercial concrete paving, curbing, sidewalk installation and repair.

Our general construction division specializes in commercial leasehold improvements, tenant build outs, renovations and repairs, along with foreclosed property repairs.

We can help your business with disabled ramps and ADA compliance, code violations and expired permits, hurricane disaster and recovery.

The building at 5311 SW 25th Court will be used for the administrative offices of the company. We will perform materials testing for our concrete division and store the cylinders inside the warehouse. Our hours of operation will be from 8:00 AM to 6:00 PM Monday through Friday. Parking will be provided for employees during the day with only one vehicle will be parked outdoors overnight. This vehicle is our drill rig, the height of which is 7'2" and will be parked behind the required concrete block wall.

- GENERAL CONSTRUCTION NOTES
1.

WORK SHALL INCLUDE ALL ITEMS (BUILDING AND SITE) AS INDICATED ON THIS SET OF DRAWINGS UNLESS NOTED OTHERWISE.
2.

DEPOSITS AND FEES: DEPOSITS FOR UTILITIES INCLUDING WATER METER, TELEPHONE AND ELECTRICAL SERVICE TO BE MADE BY THE GENERAL CONTRACTOR. PERMIT FEES, AS REQUIRED, SHALL BE PAID BY THE CONTRACTOR FOR THAT PORTION OF THE WORK.
3.

THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL REQUIRED PERMITS TO CARRY OUT THE WORK DESCRIBED IN THE CONSTRUCTION DOCUMENTS AND SHALL MAINTAIN TEMPORARY ELECTRICAL, WATER, AND SANITARY FACILITIES AS REQUIRED FOR THE DURATION OF CONSTRUCTION.
4.

THE GENERAL CONTRACTOR SHALL PROVIDE A SAFE WORKING ENVIRONMENT AS WELL AS REQUIRED MEANS OF EGRESS FOR ALL PERSONNEL ON THE PROJECT SITE AS REQUIRED BY ALL APPLICABLE CODES. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR SECURITY OF THE SITE AND OF ALL MATERIALS AT JOB SITE UNTIL FINAL ACCEPTANCE OF WORK BY OWNER. THE GENERAL CONTRACTOR SHALL TAKE THE APPROPRIATE & NECESSARY MEASURES TO PREVENT THE GENERAL PUBLIC FROM ACCESSING THE SITE AT ANY TIME.
5.

PRIOR TO STARTING WORK, THE GENERAL CONTRACTOR SHALL NOTIFY ARCHITECT OF ANY DISCREPANCIES IN THE PLANS. WRITTEN FIGURES INDICATING DIMENSIONS SHALL BE USED INSTEAD OF SCALING THE DRAWINGS. MEASUREMENTS BY SCALING SHALL NOT BE USED AS DIMENSIONS TO WORK BY. FIELD MEASUREMENTS ARE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR. SHOP DRAWINGS MUST BE FIELD VERIFIED.
6.

THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING THE WORK OF ALL TRADES AS REQUIRED FOR COMPLETION OF WORK.
G.C. SHALL CAREFULLY COMPARE DWGS FOR DIFFERENT TRADES (I.E. ARCHITECTURAL, CIVIL, STRUCTURAL, MEP, LANDSCAPING, ETS) PRIOR TO START OF CONSTRUCTION. DISCREPANCIES, INCONSISTENCIES OR OMISSIONS FOUND AT THIS STAGE OR DURING CONSTRUCTION SHALL BE IMMEDIATELY NOTIFIED TO THE ARCHITECT FOR CLARIFICATION AND COORDINATION, AND ANY WORK RELATED SHALL BE STOPPED UNTIL SUCH CLARIFICATION IS MADE.
b. THE MECHANICAL, PLUMBING, FIRE SPRINKLER AND ELECTRICAL CONTRACTOR'S SHALL BE RESPONSIBLE FOR THE FINAL HOOK-UP OF ALL EQUIPMENT NOT FURNISHED BY THEM, BUT REQUIRING THE SAME FOR FINAL COMPLETION. A SET OF COMPLETE SHOP DRAWINGS SHALL BE TURNED IN SHOWING ALL POSSIBLE CONFLICT DURING INSTALLATION. THE SHOP DRAWING SHALL BE LAYERED TRANSPARENTIES (ONE PER UTILITY) THAT WILL SHOW A COMPLETE UTILITY INSTALLATION OF THE MENTIONED TRADES.
c. STRUCTURAL CONTRACTOR SHALL USE BOTH ARCHITECTURAL AND STRUCTURAL DWGS TO GUIDE HIS WORK. DISCREPANCIES FOUND SHALL BE HANDLED AS NOTED ABOVE.
7.

UPON COMPLETION OF THE PROJECT CONTRACTOR SHALL PREPARE (2) SETS OF RECORD DRAWINGS AND SUBMIT THEM TO THE ARCHITECT.
8.

ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH ALL CODES, RULES AND REGULATIONS OR RESTRICTIONS HAVING JURISDICTION. GENERAL CONTRACTOR SHALL PROMPTLY NOTIFY ARCHITECT UPON THE OBSERVANCE OF ANY VARIATION BETWEEN THESE DOCUMENTS AND ANY APPLICABLE CODES OR ORDINANCES.
9.

ALL CONSTRUCTION MATERIALS SHALL BE NEW AND SHALL BEAR UNDERWRITER'S LABELS WHERE APPLICABLE.
10.

ALL PIERS, SUPPORTS, SHELVING, FOUNDATIONS, ANCHOR BOLTS, HANGERS, WHICH ARE REQUIRED BY A SUB-CONTRACTOR FOR THE SUPPORT OR HANGING OF THEIR EQUIPMENT SHALL BE SUPPLIED BY THE CONTRACTOR REQUIRING SAME.
11.

FOR CONVENIENCE IN DESCRIPTION & AS A STANDARD FOR GRADE, TYPE, QUALITY AND PERFORMANCE CHARACTERISTICS, PROPRIETARY NAMES ARE INCLUDED WITH SOME DESCRIPTIONS. THIS DOES NOT IMPLY ANY PREFERENCE TO A PARTICULAR MANUFACTURER, BUT MINIMUM REQUIREMENTS, WITH FINAL DECISIONS BEING MADE BY THE OWNER AND ARCHITECT.
12.

ARRANGE FOR SUITABLE STORAGE SPACE FOR MATERIALS TO PREVENT INCLUSION OF FOREIGN MATERIALS AND DELIVER AT SUCH TIMES AS NOT TO INTERFERE WITH OTHER OPERATIONS. MATERIALS ON SITE SHALL BE KEPT IN UNOPENED, ORIGINAL CONTAINERS OR PACKAGES THAT BEAR IDENTIFYING LABELS WHICH ARE NOT TO BE REMOVED UNTIL THEIR IMMEDIATE USE. PROTECT ALL MATERIALS FROM MINOR ABRASIONS AND HANDLE MASONRY PRODUCTS WITH CARE TO PREVENT CHIPPING AND DAMAGE.
13.

THE GENERAL CONTRACTOR SHALL REMOVE ALL CONSTRUCTION DEBRIS FROM THE JOB SITE. ALL GLASS SHALL BE THOROUGHLY CLEANED AT COMPLETION OF WORK. ANY PAINT SPECKS & OTHER CONSTRUCTION MARKS SHALL BE REMOVED FROM ALL FINISHED SURFACES.
14.

GENERAL CONTRACTOR SHALL GUARANTEE ALL MATERIALS AND WORKMANSHIP TO BE FREE OF DEFECTS FOR A PERIOD OF NOT LESS THAN (1) YEAR FROM THE DATE OF ACCEPTANCE. CORRECTION OF DEFECTS SHALL BE COMPLETED IN A TIMELY MANNER WITHOUT ADDITIONAL CHARGE. THIS SHALL INCLUDE ELEMENTS WHICH ARE DAMAGED BY SAID DEFECTS.
15.

ALL LUMBER SHALL BE DOUGLAS FIR WITH A MINIMUM FIBER STRESS OF 1,000 PSI, OR NO. 2 SOUTHERN PINE, UNLESS NOTED OTHERWISE. ALL LUMBER IN CONTACT WITH CONCRETE OR MASONRY SHALL BE PRESSURE TREATED.
16.

ALL METAL USED FOR CONNECTING WOOD MEMBERS SHALL BE GALVANIZED. ALL NAILS, BOLTS OR OTHER METAL CONNECTORS SHALL BE GALVANIZED OR SHALL BE CORROSION RESISTANT.
17.

DO NOT SCALE DRAWINGS TO OBTAIN DIMENSIONS. ANY DIMENSIONS NOT INDICATED ON DRAWINGS SHALL BE CONFIRMED WITH ARCHITECT PRIOR TO CONSTRUCTION. ANY DIMENSIONS SHALL BE CONSIDERED "NOMINAL" UNLESS NOTED OTHERWISE. DIMENSIONS ON LARGE SCALE DRAWINGS OR DETAILS WILL PREVAIL OVER SMALLER SCALED DRAWINGS.
18.

THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL EXISTING CONDITIONS AND DIMENSIONS RELATED TO THIS WORK. ANY DISCREPANCY IN DIMENSIONS OR SPECIAL MODIFICATIONS REQUIRED DUE TO FIELD CONDITIONS SHALL BE REPORTED IN WRITING TO THE ARCHITECT FOR CLARIFICATION, OR APPROVAL OR MODIFICATION BEFORE COMMENCING WORK. THE RESPONSIBILITY FOR ANY CHANGES MADE ON THE FIELD WITHOUT PRIOR NOTIFICATIONS TO THE ARCHITECT, SHALL REST WITH THE CONTRACTOR OR ANY OTHER PERSON APPROVING SUCH A CHANGE.
19.

FIRE ENVELOPE INTEGRITY SHALL BE MAINTAINED DURING DEMOLITION, NEW CONSTRUCTION & RENOVATION.
20.

FIRE SAFING SHALL BE PROVIDED ON ALL SLAB EDGES AND SLAB PENETRATIONS. PROVIDE U.L. APPROVED FIRE RESISTANT MATERIALS AND FIRE SEAL AS REQUIRED AT ALL OPENINGS, JOINTS, PENETRATIONS, OR GAPS ON FIRE RATED ASSEMBLIES. WITH THE SAME RATING AS THE RATED ASSEMBLY. FIRE SAFING MATERIAL SHALL BE CAPABLE OF PREVENTING THE PASSAGE OF FLAMES AND HOT GASSES WHEN SUBJECTED TO THE REQUIREMENTS OF THE TEST STANDARD SPECIFIC FOR FIRE STOPS ASTM E-814/UL 1479. INSTALLATION SHALL BE OF GOOD WORKMANSHIP AND AS PER MANUFACTURER'S RECOMMENDATIONS.
21.

THE GENERAL CONTRACTOR SHALL FILL WITH CONCRETE ALL OF THE BROKEN CONCRETE BLOCK CELLS AT ALL INTERIOR AND EXTERIOR MASONRY WALLS CAUSED BY ANY OF THE GENERAL CONTRACTORS OR SUB-CONTRACTORS' WORKERS DURING THE INSTALLATION OF PLUMBING, ELECTRICAL, AIR CONDITIONING OR MECHANICAL PIPES, SLEEVES, CONDUITS, BOXES, EQUIPMENT AND/OR ACCESSORIES DURING THE CONSTRUCTION OF THIS PROJECT, AT NO ADDITIONAL COST TO THE CLIENT.
22.

STRUCTURAL WOOD: QUALITY OF WOOD TO CONFORM WITH FLORIDA BUILDING CODE, CH. 23. WOOD SHALL BE OF A GRADE OF NOT LESS THAN 1,000 PSI OF NOMINAL EXTREME FIBER STRESS. ALL WOOD IN CONTACT WITH MASONRY OR CONCRETE SHALL BE PRESSURE TREATED. LUMBER SHALL BE SOUTHERN PINE OR DOUGLAS FIR, GRADE #2, U.O.N. SEE STRUCTURAL DRAWINGS FOR OTHER REQUIREMENTS.
23.

GENERAL CONTRACTOR TO VERIFY SIZE OF ALL DOOR OPENINGS AND EXACT DOOR SWING AS PER FLOOR PLAN AND CONTACT THE ARCHITECT IF ANY DISCREPANCIES ARE FOUND BEFORE ORDERING DOORS AND/OR FRAMES.
24.

ALL HOLLOW METAL DOOR FRAMES ON BLOCK WALL ARE TO BE GROUT FILLED.
25.

CAULKING AND SEALANTS INSTALLED SHALL BE GUARANTEED WATER TIGHT, APPLIED AS PER MANUFACTURER'S RECOMMENDATIONS. EXTERIOR METAL WORK, INCLUDING WINDOWS AND DOOR FRAMES AND ALL JUNCTIONS BETWEEN MASONRY, CONCRETE AND METAL, SHALL BE SEALED WITH NEOPRENE OR POLYURETHANE FILLER AND APPROVED SEALANT COMPOUNDS. PROVIDE ACOUSTICAL CAULKING @ TOP, BOTTOM & SIDES OF ALL INTERIOR GYPSUM WALL WALLS.
26.

FINISHES AND CABINETRY: ALL COLORS AND PATTERNS OF FINISHES AND OTHER MATERIALS OF DESIGN SHALL BE SELECTED BY OWNER/ARCHITECT AND FURNISHED AND INSTALLED BY GENERAL CONTRACTOR. SHOP DRAWINGS, SAMPLES AND MOCK-UPS SHOWING ACTUAL MATERIALS, COLORS ETC. SHALL BE APPROVED BY CLIENT, BUILDING LANDLORD, AND ARCHITECT PRIOR TO FINAL ORDER.

GENERAL NOTES

GOVERNING CODE: ALL WORK TO BE PERFORMED UNDER THIS CONTRACT SHALL BE IN COMPLIANCE WITH THE F.B.C. 2017 EDITION, THE FLORIDA FIRE PREVENTION CODE, 5th EDITION, AND ALL APPLICABLE STATE AND LOCAL LABOR LAWS, REGULATIONS, RULES, AND ANY APPLICABLE CODES AND ORDINANCES HAVING JURISDICTION OVER THE PROJECT.

REFERENCE STANDARDS: REFERENCE TO ASTM AND OTHER STANDARDS SHALL MEAN THE LATEST EDITION IN EFFECT ON THE BID DATE OR DATE OF OWNER- CONTRACTOR AGREEMENT UNLESS NOTED IN THESE DOCUMENTS OR DESIGNATED BY THE GOVERNING CODE.

NOTES: NOTES ON THE INDIVIDUAL STRUCTURAL DRAWINGS SHALL TAKE PRIORITY OVER STRUCTURAL NOTES ON THIS SHEET.

SPECIFICATIONS: REFER TO THE SPECIFICATIONS FOR INFORMATION IN ADDITION TO THESE NOTES AND THE STRUCTURAL DRAWINGS.

ARCHITECTURAL: REFER TO THE ARCHITECTURAL DRAWINGS FOR ELEVATIONS, DOORS, WINDOWS, NONBEARING WALLS, CURTAIN WALLS, ELEVATORS, STAIRS, SLOPES, CURBS, DRAINS, DEPRESSIONS, RAILINGS, WATERPROOFING, FINISHES, ETC.

DISCREPANCIES: IN CASE OF DISCREPANCIES BETWEEN THE PLANS, SPECIFICATIONS, REFERENCE STANDARDS & GOVERNING CODE, THE MORE STRINGENT REQUIREMENTS SHALL GOVERN. ALL DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT BEFORE PROCEEDING WITH WORK.

SITE VERIFICATION: THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS, ELEVATIONS, AND SITE CONDITIONS BEFORE STARTING WORK, AND THE ARCHITECT SHALL BE IMMEDIATELY NOTIFIED, IN WRITING, OF ANY DISCREPANCIES. IN NO CASE SHALL DIMENSIONS BE SCALED FROM PLANS, SECTIONS, OR DETAILS ON THE STRUCTURAL, ARCHITECTURAL, OR MEP DRAWINGS.

OMISSIONS/CONFLICTS: IN CASE OF OMISSIONS AND CONFLICTS BETWEEN THE PLANS, SPECIFICATIONS AND SITE CONDITIONS, THE ARCHITECT SHALL BE NOTIFIED BEFORE PROCEEDING WITH THE WORK.

CONTRACTOR RESPONSIBILITIES: THE CONTRACTOR IS RESPONSIBLE FOR SAFETY AT THE SITE AND FOR THE STRENGTH AND STABILITY OF ALL PARTLY COMPLETED STRUCTURES.

LOAD LIMITS: LOADS ON THE STRUCTURE SHALL NOT EXCEED THE DESIGN LOADS SHOWN UNDER 'DESIGN CRITERIA'.

SUBMITTALS: WHERE SHOP DRAWINGS, MILL TESTS, OR OTHER ITEMS ARE REQUESTED, SUBMITTAL SHALL BE MADE TO THE ARCHITECT PRIOR TO FABRICATION OR INSTALLATION IN THE STRUCTURE, UNLESS SPECIFICALLY NOTED.

ALTERNATES: ALTERNATES FOR SPECIFIED ITEMS SHALL BE SUBMITTED TO ARCHITECT FOR APPROVAL. CONTRACTOR SHALL BUDGET FOR ARCHITECTURAL/ENGINEERING FEES ASSOCIATED WITH THE REVIEW OF THESE MATERIALS.

BUILDING USE AND OCCUPANCY

OCCUPANCY BUSINESS (B) - OFFICE
OCCUPANCY LOW HAZARD STORAGE (S-2) - WAREHOUSE

LEVEL OF ALTERATION

THIS IS A LEVEL 2 ALTERATION

ACCESSIBILITY COMPLIANCE

ACCESSIBLE ROUTE:
ALL SPACES ARE JOINED BY A FLUSH AND LEVEL SIDEWALK WHICH SERVICES THE FRONT ENTRY WITH AN ACCESSIBLE APPROACH. SIDEWALKS ARE ACCESSED BY RAMPS AND PARKING AS REQUIRED BY FLORIDA AND ADA CODES

PLUMBING FIXTURES:
AN ACCESSIBLE COMMON RESTROOM AND PLUMBING FIXTURES ARE BEING PROVIDED ON THE FIRST FLOOR OF THIS TENANT SPACE

FIRE ALARM NOTE

NO FIRE ALARM SYSTEM WORK IS PROPOSED UNDER THIS SCOPE OF WORK

EXISTING WAREHOUSE

IMPROVEMENTS

5311 SW 25th COURT

PEMBROKE PARK, FLORIDA 33023

PROVIDE DESIGN AND CONSTRUCTION
IN COMPLIANCE WITH APPLICABLE CODES:
FBC 2017 & FFPC 2014

OCCUPANCY SUMMARY			
USE	AREA S.F.	S.F./PERSON	OCCUPANTS
OFFICE (B OCCUPANCY)	1,731	100 (GROSS)	17.3
WAREHOUSE (S-2 OCCUPANCY)	1,023	500 (GROSS)	2.1
TESTING OF CONCRETE SAMPLES			
FBC 2017 - 304.1		FBC 2017 - 1004.1.2	
TOTAL OCCUPANTS :			20
TOTAL SQUARE FOOTAGE: 2,754 SF			
BUILDING CLASSIFICATION: BUSINESS AND STORAGE			
MEANS OF EGRESS REQUIRED:		2 INCHES PER PERSON x 20 = 4.0"	
(TABLE-1005.3.2 OF 2017 FBC)			
MEANS OF EGRESS PROVIDED:	FRONT	1 @ 36" = 36"	72"
	SIDE	1 @ 36" = 36"	
	TOTAL		
NOTE: THIS TENANT SPACE IS NOT FIRE-SPRINKLERED			

SCOPE OF WORK

THIS IS AN EXISTING WAREHOUSE / OFFICE SPACE ON THE GROUND FLOOR OF AN EXISTING COMMERCIAL BUILDING IN PEMBROKE PARK, FL.

THE SCOPE OF WORK FOR THIS PROJECT IS TO RENOVATE THE INTERIOR SPACE AS SHOWN ON THE PLANS.

DEMOLITION WORK IS LIMITED TO THE REMOVAL OF NON-BEARING, NON FIRE-RATED INTERIOR PARTITIONS AND ASSOCIATED ELECTRICAL COMPONENTS. A PORTION OF THE INTERIOR CMU WALL SHALL BE REMOVED TO ALLOW ACCESS INTO THE NEW CORRIDOR. THE EXISTING RESTROOM PLUMBING FIXTURES SHALL ALSO BE REMOVED.

NEW CONSTRUCTION IS LIMITED TO PROVIDING NEW PARTITIONS, NEW INTERIOR DOORS, AND NEW PLUMBING FIXTURES AS SHOWN ON THE FLOOR PLAN. THE EXISTING REMOVED RESTROOM FIXTURES SHALL BE REPLACED.

PLUMBING WORK WILL CONSIST OF ADDING A NEW RESTROOM AND ASSOCIATED FIXTURES, A NEW SERVICE SINK, A NEW REFRIGERATOR CONNECTED TO THE NEW COLD WATER SUPPLY LINE, AND A NEW TANKLESS WATER HEATER. THE PLUMBING FIXTURES REMOVED FROM THE EXISTING RESTROOM SHALL BE REPLACED.

ELECTRICAL WORK SHALL CONSIST OF PROVIDING NEW RECEPTACLES, LIGHTS, AND SWITCHES AS SHOWN ON THE PLANS. TO THEIR NEW LOCATION SHOWN ON THE PLANS. NEW EMERGENCY LIGHTS SHALL BE ADDED AS SHOWN ON THE PLANS. THE EXISTING ELECTRICAL PANEL SHALL BE REDEVELOPED TO ACCOMMODATE THESE CHANGES. THE ELECTRICAL SERVICE SHALL REMAIN AS IS AND BE REUSED.

MECHANICAL WORK WILL CONSIST OF PROVIDING A NEW SPLIT SYSTEM TO SERVICE MOST OF THE OFFICE INTERIOR. FOR THE TWO OFFICES NORTH OF THE INTERIOR CMU WALL, A NEW MINI-SPLIT SYSTEM SHALL BE PROVIDED. THE AIR HANDLERS, CONDENSERS, AND ALL ASSOCIATED DUCTWORK SHALL BE NEW. A REPLACEMENT EXHAUST FAN AND A NEW EXHAUST FAN SHALL BE PROVIDED IN THE TWO RESTROOMS AND BE CONNECTED TO THE EXISTING VENT THROUGH ROOF.

STRUCTURAL WORK SHALL BE PERFORMED AS OUTLINED IN THE STRUCTURAL DRAWINGS.

CIVIL WORK SHALL BE PERFORMED AS OUTLINED IN THE CIVIL DRAWINGS.

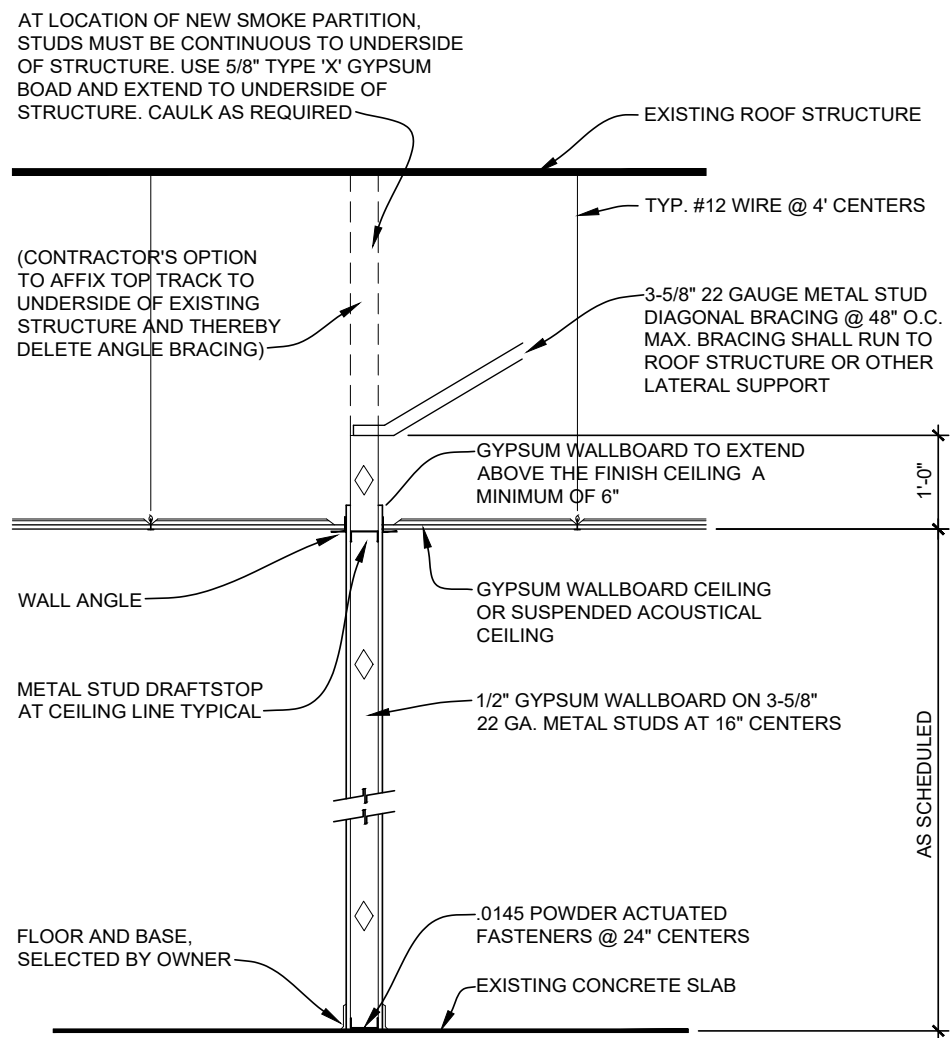
LANDSCAPE WORK SHALL BE PERFORMED AS OUTLINED IN THE LANDSCAPE DRAWINGS.

NO FIRE SPRINKLER WORK AND FIRE ALARM WORK IS PROPOSED.

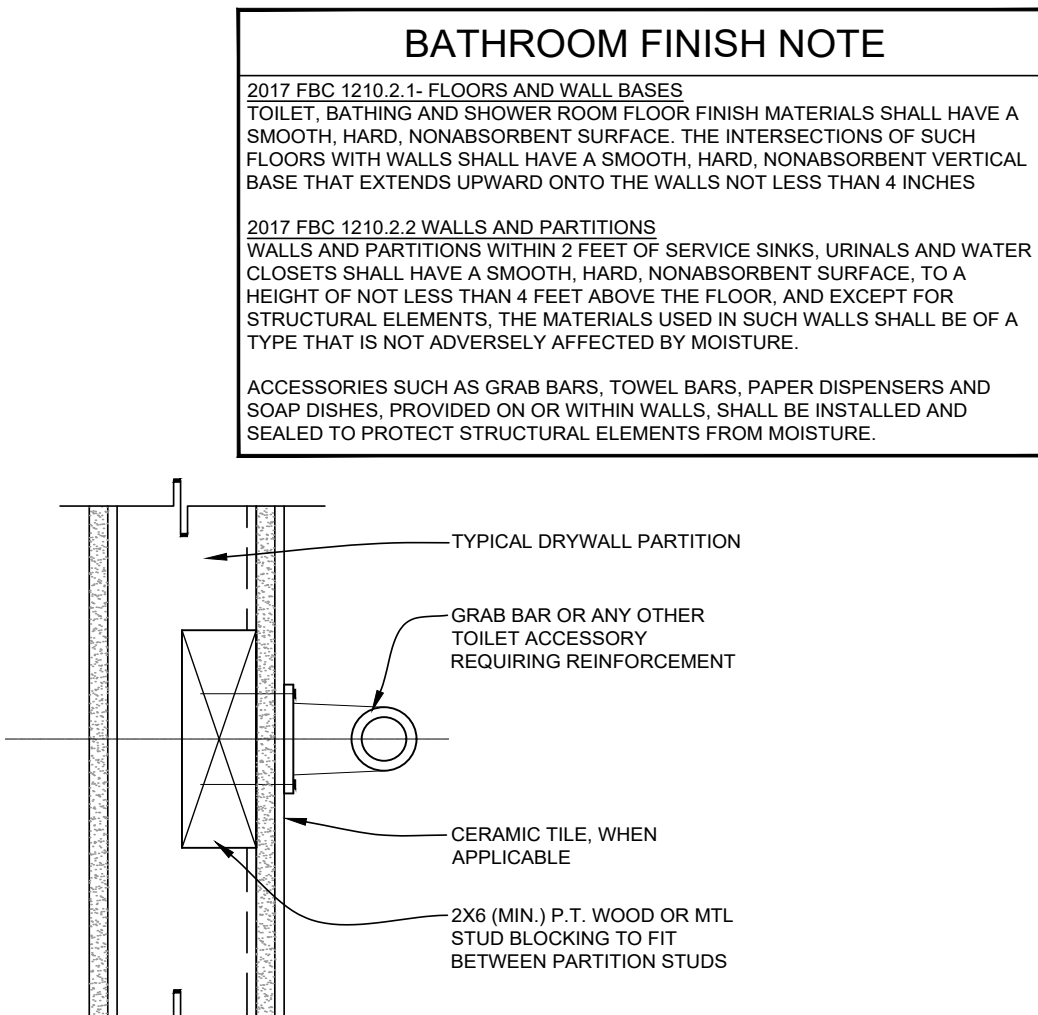
LOCATION MAP



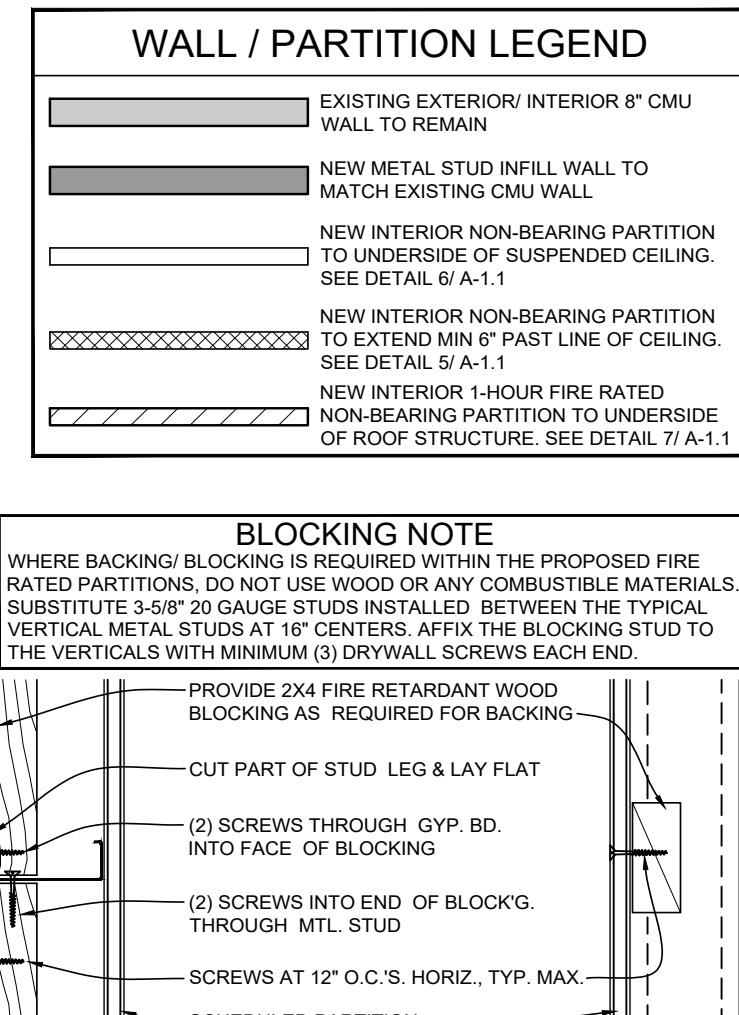
INTERIOR DOOR SCHEDULE					
MARK	NOMINAL SIZE	HARDWARE	MATERIAL	FRAME	REMARKS
D 1	3'-0" W X 6'-8" H	HANDICAP COMPLIANT HARDWARE WITH PRIVACY LOCKSET	SOLID CORE WOOD	HOLLOW METAL	NEW INTERIOR SWINGING DOOR AT OFFICE #1
D 2	3'-0" W X 6'-8" H	HANDICAP COMPLIANT HARDWARE WITH PRIVACY LOCKSET	SOLID CORE WOOD	HOLLOW METAL	NEW INTERIOR SWINGING DOOR AT OFFICE #2
D 3	3'-0" W X 6'-8" H	HANDICAP COMPLIANT HARDWARE WITH PRIVACY LOCKSET	SOLID CORE WOOD	HOLLOW METAL	NEW INTERIOR SWINGING DOOR AT OFFICE #3
D 4	3'-0" W X 6'-8" H	HANDICAP COMPLIANT HARDWARE WITH PRIVACY LOCKSET	SOLID CORE WOOD	HOLLOW METAL	NEW INTERIOR SWINGING DOOR AT OFFICE #4
D 5	3'-0" W X 6'-8" H	HANDICAP COMPLIANT HARDWARE WITH PRIVACY LOCKSET	SOLID CORE WOOD	HOLLOW METAL	NEW INTERIOR SWINGING DOOR AT OFFICE #5
D 6	3'-0" W X 6'-8" H	HANDICAP COMPLIANT HARDWARE WITH PRIVACY LOCKSET	SOLID CORE WOOD	HOLLOW METAL	NEW INTERIOR SWINGING DOOR AT OFFICE #6
D 7	3'-0" W X 6'-8" H	HANDICAP COMPLIANT HARDWARE WITH PRIVACY LOCKSET	SOLID CORE WOOD	HOLLOW METAL	NEW INTERIOR SWINGING DOOR AT OFFICE #7
D 8	3'-0" W X 6'-8" H	HANDICAP COMPLIANT HARDWARE WITH PRIVACY LOCKSET	SOLID CORE WOOD	HOLLOW METAL	NEW INTERIOR SWINGING DOOR AT OFFICE #8
D 9	3'-0" W X 6'-8" H	HANDICAP COMPLIANT HARDWARE WITH PRIVACY LOCKSET	SOLID CORE WOOD	HOLLOW METAL	NEW INTERIOR SWINGING DOOR AT OFFICE #9
D 10	3'-0" W X 6'-8" H	HANDICAP COMPLIANT HARDWARE WITH LOCKSET ON EXTERIOR SIDE OF DOOR	SOLID CORE WOOD	HOLLOW METAL	NEW INTERIOR SWINGING DOOR AT IT ROOM
D 11	3'-0" W X 6'-8" H	HANDICAP COMPLIANT HARDWARE, PROVIDE AUTOMATIC CLOSER	HOLLOW METAL	HOLLOW METAL	NEW INTERIOR SWINGING DOOR AT WAREHOUSE, 45 MIN FIRE RATED
D 12	3'-0" W X 6'-8" H	HANDICAP COMPLIANT HARDWARE WITH PRIVACY LOCKSET	SOLID CORE WOOD	HOLLOW METAL	NEW INTERIOR SWINGING DOOR AT WOMEN'S RESTROOM
D 13	3'-0" W X 6'-8" H	HANDICAP COMPLIANT HARDWARE WITH PRIVACY LOCKSET	SOLID CORE WOOD	HOLLOW METAL	NEW INTERIOR SWINGING DOOR AT MEN'S RESTROOM
D 14	3'-0" W X 6'-8" H	HANDICAP COMPLIANT HARDWARE WITH LOCKSET ON EXTERIOR SIDE OF DOOR	SOLID CORE WOOD	HOLLOW METAL	NEW INTERIOR SWINGING DOOR AT UTILITY ROOM



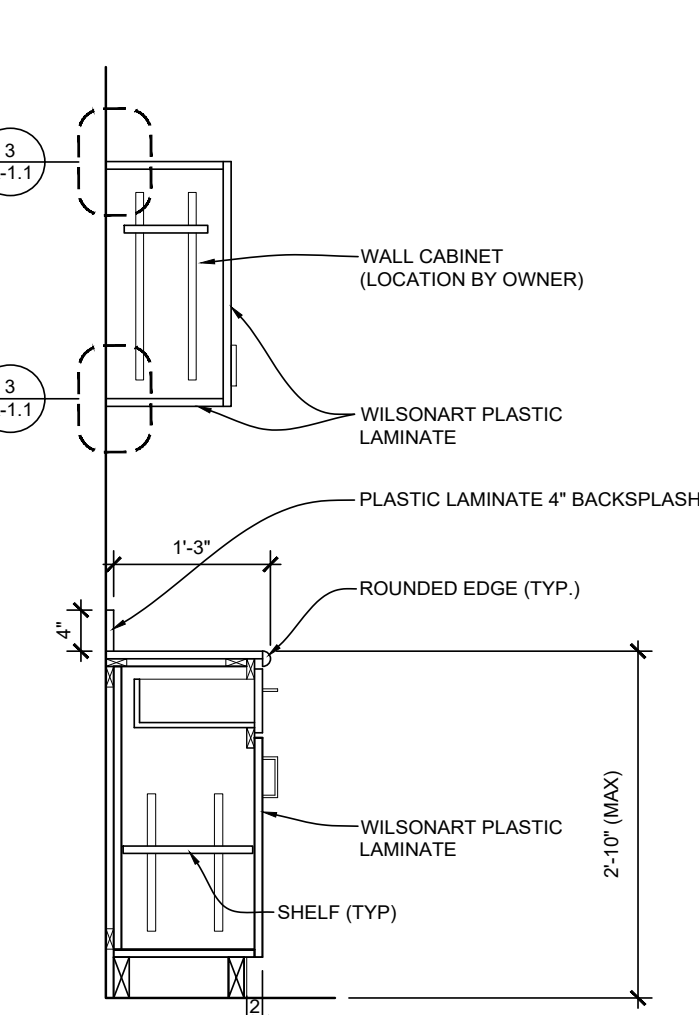
5 PARTITION TYPE 'P1'
A-1.1 NOT TO SCALE (NON-BEARING, NON FIRE-RATED)



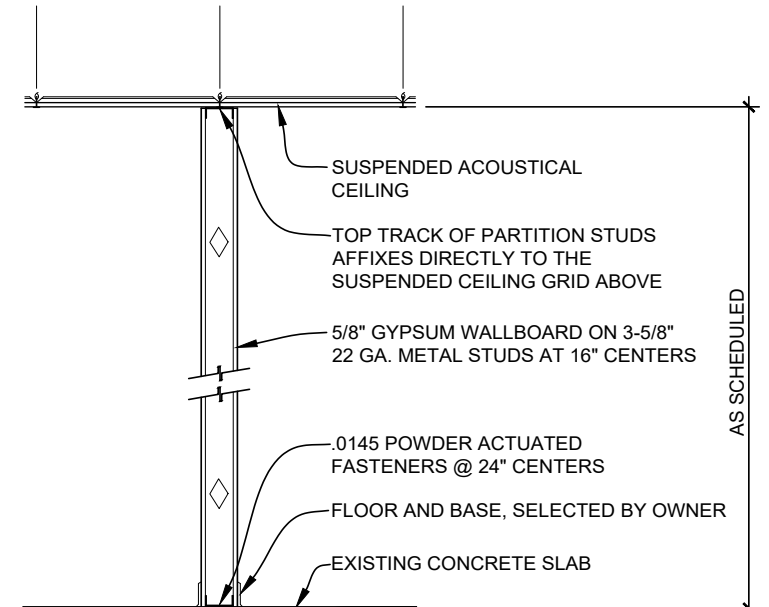
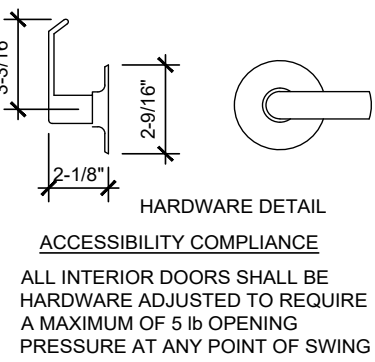
4 BLOCKING DETAIL
A-1.1 NOT TO SCALE



3 TYP. BLOCKING DETAIL
A-1.1 NOT TO SCALE



2 CABINET DETAIL
A-1.1 3/4\"/>



6 PARTITION TYPE 'P2'
A-1.1 NOT TO SCALE (NON-BEARING, NON FIRE-RATED)

SOIL TREATMENT NOTE

ALL BUILDINGS SHALL HAVE PRE-CONSTRUCTION TREATMENT AGAINST SUBTERRANEAN TERMITES. THE RULES AND LAWS AS ESTABLISHED BY THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES SHALL BE DEEMED AS APPROVED WITH RESPECT TO PRE-CONSTRUCTION SOIL TREATMENT FOR PROTECTION AGAINST SUBTERRANEAN TERMITES. A CERTIFICATE OF COMPLIANCE SHALL BE ISSUED TO THE BUILDING DEPARTMENT BY THE LICENSED PEST CONTROL COMPANY THAT CONTAINS THE FOLLOWING STATEMENT:

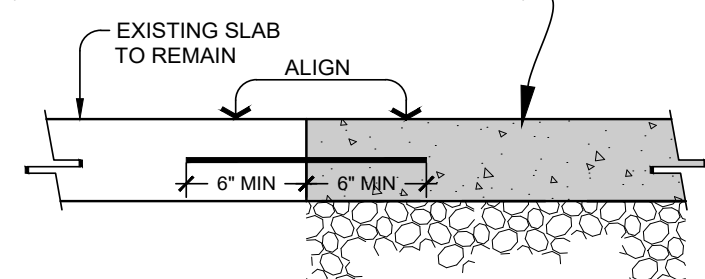
"THE BUILDING HAS RECEIVED A COMPLETE TREATMENT FOR THE PREVENTION OF SUBTERRANEAN TERMITES. TREATMENT IS IN ACCORDANCE WITH RULES AND LAWS ESTABLISHED BY THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES."

1816.1

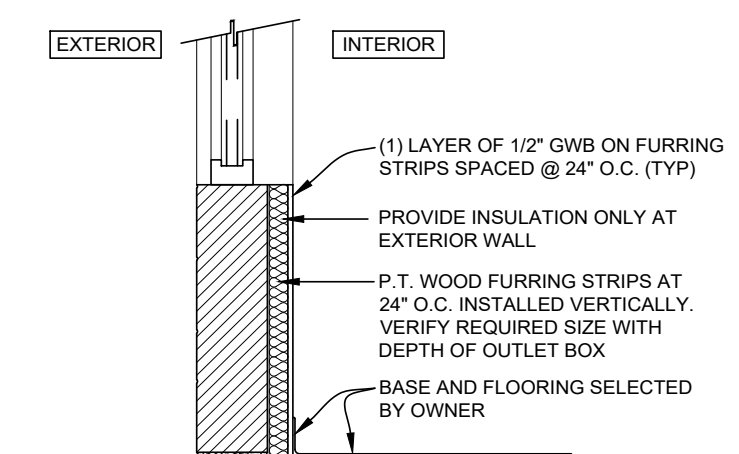
IF SOIL TREATMENT IS USED FOR SUBTERRANEAN TERMITE PREVENTION, SOIL AREA DISTURBED AFTER INITIAL CHEMICAL SOIL TREATMENT SHALL BE RETREATED WITH A CHEMICAL SOIL TREATMENT, INCLUDING SPACES BOXED OR FORMED.

1816.1.2

WHERE SLAB CUTTING IS REQUIRED, REPLACE CONCRETE SLAB WITH MIN. 4\"/>

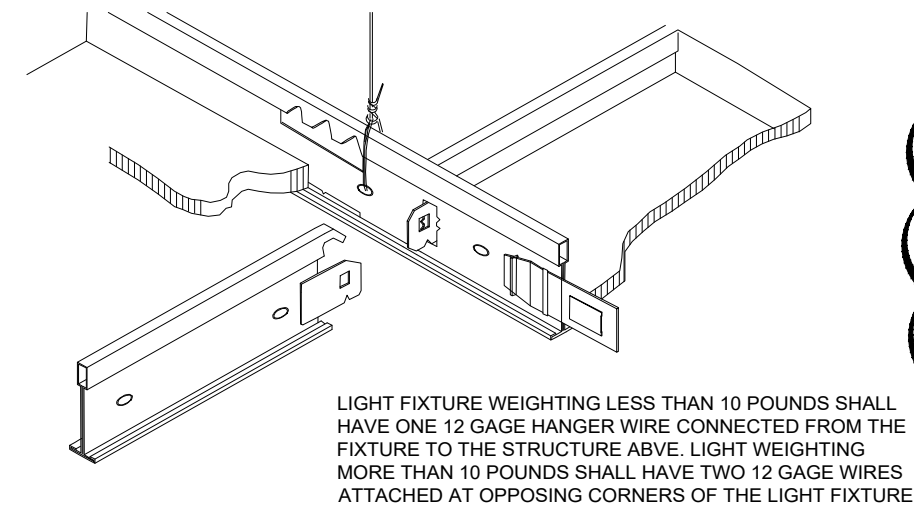


10 SLAB INFILL DETAIL
A-1.1 NOT TO SCALE



9 PARTITION TYPE 'P4'
A-1.1 AT EXISTING EXTERIOR CMU WALL

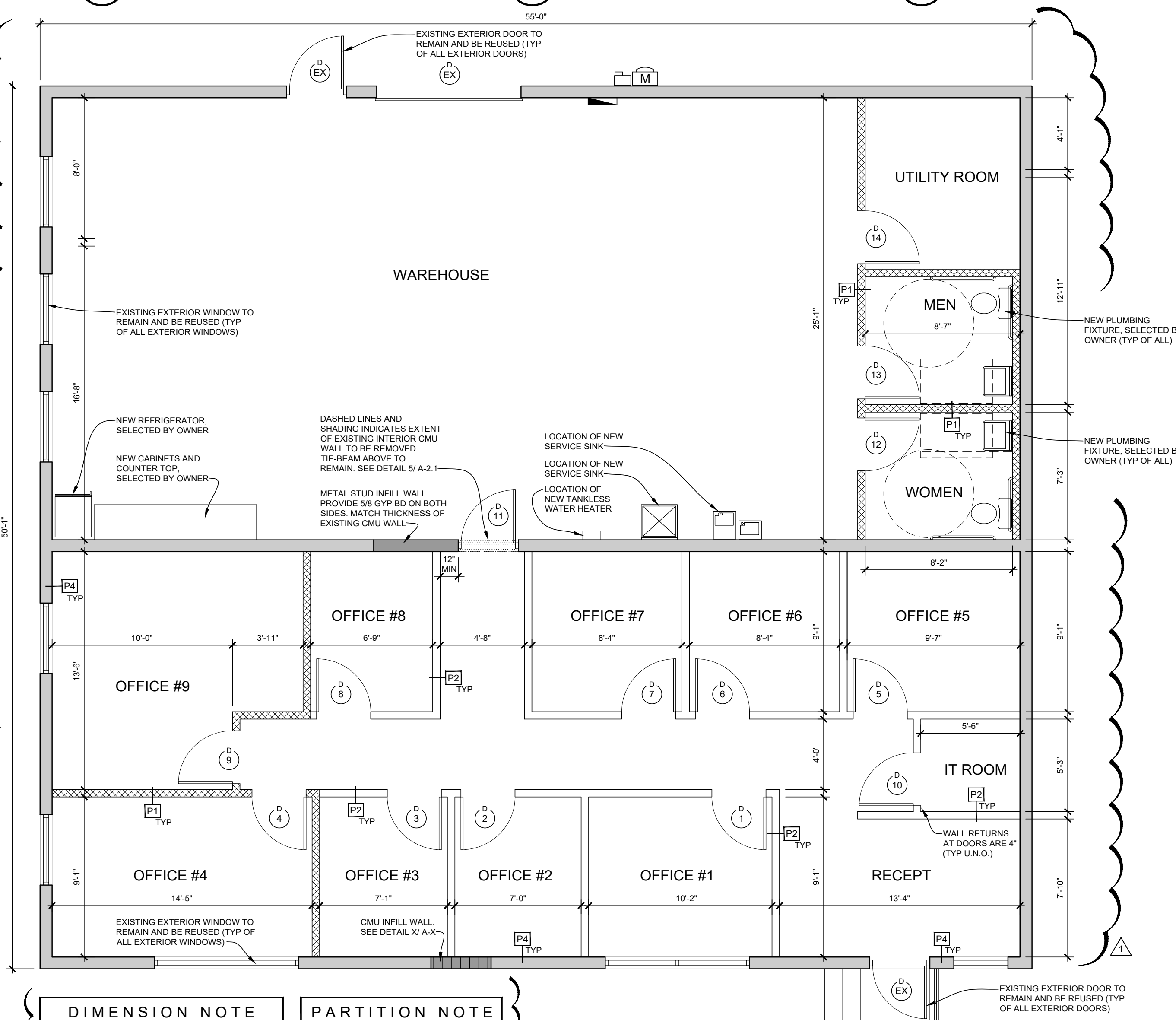
PARTITION TYPE REMOVED



SUSPENDED CEILING DTL

SUSPENSION SYSTEM DETAILS: PROVIDE MAIN RUNNERS CONTINUOUS IN LINE WITH EACH SIDE OF RECESSED LIGHT AND PARALLEL, MAX. 4'-0\"/>

8 SUSPENDED CEILING DTL
A-1.1 NOT TO SCALE



DIMENSION NOTE

ALL INTERIOR DIMENSIONS SHOWN IN THESE PLANS ARE CLEAR DIMENSIONS FROM FINISHED WALL TO FINISHED WALL, GC TO COORDINATE WALL FINISHES WITH OWNER TO ENSURE COMPLIANCE WITH DESIRED DIMENSIONS

PARTITION NOTE

ALL INTERIOR NON-BEARING PARTITIONS ARE NOMINAL 5\"/>

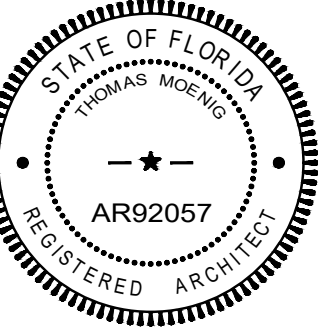
1 FLOOR PLAN
A-1.1 1/4\"/>

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PERMIT SET

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REVISIONS

12-18-2020
ZONING COMMENTS



EXISTING WAREHOUSE
INTERIOR TENANT IMPROVEMENTS
5311 SW 25th COURT
PEMBROKE PARK, FLORIDA 33023

DRAWING SCALES INDICATED ON THESE PLANS ARE INTENDED FOR 24\"/>

DRAWN BY T M CHECKED BY T M

DATE 07-17-2020

TMA PROJECT NUMBER

242004

SHEET

A-1.1

OCCUPANCY SUMMARY						
USE	AREA S.F.	S.F./PERSON	OCCUPANTS			
OFFICE (B OCCUPANCY)	1,320	100 (GROSS)	13.2			
WAREHOUSE (S-2 OCCUPANCY)	1,434	500 (GROSS)	2.9			
TESTING OF CONCRETE SAMPLES FBC 2017 - 304.1	17	FBC 2017 - 1004.1.2	17			
TOTAL OCCUPANTS :						
TOTAL SQUARE FOOTAGE: 2,754 SF						
BUILDING CLASSIFICATION: BUSINESS AND STORAGE						
MEANS OF EGRESS REQUIRED: (TABLE-1005.3.2 OF 2017 FBC)						
	.2 INCHES PER PERSON x 17 = 3.4"					
MEANS OF EGRESS PROVIDED:						
FRONT	1 @ 36" = 36"					
SIDE	1 @ 36" = 36"					
TOTAL	72"					
NOTE: THIS TENANT SPACE IS NOT FIRE-SPRINKLERED						

LIFE SAFETY REQUIREMENTS	
NUMBER OF EXITS - 2	
PER FBC 2017, TABLE 1006.2.1, TABLE 1017.2, AND SECTION 1020.4	
MEANS OF EGRESS:	COMMON PATH OF TRAVEL - 100' MAX (BOTH B & S-2 OCCUPANCIES, UNSPRINKLERED, OCCUPANT LOAD LESS THAN 30)
	TRAVEL DISTANCE- 200' MAX (B-OCCUPANCY, UNSPRINKLERED) 300' MAX (S-2 OCCUPANCY, UNSPRINKLERED)
DEAD END CORRIDOR - 20' MAX (BOTH B & S-2 OCCUPANCIES, UNSPRINKLERED) - (NO DEAD-END CORRIDORS IN THIS DESIGN)	
	MIN CORRIDOR WIDTH - 36" REQUIRED (WITH A REQUIRED OCCUPANCY CAPACITY LESS THAN 50)
INTERIOR FINISHES STATEMENT:	
INTERIOR FINISHES - CLASS A, B OR C	
INTERIOR FLOOR FINISHES - CLASS I OR II	

FIRE CODES IN EFFECT	
FLORIDA FIRE PREVENTION CODE (FFPC) 6TH EDITION, EFFECTIVE DECEMBER 31, 2014 WITH BROWARD COUNTY AMENDMENTS, WHICH INCLUDES NFPA 101, 2017 EDITION, NFPA 1, 2017 EDITION (CHAPTER 42), AND STATE STATUTES, 2017 EDITION, (ADOPTED REFERENCED PUBLICATIONS FOUND HEREIN)	

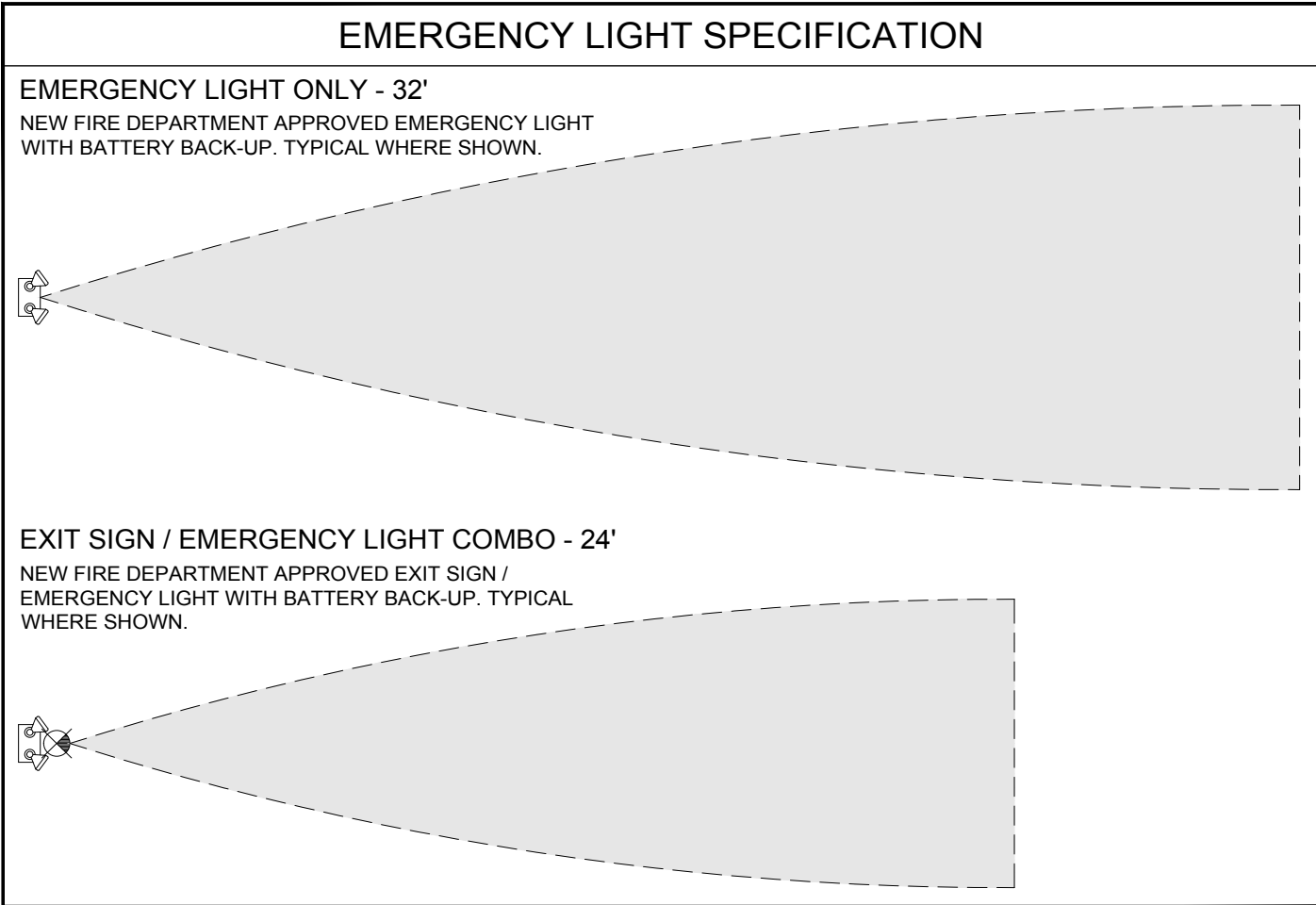
EGRESS DOOR HARDWARE	
EXTERIOR EGRESS DOORS SHALL COMPLY WITH FLORIDA FIRE PREVENTION CODE, NFPA 101, SECTION 721.5. DOORS SHALL NOT REQUIRE THE USE OF A KEY, A TOOL, OR SPECIAL KNOWLEDGE OR EFFORT FOR OPERATION FROM THE EGRESS SIDE. CONTRACTOR WILL VERIFY THAT THE LOCKS ON THE EGRESS DOORS COMPLY WITH THIS CODE. IF NOT, CONTRACTOR WILL INSTALL LOCKS PER THIS CODE.	

FIRE EXTINGUISHER SPEC	
INSTALL MINIMUM CLASS 2A10BC CERTIFIED DRY CHEMICAL TYPE, 5 LBS MANUAL FIRE EXTINGUISHER RATED TO COMPLY WITH ANSI/UL296 ULC-S504 AND TO MEET ALL REQUIREMENTS OF NFPA10 AND ALL APPLICABLE CODES. INSTALL SUCH THAT TOP OF UNIT IS NO HIGHER THAN 5'-0" AND BOTTOM IS NOT LOWER THAN 4". COORDINATE INSTALLATION WITH FIRE DEPARTMENT.	

INTERIOR FINISHES	
ALL INTERIOR FINISHES TO BE MINIMUM CLASS "C" FLAMESPREAD 75-200, SMOKE DEVELOPED 0-450 AS NFPA TABLE A. 10.2.2.	

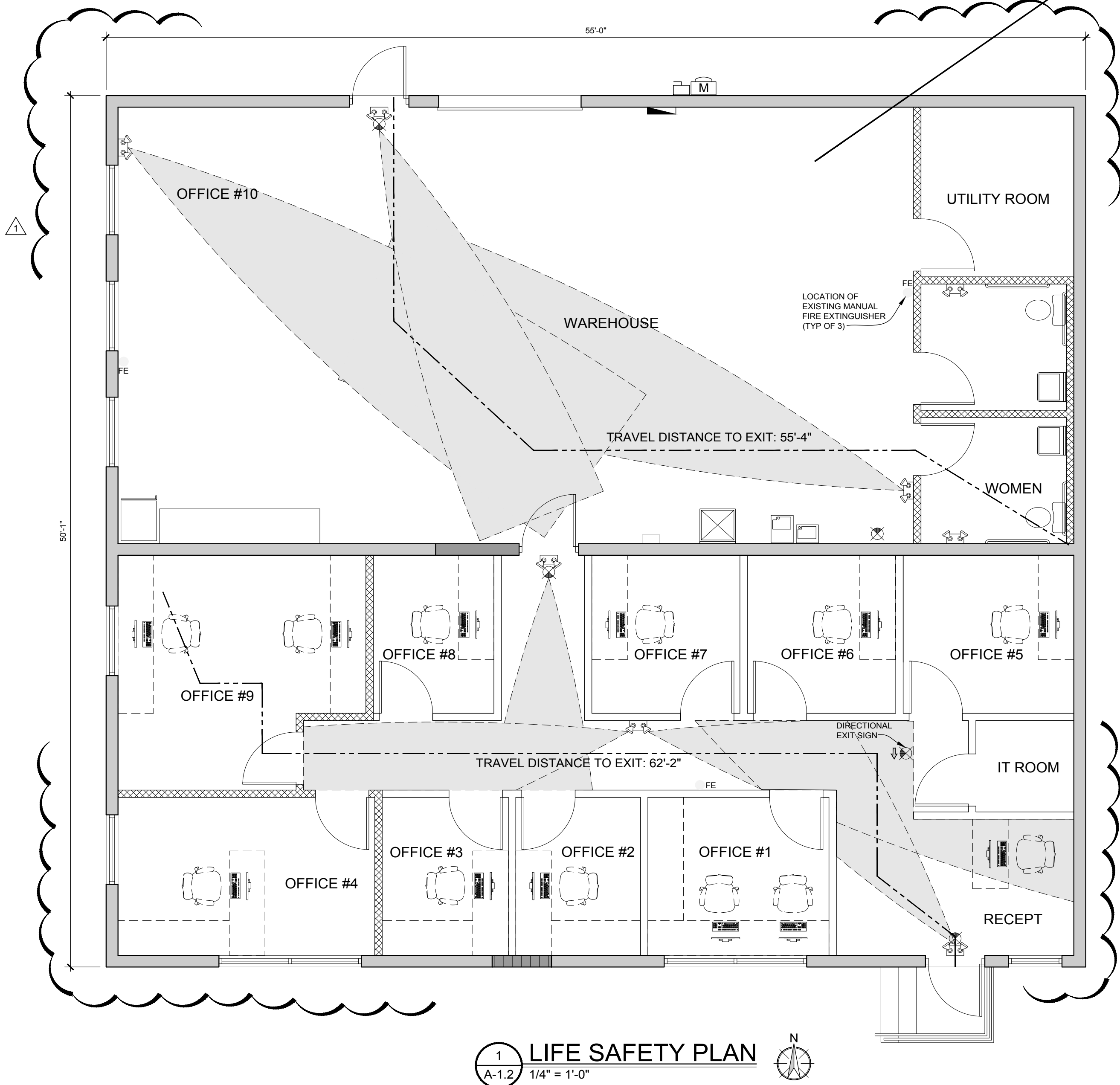
ACCESSIBILITY NOTE	
THIS EXISTING INTERIOR TENANT SPACE IS SERVICED BY AN ACCESSIBLE FRONT ENTRANCE	

LIFE SAFETY LEGEND	
--- TRAVEL DISTANCE (PATH OF EGRESS)	



LIFE SAFETY NOTES	
1. FIRE EXTINGUISHERS SHALL BE MOUNTED AT 48" AFF.	
2. FIRE EXTINGUISHERS SHALL BE CURRENTLY DATED AND TAGGED BY LICENSED FIRE EQUIPMENT COMPANY.	
3. ADDITIONAL EXIT SIGNS AND EMERGENCY LIGHTS MAY BE REQUIRED BY THE FIRE INSPECTOR AT THE TIME OF THE FIRE FINAL.	
4. ADDITIONAL FIRE EXTINGUISHERS MAY BE REQUIRED BY THE FIRE INSPECTOR AT THE TIME OF THE FIRE FINAL.	
5. ALL DOORS IN THE MEAN OF EGRESS SHALL BE SINGLE ACTION RELEASE AND SHALL NOT REQUIRE THE USE OF A KEY, TOOL, OR SPECIAL KNOWLEDGE TO OPEN FROM EGRESS SIDE AND SHALL COMPLY WITH NFPA 101:7.2.1.5.1 AND NFPA 101:7.2.1.5.2	
6. THE NUMERICAL ADDRESS # IN 6" INCH NUMBERS WILL BE PROVIDED ON ALL EXTERIOR DOORS WEATHERPROOF, AND IN CONTRASTING COLORS.	

EMERGENCY LIGHTING	
THE SHADED AREAS ARE SHOWN FOR REFERENCE ONLY AND INDICATE ONE OF MANY POTENTIAL LIGHTING LAYOUTS.	
ALONG THE PATH OF EGRESS, PROVIDE A MINIMUM OF ONE FOOT-CANDLE OF LIGHTING AT THE FLOOR LEVEL.	
ADJUST HEADS DIRECTIONALLY TO INSURE A CENTERED FOCUS ALONG THE VARIOUS PATHS OF EGRESS SHOWN.	



1 LIFE SAFETY PLAN
A-1.2 1/4" = 1'-0"

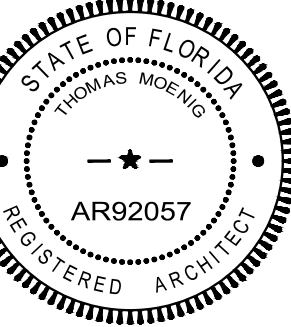


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REVISIONS
12-18-2020
ZONING COMMENTS

2
3
4

EXISTING WAREHOUSE
INTERIOR TENANT IMPROVEMENTS
5311 SW 25th COURT
PEMBROKE PARK, FLORIDA 33023

DRAWING SCALES INDICATED ON THESE PLANS ARE INTENDED FOR 24" X 36" PLOTS ONLY

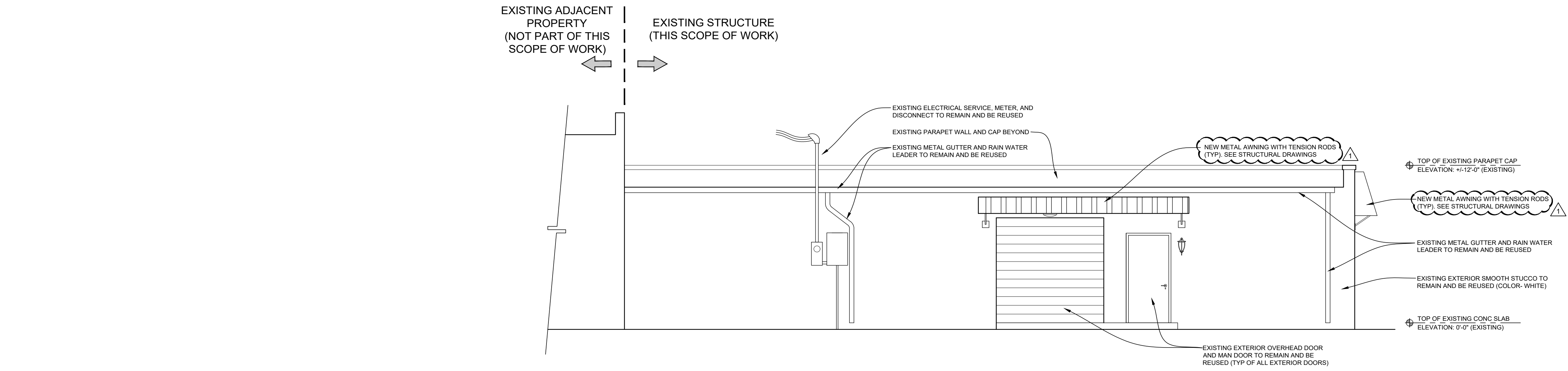
DRAWN BY T M CHECKED BY T M

DATE 07-17-2020

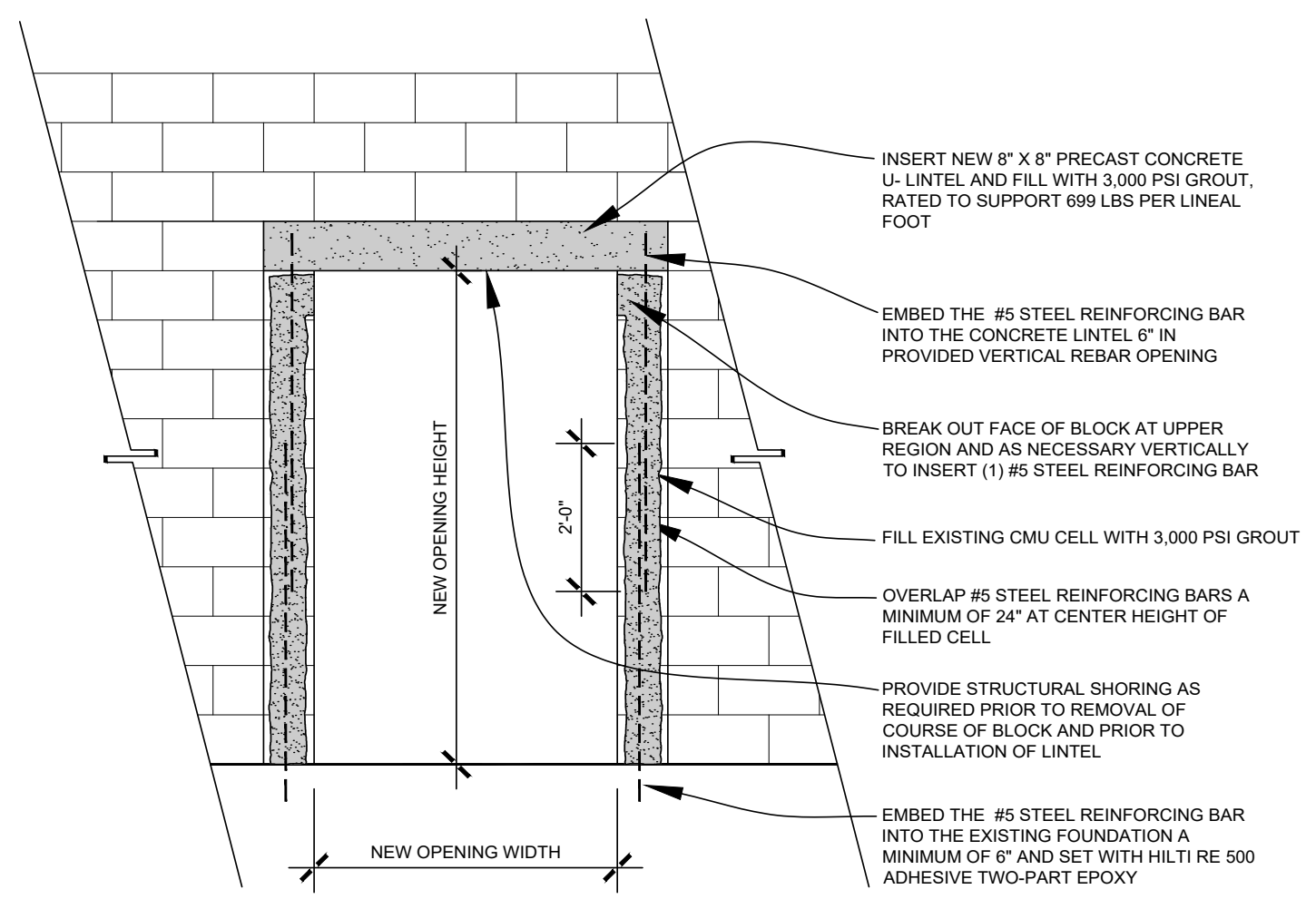
TMA PROJECT NUMBER 242004

SHEET

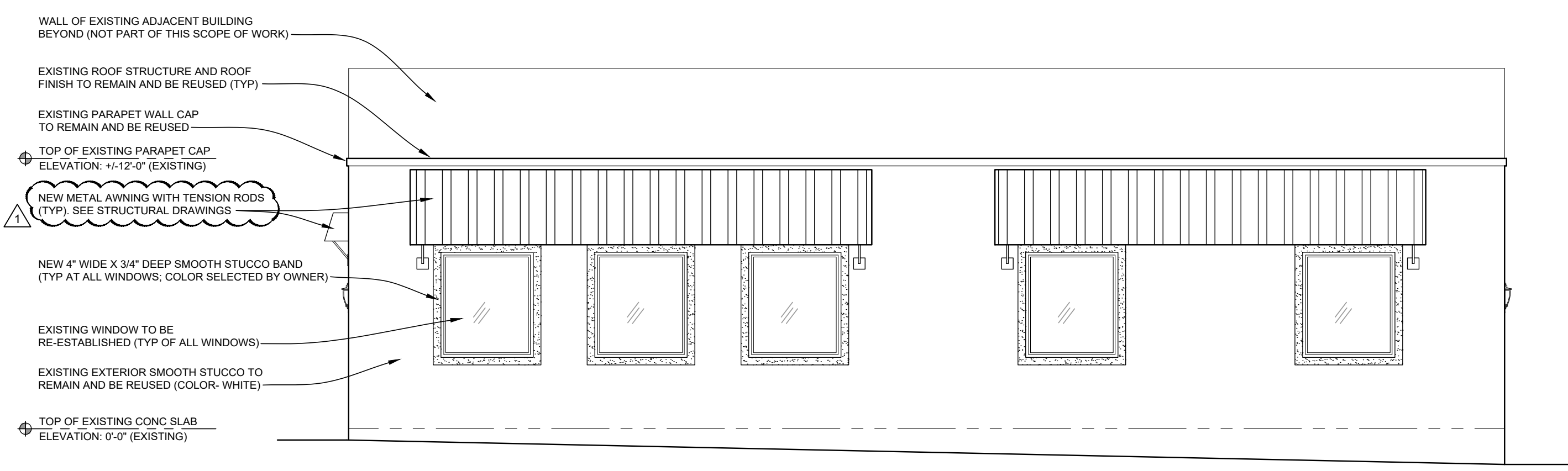
A-1.2



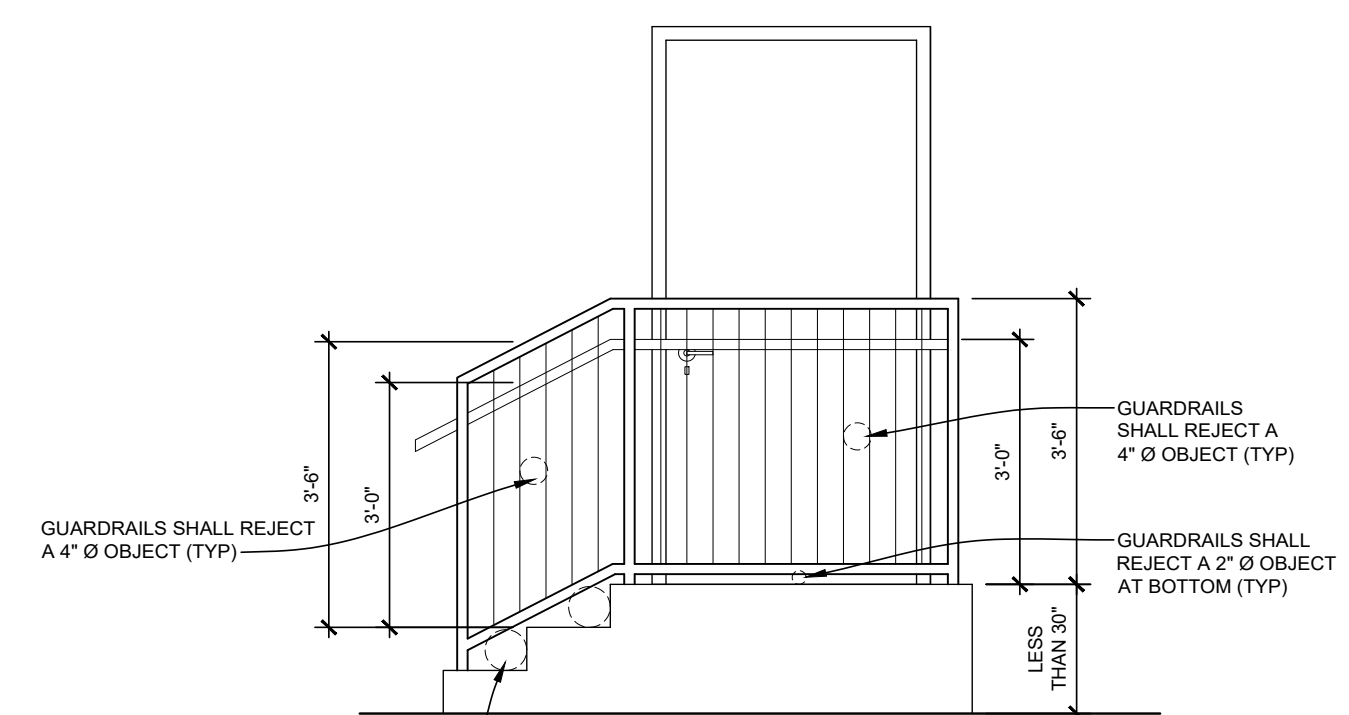
3 NORTH ELEVATION
A-2.1 1/4" = 1'-0"



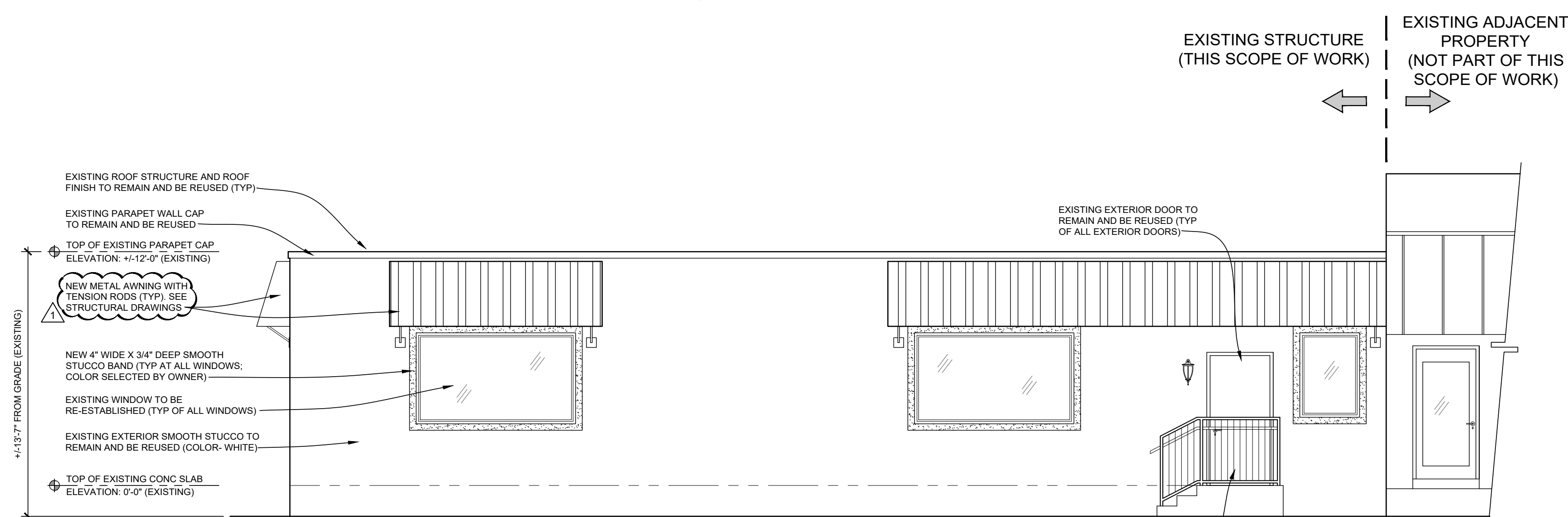
5 NEW OPENING DETAIL
A-2.1 NOT TO SCALE



2 WEST ELEVATION
A-2.1 1/4" = 1'-0"

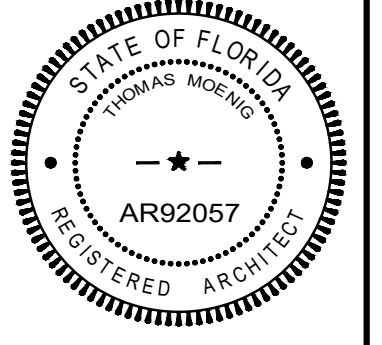


4 RAILING DETAIL
A-2.1 1/4" = 1'-0"



1 SOUTH ELEVATION
A-2.1 1/4" = 1'-0"

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REVISIONS
12-18-2020 ZONING COMMENTS
2
3
4

EXISTING WAREHOUSE
INTERIOR TENANT IMPROVEMENTS
5311 SW 25th COURT
PEMBROKE PARK, FLORIDA 33023

DRAWING SCALES INDICATED ON THESE PLANS ARE INTENDED FOR 24" X 36" PLOTS ONLY	
DRAWN BY T M	CHECKED BY T M
DATE 07-17-2020	
TMA PROJECT NUMBER 242004	
SHEET	

A-2.1

APPLICABLE CODES

A. GENERAL

All construction and materials shall conform to the Standards and Specifications of Town of Pembroke Park and the 2017 Florida Building Code

B. CONSTRUCTION SAFETY

All construction shall be done in a safe manner, specifically, the rules and regulations of the Occupational Safety and Health Administration (OSHA) and the Manual of Uniform Traffic Control Devices (MUTCD) shall be strictly observed.

C. TRENCH SAFETY ACT

- Contractor shall be solely responsible for compliance with the State of Florida Trench Safety Act.
- Where excavations to a depth in excess of five feet (5') are required, the Contractor shall include the following information in the bid:
 - A reference to the trench safety standards that will be in effect during the period of construction of the project.
 - Written assurances by the Contractor performing the trench excavation that such Contractor will comply with the applicable trench safety standards.
 - A separate item identifying the cost of compliance with the applicable trench safety standards.
- When a bid is not submitted, the Contractor shall submit the information listed in item 2 to the Engineer prior to starting work.

D. SURVEY DATA

All elevations on the plans or referenced in the specifications are based on National Geodetic Vertical Datum of 1929 (NGVD).

PRECONSTRUCTION RESPONSIBILITIES

- Upon receipt of Notice of Award, the Contractor shall arrange a Preconstruction Conference to include all involved governmental agencies, all affected utility owners, the Owner, the Engineer and itself.
- The Contractor shall obtain a SUNSHINE Certification number at least two full business days (but not more than five) prior to beginning any excavation.
- Prior to beginning construction, the Contractor shall verify the size, location, elevation, and material of all existing utilities within the area of construction.
- Existing utility locations shown on these plans are approximate. The Engineer assumes no responsibility for the accuracy of existing utilities shown or for any existing utilities not shown.
- The Contractor shall be responsible for damage to any existing utilities for which it fails to request locations from the utility owner. The Contractor is responsible as well for damage to any existing utilities which are properly located.
- If upon excavation, an existing utility is found to be in conflict with the proposed construction or to be of a size or material different from that shown on the plans, the Contractor shall immediately notify the Engineer.

INSPECTIONS

- The Contractor shall notify the Miami Dade County and the Engineer of Record at least 48 hours prior to beginning construction and prior to the inspection of the following items:
 - storm drainage
 - water system
 - sub-grade
 - limerock base
 - asphaltic concrete
 - final

SHOP DRAWINGS

Prior to their construction or installation, shop drawings shall be submitted to and reviewed by the Engineer of Record for sanitary manholes, catch basins, fire hydrants, valves and other accessories. Catalogue literature shall be submitted for water and sewer pipes, fittings, and appurtenances.

Prior to submitting shop drawings to the Engineer, the Contractor shall review and approve the drawings, and shall note in red any deviations from the Engineer's plans or specifications.

Individual shop drawings for all precast structures are required. Catalogue literature will not be accepted for precast structures.



PROJECT CLOSEOUT

A. CLEANING UP

- During construction, the project site and all adjacent areas shall be maintained in a neat and clean manner. Upon final clean up, the project site shall be left clear of all surplus material or trash. The paved areas shall be swept broom clean.
- The Contractor shall restore or replace, when and as directed by the Engineer or The City, any public or private property damaged by its work, equipment, employees or those of its subcontractors to a condition at least equal or better to the existing condition immediately prior to the beginning of operations. To this end, the Contractor shall do all necessary highway or driveway, walk and landscaping work. Suitable materials and methods shall be used for such restoration.
- Where material or debris has washed or flowed into or been placed in water courses, ditches, drains, catch basins, or elsewhere as a result of the Contractor's operations, such material or debris shall be removed and satisfactorily disposed of during progress of the work, and the area kept in a clean and neat condition.

B. PROJECT RECORD DOCUMENTS

- The Contractor shall maintain accurate and complete records of work items completed.
- Prior to the placement of any asphalt or concrete pavement, the Contractor shall submit to the Engineer "as-built" plans showing limerock base grades, all drainage and water improvements. Paving operations shall not commence until the Engineer has reviewed the "as-builts".
- All required density and LBR test results for sub-grade shall be provided to the Engineer prior to placing limerock base material.
- All required density and LBR test results for limerock shall be provided to the Engineer prior to placing asphalt.
- All "as-built" information submitted to the Engineer shall be sufficiently accurate, clear and legible to satisfy the Engineer that the information provides a true representation of the improvements constructed.
- Upon completion of construction, the Contractor shall submit to the Engineer of Record complete sets of "as-built" construction drawings as required for submittal and approval. These drawings shall be marked to show "as-built" construction changes and dimensioned locations and elevations of all improvements and shall be signed and sealed by a registered land surveyor.
- All "as-built" information on elevations of water, paving, and drainage shall be certified by a registered land surveyor.
- As-built information on the water system shall include locations of all valves, fittings, fire hydrants, water services and top of pipe elevations at all fittings and at a minimum of 100' spacing.

EARTHWORK

A. GENERAL

- None of the existing material is to be incorporated in the limerock base.
- All sub-grade under paved areas shall be 8" thick and have a minimum LBR value of 40 and shall be compacted to 98% of the maximum density as determined by AASHTO T-180.
- All fill material in areas not to be paved shall be compacted to 95% of the maximum density as determined by AASHTO T-180.
- A 2" blanket of top soil shall be placed over all areas to be sodded.
- Sod shall be St. Augustine, Bitter Blue or Floratam and shall be placed on the graded soil and watered to insure satisfactory condition upon final acceptance of the Project.
- When working in and around existing drainage canals or lakes, appropriate silt barriers shall be installed.
- Base and subgrade density tests shall be conducted for maximum 7000 square feet of finished pavement.
- Proctor shall be performed on all material, subgrade and base and any subsequent changes in materials. Limerock bearing ratios, sieve analysis and densities required by the contract documents shall be submitted to the Town of Pembroke Park.

B. ON-SITE

- All organic and other unsuitable material under those areas to be paved shall be removed to a depth of three (3) feet below finished grade and for three (3) feet beyond the perimeter of the paving.
- Suitable backfill shall be minimum LBR 40 material compacted to 98% of the maximum density as determined by AASHTO T-180 three (3) feet beyond the perimeter of the paving.

UNDERGROUND UTILITY INFORMATION IS TAKEN FROM THE BEST AVAILABLE SOURCES, BUT SHOULD BE VERIFIED BY CONTRACTOR IN THE FIELD WITH THE APPROPRIATE UTILITY AGENCY PRIOR TO COMMENCEMENT OF ANY WORK.

EXISTING UTILITY LINES OTHER THAN THOSE INDICATED IN THIS DRAWING MAY BE ON SITE. THE CONTRACTOR IS WARNED TO PROCEED WITH CAUTION WITH ALL WORK. HE IS TO MAKE ALL POSSIBLE INVESTIGATION AS TO POSSIBLE UNMARKED UTILITY LINES.

PARKING REQUIREMENTS SEC. 28-301					
AREA			PARKING		
SF	USE	#PARK/SF	REQUIRED	PROVIDED	
1,377	OFFICE	1:300	4	4	
1,133	WAREHOUSE	1:600	2	2	

SITE DATA					
AREA	EXISTING	%	PROPOSED	%	REQUIRED
LOT	9,000	100	9,000	100	
IMPERVIOUS:					
BUILDING	2,754	31%	2,754	31%	
PARKING	1,250	14%	2,514	28%	
TOTAL:	4,004	44%	5,268	59%	
PERVIOUS AREA:					
LANDSCAPE	4,868	54%	1,426	16%	
PERVIOUS CONCRETE	-		1,100	12%	
TOTAL:	4,868	54%	2,526	28%	1,800 20%

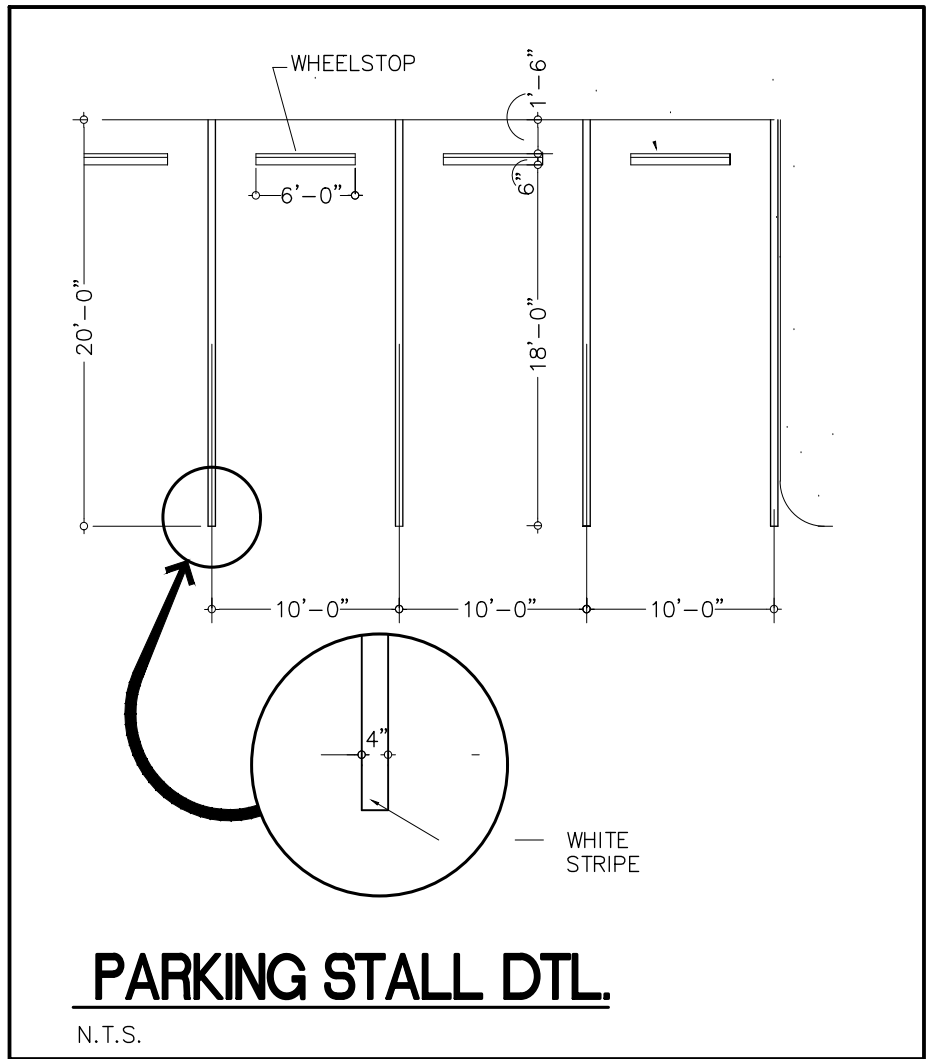
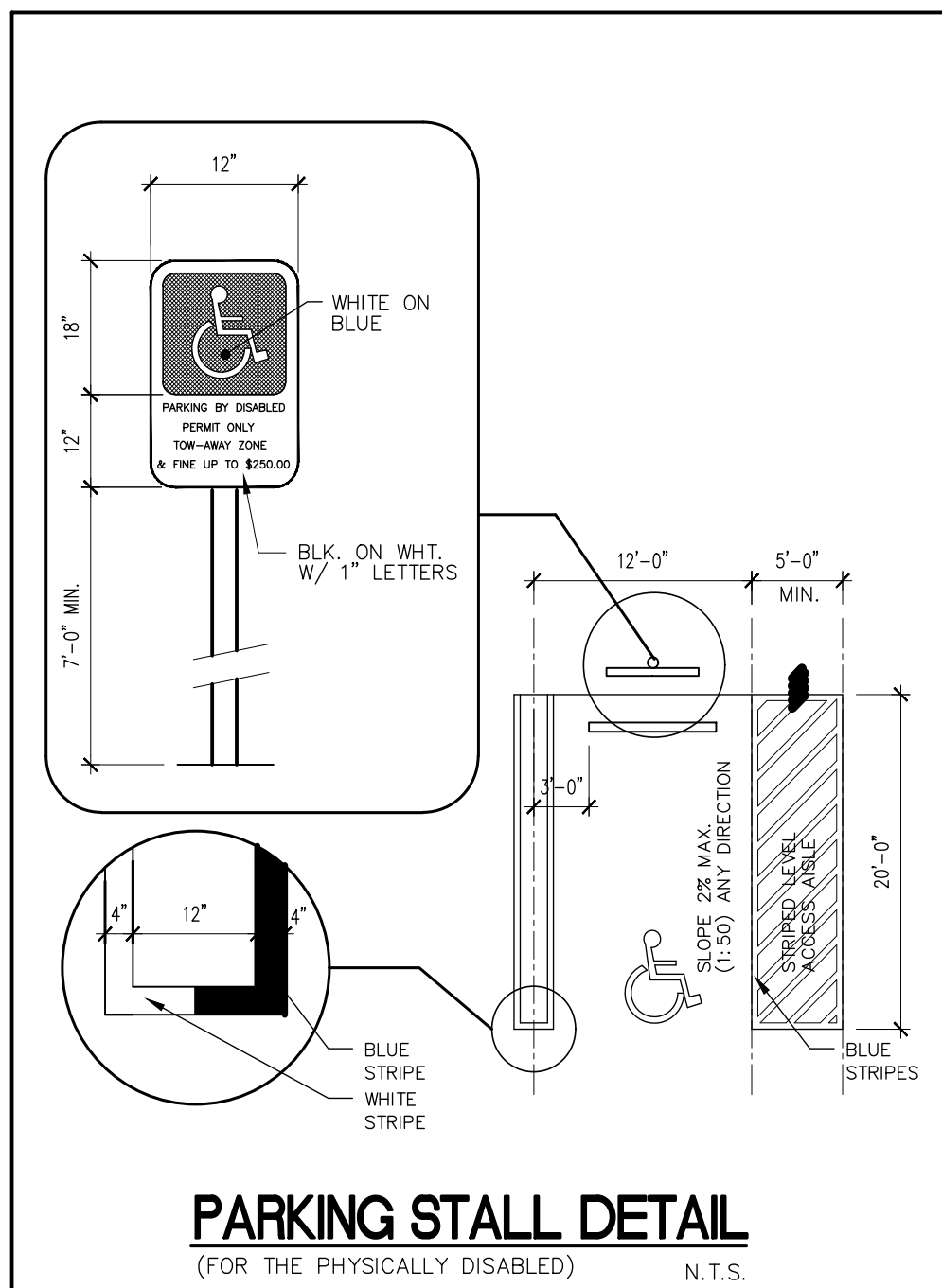
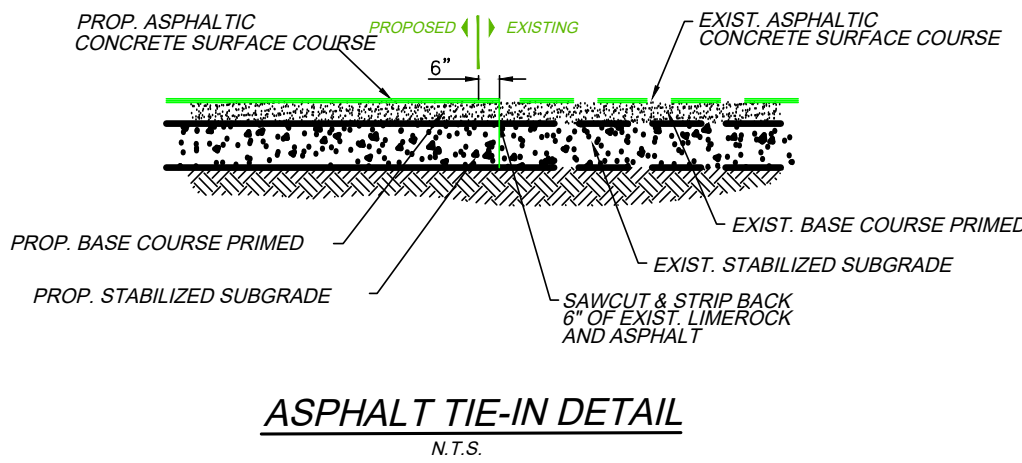
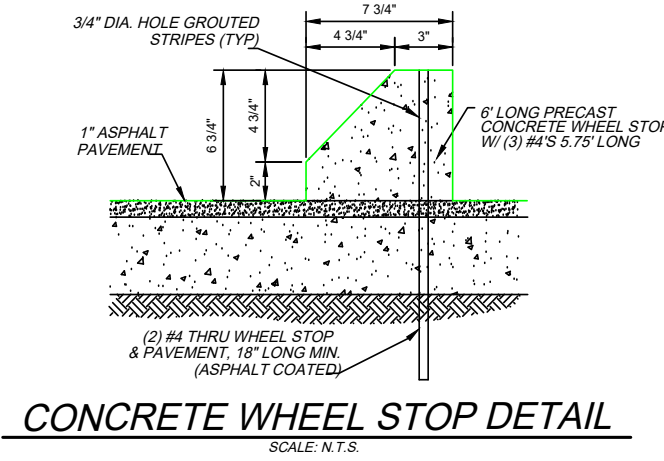
PAVING

A. GENERAL

- Surface course to be 1.5" S-3
- Tack coat shall be placed as required in accordance with FDOT Standards.

SIGNING AND MARKING

- All pavement marking shall be Thermoplastic with the exception of parking stall striping.
- All signs shall be manufactured and installed in accordance with the Manual on Uniform Traffic Control Devices
- Reflective pavement markers shall be Class B Markers manufactured in accordance with FDOT Standard Specification 706 and installed in accordance with the manufacturer's recommended procedures.



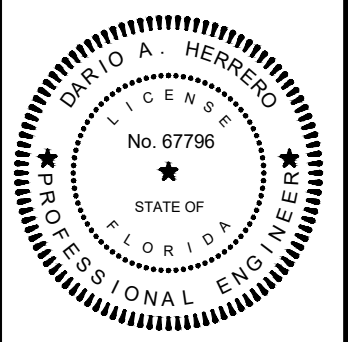
REVISIONS		
No	DATE	BY



5311 SW 25 CT

CLIENT: 5311 PARK PROPERTY LLC
ADDRESS: 5311 SW 25 CT, PEMBROKE PARK FL 33009

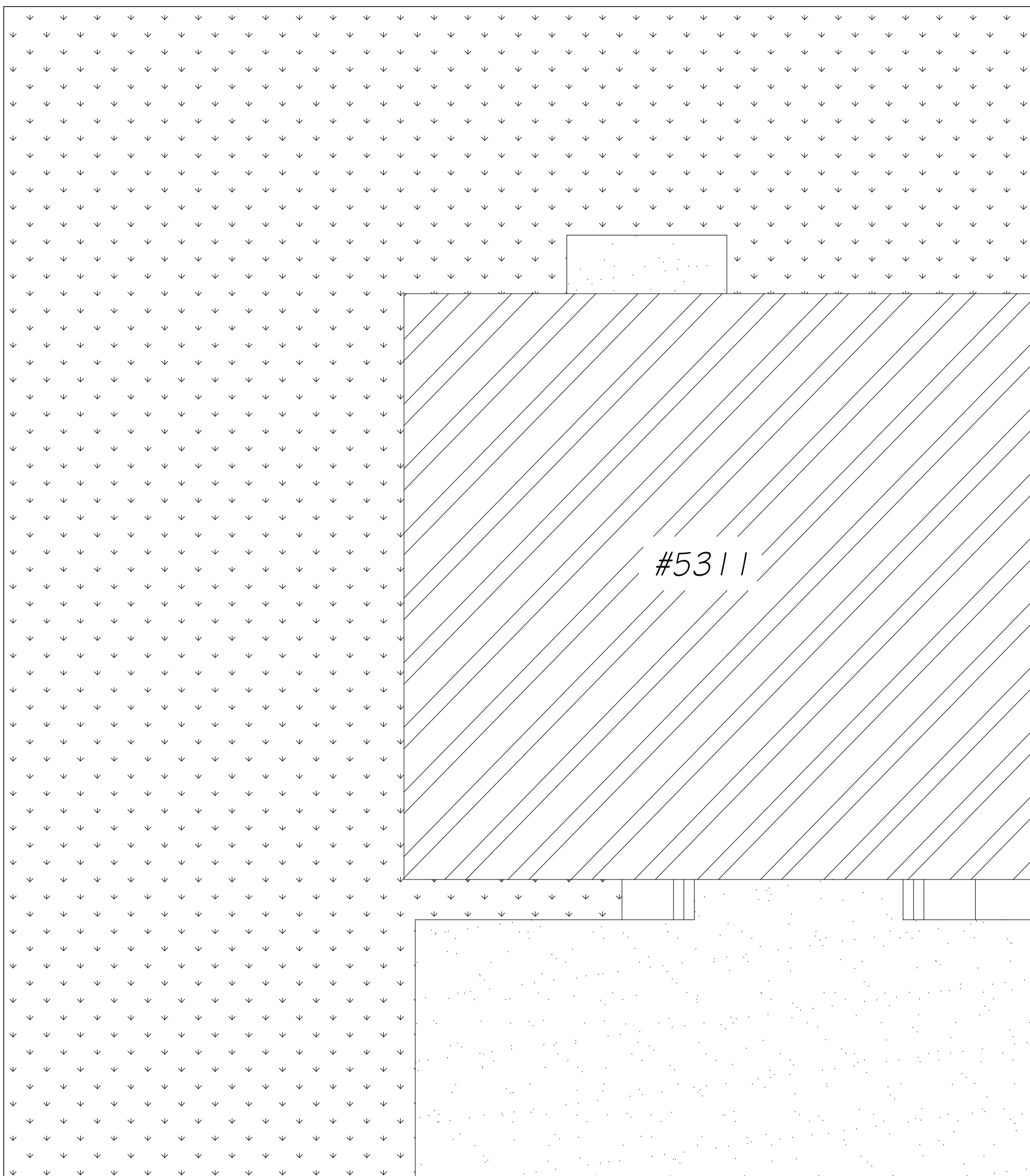
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Date: JULY 17, 2020
Scale: NOTED
Job:
Sheet: SP-1

26' Asphalt Roadway
70' Right-Of-Way

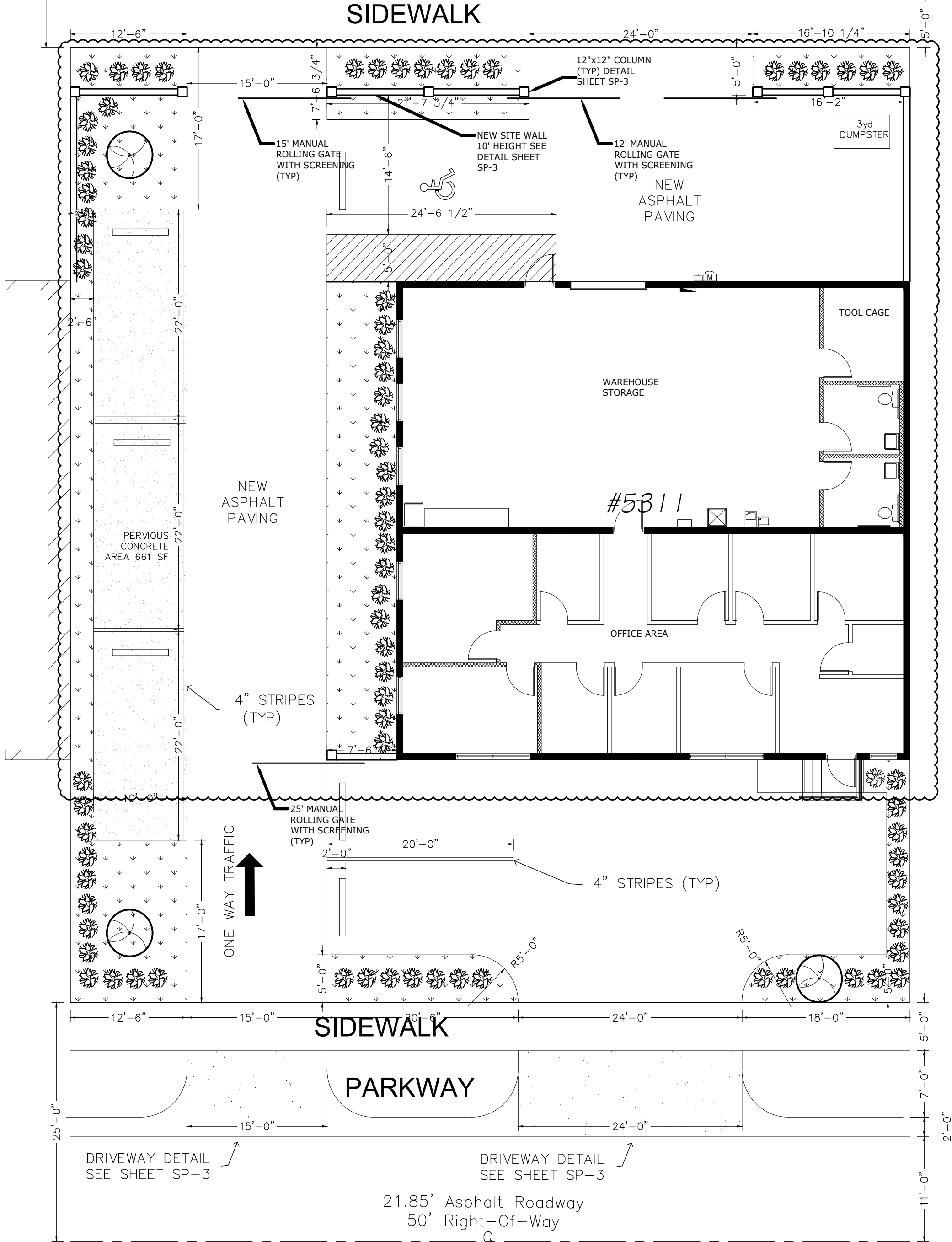
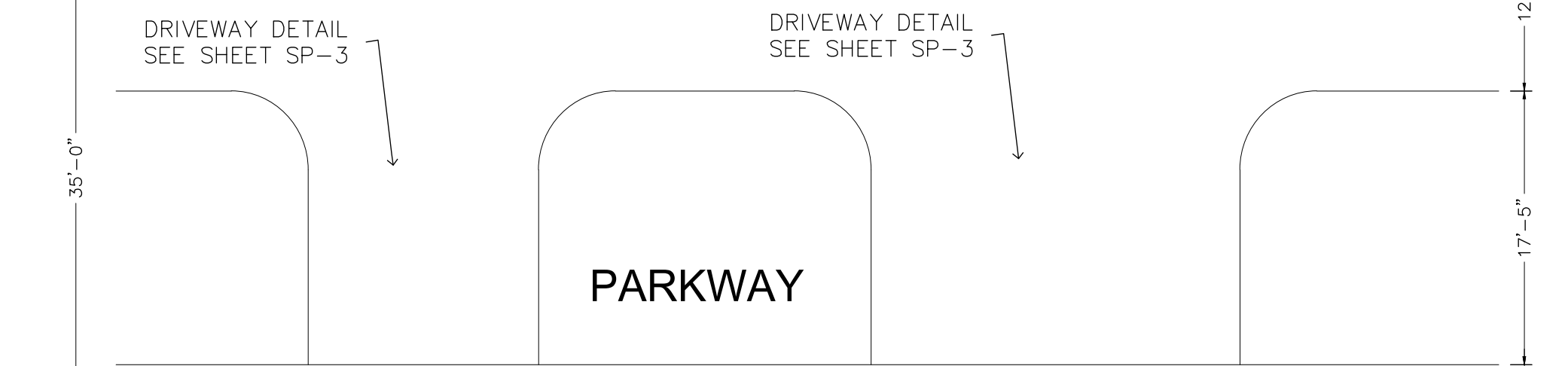


		PARKWAY		
--	--	---------	--	--

SW 25 CT

EXISTING SITE PLAN
SCALE: 1/8" = 1'-0"

26' Asphalt Roadway
70' Right-Of-Way



PROPOSED SITE PLAN
SCALE: 1/8" = 1'-0"

LEGEND & ABBREVIATION	
℄	CENTER LINE
C.L.F.	CHAIN LINK FENCE
CL	CLEAR
CONC.	CONCRETE
ELEV.	ELEVATION
FD.	FOUND IRON PIPE
(MEAS.)	MEASURED
O.E.L.	OVERHEAD ELECTRICAL LINE
R	PROPERTY LINE
R/W	RIGHT OF WAY
(TYP)	TYPICAL
U.E.	UTILITY EASEMENT
W.M.	WATER METER
W.F.	WOOD FENCE
P.P.	WOOD POWER POLE
X5.0'	PROPOSED ELEVATION

SITE DATA:

OWNER:
5311 PARK PROPERTY LLC

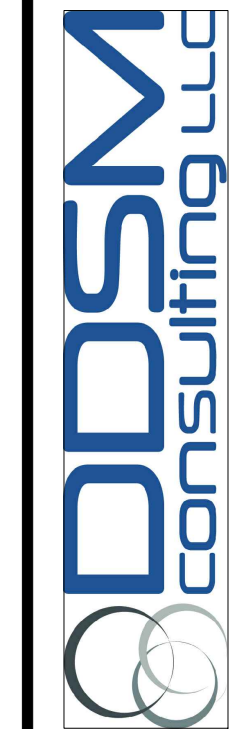
LEGAL DESCRIPTION:
MIAMI GARDENS ESTATES SEC 8 44--33 B LOT 10 BLK 4 &
MIAMI GARDENS ESTATES SEC 8 44--33 B LOT 9 LESS W 40 BLK 4

ZONING: C-1

SETBACKS	REQUIRED	EXISTING
FRONT	10'	25'-5"
BACK	10'	24'-6"
EAST SIDE	0' WITH 20' FRONTAGE	0'-0"
WEST SIDE	10'	35'-0"

SETBACKS	REQUIRED	EXISTING
FRONT	10'	25'-5"
BACK	10'	24'-6"
EAST SIDE	0' WITH 20' FRONTAGE	0'-0"
WEST SIDE	10'	35'-0"

REVISIONS		
No	DATE	BY



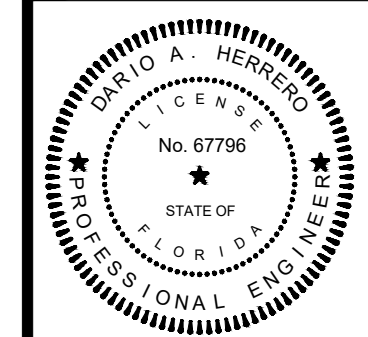
14359 MIRAMAR PKWY#327, MIRAMAR, FL 33027
CA# 28875, 954-668-3984 sales@ddsmconsulting.com

5311 SW 25 CT

CLIENT: 5311 PARK PROPERTY LLC

ADDRESS: 5311 SW 25 CT, PEMBROKE PARK FL 33009

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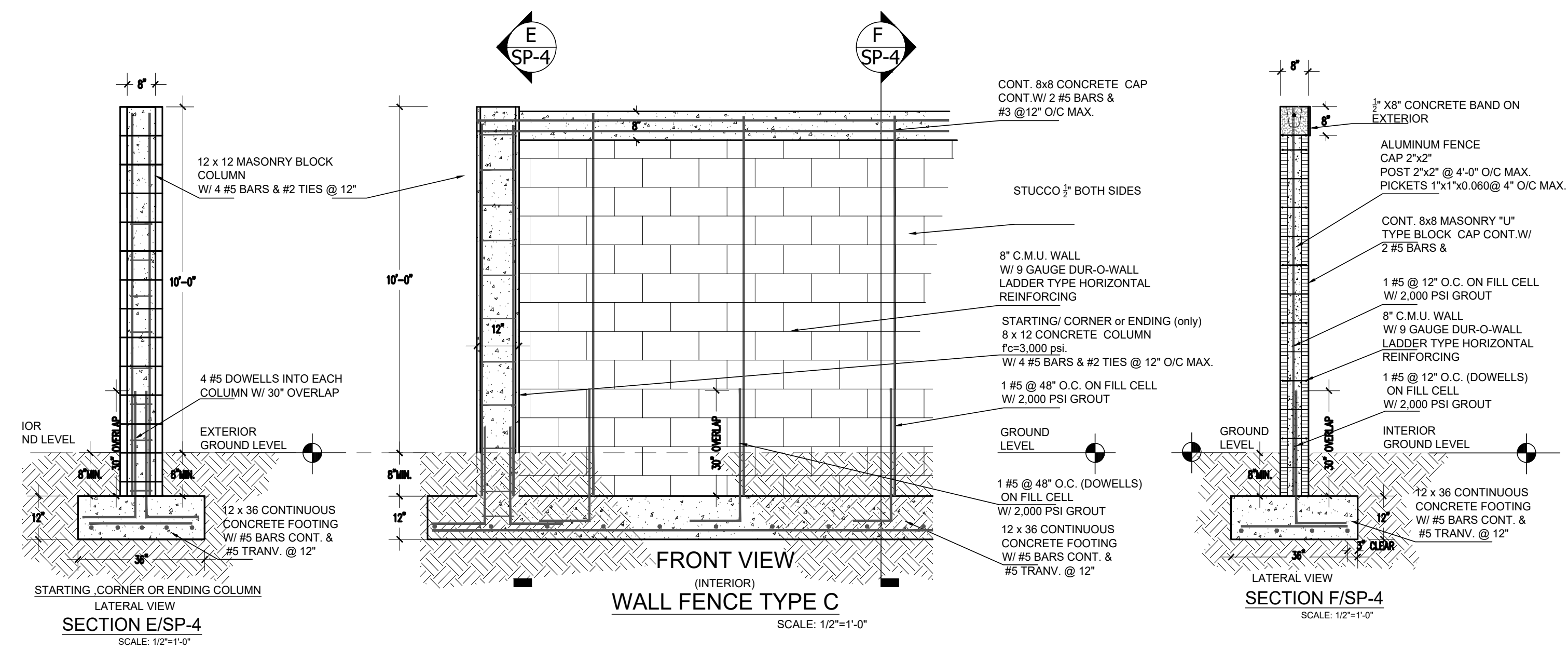
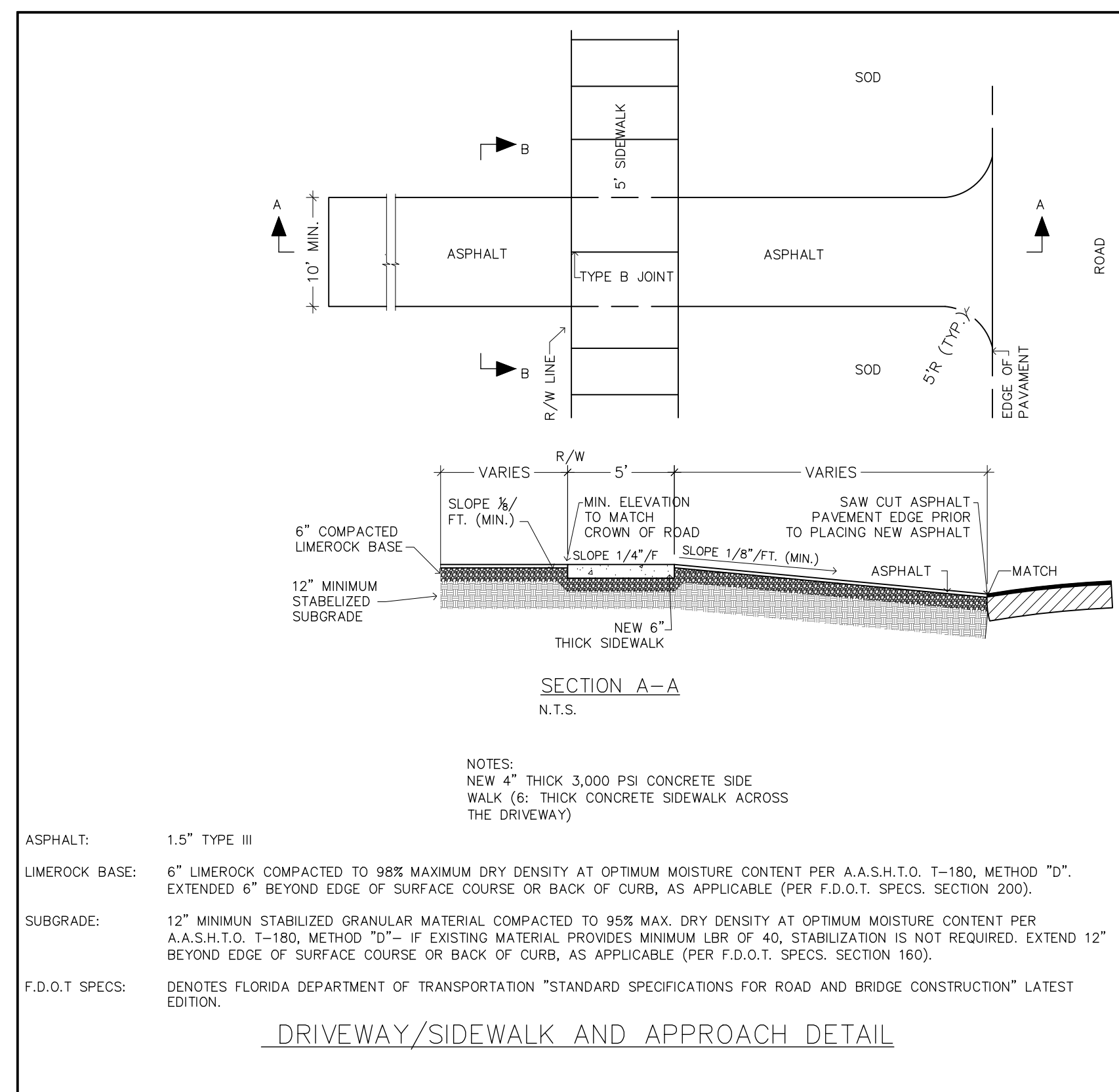
Date JULY 17, 2020

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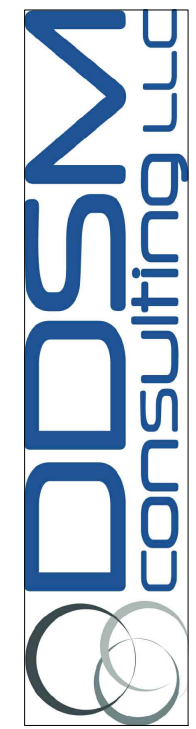
Job

Sheet

SP-2



REVISIONS		
No	DATE	BY



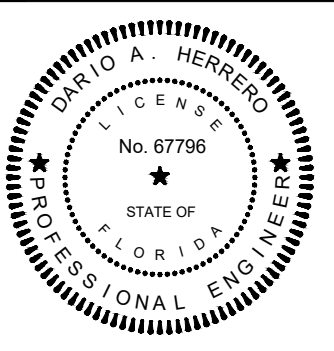
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CA# 28875, 954-668-3984 sales@ddsmconsulting.com

5311 SW 25 CT

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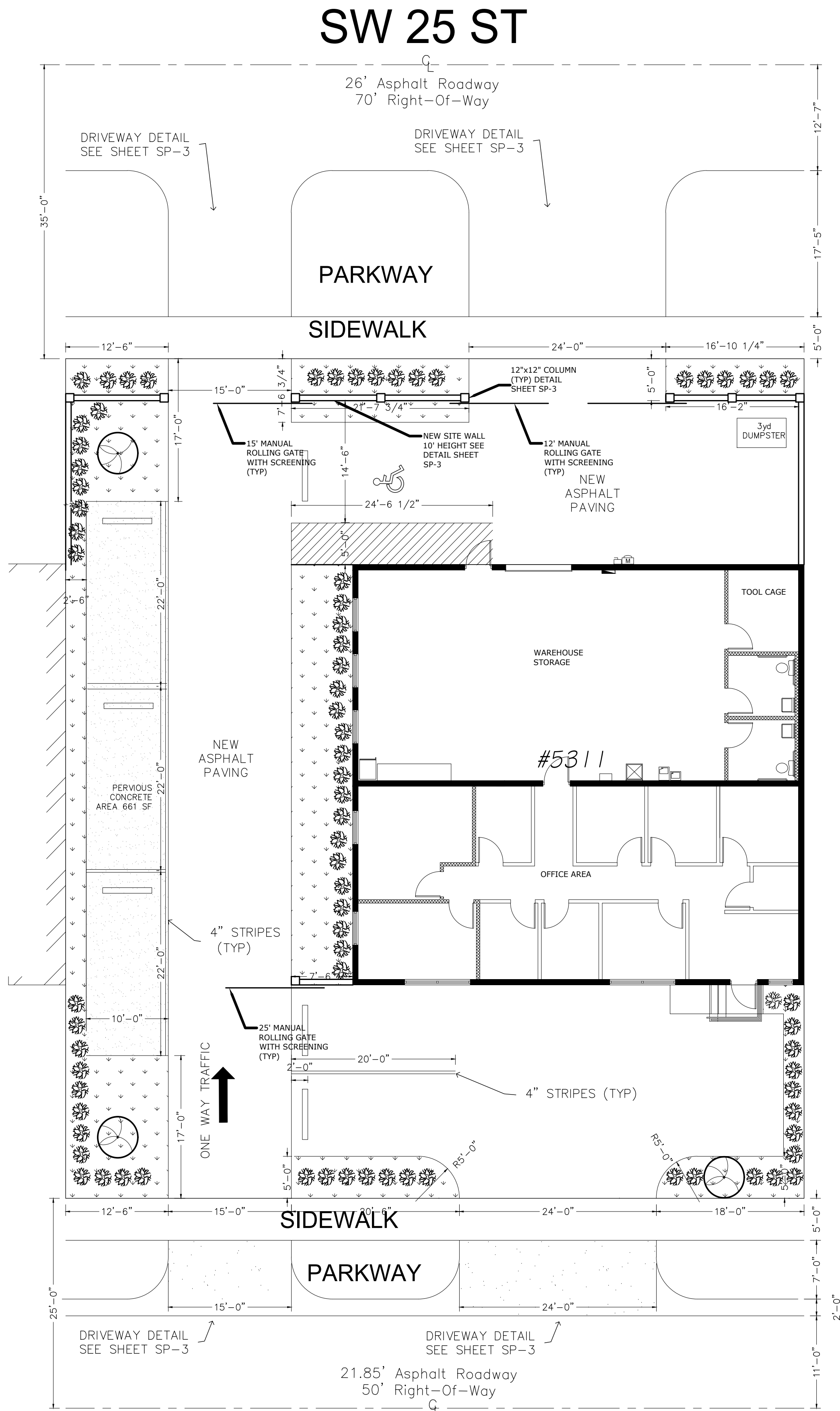
Date JULY 17, 2020

Scale NOTED

Job

Sheet

SP-3



SYMBOL USED ON PLAN			PLANT NAME		NATIVE SPECIES		CALIPER	HEIGHT		CANOPY DIAMETER	QUANTITY		QUALITY	DEGREE OF DRAUGHT TOLERANCE	AREA SF
SYMBOL	NEW	EXISTING	SCIENTIFIC	COMMON	YES	NO	INSTALLED	INSTALLED	ESTIMATED AT MATURITY	ESTIMATED AT MATURITY	SYMBOL	TOTAL	FLORIDA GRADE		
TREES															
	X		CONOCARPUS ERECTUS	SILVER BUTTWOOD	X		3"	12'	20'	5'		3	#1	HIGH	
SHRUBS															
	X		CHRYSOBALANUS ICACO	COCOPLUM	X		N/A	24"	4'-6'	30" MAX		77	#1	MED	388

LEGEND
(E) EXISTING TO REMAIN
(N) NEW (PROPOSED)
(R/D) REMOVED OR DEMOLISHED

LEGEND OF SYMBOLS
 TREE SYMBOL
 QUANTITY

Shrub Planting Detail
N.T.S.

Ground Cover Planting Detail
N.T.S.

PLANT SPACING
(for shrubs and groundcovers)
N.T.S.

PLANT SPACING
(for shrubs and groundcovers)
N.T.S.

- LANDSCAPE CONTRACTORS NOTES:**
- LANDSCAPE CONTRACTOR SHALL VISIT & EXAMINE THE SITE AND ALL CONDITIONS THEREOF, AND TAKE INTO CONSIDERATION ALL SUCH CONDITIONS THAT MAY AFFECT HIS WORK.
 - LANDSCAPE CONTRACTOR SHALL BE KNOWLEDGEABLE AS TO THE LOCATION OF UNDERGROUND UTILITIES OR OTHER SITE FEATURES AS ASPHALT PAVEMENT, CULVERTS, DITCHES OR WALKS, LIGHT POLES, THE BUILDING ITSELF ETC. IN ORDER TO AVOID THEIR DAMAGE DURING THE INSTALLATION OF LANDSCAPE.
 - GENERAL CONTRACTOR SHALL SUPERVISE THE WORK AND COORDINATE THE LANDSCAPE ACTIVITIES WITH OTHER TRADES, SITE WORK.
 - ALL PLANTING SHALL BE PERFORMED BY EXPERIENCED PERSONNEL IN PLANTING PROCEDURES, UNDER THE SUPERVISION OF A QUALIFIED FOREMAN.
 - UNDER NO CIRCUMSTANCES SHALL ANY WORK BE PERFORMED IF WEATHER OR SOIL CONDITIONS ARE UNSATISFACTORY.
 - LANDSCAPE CONTRACTOR SHALL GUARANTEE ALL PLANT MATERIAL FOR A PERIOD OF SIX (6) MONTHS AFTER INSTALLATION.
 - ALL PLANT MATERIAL SHALL CONFORM TO QUALITY AND STANDARDS AS SET BY THE AMERICAN STANDARDS FOR NURSERY STOCK, WHERE APPLICABLE, OR SHALL BE FLORIDA #1.
 - PLANTING SOIL SHALL BE RELIABLE & FREE OF WEEDS, PLANT TISSUE, LITTER, TOXIC SUBSTANCES, OR ANY OTHER DELETERIOUS MATERIALS.
 - PLANT MATERIALS SHALL BE FREE OF DISEASE, PESTS, EGGS OR LARVAE, OR ANY OBJECTIONABLE OR DAMAGING ELEMENT.
 - PLANTS SHALL BE TRUE OF SPECIES & VARIETY AS INDICATED ON THE LANDSCAPE LEGEND.
 - SOD SHALL BE CENTIPEDE GRASS, WELL MATTED, FREE OF WEEDS, AND SUFFICIENTLY THICK TO SECURE A DENSE STAND OF LIVE GRASS OF 1" THICK MINIMUM.
 - LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR SUPPLYING & AS NECESSARY TO COVER THE FULL EVENT OF THRU AREAS INDICATED ON DRAWINGS.
 - TREES SHALL BE A MINIMUM OVERALL HT. OF 10 FT. WITH A MINIMUM CANOPY SPREAD OF 4 FT., A MIN. TRUNK DIA. AT BREAST HT. OF 1 1/2" IN. & A MIN. OF 6 FT. OF CLR. WD. IMMEDIATELY AFTER PLANTING. 50% MIN. OF THE RECD. TREES SHALL BE NATIVE TO SOUTH FLORIDA.

- NOTES:**
- ALL PLANT MATERIAL SHALL BE GRADED FLORIDA #1 OR BETTER, AS DEFINED IN THE GRADES AND STANDARDS FOR NURSERY PLANTS, PART I and II BY THE STATE OF FLORIDA, DEPARTMENT OF AGRICULTURE.
 - ALL LANDSCAPE MATERIAL SHALL COMPLY WITH COUNTY, CITY OR LOCAL CRITERIA.
 - SYMBOLS REPRESENT PLANTS AT MATURE STAGE, NEVER AT TIME OF INSTALLATION.
 - VERIFY WITH OWNER'S REPRESENTATIVE OR SITE SUPERVISOR OF ANY EXISTING UNDERGROUND UTILITIES and/or EASEMENTS PRIOR TO THE INSTALLATION OF PLANT MATERIAL.
 - ALL TREES, SHRUBS AND GROUNDCOVERS SHALL RECEIVE A 3" DEPTH OF SHREDDED EUCALYPTUS MULCH.
 - LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR THEIR OWN QUANTITY TAKE OFF. IN CASE OF DISCREPANCIES, PLAN SHALL TAKE PRECEDENCE OVER PLANT LIST.
 - SOLID SOD SHALL BE STENOPTAPHRUM SECUNDATUM var. 'FLORATAM'.
 - THERE SHALL BE A 24" WIDE STRIP OF MULCH (3" DEPTH) BETWEEN SOD AND SHRUBS/GROUNDCOVERS.
 - AN UNDERGROUND AUTOMATIC IRRIGATION SYSTEM SHALL BE PROVIDED FOR ALL LANDSCAPE AREAS. THIS DESIGN IS 100% COVERAGE.

- TREE PROTECTION NOTES:**
- ALL PLANTS DESIGNATED TO BE SAVED SHALL BE PROTECTED BY FENCING, AS ILLUSTRATED.
 - INSTALL TREE PROTECTION FENCE AT TREE DRIP LINE OR AT EDGE OF DISTURBED AREA, AS SHOWN ON PLANS, PRIOR TO COMMENCEMENT OF CONSTRUCTION.
 - SPACE TREE PROTECTION ZONE SIGNS A MINIMUM OF ONE EVERY 300 FEET THE SIZE OF EACH SIGN MUST BE A MINIMUM OF 2'x2' AND BE VISIBLE FROM BOTH SIDES OF THE FENCE. THE SIGN MUST CONTAIN THE FOLLOWING LANGUAGE IN BOTH ENGLISH & SPANISH: "TREE PROTECTION ZONE, KEEP OUT".
 - THERE SHALL BE NO STORAGE OF MATERIAL WITHIN THE BOUNDARIES OF THE TREE PROTECTION FENCING.
 - TREE PROTECTION FENCING SHALL BE MAINTAINED THROUGHOUT THE DURATION OF THE PROJECT.
 - PROVIDE A 6-8" BARRIERS AROUND TREES LESS THAN 18 INCHES IN DIAMETER AND SHOW 10-12" BARRIERS AROUND TREES 18 INCHES IN DIAMETER OR GREATER.

- LANDSCAPING NOTES:**
- Topsoil shall be free of roots, clods, stones larger than three-fourths inch in the greatest dimension, pockets of coarse sand, noxious weeds, sticks, lumber, brush, and other litter. It shall not be infested with undesirable disease-causing organisms such as insects and plant pathogens.
 - The topsoil for all planting areas shall be composed of a minimum of thirty percent (30%) muck or horticulturally-acceptable organic material. Excluding palm trees, all trees shall be planted with twelve inches of topsoil around the root ball and shrubs shall be planted with a minimum of six (6) inches of topsoil around the root ball.
 - A minimum of three (3) inches of shredded, approved, organic mulch or groundcover shall be installed around each tree planting, including palms, for a minimum of thirty-six inches beyond its trunk in all directions and throughout all hedge and shrub planting.
 - A six (6) inch clear area will be made around each trunk to prevent root rot and other damaging effects. The use of clean mulch (i.e., seeds killed) either recycled or obtained from Melaleuca, Eucalyptus, Australian Pine, or other nonacid growth hardwood is encouraged in order to reduce impacts on the environment and to preserve the remaining native plant communities.
 - A layer of organic mulch three (3) inches deep shall be placed in plant beds, except annual beds, and individual trees in turf areas. Mulch rings should extend at least three (3) feet around freestanding trees and shrubs. Mulch should be at least six (6) inches away from any portion of a building or structure, or the trunks of trees, and at least three (3) inches away from the base of shrubs. Prior to installation, a pre-inspection of the site by the County is required to determine conditions on the subject property and appropriate use and selection of landscape material.

REVISIONS

No	DATE	BY

14350 MIRAMAR PKWY #327, MIRAMAR, FL 33027
CAP 28875, 254-668-5984 sales@dddsmlc.com

5311 SW 25 CT
5311 PARK PROPERTY LLC
5311 SW 25 CT, PEMBROKE PARK, FL 33009

CLIENT: 5311 PARK PROPERTY LLC
ADDRESS: 5311 SW 25 CT, PEMBROKE PARK, FL 33009

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Item 8.4

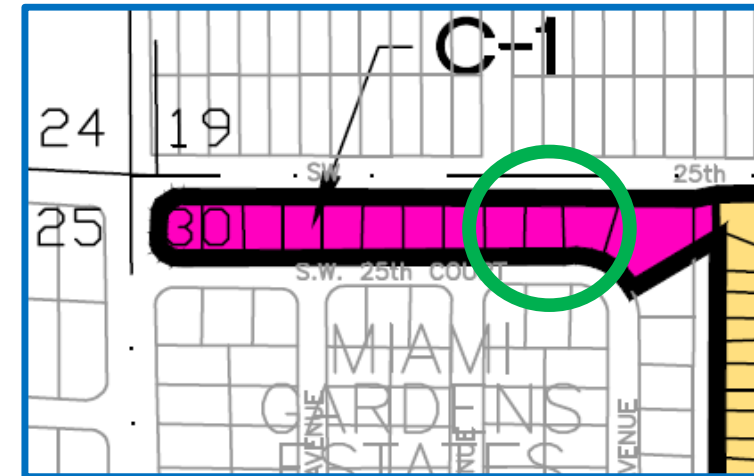
5311 SW 25 COURT

Special Exception
TPP Application 20-702



Application Background

- Special Exception to allow a Contractor Shop in the C-1 Zoning District
- This use requires a Special Exception per Section 28-208.1 of the Town Zoning Code.
- Planning and Zoning Board meeting February 18, 2021



Site Photos



Planning and Zoning Board Recommendation

Approve the special exception request by Petitioner with following conditions:

- The Special Exception application is based on the Site Development Plans received at the Town Bldg. Dept. December 28, 2020 prepared by Thomas Moening Architect & DDSM Consulting, LLC.
- This approval is granted exclusively to 5311 Park Property. LLC and its approval may not be transferred to another party without prior written consent of the Town Commission.
- That prior to occupancy of the building/site building plans shall be provided to the Town /permits issued to renovate the building, provide / pave the parking spaces, landscaping and buffer wall for the storage yard within the walled-in yard area as required by Town Code including drainage as required by the Public Works Director.
- That prior to building occupancy supplemental landscaping (trees / shrubs) shall be installed along the SW 25 Street and SW 25 Court frontage as shown on the plans as required by the Town Planner.
- All parking of vehicles (employee / customers / company vehicles) shall occur within the site. No vehicle shall be parked on the paved road surfaces of either SW 25 Court or SW 25 Street, nor within those roadway swales, nor on the sidewalks or on other landscaped areas.
- No vehicles / materials stored outdoors may exceed the height of the walled-in storage yard buffer wall.
- All refuse (dumpster / cans) shall be kept within the walled-in area.



Town Commission Action

- Approve the requested special exception for a contractor shop at 5311 SW 25 Court with the conditions/recommendations found on page 6-7 of the consultant's Report dated February 22, 2021.

OR

- Deny the special exception for a contractor shop at 5311 SW 25 Court.



AGENDA ITEM REPORT



To: Town Commission

Subject: Code updates to allow costs associated with processing development applications. AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ALLOWING THE TOWN TO CHARGE COSTS ASSOCIATED WITH PROCESSING DEVELOPMENT APPLICATIONS TO THE APPLICANT; IN FURTHERANCE THEREOF, AMENDING THE TOWN OF PEMBROKE PARK CODE SECTIONS 10-57, 13.5-75, 20-1, 20-24, 21-71, 23-1, 28-71, 28-85.1, 28-188.2, and 28-214; DELETING SECTIONS 10-58, 20-22, 23.2, 23.3, 23.4, 23.5 AND 28.72 OF THE TOWN CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

Meeting: REGULAR COMMISSION MEETING - Mar 10 2021

Department: Planning and Zoning

Staff Contact: Town Planner, Town Planner

BACKGROUND INFORMATION:

The Town's Code of Ordinances establishes a processing fee and a deposit for all costs associated with applications that are reviewed by the Hearing Examiner and Planning and Zoning Board. Historically, the deposit was drawn down from by the outsourced Town Planner and outsourced Town Attorney for these applications. Due to the hiring of an in-house Town Planner and Town Attorney it is necessary to establish non refundable fees for all applications related to the Zoning Code, variance applications (Hearing Examiner), and Planning and Zoning Board applications.

The attached ordinance amends current Code language to reflect current Town procedures. Code language allowing the use of consultants at the direction of the Town Manager will be included to address special circumstances in the future. The ordinance allows the maximum flexibility for the Town while offsetting costs.

Due to the recent operational changes at the Town, these changes are necessary and time-sensitive to ensure future applications are properly processed.

FINANCIAL IMPACT:

Offset costs associated with development applications.

RECOMMENDATION:

Approval and Adoption of the Ordinance on Second Reading.

ATTACHMENTS:

[fee ordinance 2021](#)

ORDINANCE NO. 2021-

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ALLOWING THE TOWN TO CHARGE COSTS ASSOCIATED WITH PROCESSING DEVELOPMENT APPLICATIONS TO THE APPLICANT; IN FURTHERANCE THEREOF, AMENDING THE TOWN OF PEMBROKE PARK CODE SECTIONS 10-57, 13.5-75, 20-1, 20-24, 21-71, 23-1, 28-71, 28-85.1, 28-188.2, and 28-214; DELETING SECTIONS 10-58, 20-22, 23.2, 23.3, 23.4, 23.5 AND 28.72 OF THE TOWN CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Article VIII, Section 2, Florida Constitution, grants municipalities the power to conduct municipal government, perform municipal functions and render municipal services; and

WHEREAS, Section 166.021, Florida Statutes, referred to as the Municipal Home Rule Powers Act, grants all municipalities the expansive home rule power contemplated by the Florida Constitution; and

WHEREAS, the Town of Pembroke Park (the “Town”) desires to offset the cost to the Town for development applications by establishing a Fee Schedule and charging fees to development applicants for the review and processing by Town staff of such applications;

WHEREAS, it is in the best interest of the Town to charge the costs associated with processing development applications to the applicant (“development application fees”) and not the general public, thereby placing the burden of such costs directly on the party benefiting from such application; and

WHEREAS, the Town must amend its Code of Ordinances in order to establish such development application fees.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE
TOWN OF PEMBROKE PARK, FLORIDA:

Section 1: That Chapter 10, “Variances and Appeals”, Article I, Administration” of the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended as follows:

* * *

Sec. 10-57. - Application fee; deposit for consultants on nonadministrative costs.

For all applications for variances from provisions of this chapter there shall be a shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require nonrefundable fee of five hundred dollars (\$500.00) for processing the application and an initial deposit of two thousand dollars (\$2,000.00) for consultant and hearing examiner costs required for certain reviews nonadministrative costs as defined in Section 10-58. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.

~~Sec. 10-58. - Nonadministrative costs defined.~~

~~For the purpose of this article, nonadministrative costs shall be defined as follows:~~

- ~~(a) Town Consultant Planner's fee;~~
- ~~(b) Town Engineer's fee;~~
- ~~(c) Postage and other mailing expenses;~~
- ~~(d) Photocopying expenses;~~
- ~~(e) Newspaper advertising expenses;~~
- ~~(f) Title search and/or abstracting expenses; and~~
- ~~(g) Town's legal fees.~~

* * *

Section 2: That Chapter 13.5, “Land Development,” Article VII, “Platting Regulations”, of the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended as follows:

* * *

Sec. 13.5-75. - Changes to previously approved plats (delegation requests).

* * *

(b) *Number of copies, processing and actions.*

* * *

- (2) The applicant shall pay a ~~cost recovery fee deposit~~ as established by resolution of the Town Commission to process the request.

* * *

Section 3: That Chapter 20, “Planning and Development,” Article I, “In General” and Article II, “Site Development Plan” of the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended as follows:

* * *

Sec. 20-1. - Land use plan amendment, petition procedure.

- (a) Every petitioner for an amendment to the land use plan of the Town of Pembroke Park shall file a petition therefor with the Town on such form, or forms, as may be promulgated from time to time by the Town.
- (b) Such petition shall include, inter alia, the legal description of the property for which the land use amendment is sought, the present land use classification, the requested land use classification, the reasons and justification for the requested land use amendment, the address of the subject property, and the name, address and telephone number of the petitioner. In the event the petitioner is someone other than the owner of the subject property, such petitioner shall include the name, address and telephone number of the owner. The petition shall be signed and sworn to by the petitioner, and in the event the petitioner is someone other than the owner of the subject property, the petition must also

be signed and sworn to by the owner who shall state on the petition that the owner has authorized the petitioner to file the petition for the land use amendment.

- (c) ~~The Town Commission shall establish by resolution a schedule for the nonrefundable filing fee and the initial cost deposit for nonadministrative costs as relating to the application. All petitions for a land use plan amendment shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of two thousand dollars (\$2,000.00) for consultant costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.~~

- (d) ~~For the purpose of this section, the nonadministrative costs shall include and be defined as follows:~~

- ~~(1) Town Planner's fee;~~
- ~~(2) Town Engineer's fee;~~
- ~~(3) Town Building Official's fee;~~
- ~~(4) Postage and other mailing expenses;~~
- ~~(5) Photocopying expenses;~~
- ~~(6) Newspaper advertising expenses;~~
- ~~(7) Title search and/or abstracting expenses;~~
- ~~(8) Legal fees.~~

~~Any portion of the deposit not required for the payment of nonadministrative costs shall be refunded to the petitioner upon the completion of the processing of the petition.~~

* * *

Sec. 20-21. - Fee schedule. ~~The Town Commission shall adopt a fee schedule by resolution for all site development plan reviews and administrative costs incurred by the Town in processing the request. All applications for a site development plan consistent with this chapter shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of two thousand dollars (\$2,000.00) for consultant costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the~~

supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.

~~Sec. 20-22. Nonadministrative fees.~~

~~For the purpose of this article, nonadministrative costs shall be defined as follows:~~

- ~~(1) Town Architect's fee;~~
- ~~(2) Town Engineer's fee;~~
- ~~(3) Postage and/or Xerox copying fees;~~
- ~~(4) Newspaper advertising expenses;~~
- ~~(5) Title search and/or abstracting expenses;~~
- ~~(6) Legal fees.~~

* * *

Sec. 20-24. - Site development plan exceptions.

- (a) The following types of construction or alteration of a building or structure are exempt from the requirements of the site development plan review process set forth in section 20-16 of this article:
 - (1) Unenclosed structures comprising up to five hundred (500) square feet;
 - (2) Nonhabitable structures comprising up to one hundred fifty (150) square feet;
 - (3) Nonpermeable surfaces comprising up to one thousand (1,000) square feet;
 - (4) Additions to an existing building or structure with a previously approved site development plan which addition comprises up to ten (10) percent of the total building area and related ancillary improvements;
 - (5) Amendments to approved site development plan for new construction of buildings or structures which comprise up to ten (10) percent of the approved total building area or three (3) percent of the original project value.
- (b) All applications for site development plan approval pursuant to this section must meet the requirements set forth in sections 20-17 and 20-19 of this article.
- (c) The construction or alteration of a building or structure pursuant to this section shall only be permitted after approval of the construction or alteration plan by the Site Development Plan Review Committee which Committee may require modifications to the existing structures and landscaping on the property to comply with Town development standards and neighborhood compatibility.

- (d) The members of the Site Development Review Committee for the purposes of this section shall include, at a minimum, the Chief Building Official, Town Planner, Fire Marshal, Town Engineer and one at-large member appointed by the Town Commission.
- (e) The fee for site development plan applications pursuant to this section ~~shall be a nonrefundable application fee of fifty dollars (\$50.00) plus the nonadministrative costs incurred by the Town in processing the application. An initial deposit of five hundred dollars (\$500.00) shall be required before filing the application as a deposit on the nonadministrative fees.~~ shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of five hundred dollars (\$500.00) for consultant costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.

Section 3: That Chapter 21, "Signs and Advertising", Article II, "Signs", of the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended as follows:

* * *

Sec. 21-71. - Application fee; deposit for consultants. ~~on nonadministrative costs.~~

~~For a~~ All applications for a sign variance from this chapter shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of five hundred dollars (\$500.00) for consultant costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request. ~~there shall be a nonrefundable fee in the amount of two hundred dollars (\$200.00) for processing the application and a deposit of five hundred dollars (\$500.00) for nonadministrative costs as defined below:~~

- (1) ~~Town Architect's fee;~~
- (2) ~~Town Engineer's fee;~~
- (3) ~~Postage and other mailing expenses;~~

- ~~(4) — Xerox or other copying expenses;~~
- ~~(5) — Newspaper advertising expenses;~~
- ~~(6) — Title search and/or abstracting expenses;~~
- ~~(7) — Legal fees.~~

* * *

Section 4: That Chapter 23, “Subdivisions”, of the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended as follows:

Sec. 23-1. - Submittal of plat; application and permit fee, cash deposit.

~~(a) — Any person submitting a plat for approval by the Town shall pay the Town concurrently with submittal of the application a nonrefundable application and permit fee of five hundred dollars (\$500.00) and shall place an initial cash deposit of seven thousand dollars (\$7,000.00) with the Town to pay all costs incurred by the Town in processing the application for plat approval, subject to the provisions for payment and refund as provided in this chapter. Whenever the deposit balance is twenty (20) percent or less than the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy five (75) percent of the initial deposit. Several supplemental deposits may be required depending the complexity of the review process. All applications for a plat shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of two thousand dollars (\$2,000.00) for consultant costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.~~ In addition to all other requirements in connection with such submission, at the time any application for a permit is filed with the Town for the construction of any of the improvements required in connection with the plat, including, but not limited to, streets, alleys, roads, water lines, storm drainage facilities, and wastewater and sanitary sewage lines and appurtenances thereto, such person shall deposit with the Town a sum of money in cash equal to ten (10) percent of the estimated cost of the construction of the improvement for which the

permit is sought, said amount being based upon a preliminary cost estimate computed by the developer's engineer and approved by the Town Engineer.

~~(b) Any individual seeking the Town's review and approval of an amendment to a previously approved and recorded plat shall file an application therefor with the Building Department. The applicant shall pay a nonrefundable review fee of seven hundred fifty dollars (\$750.00) concurrently with submittal of the application.~~

~~Sec. 23-2. Town's expenses in reviewing plats to be deducted from deposits.~~

~~The Town shall deduct from the required cash deposit the actual costs of services performed by or for the Town in the review and approval of the plat and in connection with the construction and installation of the plat improvements, including, but not limited to, the costs incurred in administrative expenses, plat review, engineering, inspection, legal, advertising, testing, borings and corings, based upon the invoices or statement for such services as approved by the Town Commission.~~

~~Sec. 23-3. Developer to be furnished statement of charges against deposit.~~

~~The developer, that is, the entity submitting the plat for approval, shall be furnished, upon request for same being submitted to the Town in writing, a written statement as to each charge made against such deposit, which statement shall include the amount of the charge, the service or services performed, and the name of the party performing the service. The written statement to be provided by the Town as aforesaid shall not be requested more often than once a month.~~

~~Sec. 23-4. Refund of credit balance.~~

~~If upon final approval of the plat by the Town Commission and the subsequent recording of the plat in the plat book records of the County, and the completion of all improvements required in connection with the plat and the acceptance of same by the Town Commission upon the recommendation of the Town Engineer there shall be a credit balance in the required deposit, then the Town shall refund the credit balance to the developer within thirty (30) days of the recording of the plat and the acceptance of the improvements by the Town.~~

~~Sec. 23-5. Withdrawal of request for plat approval; refund of credit balance.~~

~~If a request for plat approval is withdrawn by the developer or applicant for same in writing, the Town shall refund to the developer and/or applicant the credit balance, if any, in the required deposit within thirty (30) days of the receipt by the Town of the request for withdrawal of the request for plat approval.~~

Section 5: That Chapter 28, “Zoning”, Article II, “Administration”, and Article III, “District Regulations” of the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended as follows:

Sec. 28-71. - Amount.

~~(a) For all applications for changes in zoning classifications and for all applications for variances from the existing ordinances, there shall be a nonrefundable fee of five hundred dollars (\$500.00) for processing the application and an initial deposit of seven thousand dollars (\$7,000.00) for nonadministrative costs as defined in section 28-72. Whenever the deposit balance is twenty (20) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75) percent of the initial deposit. Several supplemental deposits may be required depending upon the complexity of the review request. shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of two thousand dollars (\$2,000.00) for consultant and hearing examiner costs required for certain reviews except for variances for individual mobile home lots and single family residences. For variances for individual mobile home lots, single family residences and variances from the sign ordinance the initial deposit shall be five hundred dollars (\$500.00) for consultant and hearing examiner costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.~~

~~(b) All applications for variances from the existing ordinances for individual mobile home lots and single family residences shall require a nonrefundable fee of five hundred dollars (\$500.00) for processing the application and an initial deposit of five hundred dollars (\$500.00) for nonadministrative costs as defined in Section 28-72.~~

Sec. 28-72. — Nonadministrative costs.

For the purpose of this division, the nonadministrative costs shall be defined as follows:

- ~~(1) — Town Architect's fee;~~
- ~~(2) — Town Engineer's fee;~~
- ~~(3) — Postage and other mailing expenses;~~
- ~~(4) — Xerox or other copying expenses;~~
- ~~(5) — Newspaper advertising expenses;~~

~~(6) Title search and/or abstracting expenses;~~

~~(7) Legal fees.~~

* * *

Sec. 28-85.1. - Application fees and cost deposit. For applications for special exceptions there shall be a nonrefundable fee of five hundred dollars (\$500.00) for processing the application and an initial deposit of six thousand dollars (\$6,000.00) for nonadministrative costs as defined in section 28-72. Whenever the deposit balance is twenty (20) percent or less of the initial deposit, a supplemental deposit of two thousand dollars (\$2,000.00) will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. Additional supplemental deposits may be required depending upon the complexity of the review request. All applications for a special exception consistent with this chapter shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of two thousand dollars (\$2,000.00) for consultant costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.

* * *

Sec. 28-188.2. - Special permit application fee. The Town Commission shall adopt by resolution the special permit application fee and initial deposit for nonadministrative costs for special permit applications as set forth in Section 28-188. All applications for a special permit consistent with this chapter shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of two thousand dollars (\$2,000.00) for consultant costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.

* * *

Sec. 28-214. - Applications for special permits.

* * *

- (b) ~~In addition to the foregoing, the applicant shall make application on forms provided by the Town deposit with the Clerk Commissioner the sum of Two Thousand Five Hundred Dollars (\$2,500.00), Five Hundred Dollars (\$500.00) of which shall be a nonrefundable processing fee in connection with the application. The balance of Two Thousand Dollars (\$2,000.00) is a cost recovery deposit for the anticipated expenses incurred by Town in processing the application. Whenever the cost recovery deposit balance is twenty percent (20%) or less of the initial deposit, a supplemental deposit in the amount of One Thousand Dollars (\$1,000.00) will be required before any further review or processing of the application continues. The applicant will be notified when a supplemental deposit is required, and several supplemental deposits may be required depending upon the complexity of the application. For the purpose of this Section, the nonadministrative cost shall be defined as follows:~~

- ~~(1) Town Planner's fee;~~
- ~~(2) Town Engineer's fee;~~
- ~~(3) Postage and other mailing expenses;~~
- ~~(4) Photocopy expenses;~~
- ~~(5) Newspaper advertising expenses; and,~~
- ~~(6) Legal fees.~~

~~The portion of the deposits not required for the payment of nonadministrative cost shall be refunded to the applicant when the application processing is completed.~~

All applications for a special permit consistent with this chapter shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of two thousand dollars (\$2,000.00) for consultant costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.

* * *

Section 6: That the provisions of this Ordinance are to be severable and if any section, sentence, clause or phrase of this Ordinance shall, for any reason, be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance but shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 7: That it is the intention of the Commission of the Town of Pembroke Park that the provisions of this Ordinance shall be included in the Pembroke Park Code of Ordinances, and the sections may be renumbered, or re-lettered, ordinance may be changed to “section”, “article” or such other appropriate word or phrase in order to accomplish such intentions.

Section 8: That all Ordinances, parts of Ordinances, Resolutions or parts of Resolutions, in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 9: That this Ordinance shall be in force and take effect as provided by law.

PASSED AND ADOPTED on First Reading this ____ day of _____, 2021.

PASSED AND ADOPTED on Second Reading this ____ day of _____, 2021.

ATTEST:

REYNOLD DIEUVIELLE
Clerk-Commissioner

GEOFFREY JACOBS
Mayor-Commissioner

Town of Pembroke Park
Ordinance No.

Approved as to form and legal sufficiency

Melissa P. Anderson
Town Attorney

ORDINANCE NO. 2021-

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ALLOWING THE TOWN TO CHARGE COSTS ASSOCIATED WITH PROCESSING DEVELOPMENT APPLICATIONS TO THE APPLICANT; IN FURTHERANCE THEREOF, AMENDING THE TOWN OF PEMBROKE PARK CODE SECTIONS 10-57, 13.5-75, 20-1, 20-24, 21-71, 23-1, 28-71, 28-85.1, 28-188.2, and 28-214; DELETING SECTIONS 10-58, 20-22, 23.2, 23.3, 23.4, 23.5 AND 28.72 OF THE TOWN CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Article VIII, Section 2, Florida Constitution, grants municipalities the power to conduct municipal government, perform municipal functions and render municipal services; and

WHEREAS, Section 166.021, Florida Statutes, referred to as the Municipal Home Rule Powers Act, grants all municipalities the expansive home rule power contemplated by the Florida Constitution; and

WHEREAS, the Town of Pembroke Park (the “Town”) desires to offset the cost to the Town for development applications by establishing a Fee Schedule and charging fees to development applicants for the review and processing by Town staff of such applications;

WHEREAS, it is in the best interest of the Town to charge the costs associated with processing development applications to the applicant (“development application fees”) and not the general public, thereby placing the burden of such costs directly on the party benefiting from such application; and

WHEREAS, the Town must amend its Code of Ordinances in order to establish such development application fees.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE
TOWN OF PEMBROKE PARK, FLORIDA:

Section 1: That Chapter 10, “Variances and Appeals”, Article I, Administration” of the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended as follows:

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Sec. 10-57. - Application fee; deposit for consultants on nonadministrative costs.

For all applications for variances from provisions of this chapter there shall be a shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require nonrefundable fee of five hundred dollars (\$500.00) for processing the application and an initial deposit of two thousand dollars (\$2,000.00) for consultant and hearing examiner costs required for certain reviews nonadministrative costs as defined in Section 10-58. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.

~~Sec. 10-58. - Nonadministrative costs defined.~~

~~For the purpose of this article, nonadministrative costs shall be defined as follows:~~

- ~~(a) Town Consultant Planner's fee;~~
- ~~(b) Town Engineer's fee;~~
- ~~(c) Postage and other mailing expenses;~~
- ~~(d) Photocopying expenses;~~
- ~~(e) Newspaper advertising expenses;~~
- ~~(f) Title search and/or abstracting expenses; and~~
- ~~(g) Town's legal fees.~~

* * *

Section 2: That Chapter 13.5, “Land Development,” Article VII, “Platting Regulations”, of the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended as follows:

* * *

Sec. 13.5-75. - Changes to previously approved plats (delegation requests).

* * *

(b) *Number of copies, processing and actions.*

* * *

- (2) The applicant shall pay a ~~cost recovery fee deposit~~ as established by resolution of the Town Commission to process the request.

* * *

Section 3: That Chapter 20, “Planning and Development,” Article I, “In General” and Article II, “Site Development Plan” of the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended as follows:

* * *

Sec. 20-1. - Land use plan amendment, petition procedure.

- (a) Every petitioner for an amendment to the land use plan of the Town of Pembroke Park shall file a petition therefor with the Town on such form, or forms, as may be promulgated from time to time by the Town.
- (b) Such petition shall include, inter alia, the legal description of the property for which the land use amendment is sought, the present land use classification, the requested land use classification, the reasons and justification for the requested land use amendment, the address of the subject property, and the name, address and telephone number of the petitioner. In the event the petitioner is someone other than the owner of the subject property, such petitioner shall include the name, address and telephone number of the owner. The petition shall be signed and sworn to by the petitioner, and in the event the petitioner is someone other than the owner of the subject property, the petition must also

be signed and sworn to by the owner who shall state on the petition that the owner has authorized the petitioner to file the petition for the land use amendment.

- (c) ~~The Town Commission shall establish by resolution a schedule for the nonrefundable filing fee and the initial cost deposit for nonadministrative costs as relating to the application. All petitions for a land use plan amendment shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of two thousand dollars (\$2,000.00) for consultant costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.~~

- (d) ~~For the purpose of this section, the nonadministrative costs shall include and be defined as follows:~~

- ~~(1) Town Planner's fee;~~
- ~~(2) Town Engineer's fee;~~
- ~~(3) Town Building Official's fee;~~
- ~~(4) Postage and other mailing expenses;~~
- ~~(5) Photocopying expenses;~~
- ~~(6) Newspaper advertising expenses;~~
- ~~(7) Title search and/or abstracting expenses;~~
- ~~(8) Legal fees.~~

~~Any portion of the deposit not required for the payment of nonadministrative costs shall be refunded to the petitioner upon the completion of the processing of the petition.~~

* * *

Sec. 20-21. - Fee schedule. ~~The Town Commission shall adopt a fee schedule by resolution for all site development plan reviews and administrative costs incurred by the Town in processing the request. All applications for a site development plan consistent with this chapter shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of two thousand dollars (\$2,000.00) for consultant costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the~~

supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.

~~Sec. 20-22. Nonadministrative fees.~~

~~For the purpose of this article, nonadministrative costs shall be defined as follows:~~

- ~~(1) Town Architect's fee;~~
- ~~(2) Town Engineer's fee;~~
- ~~(3) Postage and/or Xerox copying fees;~~
- ~~(4) Newspaper advertising expenses;~~
- ~~(5) Title search and/or abstracting expenses;~~
- ~~(6) Legal fees.~~

* * *

Sec. 20-24. - Site development plan exceptions.

- (a) The following types of construction or alteration of a building or structure are exempt from the requirements of the site development plan review process set forth in section 20-16 of this article:
 - (1) Unenclosed structures comprising up to five hundred (500) square feet;
 - (2) Nonhabitable structures comprising up to one hundred fifty (150) square feet;
 - (3) Nonpermeable surfaces comprising up to one thousand (1,000) square feet;
 - (4) Additions to an existing building or structure with a previously approved site development plan which addition comprises up to ten (10) percent of the total building area and related ancillary improvements;
 - (5) Amendments to approved site development plan for new construction of buildings or structures which comprise up to ten (10) percent of the approved total building area or three (3) percent of the original project value.
- (b) All applications for site development plan approval pursuant to this section must meet the requirements set forth in sections 20-17 and 20-19 of this article.
- (c) The construction or alteration of a building or structure pursuant to this section shall only be permitted after approval of the construction or alteration plan by the Site Development Plan Review Committee which Committee may require modifications to the existing structures and landscaping on the property to comply with Town development standards and neighborhood compatibility.

- (d) The members of the Site Development Review Committee for the purposes of this section shall include, at a minimum, the Chief Building Official, Town Planner, Fire Marshal, Town Engineer and one at-large member appointed by the Town Commission.
- (e) The fee for site development plan applications pursuant to this section ~~shall be a nonrefundable application fee of fifty dollars (\$50.00) plus the nonadministrative costs incurred by the Town in processing the application. An initial deposit of five hundred dollars (\$500.00) shall be required before filing the application as a deposit on the nonadministrative fees.~~ shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of five hundred dollars (\$500.00) for consultant costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.

Section 3: That Chapter 21, “Signs and Advertising”, Article II, “Signs”, of the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended as follows:

* * *

Sec. 21-71. - Application fee; deposit for consultants. ~~on nonadministrative costs.~~

~~For a~~ All applications for a sign variance from this chapter shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of five hundred dollars (\$500.00) for consultant costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request. ~~there shall be a nonrefundable fee in the amount of two hundred dollars (\$200.00) for processing the application and a deposit of five hundred dollars (\$500.00) for nonadministrative costs as defined below:~~

- (1) ~~Town Architect's fee;~~
- (2) ~~Town Engineer's fee;~~
- (3) ~~Postage and other mailing expenses;~~

- ~~(4) — Xerox or other copying expenses;~~
- ~~(5) — Newspaper advertising expenses;~~
- ~~(6) — Title search and/or abstracting expenses;~~
- ~~(7) — Legal fees.~~

* * *

Section 4: That Chapter 23, “Subdivisions”, of the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended as follows:

Sec. 23-1. - Submittal of plat; application and permit fee, cash deposit.

~~(a) — Any person submitting a plat for approval by the Town shall pay the Town concurrently with submittal of the application a nonrefundable application and permit fee of five hundred dollars (\$500.00) and shall place an initial cash deposit of seven thousand dollars (\$7,000.00) with the Town to pay all costs incurred by the Town in processing the application for plat approval, subject to the provisions for payment and refund as provided in this chapter. Whenever the deposit balance is twenty (20) percent or less than the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy five (75) percent of the initial deposit. Several supplemental deposits may be required depending the complexity of the review process. All applications for a plat shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of two thousand dollars (\$2,000.00) for consultant costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.~~ In addition to all other requirements in connection with such submission, at the time any application for a permit is filed with the Town for the construction of any of the improvements required in connection with the plat, including, but not limited to, streets, alleys, roads, water lines, storm drainage facilities, and wastewater and sanitary sewage lines and appurtenances thereto, such person shall deposit with the Town a sum of money in cash equal to ten (10) percent of the estimated cost of the construction of the improvement for which the

permit is sought, said amount being based upon a preliminary cost estimate computed by the developer's engineer and approved by the Town Engineer.

~~(b) Any individual seeking the Town's review and approval of an amendment to a previously approved and recorded plat shall file an application therefor with the Building Department. The applicant shall pay a nonrefundable review fee of seven hundred fifty dollars (\$750.00) concurrently with submittal of the application.~~

~~Sec. 23-2. Town's expenses in reviewing plats to be deducted from deposits.~~

~~The Town shall deduct from the required cash deposit the actual costs of services performed by or for the Town in the review and approval of the plat and in connection with the construction and installation of the plat improvements, including, but not limited to, the costs incurred in administrative expenses, plat review, engineering, inspection, legal, advertising, testing, borings and corings, based upon the invoices or statement for such services as approved by the Town Commission.~~

~~Sec. 23-3. Developer to be furnished statement of charges against deposit.~~

~~The developer, that is, the entity submitting the plat for approval, shall be furnished, upon request for same being submitted to the Town in writing, a written statement as to each charge made against such deposit, which statement shall include the amount of the charge, the service or services performed, and the name of the party performing the service. The written statement to be provided by the Town as aforesaid shall not be requested more often than once a month.~~

~~Sec. 23-4. Refund of credit balance.~~

~~If upon final approval of the plat by the Town Commission and the subsequent recording of the plat in the plat book records of the County, and the completion of all improvements required in connection with the plat and the acceptance of same by the Town Commission upon the recommendation of the Town Engineer there shall be a credit balance in the required deposit, then the Town shall refund the credit balance to the developer within thirty (30) days of the recording of the plat and the acceptance of the improvements by the Town.~~

~~Sec. 23-5. Withdrawal of request for plat approval; refund of credit balance.~~

~~If a request for plat approval is withdrawn by the developer or applicant for same in writing, the Town shall refund to the developer and/or applicant the credit balance, if any, in the required deposit within thirty (30) days of the receipt by the Town of the request for withdrawal of the request for plat approval.~~

Section 5: That Chapter 28, “Zoning”, Article II, “Administration”, and Article III, “District Regulations” of the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended as follows:

Sec. 28-71. - Amount.

~~(a) For all applications for changes in zoning classifications and for all applications for variances from the existing ordinances, there shall be a nonrefundable fee of five hundred dollars (\$500.00) for processing the application and an initial deposit of seven thousand dollars (\$7,000.00) for nonadministrative costs as defined in section 28-72. Whenever the deposit balance is twenty (20) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75) percent of the initial deposit. Several supplemental deposits may be required depending upon the complexity of the review request. shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of two thousand dollars (\$2,000.00) for consultant and hearing examiner costs required for certain reviews except for variances for individual mobile home lots and single family residences. For variances for individual mobile home lots, single family residences and variances from the sign ordinance the initial deposit shall be five hundred dollars (\$500.00) for consultant and hearing examiner costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.~~

~~(b) All applications for variances from the existing ordinances for individual mobile home lots and single family residences shall require a nonrefundable fee of five hundred dollars (\$500.00) for processing the application and an initial deposit of five hundred dollars (\$500.00) for nonadministrative costs as defined in Section 28-72.~~

Sec. 28-72. — Nonadministrative costs.

For the purpose of this division, the nonadministrative costs shall be defined as follows:

- ~~(1) — Town Architect's fee;~~
- ~~(2) — Town Engineer's fee;~~
- ~~(3) — Postage and other mailing expenses;~~
- ~~(4) — Xerox or other copying expenses;~~
- ~~(5) — Newspaper advertising expenses;~~

~~(6) Title search and/or abstracting expenses;~~

~~(7) Legal fees.~~

* * *

Sec. 28-85.1. - Application fees and cost deposit. For applications for special exceptions there shall be a nonrefundable fee of five hundred dollars (\$500.00) for processing the application and an initial deposit of six thousand dollars (\$6,000.00) for nonadministrative costs as defined in section 28-72. Whenever the deposit balance is twenty (20) percent or less of the initial deposit, a supplemental deposit of two thousand dollars (\$2,000.00) will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. Additional supplemental deposits may be required depending upon the complexity of the review request. All applications for a special exception consistent with this chapter shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of two thousand dollars (\$2,000.00) for consultant costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.

* * *

Sec. 28-188.2. - Special permit application fee. The Town Commission shall adopt by resolution the special permit application fee and initial deposit for nonadministrative costs for special permit applications as set forth in Section 28-188. All applications for a special permit consistent with this chapter shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of two thousand dollars (\$2,000.00) for consultant costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.

* * *

Sec. 28-214. - Applications for special permits.

* * *

- (b) ~~In addition to the foregoing, the applicant shall make application on forms provided by the Town deposit with the Clerk Commissioner the sum of Two Thousand Five Hundred Dollars (\$2,500.00), Five Hundred Dollars (\$500.00) of which shall be a nonrefundable processing fee in connection with the application. The balance of Two Thousand Dollars (\$2,000.00) is a cost recovery deposit for the anticipated expenses incurred by Town in processing the application. Whenever the cost recovery deposit balance is twenty percent (20%) or less of the initial deposit, a supplemental deposit in the amount of One Thousand Dollars (\$1,000.00) will be required before any further review or processing of the application continues. The applicant will be notified when a supplemental deposit is required, and several supplemental deposits may be required depending upon the complexity of the application. For the purpose of this Section, the nonadministrative cost shall be defined as follows:~~

- ~~(1) Town Planner's fee;~~
- ~~(2) Town Engineer's fee;~~
- ~~(3) Postage and other mailing expenses;~~
- ~~(4) Photocopy expenses;~~
- ~~(5) Newspaper advertising expenses; and,~~
- ~~(6) Legal fees.~~

~~The portion of the deposits not required for the payment of nonadministrative cost shall be refunded to the applicant when the application processing is completed.~~

All applications for a special permit consistent with this chapter shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of two thousand dollars (\$2,000.00) for consultant costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.

* * *

Section 6: That the provisions of this Ordinance are to be severable and if any section, sentence, clause or phrase of this Ordinance shall, for any reason, be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance but shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 7: That it is the intention of the Commission of the Town of Pembroke Park that the provisions of this Ordinance shall be included in the Pembroke Park Code of Ordinances, and the sections may be renumbered, or re-lettered, ordinance may be changed to “section”, “article” or such other appropriate word or phrase in order to accomplish such intentions.

Section 8: That all Ordinances, parts of Ordinances, Resolutions or parts of Resolutions, in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 9: That this Ordinance shall be in force and take effect as provided by law.

PASSED AND ADOPTED on First Reading this ____ day of _____, 2021.

PASSED AND ADOPTED on Second Reading this ____ day of _____, 2021.

ATTEST:

REYNOLD DIEUVIELLE
Clerk-Commissioner

GEOFFREY JACOBS
Mayor-Commissioner

Town of Pembroke Park
Ordinance No.

Approved as to form and legal sufficiency

Melissa P. Anderson
Town Attorney

ORDINANCE NO. 2021-003

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ALLOWING THE TOWN TO CHARGE COSTS ASSOCIATED WITH PROCESSING DEVELOPMENT APPLICATIONS TO THE APPLICANT; IN FURTHERANCE THEREOF, AMENDING THE TOWN OF PEMBROKE PARK CODE SECTIONS 10-57, 13.5-75, 20-1, 20-24, 21-71, 23-1, 28-71, 28-85.1, 28-188.2, and 28-214; DELETING SECTIONS 10-58, 20-22, 23.2, 23.3, 23.4, 23.5 AND 28.72 OF THE TOWN CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; SUPERSEDING CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Article VIII, Section 2, Florida Constitution, grants municipalities the power to conduct municipal government, perform municipal functions and render municipal services; and

WHEREAS, Section 166.021, Florida Statutes, referred to as the Municipal Home Rule Powers Act, grants all municipalities the expansive home rule power contemplated by the Florida Constitution; and

WHEREAS, the Town of Pembroke Park (the “Town”) desires to offset the cost to the Town for development applications by establishing a Fee Schedule and charging fees to development applicants for the review and processing by Town staff of such applications;

WHEREAS, it is in the best interest of the Town to charge the costs associated with processing development applications to the applicant (“development application fees”) and not the general public, thereby placing the burden of such costs directly on the party benefiting from such application; and

WHEREAS, the Town must amend its Code of Ordinances in order to establish such development application fees.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE
TOWN OF PEMBROKE PARK, FLORIDA:

Section 1: That Chapter 10, “Variances and Appeals”, Article I, Administration” of the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended as follows:

* * *

Sec. 10-57. - Application fee; deposit for consultants on nonadministrative costs.

For all applications for variances from provisions of this chapter there shall be a shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require nonrefundable fee of five hundred dollars (\$500.00) for processing the application and an initial deposit of two thousand dollars (\$2,000.00) for consultant and hearing examiner costs required for certain reviews nonadministrative costs as defined in Section 10-58. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.

Sec. 10-58. -- Nonadministrative costs defined.

For the purpose of this article, nonadministrative costs shall be defined as follows:

- (a) ~~Town Consultant Planner's fee;~~
- (b) ~~Town Engineer's fee;~~
- (c) ~~Postage and other mailing expenses;~~
- (d) ~~Photocopying expenses;~~
- (e) ~~Newspaper advertising expenses;~~
- (f) ~~Title search and/or abstracting expenses; and~~
- (g) ~~Town's legal fees.~~

* * *

Section 2: That Chapter 13.5, “Land Development,” Article VII, “Platting Regulations”, of the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended as follows:

* * *

Sec. 13.5-75. - Changes to previously approved plats (delegation requests).

* * *

(b) *Number of copies, processing and actions.*

* * *

- (2) The applicant shall pay a ~~cost-recovery~~ fee ~~deposit~~ as established by resolution of the Town Commission to process the request.

* * *

Section 3: That Chapter 20, “Planning and Development,” Article I, “In General” and Article II, “Site Development Plan” of the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended as follows:

* * *

Sec. 20-1. - Land use plan amendment, petition procedure.

- (a) Every petitioner for an amendment to the land use plan of the Town of Pembroke Park shall file a petition therefor with the Town on such form, or forms, as may be promulgated from time to time by the Town.
- (b) Such petition shall include, inter alia, the legal description of the property for which the land use amendment is sought, the present land use classification, the requested land use classification, the reasons and justification for the requested land use amendment, the address of the subject property, and the name, address and telephone number of the petitioner. In the event the petitioner is someone other than the owner of the subject property, such petitioner shall include the name, address and telephone number of the owner. The petition shall be signed and sworn to by the petitioner, and in the event the petitioner is someone other than the owner of the subject property, the petition must also

be signed and sworn to by the owner who shall state on the petition that the owner has authorized the petitioner to file the petition for the land use amendment.

- (c) ~~The Town Commission shall establish by resolution a schedule for the nonrefundable filing fee and the initial cost deposit for nonadministrative costs as relating to the application. All petitions for a land use plan amendment shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of two thousand dollars (\$2,000.00) for consultant costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.~~
- (d) ~~For the purpose of this section, the nonadministrative costs shall include and be defined as follows:~~
- ~~(1) Town Planner's fee;~~
 - ~~(2) Town Engineer's fee;~~
 - ~~(3) Town Building Official's fee;~~
 - ~~(4) Postage and other mailing expenses;~~
 - ~~(5) Photocopying expenses;~~
 - ~~(6) Newspaper advertising expenses;~~
 - ~~(7) Title search and/or abstracting expenses;~~
 - ~~(8) Legal fees.~~

~~Any portion of the deposit not required for the payment of nonadministrative costs shall be refunded to the petitioner upon the completion of the processing of the petition.~~

* * *

Sec. 20-21. - Fee schedule. ~~The Town Commission shall adopt a fee schedule by resolution for all site development plan reviews and administrative costs incurred by the Town in processing the request. All applications for a site development plan consistent with this chapter shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of two thousand dollars (\$2,000.00) for consultant costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the~~

supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.

Sec. 20-22. -- Nonadministrative fees.

For the purpose of this article, nonadministrative costs shall be defined as follows:

- (1) ~~Town Architect's fee;~~
- (2) ~~Town Engineer's fee;~~
- (3) ~~Postage and/or Xerox copying fees;~~
- (4) ~~Newspaper advertising expenses;~~
- (5) ~~Title search and/or abstracting expenses;~~
- (6) ~~Legal fees.~~

* * *

Sec. 20-24. - Site development plan exceptions.

- (a) The following types of construction or alteration of a building or structure are exempt from the requirements of the site development plan review process set forth in section 20-16 of this article:
 - (1) Unenclosed structures comprising up to five hundred (500) square feet;
 - (2) Nonhabitable structures comprising up to one hundred fifty (150) square feet;
 - (3) Nonpermeable surfaces comprising up to one thousand (1,000) square feet;
 - (4) Additions to an existing building or structure with a previously approved site development plan which addition comprises up to ten (10) percent of the total building area and related ancillary improvements;
 - (5) Amendments to approved site development plan for new construction of buildings or structures which comprise up to ten (10) percent of the approved total building area or three (3) percent of the original project value.
- (b) All applications for site development plan approval pursuant to this section must meet the requirements set forth in sections 20-17 and 20-19 of this article.
- (c) The construction or alteration of a building or structure pursuant to this section shall only be permitted after approval of the construction or alteration plan by the Site Development Plan Review Committee which Committee may require modifications to the existing structures and landscaping on the property to comply with Town development standards and neighborhood compatibility.

- (d) The members of the Site Development Review Committee for the purposes of this section shall include, at a minimum, the Chief Building Official, Town Planner, Fire Marshal, Town Engineer and one at-large member appointed by the Town Commission.
- (e) The fee for site development plan applications pursuant to this section ~~shall be a nonrefundable application fee of fifty dollars (\$50.00) plus the nonadministrative costs incurred by the Town in processing the application. An initial deposit of five hundred dollars (\$500.00) shall be required before filing the application as a deposit on the nonadministrative fees.~~ shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of five hundred dollars (\$500.00) for consultant costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.

Section 3: That Chapter 21, “Signs and Advertising”, Article II, “Signs”, of the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended as follows:

* * *

Sec. 21-71. - Application fee; deposit for consultants. ~~on nonadministrative costs.~~

~~For a~~ All applications for a sign variance from this chapter shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of five hundred dollars (\$500.00) for consultant costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request. ~~there shall be a nonrefundable fee in the amount of two hundred dollars (\$200.00) for processing the application and a deposit of five hundred dollars (\$500.00) for nonadministrative costs as defined below:~~

- (1) ~~Town Architect's fee;~~
- (2) ~~Town Engineer's fee;~~
- (3) ~~Postage and other mailing expenses;~~

- ~~(4) — Xerox or other copying expenses;~~
- ~~(5) — Newspaper advertising expenses;~~
- ~~(6) — Title search and/or abstracting expenses;~~
- ~~(7) — Legal fees.~~

* * *

Section 4: That Chapter 23, “Subdivisions”, of the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended as follows:

Sec. 23-1. - Submittal of plat; application and permit fee, cash deposit.

~~(a) — Any person submitting a plat for approval by the Town shall pay the Town concurrently with submittal of the application a nonrefundable application and permit fee of five hundred dollars (\$500.00) and shall place an initial cash deposit of seven thousand dollars (\$7,000.00) with the Town to pay all costs incurred by the Town in processing the application for plat approval, subject to the provisions for payment and refund as provided in this chapter. Whenever the deposit balance is twenty (20) percent or less than the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75) percent of the initial deposit. Several supplemental deposits may be required depending the complexity of the review process. All applications for a plat shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of two thousand dollars (\$2,000.00) for consultant costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.~~ In addition to all other requirements in connection with such submission, at the time any application for a permit is filed with the Town for the construction of any of the improvements required in connection with the plat, including, but not limited to, streets, alleys, roads, water lines, storm drainage facilities, and wastewater and sanitary sewage lines and appurtenances thereto, such person shall deposit with the Town a sum of money in cash equal to ten (10) percent of the estimated cost of the construction of the improvement for which the

permit is sought, said amount being based upon a preliminary cost estimate computed by the developer's engineer and approved by the Town Engineer.

(b) ~~Any individual seeking the Town's review and approval of an amendment to a previously approved and recorded plat shall file an application therefor with the Building Department. The applicant shall pay a nonrefundable review fee of seven hundred fifty dollars (\$750.00) concurrently with submittal of the application.~~

~~Sec. 23-2. Town's expenses in reviewing plats to be deducted from deposits.~~

~~The Town shall deduct from the required cash deposit the actual costs of services performed by or for the Town in the review and approval of the plat and in connection with the construction and installation of the plat improvements, including, but not limited to, the costs incurred in administrative expenses, plat review, engineering, inspection, legal, advertising, testing, borings and corings, based upon the invoices or statement for such services as approved by the Town Commission.~~

~~Sec. 23-3. Developer to be furnished statement of charges against deposit.~~

~~The developer, that is, the entity submitting the plat for approval, shall be furnished, upon request for same being submitted to the Town in writing, a written statement as to each charge made against such deposit, which statement shall include the amount of the charge, the service or services performed, and the name of the party performing the service. The written statement to be provided by the Town as aforesaid shall not be requested more often than once a month.~~

~~Sec. 23-4. Refund of credit balance.~~

~~If upon final approval of the plat by the Town Commission and the subsequent recording of the plat in the plat book records of the County, and the completion of all improvements required in connection with the plat and the acceptance of same by the Town Commission upon the recommendation of the Town Engineer there shall be a credit balance in the required deposit, then the Town shall refund the credit balance to the developer within thirty (30) days of the recording of the plat and the acceptance of the improvements by the Town.~~

~~Sec. 23-5. Withdrawal of request for plat approval; refund of credit balance.~~

~~If a request for plat approval is withdrawn by the developer or applicant for same in writing, the Town shall refund to the developer and/or applicant the credit balance, if any, in the required deposit within thirty (30) days of the receipt by the Town of the request for withdrawal of the request for plat approval.~~

Section 5: That Chapter 28, “Zoning”, Article II, “Administration”, and Article III, “District Regulations” of the Code of Ordinances of the Town of Pembroke Park, Florida, is hereby amended as follows:

Sec. 28-71. - Amount.

~~(a) For all applications for changes in zoning classifications and for all applications for variances from the existing ordinances, there shall be a nonrefundable fee of five hundred dollars (\$500.00) for processing the application and an initial deposit of seven thousand dollars (\$7,000.00) for nonadministrative costs as defined in section 28-72. Whenever the deposit balance is twenty (20) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75) percent of the initial deposit. Several supplemental deposits may be required depending upon the complexity of the review request. shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of two thousand dollars (\$2,000.00) for consultant and hearing examiner costs required for certain reviews except for variances for individual mobile home lots and single family residences. For variances for individual mobile home lots, single family residences and variances from the sign ordinance the initial deposit shall be five hundred dollars (\$500.00) for consultant and hearing examiner costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.~~

~~(b) All applications for variances from the existing ordinances for individual mobile home lots and single family residences shall require a nonrefundable fee of five hundred dollars (\$500.00) for processing the application and an initial deposit of five hundred dollars (\$500.00) for nonadministrative costs as defined in Section 28-72.~~

Sec. 28-72. -- Nonadministrative costs.

~~For the purpose of this division, the nonadministrative costs shall be defined as follows:~~

- ~~(1) —Town Architect's fee;~~
- ~~(2) —Town Engineer's fee;~~
- ~~(3) —Postage and other mailing expenses;~~
- ~~(4) —Xerox or other copying expenses;~~
- ~~(5) —Newspaper advertising expenses;~~

(6) — Title search and/or abstracting expenses;

(7) — Legal fees.

* * *

Sec. 28-85.1. - Application fees and cost deposit. For applications for special exceptions there shall be a nonrefundable fee of five hundred dollars (\$500.00) for processing the application and an initial deposit of six thousand dollars (\$6,000.00) for nonadministrative costs as defined in section 28-72. Whenever the deposit balance is twenty (20) percent or less of the initial deposit, a supplemental deposit of two thousand dollars (\$2,000.00) will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. Additional supplemental deposits may be required depending upon the complexity of the review request. All applications for a special exception consistent with this chapter shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of two thousand dollars (\$2,000.00) for consultant costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.

* * *

Sec. 28-188.2. - Special permit application fee. The Town Commission shall adopt by resolution the special permit application fee and initial deposit for nonadministrative costs for special permit applications as set forth in Section 28-188. All applications for a special permit consistent with this chapter shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of two thousand dollars (\$2,000.00) for consultant costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.

* * *

Sec. 28-214. - Applications for special permits.

* * *

- (b) ~~In addition to the foregoing, the applicant shall make application on forms provided by the Town deposit with the Clerk Commissioner the sum of Two Thousand Five Hundred Dollars (\$2,500.00), Five Hundred Dollars (\$500.00) of which shall be a nonrefundable processing fee in connection with the application. The balance of Two Thousand Dollars (\$2,000.00) is a cost recovery deposit for the anticipated expenses incurred by Town in processing the application. Whenever the cost recovery deposit balance is twenty percent (20%) or less of the initial deposit, a supplemental deposit in the amount of One Thousand Dollars (\$1,000.00) will be required before any further review or processing of the application continues. The applicant will be notified when a supplemental deposit is required, and several supplemental deposits may be required depending upon the complexity of the application. For the purpose of this Section, the nonadministrative cost shall be defined as follows:~~

- ~~(1) Town Planner's fee;~~
- ~~(2) Town Engineer's fee;~~
- ~~(3) Postage and other mailing expenses;~~
- ~~(4) Photocopy expenses;~~
- ~~(5) Newspaper advertising expenses; and,~~
- ~~(6) Legal fees.~~

~~The portion of the deposits not required for the payment of nonadministrative cost shall be refunded to the applicant when the application processing is completed.~~

All applications for a special permit consistent with this chapter shall be accompanied by a nonrefundable fee, as set forth by the Town Commission by means of a resolution. The Town Manager or his or her designee may require an initial deposit of two thousand dollars (\$2,000.00) for consultant costs required for certain reviews. Whenever the deposit balance is twenty (20%) percent or less of the initial deposit, a supplemental deposit will be required before any further review or processing continues. The person making the initial deposit will be notified when a supplemental deposit is required. The amount of the supplemental deposit shall be seventy-five (75%) percent of the initial deposit. Several supplemental deposits may be required depending on the complexity of the review request.

* * *

Section 6: That the provisions of this Ordinance are to be severable and if any section, sentence, clause or phrase of this Ordinance shall, for any reason, be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance but shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 7: That it is the intention of the Commission of the Town of Pembroke Park that the provisions of this Ordinance shall be included in the Pembroke Park Code of Ordinances, and the sections may be renumbered, or re-lettered, ordinance may be changed to “section”, “article” or such other appropriate word or phrase in order to accomplish such intentions.

Section 8: That all Ordinances, parts of Ordinances, Resolutions or parts of Resolutions, in conflict herewith be and the same are hereby superseded to the extent of such conflict.

Section 9: That this Ordinance shall be in force and take effect as provided by law.

PASSED AND ADOPTED on First Reading this 10th day of February, 2021.

PASSED AND ADOPTED on Second Reading this ____ day of _____, 2021.

ATTEST:

MARLEN D. MARTELL
Town Clerk

GEOFFREY JACOBS
Mayor Commissioner

I HEREBY CERTIFY that I have approved

the form and correctness of this Ordinance

MELISSA P. ANDERSON
Town Attorney

VOTE

GEOFFREY JACOBS

HOWARD P. CLARK, JR.

GEORGINA COHEN

REYNOLD DIEUVEILLE



TOWN OF PEMBROKE PARK APPLICATION
FOR ADVISORY BOARD APPOINTMENT

Your Service to our Town is Earnestly Solicited

Service on a Board or Committee provides citizens with an opportunity to help shape policy and direction for the Town of Pembroke Park. Residents are cordially invited to apply for appointment by the City Commission to a City Board. Applications are valid for three (3) years.
Please check Boards/Committees for which you wish to be considered:

- | | | |
|--|--|---|
| ☐ Art and Cultural Board | ☐ Code Enforcement Board* | ☐ School Advisory Board |
| ☐ Beautification Advisory Board | ☐ Historic Preservation Board | ☐ Unsafe Structures Board* |
| ☐ Board of Adjustment* | ☒ Planning and Zoning Board* | ☐ Local Government Academy (Eight-week course) |
| ☐ Civil Service Board | ☐ Police/Fire Pension Board* | |

Application is for: ☒ New Appointment ☐ Re-submission ☐ If you currently serve on a Board, please state which Board _____
* Per Section 112.317 Florida Statutes, Members of Some Boards are required to file a Financial Disclosure Report.

Please type or print information.

PERSONAL:

Name: Reneesha McNeil E-Mail Address: Reneeshamc@gmail.com
Residential Address: 2490 S Park Road Apt 113 Zip: 33009 Telephone Number: (954) 515 9394
Business Number: () Cell Number: ()
(You must use your Pembroke Park home address on this application.) Voting Precinct Number: 0051

EDUCATION:

Name of High School: Dillard High School Location: Fort Lauderdale FL
College (if applicable): Broward College Location: Hollywood FL
Years Completed: 2 Degree: Associate Field of Study: Social Work
Other professional or technical training (Name of school, course name, etc.): McFatter Technical College; Principle of Teaching

EMPLOYMENT:

Current or last employer: Broward County Schools Address: 8801 Pasadena Blvd pembroke pines
Position: Teacher Assistant Years of Service: 2
Duties: Assist Students with Curriculum. Takes on the responsibilities of teacher in their absent.

OTHER QUALIFICATIONS: Briefly describe any specific expertise and/or abilities that would pertain to your service on a City Board:

My honesty and ability to make an independent decision.

MEMBERSHIPS: Pembroke Park Organization(s) Years in Membership Office Held (if any)

Outside City

ACKNOWLEDGMENT (Check Below):

- ☒ I understand that in accordance with the Florida Sunshine Law, this information will be available for public review and I waive any objections to such publication.
- ☒ I understand that appointment to any of the positions indicated above is a voluntary service.
- ☒ If appointed, I agree to faithfully and fully perform the duties of my office, will make every endeavor to serve my full term, and will comply with all laws or ordinances of the City, County, and State of Florida, particularly those pertaining to the conduct of public office and the financial disclosure requirements, if applicable, to my position.
- ☒ I understand, if appointed, an updated application must be submitted to seek appointment to another advisory board.
- ☒ I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.
- ☒ I understand that I may sit on only one Commission appointed board.

Signature of Applicant

R. McNeil

Date

03/05/21

Please Completely Fill Out & Return this Application to the City Clerk's Office for Processing, Town of Pembroke Park - 3150 SW 52 Avenue - Pembroke Park, FL 33023 - (954)966-4600 ext 235. Email to: townclerk@tppfl.gov
Applications will be valid for a period of three years



**TOWN OF PEMBROKE PARK APPLICATION
FOR ADVISORY BOARD APPOINTMENT**

Your Service to our Town is Earnestly Solicited

Service on a Board or Committee provides citizens with an opportunity to help shape policy and direction for the Town of Pembroke Park. Residents are cordially invited to apply for appointment by the City Commission to a City Board. Applications are valid for three (3) years.

Please check Boards/Committees for which you wish to be considered:

- | | | |
|--|--|---|
| ☐ Art and Cultural Board | ☐ Code Enforcement Board* | ☐ School Advisory Board |
| ☐ Beautification Advisory Board | ☐ Historic Preservation Board | ☐ Unsafe Structures Board* |
| ☐ Board of Adjustment* | ☒ Planning and Zoning Board* | ☐ Local Government Academy (Eight-week course) |
| ☐ Civil Service Board | ☐ Police/Fire Pension Board* | |

Application is for: ☒ New Appointment ☐ Re-submission ☐ If you currently serve on a Board, please state which Board _____

* Per Section 112.317 Florida Statutes, Members of Some Boards are required to file a Financial Disclosure Report.

Please type or print information.

PERSONAL:

Name: Laurita Robinson E-Mail Address: Laurita.robinson@aol.com
Residential Address: 5409 SW 41st Street Zip: 33023 Telephone Number: (954) 559-9786
Business Number: () Cell Number: ()

(You must use your Pembroke Park home address on this application.) Voting Precinct Number: _____

EDUCATION:

Name of High School: W. nte Haven High School Location: W. nte Haven, FL
College (if applicable): Nova Southeastern University Location: Ft. Lauderdale
Years Completed: 2 Degree: MBA Field of Study: Business Administration

Other professional or technical training (Name of school, course name, etc.): _____

EMPLOYMENT:

Current or last employer: Seminole Hard Rock Hotel & Casino Address: One Seminole Way
Position: AP Manager Years of Service: 7
Duties: oversee the accounts payable processes.

OTHER QUALIFICATIONS: Briefly describe any specific expertise and/or abilities that would pertain to your service on a City Board: _____

MEMBERSHIPS: Pembroke Park Organization(s) Years in Membership Office Held (if any)

Outside City

ACKNOWLEDGMENT (Check Below):

- ☒ I understand that in accordance with the Florida Sunshine Law, this information will be available for public review and I waive any objections to such publication.
- ☒ I understand that appointment to any of the positions indicated above is a voluntary service.
- ☒ If appointed, I agree to faithfully and fully perform the duties of my office, will make every endeavor to serve my full term, and will comply with all laws or ordinances of the City, County, and State of Florida, particularly those pertaining to the conduct of public office and the financial disclosure requirements, if applicable, to my position.
- ☒ I understand, if appointed, an updated application must be submitted to seek appointment to another advisory board.
- ☒ I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.
- ☒ I understand that I may sit on only one Commission appointed board.

Laurita R
Signature of Applicant

3-8-21
Date

Please Completely Fill Out & Return this Application to the City Clerk's Office for
Processing, Town of Pembroke Park · 3150 SW 52 Avenue · Pembroke Park, FL
33023 · (954) 966-4600 ext 235. Email to: townclerk@tppfl.gov
Applications will be valid for a period of three years

AGENDA ITEM REPORT



To:

Subject: Waiver Request - Anderson Automotive

Meeting: DRAFT WORKSHOP COMMISSION MEETING - Feb 24 2021

Department: Finance

Staff Contact: Michelle Grooms,

BACKGROUND INFORMATION:

See attachment

FINANCIAL IMPACT:

Decrease in revenue for penalty fee.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Recommend waiving the penalty fee.

ATTACHMENTS:

[Waiver Request - Andersons Automotive](#)

Mail body: FW: Derick Anderson Penalty reduction

Sent from Mail for Windows 10

From: [REDACTED]
Sent: Friday, February 12, 2021 4:03 PM
To: mgrooms@tpgfl.gov
Subject: Derick Anderson Penalty reduction

Good afternoon Ms. Michelle , my name is Derick Anderson I am a self employed owner and only employee of Anderson Automotive in Pembroke Park fl. Due to a injury accident that I had suffered in 2018 I had to reluctantly close my business for about one year. Furthermore, the effect of covid-19 and the percussions I had to take, my business has seen a dramatic reduction in revenue for quite some time. In closing, I am asking if you can please adjust my penalty charges to reflect a reduction or elimination of what I owe. Thank you for your immediate response to this matter.

PS. My corresponding email address is: Dande2000@gmail.com ph#954-986-6998, thank you again.

Sent from Mail for Windows 10

Initial Business Tax in the Town issued 2/1/1995.
Verified by the Billing Division.

Town of Pembroke Park

3150 SW 52nd Ave
Pembroke Park, FL, 33023
Phone (954) 966-4600
Fax (954) 966-5310



SALES RECEIPT

Town of Pembroke Park

3150 SW 52nd Ave
Pembroke Park FL, 33023
Phone (954) 966-4600 x211
Fax (954) 966-5310

Sold To **ANDERSON AUTOMOTIVE**

5507 SW 25 CT
WEST PK, FL 33023
Phone 0000006279

Transaction #	Payment Method	Amount	Sale Date
22442	Money Order	\$872.50	2/1/2021 10:04:19 AM

Date Applied	Application #	Qty	Item	Total
2/1/2021	AP-77593	10.00	Alarm Registration - Deferred Billing	\$10.00
2/1/2021	AP-77593	52.50	Certificate Of Use - Deferred Billing	\$52.50
2/1/2021	AP-77593	105.00	Business Tax - Deferred Billing	\$105.00
2/1/2021	AP-77593	35.00	Sign Fee - Deferred Billing	\$35.00
2/1/2021	AP-77593	35.00	Sign Fee - Deferred Billing	\$35.00
2/1/2021	AP-77593	105.00	Business Tax - Deferred Billing	\$105.00
2/1/2021	AP-77593	10.00	Alarm Registration - Deferred Billing	\$10.00
2/1/2021	AP-77593	52.50	Certificate Of Use - Deferred Billing	\$52.50
2/1/2021	AP-77593	35.00	Sign Fee - Deferred Billing	\$35.00
2/1/2021	AP-77593	35.00	Sign Fee - Deferred Billing	\$35.00
2/1/2021	AP-77593	160.00	Annual Fire Department Inspection	\$160.00
2/1/2021	AP-77593	105.00	Business Tax - Deferred Billing	\$105.00
2/1/2021	AP-77593	10.00	Alarm Registration - Deferred Billing	\$10.00
2/1/2021	AP-77593	52.50	Certificate Of Use - Deferred Billing	\$52.50
2/1/2021	AP-77593	35.00	Sign Fee - Deferred Billing	\$35.00
2/1/2021	AP-77593	35.00	Sign Fee - Deferred Billing	\$35.00
	Total			\$872.50

Town Of Pembroke Park
3150 S.W. 52nd Avenue
Pembroke Park, FL 33023-5413
Phone: (954) 966-4600 EXT:214 Fax: (954) 966-5186



ANNUAL BILLING STATEMENT

ANDERSONS AUTOMOTIVE
DERRICK L. ANDERSON
5507 SW 25 CT
PEMBROKE PARK FL 33023

ACCOUNT NO.
009515

DATE
2/16/2021

BUSINESS DESCRIPTION

AUTO REPAIR SHOP
(NO OUTDOOR STORAGE/REPAIR)

BUSINESS ADDRESS
5507 SW 25 CT

DATE	DESCRIPTION	AMOUNT
FY 2019	Annual Fire Department Inspection	85.00
	- Re-Insp Fee	
FY 2019	Penalty Fee / Late Charges	55.53
	- Del. Penalty-Jan. 1	
FY 2019	Penalty Fee / Late Charges	250.00
	- Mar 1-Penalty Fee(Town Code 15-40c)	
FY 2020	Penalty Fee / Late Charges	68.72
	- Penalty-Jan 1	
FY 2020	Penalty Fee / Late Charges	250.00
	- Mar 1-Penalty(Town Code 15-40c)	
FY 2021	Penalty Fee / Late Charges	16.75
	- Del. Penalty-Oct	
FY 2021	Penalty Fee / Late Charges	28.29
	- Misc Penalty-Oct	
FY 2021	Penalty Fee / Late Charges	8.38
	- Del. Penalty-Nov	
FY 2021	Penalty Fee / Late Charges	21.63
	- Misc Penalty-Nov	

ATTENTION!! IMPORTANT NOTICE: Payments recieved by the Town will first be applied to the oldest outstanding balances due, if any, on your accounts payable to the Town and then to current account balances due. All outstanding account balances due to the Town must be paid in full prior to receiving a Business Tax Receipt renewal.

PAY ALL FEES BY SEPT 30th

TO AVOID THE FOLLOWING PENALTIES!! (F.S. 205.053)

Oct. 1st - 10% Nov. 1st - 15% Dec. 1st - 20% Jan. 1st - 25%

PAST DUE AMOUNT STARTING ON OR AFTER MARCH 1st

an additional penalty of \$250.00 will be imposed (P.P. Code 15-40c)

SUB-TOTAL **\$845.31**

PLEASE PAY **\$845.31**

Town Of Pembroke Park
3150 S.W. 52nd Avenue
Pembroke Park, FL 33023-5413
Phone: (954) 966-4600 EXT:214 Fax: (954) 966-5186



FY 2021	Penalty Fee / Late Charges	8.37
	- Del Penalty-Dec	
FY 2021	Penalty Fee / Late Charges	21.97
	- Misc Penalty-Dec	
FY 2021	Penalty Fee / Late Charges	8.38
	- Del Penalty-Jan	
FY 2021	Penalty Fee / Late Charges	22.29
	- Misc Penalty-Jan	

ATTENTION!! IMPORTANT NOTICE: Payments recieved by the Town will first be applied to the oldest outstanding balances due, if any, on your accounts payable to the Town and then to current account balances due. All outstanding account balances due to the Town must be paid in full prior to receiving a Business Tax Receipt renewal.

PAY ALL FEES BY SEPT 30th	SUB-TOTAL	\$845.31
TO AVOID THE FOLLOWING PENALTIES!! (F.S. 205.053)		
Oct. 1st - 10% Nov. 1st - 15% Dec. 1st - 20% Jan. 1st - 25%		
<u>PAST DUE AMOUNT STARTING ON OR AFTER MARCH 1st</u>	PLEASE PAY	\$845.31
<u>an additional penalty of \$250.00 will be imposed (P.P. Code 15-40c)</u>		

QUOTE CONFIRMATION



DEAR MARK PAKULA,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LXVF903	3/1/2021	SHARP + MOUNT	8245953	\$3,220.84

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Sharp PN-CE701H Aquos Board - 70" Class (69.5" viewable) LED display - 4K Mfg. Part#: PN-CE701H UNSPSC: 43211902 Contract: National IPA Technology Solutions (2018011-01)	1	5770913	\$3,160.21	\$3,160.21
StarTech.com Low-Profile TV Wall Mount - Tilting - For 37" to 75" Displays Mfg. Part#: FPWTLTBAT UNSPSC: 31162313 Contract: National IPA Technology Solutions (2018011-01)	1	4693064	\$60.63	\$60.63

PURCHASER BILLING INFO	SUBTOTAL	\$3,220.84
Billing Address: TOWN OF PEMBROKE PARK ACCTS PAYABLE 3150 SOUTHWEST 52ND AVE PEMBROKE PARK, FL 33023 Phone: (9549) 664-6001 x 220 Payment Terms: VISA	SHIPPING	\$0.00
	SALES TAX	\$0.00
	GRAND TOTAL	\$3,220.84
DELIVER TO	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	
Shipping Address: TOWN OF PEMBROKE PARK MARK PAKULA 3150 SOUTHWEST 52ND AVE PEMBROKE PARK, FL 33023 Phone: (9549) 664-6001 x 220 Shipping Method: DROP SHIP-COMMON CARRIER		

Need Assistance? CDW•G SALES CONTACT INFORMATION



Zach Deliberto

(877) 649-8688

zachdel@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

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QUOTE CONFIRMATION



DEAR MARK PAKULA,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LZCB739	3/5/2021	TV/MOUNT	8245953	\$3,325.70

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Samsung UN55TU7000F 7 Series - 55" Class (54.6" viewable) LED TV - 4K Mfg. Part#: UN55TU7000FXZA Contract: National IPA Technology Solutions (2018011-01)	2	6020324	\$481.54	\$963.08
Samsung UN65TU7000F 7 Series - 65" Class (64.5" viewable) LED TV - 4K Mfg. Part#: UN65TU7000FXZA Contract: National IPA Technology Solutions (2018011-01)	3	6020669	\$578.99	\$1,736.97
Tripp Lite Display TV Wall Monitor Mount Swivel Tilt 37"-70" Flat Screen Mfg. Part#: DWM3770X UNSPSC: 31162313 Contract: National IPA Technology Solutions (2018011-01)	5	3710037	\$125.13	\$625.65

PURCHASER BILLING INFO		SUBTOTAL	\$3,325.70
Billing Address: TOWN OF PEMBROKE PARK ACCTS PAYABLE 3150 SOUTHWEST 52ND AVE PEMBROKE PARK, FL 33023 Phone: (9549) 664-6001 x 220 Payment Terms: VISA		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$3,325.70
DELIVER TO		Please remit payments to:	
Shipping Address: TOWN OF PEMBROKE PARK MARK PAKULA 3150 SOUTHWEST 52ND AVE PEMBROKE PARK, FL 33023 Phone: (9549) 664-6001 x 220 Shipping Method:		CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION



Zach Deliberto

(877) 649-8688

zachdel@cdwg.com

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For more information, contact a CDW account manager

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QUOTE CONFIRMATION



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QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LZBT835	3/5/2021	FINANCE SCANNERS	8245953	\$1,896.80

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Fujitsu fi-7160 - document scanner - desktop - USB 3.0 Mfg. Part#: PA03670-B085 UNSPSC: 43211711 Contract: National IPA Technology Solutions (2018011-01)	2	5046017	\$948.40	\$1,896.80

PURCHASER BILLING INFO		SUBTOTAL	\$1,896.80
Billing Address: TOWN OF PEMBROKE PARK ACCTS PAYABLE 3150 SOUTWEST 52ND AVE PEMBROKE PARK, FL 33023 Phone: (9549) 664-6001 x 220 Payment Terms: VISA		SHIPPING	\$0.00
DELIVER TO Shipping Address: TOWN OF PEMBROKE PARK MARK PAKULA 3150 SOUTWEST 52ND AVE PEMBROKE PARK, FL 33023 Phone: (9549) 664-6001 x 220 Shipping Method: UPS Ground		SALES TAX	\$0.00
		GRAND TOTAL	\$1,896.80
		Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION



Zach Deliberto

(877) 649-8688

zachdel@cdwg.com

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QUOTE CONFIRMATION



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QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LZBT855	3/5/2021	CLERK'S OFFICE SCANNER	8245953	\$948.40

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Fujitsu fi-7160 - document scanner - desktop - USB 3.0 Mfg. Part#: PA03670-B085 UNSPSC: 43211711 Contract: National IPA Technology Solutions (2018011-01)	1	5046017	\$948.40	\$948.40

PURCHASER BILLING INFO		SUBTOTAL	\$948.40
Billing Address: TOWN OF PEMBROKE PARK ACCTS PAYABLE 3150 SOUTWEST 52ND AVE PEMBROKE PARK, FL 33023 Phone: (9549) 664-6001 x 220 Payment Terms: VISA		SHIPPING	\$0.00
DELIVER TO Shipping Address: TOWN OF PEMBROKE PARK MARK PAKULA 3150 SOUTWEST 52ND AVE PEMBROKE PARK, FL 33023 Phone: (9549) 664-6001 x 220 Shipping Method: UPS Ground		SALES TAX	\$0.00
		GRAND TOTAL	\$948.40
		Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION



Zach Deliberto

(877) 649-8688

zachdel@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

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Community Facilities Direct Loan & Grant

What does this program do?

This program provides affordable funding to develop essential community facilities in rural areas. An essential community facility is defined as a facility that provides an essential service to the local community for the orderly development of the community in a primarily rural area, and does not include private, commercial, or business undertakings.

Who may apply for this program?

Eligible borrowers include:

- **Public bodies**
- **Community-based nonprofit corporations**
- **Federally recognized Tribes**

What is an eligible area?

Rural areas including cities, villages, townships, and towns including Federally recognized Tribal lands with no more than 20,000 residents according to the latest U.S. Census Data are eligible for this program.

How may funds be used?

Funds can be used to purchase, construct, and/or improve essential community facilities, to purchase equipment, and to pay related project expenses.

Examples of essential community facilities include:

- Healthcare facilities such as hospitals, medical clinics, dental clinics, nursing homes, or assisted living facilities
- Public facilities such as town halls, courthouses, airport hangars, or street improvements
- Community support services such as child care centers, community centers, fairgrounds, or transitional housing
- Public safety services such as fire departments, police stations, prisons, police vehicles, fire trucks, public works vehicles, or equipment
- Educational services such as museums, libraries, or private schools
- Utility services such as telemedicine or distance learning equipment

- Local food systems such as community gardens, food pantries, community kitchens, food banks, food hubs, or greenhouses

For a complete list see Code of Federal Regulations 7 CFR, Part 1942.17(d) for loans; 7 CFR, Part 3570.62 for grants.

What kinds of funding are available?

- Low interest direct loans
- Grants
- A combination of the two above, as well as our loan guarantee program. These may be combined with commercial financing to finance one project if all eligibility and feasibility requirements are met.

What are the funding priorities?

Priority point system based on population, median household income

- Small communities with a population of 5,500 or less
- Low-income communities having a median household income below 80% of the state nonmetropolitan median household income.

Community Facilities Direct Loan & Grant

What are the terms?

Funding is provided through a competitive process.

Direct Loan:

- Loan repayment terms may not be longer than the useful life of the facility, state statutes, the applicants authority, or a maximum of 40 years, whichever is less.
- Interest rates are set by Rural Development, contact us for details and current rates.
- Once the loan is approved, the interest rate is fixed for the entire term of the loan, and is determined by the median household income of the service area.
- There are no pre-payment penalties.
- Contact us for details and current interest rates applicable for your project.

Grant Approval:

Grant funds must be available. Applicant must be eligible for grant assistance, which is provided on a graduated scale with smaller communities with the lowest median household income being eligible for projects with a higher proportion of grant funds. Grant assistance is limited to the following percentages of eligible project costs:

Maximum of 75 percent when the proposed project is:

- Located in a rural community having a population of 5,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 60 percent of the State nonmetropolitan median household income.

Maximum of 55 percent when the proposed project is:

- Located in a rural community having a population of 12,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 70 percent of the State nonmetropolitan median household income.

Maximum of 35 percent when the proposed project is:

- Located in a rural community having a population of 20,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 80 percent of the State nonmetropolitan median household income.

Maximum of 15 percent when the proposed project is:

- Located in a rural community having a population of 20,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 90 percent of the State nonmetropolitan median household income. The proposed project must meet both percentage criteria. Grants are further limited.

Are there additional requirements?

- Applicants must have legal authority to borrow money, obtain security, repay loans, construct, operate, and maintain the proposed facilities
- Applicants must be unable to finance the project from their own resources and/or through commercial credit at reasonable rates and terms
- Facilities must serve rural area where they are/will be located
- Project must demonstrate substantial community support
- Environmental review must be completed/acceptable

How do we get started?

Contact your local RD office to discuss your specific project. Applications are accepted year round.

Who can answer questions?

Contact your local RD office.

What governs this program?

- Direct Loan: 7 CFR Part 1942, Subpart A
- Grant: 7 CFR Part 3570, Subpart A

NOTE: Because citations and other information may be subject to change, please always consult the program instructions listed in the section above titled **"What Governs This Program?"** You may also contact your local office for assistance. You will find additional forms, resources, and program information at rd.usda.gov. *USDA is an equal opportunity provider, employer, and lender.*

Last Updated January 2020



Town of Pembroke Park PD Proposal

Quote #	Vehicle	# of units	Down	Monthly Rate	Full	Equity at term
			Payment (50% of Equip.)		Maint. Rate	
4756018	2021 Dodge Durango Pursuit AWD	5	\$5,884.25	\$797.81	\$0.00	\$9,500
4919854	2021 Ford F-150 Patrol Unit	3	\$3,306.27	\$705.25	\$69.50	\$16,000
4758712	2021 Dodge Durango Admin	2	\$3,378.00	\$725.59	\$0.00	\$11,000
4924442	2021 Dodge Durango Commander	1	\$3,079.88	\$713.17	\$0.00	\$11,000
4924451	2021 Dodge Durango Chief	0	\$2,610.67	\$704.63	\$0.00	\$11,000
		11	\$49,175.94	\$8,269.15	\$208.50	\$128,500
Year 1	\$150,907.74					
Year 2	\$101,731.80					
Year 3	\$101,731.80					
Year 4	\$101,731.80					
Year 5	\$101,731.80					
Total	\$557,834.94					
Year Averg	\$111,566.99					



Town of Pembroke Park
3150 SW 52 Avenue
Pembroke Park, FL 33023

Agenda Request

Meeting Date:	
Subject:	Police Vehicle Proposal
Initiated by:	☐ City Commission ☐ City Attorney ☒ City Manager / Staff
Prepared by:	Name & Title: David Howard, Chief of Police
Reviewed by:	Name & Title:
Approved by Town Manager:	Signature:
Approved by Town Attorney:	Signature:
Attachments:	Enterprise lease for 18 vehicles
Fiscal Impact:	255239.98 year one. \$168,219.60 year two, \$168,219.60 year three, \$168,219.60 year four, \$168,219.60 year five, total \$928,118.38
Policy Question(s) for Commission Considerations:	This is for 18 cars not 17 as previously voted on and at a lesser cost.
Summary:	
Background:	
Discussion/Analysis:	Please see page two
Options:	
Advantages:	
Disadvantages:	
Possible action:	
Advantages:	Cars will last upwards of five years due to less wear and tear.
Disadvantages:	
Staff Recommendations:	None
Additional Action Needed:	None

We have three options for patrol vehicles:

1. Hot Cars - We purchase just enough cars for one shift. Since all shifts are the same the same car will be passed off continually for 24-hours a day 7-days a week. We will need fewer overall cars but will have to purchase new cars every year. This would be 3 patrol vehicles and 2 sergeant vehicles. We will incur higher/more frequent repairs as well
2. The next option is to purchase 6 patrol cars 3 sergeant vehicles. This will ensure that dayshift drives the same car 7-days per week and nightshift drives their car 7- days week. These cars typically last a total of about two years. We will incur higher/more frequent repairs as well
3. The last option and the best in my opinion, is purchase 18 cars total and in two years start trading them out as we develop a vehicle rotation schedule and move away from leasing all together. In this scenario the vehicles should last for five years or more. Repairs will be minimal as only one driver per vehicle.

Regardless of which option we will need to have spares as these cars will be on the roadways and the unlikely event of an auto accident is ever present.

Lastly, finding qualified officers within Broward County that will accept the lower PayScale we are offering will see the "take home" car as a perk and should help us attract better qualified candidates over the larger/better paying agencies. With that said we are not recruiting for the same officer that the Hollywood PD is recruiting for. FRS is another very large advantage in recruiting.

Prepared For: Town of Pembroke Park, Florida

Date 03/01/2021
AE/AM JG9

Unit #

Year 2021 Make Dodge Model Durango

Series Pursuit 4dr All-wheel Drive

Vehicle Order Type Ordered Term 60 State FL Customer# 597381

\$ 46,708.85	Capitalized Price of Vehicle ¹
\$ 0.00 *	Sales Tax <u>0.0000%</u> State <u>FL</u>
\$ 0.00 *	Initial License Fee
\$ 0.00 *	Registration Fee
\$ 200.00	Other: Courtesy Delivery Fee
\$ 5,884.25 *	Capitalized Price Reduction
\$ 0.00 *	Tax on Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Tax on Gain On Prior
\$ 0.00 *	Security Deposit
\$ 0.00 *	Tax on Incentive (Taxable Incentive Total : \$0.00)

\$ 41,024.60	Total Capitalized Amount (Delivered Price)
\$ 683.76	Depreciation Reserve @ <u>1.6667%</u>
\$ 114.05	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²

\$ 797.81 Total Monthly Rental Excluding Additional Services

Additional Fleet Management

\$ 0.00	Master Policy Enrollment Fees
\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit <u>\$0.00</u>

\$ 0.00	Physical Damage Management
\$ 0.00	Full Maintenance Program ³ Contract Miles <u>0</u>
	Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>

\$ 0.00 Additional Services SubTotal

\$ 0.00	Sales Tax <u>7.0000%</u> State <u>FL</u>
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\$ 797.81 Total Monthly Rental Including Additional Services

\$ -1.00	Reduced Book Value at <u>60</u> Months
\$ 495.00	Service Charge Due at Lease Termination

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name
Exterior Color (0 P) DB Black Clearcoat
Interior Color (0 I) Black w/Cloth Bucket Seats w/Shift Inse
Lic. Plate Type Unknown
GVWR 0

Comp/Coll Deductible	<u>0 / 0</u>
OverMileage Charge	<u>\$ 0.00</u> Per Mile
# Tires <u>0</u>	Loaner Vehicle Not Included

Quote based on estimated annual mileage of 15,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle. Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE Town of Pembroke Park, Florida

BY **TITLE** **DATE**

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

² Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Total

Description	(B)illed or (C)apped	Price
Diggs Graphics Q#54742	C	\$ 1,645.36
Public Safety Supply Patrol Unit Quote#1098	C	\$ 11,768.49
Total Aftermarket Equipment Billed		\$ 0.00
Total Aftermarket Equipment Capitalized		\$ 13,413.85
Aftermarket Equipment Total		\$ 13,413.85

VEHICLE INFORMATION:

2021 Dodge Durango Pursuit 4dr All-wheel Drive - US

Series ID: WDEE75

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$35,675	\$36,000.00
Total Options	\$490.00	\$545.00
Destination Charge	\$1,495.00	\$1,495.00
Total Price	\$37,660.00	\$38,040.00

SELECTED COLOR:

Exterior: PXJ-(0 P) DB Black Clearcoat

Interior: X9-(0 I) Black w/Cloth Bucket Seats w/Shift Insert or Cloth Bucket Seats w/Rear Vinyl

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
2BZ	Quick Order Package 2BZ	NC	NC
APA	Monotone Paint Application	STD	STD
C5	Cloth Bucket Seats w/Shift Insert	STD	STD
CD4	Tungsten Interior Accent Stitch	NC	NC
DFT	Transmission: 8-Speed Automatic (850RE)	STD	STD
DLK	3.45 Rear Axle Ratio	STD	STD
ERC	Engine: 3.6L V6 24V VVT UPG I w/ESS	STD	STD
LNF	Black Left LED Spot Lamp	\$490.00	\$545.00
LNK	LED Spot Lamps	Included	Included
NAS	50 State Emissions	NC	NC
PXJ_03	(0 P) DB Black Clearcoat	NC	NC
TP5	Tires: P265/60R18 BSW On/Off Road (DISC)	NC	NC
UAM	Radio: Uconnect 4 w/8.4" Display	STD	STD
WBN	Wheels: 18" x 8.0" Black Steel	STD	STD
X9_02	(0 I) Black w/Cloth Bucket Seats w/Shift Insert or Cloth Bucket Seats w/Rear Vinyl	NC	NC
Z6K	GVWR: 6,500 lbs	STD	STD

CONFIGURED FEATURES:

Body Exterior Features:

Number Of Doors: 4
Rear Cargo Door Type: liftgate
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors
Spoiler: rear lip spoiler
Door Handles: body-coloured
Front And Rear Bumpers: body-coloured front and rear bumpers with coloured rub strip
Rear Step Bumper: rear step bumper
Front License Plate Bracket: front license plate bracket
Body Material: galvanized steel/aluminum body material
Grille: black grille

Convenience Features:

Air Conditioning: automatic dual-zone front air conditioning
Air Filter: air filter
Rear Air Conditioning: rear air conditioning with separate controls
Console Ducts: console ducts
Cruise Control: cruise control with steering wheel controls
Fuel Remote Release: power fuel remote release
Power Windows: power windows with driver and passenger 1-touch down
1/4 Vent Rear Windows: power rearmost windows
Remote Keyless Entry: keyfob (all doors) remote keyless entry
Illuminated Entry: illuminated entry
Integrated Key Remote: integrated key/remote
Auto Locking: auto-locking doors
Passive Entry: proximity key
Valet Key: valet function
Trunk FOB Controls: keyfob trunk/hatch/door release
Window FOB Controls: remote window controls
Steering Wheel: steering wheel with manual tilting, manual telescoping
Day-Night Rearview Mirror: day-night rearview mirror
Auto-dimming Rearview Mirror: auto-dimming rearview mirror
Driver and Passenger Vanity Mirror: driver and passenger-side visor mirrors
Front Cupholder: front and rear cupholders
Floor Console: partial floor console with covered box
Overhead Console: mini overhead console with storage
Glove Box: illuminated locking glove box
Driver Door Bin: driver and passenger door bins
Rear Door Bins: rear door bins
Driver Footrest: driver's footrest
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 3 12V DC power outlets

Entertainment Features:

radio: SiriusXM AM/FM/Satellite with seek-scan
Radio Data System: radio data system
Voice Activated Radio: voice activated radio
Speed Sensitive Volume: speed-sensitive volume
Steering Wheel Radio Controls: steering-wheel mounted audio controls
Speakers: 6 speakers
1st Row LCD: 2 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: integrated roof antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off projector beam LED low/high beam headlamps
Front Wipers: variable intermittent speed-sensitive wipers wipers
Rear Window wiper: fixed interval rear window wiper
Rear Window Defroster: rear window defroster

Tinted Windows: deep-tinted windows
 Dome Light: dome light with fade
 Front Reading Lights: front and rear reading lights
 Door Curb/Courtesy Lights: 2 door curb/courtesy lights
 Variable IP Lighting: variable instrument panel lighting
 Display Type: digital/analog display
 Tachometer: tachometer
 Voltmeter: voltmeter
 Compass: compass
 Exterior Temp: outside-temperature display
 Low Tire Pressure Warning: tire specific low-tire-pressure warning
 Park Distance Control: ParkSense with Stop rear parking sensors
 Trip Computer: trip computer
 Trip Odometer: trip odometer
 Oil Pressure Gauge: oil pressure gauge
 Water Temp Gauge: water temp. gauge
 Oil Temp Gauge: oil temperature gauge
 Transmission Oil Temp Gauge: transmission oil temp. gauge
 Engine Hour Meter: engine hour meter
 Clock: in-radio display clock
 Systems Monitor: systems monitor
 Check Control: redundant digital speedometer
 Rear Vision Camera: rear vision camera
 Oil Pressure Warning: oil-pressure warning
 Water Temp Warning: water-temp. warning
 Battery Warning: battery warning
 Lights On Warning: lights-on warning
 Low Fuel Warning: low-fuel warning
 Low Washer Fluid Warning: low-washer-fluid warning
 Bulb Failure Warning: bulb-failure warning
 Door Ajar Warning: door-ajar warning
 Trunk Ajar Warning: trunk-ajar warning
 Brake Fluid Warning: brake-fluid warning
 Turn Signal On Warning: turn-signal-on warning
 Transmission Fluid Temperature Warning: transmission-fluid-temperature warning

Safety And Security:

ABS: four-wheel ABS brakes
 Number of ABS Channels: 4 ABS channels
 Brake Assistance: brake assist
 Brake Type: four-wheel disc brakes
 Vented Disc Brakes: front and rear ventilated disc brakes
 Daytime Running Lights: daytime running lights
 Spare Tire Type: full-size spare tire
 Spare Tire Mount: underbody mounted spare tire w/crankdown
 Driver Front Impact Airbag: driver and passenger front-impact airbags
 Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
 Overhead Airbag: curtain 1st, 2nd and 3rd row overhead airbag
 Knee Airbag: knee airbag
 Occupancy Sensor: front passenger airbag occupancy sensor
 Height Adjustable Seatbelts: height adjustable front seatbelts
 Seatbelt Pretensioners: front seatbelt pre-tensioners
 3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
 Side Impact Bars: side-impact bars
 Perimeter Under Vehicle Lights: remote activated perimeter/approach lights
 Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
 Rear Child Safety Locks: rear child safety locks
 Ignition Disable: Sentry Key immobilizer
 Panic Alarm: panic alarm
 Electronic Stability: electronic stability control with anti-roll

Traction Control: ABS and driveline traction control

Front and Rear Headrests: manual adjustable front head restraints with tilt

Rear Headrest Control: 3 rear head restraints

Break Resistant Glass: break resistant glass

Seats And Trim:

Seating Capacity max. seating capacity of 5

Front Bucket Seats: front bucket seats

Number of Driver Seat Adjustments: 8-way driver and passenger seat adjustments

Reclining Driver Seat: power reclining driver and manual reclining passenger seats

Driver Lumbar: power 4-way driver and passenger lumbar support

Driver Height Adjustment: power height-adjustable driver and passenger seats

Driver Fore/Aft: power driver and passenger fore/aft adjustment

Driver Cushion Tilt: power driver and passenger cushion tilt

Fold Flat Passenger Seat: fold flat passenger seat

Front Centre Armrest Storage: front centre armrest with storage

Rear Seat Type: rear 60-40 split-bench seat

Rear Folding Position: rear seat fold-forward seatback

Rear Seat Armrest: rear seat centre armrest

Leather Upholstery: cloth front and rear seat upholstery

Headliner Material: full cloth headliner

Floor Covering: full vinyl/rubber floor covering

Dashboard Console Insert, Door Panel Insert Combination: leatherette instrument panel insert, door panel insert, console insert

LeatherSteeringWheel: leather/metal-look steering wheel

Interior Accents: chrome interior accents

Cargo Space Trim: carpet cargo space

Trunk Lid: plastic trunk lid/rear cargo door

Cargo Tie Downs: cargo tie-downs

Cargo Light: cargo light

Concealed Cargo Storage: concealed cargo storage

Standard Engine:

Engine 293-hp, 3.6-liter V-6 (regular gas)

Standard Transmission:

Transmission 8-speed automatic w/ OD and auto-manual

Prepared For: Town of Pembroke Park, Florida

Date 03/01/2021
AE/AM JG9

Unit #

Year 2021 Make Dodge Model Durango
Series Pursuit 4dr All-wheel Drive

Vehicle Order Type Ordered Term 60 State FL Customer# 597381

\$ 40,249.00	Capitalized Price of Vehicle ¹
\$ 0.00 *	Sales Tax <u>0.0000%</u> State <u>FL</u>
\$ 0.00 *	Initial License Fee
\$ 0.00 *	Registration Fee
\$ 200.00	Other: Courtesy Delivery Fee
\$ 3,378.00 *	Capitalized Price Reduction
\$ 0.00 *	Tax on Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Tax on Gain On Prior
\$ 0.00 *	Security Deposit
\$ 0.00 *	Tax on Incentive (Taxable Incentive Total : \$0.00)

\$ 37,071.00	Total Capitalized Amount (Delivered Price)
\$ 617.86	Depreciation Reserve @ <u>1.6667%</u>
\$ 107.73	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²

\$ 725.59 Total Monthly Rental Excluding Additional Services

Additional Fleet Management

\$ 0.00	Master Policy Enrollment Fees
\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit <u>\$0.00</u>

\$ 0.00	Physical Damage Management
\$ 0.00	Full Maintenance Program ³ Contract Miles <u>0</u>
	Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>

\$ 0.00 Additional Services SubTotal

\$ 0.00	Sales Tax <u>7.0000%</u> State <u>FL</u>
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\$ 725.59 Total Monthly Rental Including Additional Services

\$ -0.60	Reduced Book Value at <u>60</u> Months
\$ 400.00	Service Charge Due at Lease Termination

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name
Exterior Color (0 P) DB Black Clearcoat
Interior Color (0 I) Black w/Cloth Bucket Seats w/Shift Inse
Lic. Plate Type Unknown
GVWR 0

Comp/Coll Deductible	<u>0 / 0</u>
OverMileage Charge	<u>\$ 0.00</u> Per Mile
# Tires <u>0</u>	Loaner Vehicle Not Included

Quote based on estimated annual mileage of 15,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle. Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE Town of Pembroke Park, Florida

BY **TITLE** **DATE**

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

² Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Total

Description	(B)illed or (C)apped	Price
Public Safety Supply administrative unit equipment quote#1106	C	\$ 6,756.00
Total Aftermarket Equipment Billed		\$ 0.00
Total Aftermarket Equipment Capitalized		\$ 6,756.00
Aftermarket Equipment Total		\$ 6,756.00

VEHICLE INFORMATION:

2021 Dodge Durango Pursuit 4dr All-wheel Drive - US

Series ID: WDEE75

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$35,675	\$36,000.00
Total Options	\$688.00	\$765.00
Destination Charge	\$1,495.00	\$1,495.00
Total Price	\$37,858.00	\$38,260.00

SELECTED COLOR:

Exterior: PXJ-(0 P) DB Black Clearcoat

Interior: X9-(0 I) Black w/Cloth Bucket Seats w/Shift Insert or Cloth Bucket Seats w/Rear Vinyl

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
2BZ	Quick Order Package 2BZ	NC	NC
A7	Cloth Bucket Seats w/Rear Vinyl	\$108.00	\$120.00
APA	Monotone Paint Application	STD	STD
CD4	Tungsten Interior Accent Stitch	NC	NC
CDS	Vinyl 2nd Row Seat	Included	Included
DFT	Transmission: 8-Speed Automatic (850RE)	STD	STD
DLK	3.45 Rear Axle Ratio	STD	STD
ERC	Engine: 3.6L V6 24V VVT UPG I w/ESS	STD	STD
LNF	Black Left LED Spot Lamp	\$490.00	\$545.00
LNX	LED Spot Lamps	Included	Included
NAS	50 State Emissions	NC	NC
PXJ_03	(0 P) DB Black Clearcoat	NC	NC
TP5	Tires: P265/60R18 BSW On/Off Road (DISC)	NC	NC
UAM	Radio: Uconnect 4 w/8.4" Display	STD	STD
WBN	Wheels: 18" x 8.0" Black Steel	STD	STD
X9_02	(0 I) Black w/Cloth Bucket Seats w/Shift Insert or Cloth Bucket Seats w/Rear Vinyl	NC	NC
XCS	4 Additional Key Fobs	\$90.00	\$100.00
Z6K	GVWR: 6,500 lbs	STD	STD

CONFIGURED FEATURES:

Body Exterior Features:

Number Of Doors: 4
Rear Cargo Door Type: liftgate
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors
Spoiler: rear lip spoiler
Door Handles: body-coloured
Front And Rear Bumpers: body-coloured front and rear bumpers with coloured rub strip
Rear Step Bumper: rear step bumper
Front License Plate Bracket: front license plate bracket
Body Material: galvanized steel/aluminum body material
Grille: black grille

Convenience Features:

Air Conditioning: automatic dual-zone front air conditioning
Air Filter: air filter
Rear Air Conditioning: rear air conditioning with separate controls
Console Ducts: console ducts
Cruise Control: cruise control with steering wheel controls
Fuel Remote Release: power fuel remote release
Power Windows: power windows with driver and passenger 1-touch down
1/4 Vent Rear Windows: power rearmost windows
Remote Keyless Entry: keyfob (all doors) remote keyless entry
Illuminated Entry: illuminated entry
Integrated Key Remote: integrated key/remote
Auto Locking: auto-locking doors
Passive Entry: proximity key
Valet Key: valet function
Trunk FOB Controls: keyfob trunk/hatch/door release
Window FOB Controls: remote window controls
Steering Wheel: steering wheel with manual tilting, manual telescoping
Day-Night Rearview Mirror: day-night rearview mirror
Auto-dimming Rearview Mirror: auto-dimming rearview mirror
Driver and Passenger Vanity Mirror: driver and passenger-side visor mirrors
Front Cupholder: front and rear cupholders
Floor Console: partial floor console with covered box
Overhead Console: mini overhead console with storage
Glove Box: illuminated locking glove box
Driver Door Bin: driver and passenger door bins
Rear Door Bins: rear door bins
Driver Footrest: driver's footrest
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 3 12V DC power outlets

Entertainment Features:

radio: SiriusXM AM/FM/Satellite with seek-scan
Radio Data System: radio data system
Voice Activated Radio: voice activated radio
Speed Sensitive Volume: speed-sensitive volume
Steering Wheel Radio Controls: steering-wheel mounted audio controls
Speakers: 6 speakers
1st Row LCD: 2 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: integrated roof antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off projector beam LED low/high beam headlamps
Front Wipers: variable intermittent speed-sensitive wipers wipers
Rear Window wiper: fixed interval rear window wiper
Rear Window Defroster: rear window defroster

Tinted Windows: deep-tinted windows
 Dome Light: dome light with fade
 Front Reading Lights: front and rear reading lights
 Door Curb/Courtesy Lights: 2 door curb/courtesy lights
 Variable IP Lighting: variable instrument panel lighting
 Display Type: digital/analog display
 Tachometer: tachometer
 Voltmeter: voltmeter
 Compass: compass
 Exterior Temp: outside-temperature display
 Low Tire Pressure Warning: tire specific low-tire-pressure warning
 Park Distance Control: ParkSense with Stop rear parking sensors
 Trip Computer: trip computer
 Trip Odometer: trip odometer
 Oil Pressure Gauge: oil pressure gauge
 Water Temp Gauge: water temp. gauge
 Oil Temp Gauge: oil temperature gauge
 Transmission Oil Temp Gauge: transmission oil temp. gauge
 Engine Hour Meter: engine hour meter
 Clock: in-radio display clock
 Systems Monitor: systems monitor
 Check Control: redundant digital speedometer
 Rear Vision Camera: rear vision camera
 Oil Pressure Warning: oil-pressure warning
 Water Temp Warning: water-temp. warning
 Battery Warning: battery warning
 Lights On Warning: lights-on warning
 Low Fuel Warning: low-fuel warning
 Low Washer Fluid Warning: low-washer-fluid warning
 Bulb Failure Warning: bulb-failure warning
 Door Ajar Warning: door-ajar warning
 Trunk Ajar Warning: trunk-ajar warning
 Brake Fluid Warning: brake-fluid warning
 Turn Signal On Warning: turn-signal-on warning
 Transmission Fluid Temperature Warning: transmission-fluid-temperature warning

Safety And Security:

ABS: four-wheel ABS brakes
 Number of ABS Channels: 4 ABS channels
 Brake Assistance: brake assist
 Brake Type: four-wheel disc brakes
 Vented Disc Brakes: front and rear ventilated disc brakes
 Daytime Running Lights: daytime running lights
 Spare Tire Type: full-size spare tire
 Spare Tire Mount: underbody mounted spare tire w/crankdown
 Driver Front Impact Airbag: driver and passenger front-impact airbags
 Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
 Overhead Airbag: curtain 1st, 2nd and 3rd row overhead airbag
 Knee Airbag: knee airbag
 Occupancy Sensor: front passenger airbag occupancy sensor
 Height Adjustable Seatbelts: height adjustable front seatbelts
 Seatbelt Pretensioners: front seatbelt pre-tensioners
 3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
 Side Impact Bars: side-impact bars
 Perimeter Under Vehicle Lights: remote activated perimeter/approach lights
 Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
 Rear Child Safety Locks: rear child safety locks
 Ignition Disable: Sentry Key immobilizer
 Panic Alarm: panic alarm
 Electronic Stability: electronic stability control with anti-roll

Traction Control: ABS and driveline traction control

Front and Rear Headrests: manual adjustable front head restraints with tilt

Rear Headrest Control: 3 rear head restraints

Break Resistant Glass: break resistant glass

Seats And Trim:

Seating Capacity max. seating capacity of 5

Front Bucket Seats: front bucket seats

Number of Driver Seat Adjustments: 8-way driver and passenger seat adjustments

Reclining Driver Seat: power reclining driver and manual reclining passenger seats

Driver Lumbar: power 4-way driver and passenger lumbar support

Driver Height Adjustment: power height-adjustable driver and passenger seats

Driver Fore/Aft: power driver and passenger fore/aft adjustment

Driver Cushion Tilt: power driver and passenger cushion tilt

Fold Flat Passenger Seat: fold flat passenger seat

Front Centre Armrest Storage: front centre armrest with storage

Rear Seat Type: rear 60-40 split-bench seat

Rear Folding Position: rear seat fold-forward seatback

Rear Seat Armrest: rear seat centre armrest

Leather Upholstery: cloth front seat upholstery

Rear Seat Material: vinyl rear seat upholstery

Headliner Material: full cloth headliner

Floor Covering: full vinyl/rubber floor covering

Dashboard Console Insert, Door Panel Insert Combination: leatherette instrument panel insert, door panel insert, console insert

LeatherSteeringWheel: leather/metal-look steering wheel

Interior Accents: chrome interior accents

Cargo Space Trim: carpet cargo space

Trunk Lid: plastic trunk lid/rear cargo door

Cargo Tie Downs: cargo tie-downs

Cargo Light: cargo light

Concealed Cargo Storage: concealed cargo storage

Standard Engine:

Engine 293-hp, 3.6-liter V-6 (regular gas)

Standard Transmission:

Transmission 8-speed automatic w/ OD and auto-manual

Prepared For: Town of Pembroke Park, Florida
Howard, David

Date 03/01/2021
AE/AM JG9

Unit #

Year 2021 **Make** Dodge **Model** Durango
Series Pursuit 4dr All-wheel Drive

Vehicle Order Type Ordered **Term** 60 **State** FL **Customer#** 597381

\$ 38,329.34	Capitalized Price of Vehicle ¹
\$ 0.00 *	Sales Tax <u>0.0000%</u> State <u>FL</u>
\$ 450.00 *	Initial License Fee
\$ 0.00	Registration Fee
\$ 200.00	Other: (See Page 2)
\$ 2,610.67 *	Capitalized Price Reduction
\$ 0.00 *	Tax on Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Tax on Gain On Prior
\$ 0.00 *	Security Deposit
\$ 0.00 *	Tax on Incentive (Taxable Incentive Total : \$0.00)

\$ 35,918.67	Total Capitalized Amount (Delivered Price)
\$ 598.66	Depreciation Reserve @ <u>1.6667%</u>
\$ 105.97	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²

\$ 704.63 Total Monthly Rental Excluding Additional Services

Additional Fleet Management

	Master Policy Enrollment Fees
\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit <u>\$0.00</u>

\$ 0.00	Physical Damage Management
\$ 0.00	Full Maintenance Program ³ Contract Miles <u>0</u>
	Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>

\$ 0.00 Additional Services SubTotal

\$ 0.00	Sales Tax <u>7.0000%</u> State <u>FL</u>
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\$ 704.63 Total Monthly Rental Including Additional Services

\$ -0.93	Reduced Book Value at <u>60</u> Months
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\$ 400.00	Service Charge Due at Lease Termination
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All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name
Exterior Color (0 P) DB Black Clearcoat
Interior Color (0 I) Black w/Cloth Bucket Seats w/Shift Inse
Lic. Plate Type Unknown
GVWR 0

Comp/Coll Deductible	<u>0 / 0</u>
OverMileage Charge	<u>\$ 0.00</u> Per Mile
# Tires <u>0</u>	Loaner Vehicle Not Included

Quote based on estimated annual mileage of 15,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle. Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE Town of Pembroke Park, Florida

BY **TITLE** **DATE**

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

² Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Total

Description	(B)illed or (C)apped	Price
Public Safety Supply Q#1458	C	\$ 5,221.34
Total Aftermarket Equipment Billed		\$ 0.00
Total Aftermarket Equipment Capitalized		\$ 5,221.34
Aftermarket Equipment Total		\$ 5,221.34

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	\$ 200.00
Courtesy Delivery Fee	C	\$ 200.00
Total Other Charges Billed		\$ 200.00
Total Other Charges Capitalized		\$ 200.00
Other Charges Total		\$ 400.00

VEHICLE INFORMATION:

2021 Dodge Durango Pursuit 4dr All-wheel Drive - US

Series ID: WDEE75

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$35,675	\$36,000.00
Total Options	\$688.00	\$765.00
Destination Charge	\$1,495.00	\$1,495.00
Total Price	\$37,858.00	\$38,260.00

SELECTED COLOR:

Exterior: PXJ-(0 P) DB Black Clearcoat

Interior: X9-(0 I) Black w/Cloth Bucket Seats w/Shift Insert or Cloth Bucket Seats w/Rear Vinyl

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
2BZ	Quick Order Package 2BZ	NC	NC
A7	Cloth Bucket Seats w/Rear Vinyl	\$108.00	\$120.00
APA	Monotone Paint Application	STD	STD
CD4	Tungsten Interior Accent Stitch	NC	NC
CDS	Vinyl 2nd Row Seat	Included	Included
DFT	Transmission: 8-Speed Automatic (850RE)	STD	STD
DLK	3.45 Rear Axle Ratio	STD	STD
ERC	Engine: 3.6L V6 24V VVT UPG I w/ESS	STD	STD
LNF	Black Left LED Spot Lamp	\$490.00	\$545.00
LNX	LED Spot Lamps	Included	Included
NAS	50 State Emissions	NC	NC
PXJ_03	(0 P) DB Black Clearcoat	NC	NC
TXQ	Tires: 255/60R18 On/Off Road	STD	STD
UAM	Radio: Uconnect 4 w/8.4" Display	STD	STD
WBN	Wheels: 18" x 8.0" Black Steel	STD	STD
X9_02	(0 I) Black w/Cloth Bucket Seats w/Shift Insert or Cloth Bucket Seats w/Rear Vinyl	NC	NC
XCS	4 Additional Key Fobs	\$90.00	\$100.00
Z6K	GVWR: 6,500 lbs	STD	STD

CONFIGURED FEATURES:

Body Exterior Features:

Number Of Doors: 4
Rear Cargo Door Type: liftgate
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors
Spoiler: rear lip spoiler
Door Handles: body-coloured
Front And Rear Bumpers: body-coloured front and rear bumpers with coloured rub strip
Rear Step Bumper: rear step bumper
Front License Plate Bracket: front license plate bracket
Body Material: galvanized steel/aluminum body material
Grille: black grille

Convenience Features:

Air Conditioning: automatic dual-zone front air conditioning
Air Filter: air filter
Rear Air Conditioning: rear air conditioning with separate controls
Console Ducts: console ducts
Cruise Control: cruise control with steering wheel controls
Fuel Remote Release: power fuel remote release
Power Windows: power windows with driver and passenger 1-touch down
1/4 Vent Rear Windows: power rearmost windows
Remote Keyless Entry: keyfob (all doors) remote keyless entry
Illuminated Entry: illuminated entry
Integrated Key Remote: integrated key/remote
Auto Locking: auto-locking doors
Passive Entry: proximity key
Valet Key: valet function
Trunk FOB Controls: keyfob trunk/hatch/door release
Window FOB Controls: remote window controls
Steering Wheel: steering wheel with manual tilting, manual telescoping
Day-Night Rearview Mirror: day-night rearview mirror
Auto-dimming Rearview Mirror: auto-dimming rearview mirror
Driver and Passenger Vanity Mirror: driver and passenger-side visor mirrors
Front Cupholder: front and rear cupholders
Floor Console: partial floor console with covered box
Overhead Console: mini overhead console with storage
Glove Box: illuminated locking glove box
Driver Door Bin: driver and passenger door bins
Rear Door Bins: rear door bins
Driver Footrest: driver's footrest
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 3 12V DC power outlets

Entertainment Features:

radio: SiriusXM AM/FM/Satellite with seek-scan
Radio Data System: radio data system
Voice Activated Radio: voice activated radio
Speed Sensitive Volume: speed-sensitive volume
Steering Wheel Radio Controls: steering-wheel mounted audio controls
Speakers: 6 speakers
1st Row LCD: 2 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: integrated roof antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off projector beam LED low/high beam headlamps
Front Wipers: variable intermittent speed-sensitive wipers wipers
Rear Window wiper: fixed interval rear window wiper
Rear Window Defroster: rear window defroster

Tinted Windows: deep-tinted windows
Dome Light: dome light with fade
Front Reading Lights: front and rear reading lights
Door Curb/Courtesy Lights: 2 door curb/courtesy lights
Variable IP Lighting: variable instrument panel lighting
Display Type: digital/analog display
Tachometer: tachometer
Voltmeter: voltmeter
Compass: compass
Exterior Temp: outside-temperature display
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Park Distance Control: ParkSense with Stop rear parking sensors
Trip Computer: trip computer
Trip Odometer: trip odometer
Oil Pressure Gauge: oil pressure gauge
Water Temp Gauge: water temp. gauge
Oil Temp Gauge: oil temperature gauge
Transmission Oil Temp Gauge: transmission oil temp. gauge
Engine Hour Meter: engine hour meter
Clock: in-radio display clock
Systems Monitor: systems monitor
Check Control: redundant digital speedometer
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Lights On Warning: lights-on warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning
Bulb Failure Warning: bulb-failure warning
Door Ajar Warning: door-ajar warning
Trunk Ajar Warning: trunk-ajar warning
Brake Fluid Warning: brake-fluid warning
Turn Signal On Warning: turn-signal-on warning
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: full-size spare tire
Spare Tire Mount: underbody mounted spare tire w/crankdown
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: curtain 1st, 2nd and 3rd row overhead airbag
Knee Airbag: knee airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front seatbelts
Seatbelt Pretensioners: front seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
Rear Child Safety Locks: rear child safety locks
Ignition Disable: Sentry Key immobilizer
Panic Alarm: panic alarm
Electronic Stability: electronic stability control with anti-roll

Traction Control: ABS and driveline traction control

Front and Rear Headrests: manual adjustable front head restraints with tilt

Rear Headrest Control: 3 rear head restraints

Break Resistant Glass: break resistant glass

Seats And Trim:

Seating Capacity max. seating capacity of 5

Front Bucket Seats: front bucket seats

Number of Driver Seat Adjustments: 8-way driver and passenger seat adjustments

Reclining Driver Seat: power reclining driver and manual reclining passenger seats

Driver Lumbar: power 4-way driver and passenger lumbar support

Driver Height Adjustment: power height-adjustable driver and passenger seats

Driver Fore/Aft: power driver and passenger fore/aft adjustment

Driver Cushion Tilt: power driver and passenger cushion tilt

Fold Flat Passenger Seat: fold flat passenger seat

Front Centre Armrest Storage: front centre armrest with storage

Rear Seat Type: rear 60-40 split-bench seat

Rear Folding Position: rear seat fold-forward seatback

Rear Seat Armrest: rear seat centre armrest

Leather Upholstery: cloth front seat upholstery

Rear Seat Material: vinyl rear seat upholstery

Headliner Material: full cloth headliner

Floor Covering: full vinyl/rubber floor covering

Dashboard Console Insert, Door Panel Insert Combination: leatherette instrument panel insert, door panel insert, console insert

LeatherSteeringWheel: leather/metal-look steering wheel

Interior Accents: chrome interior accents

Cargo Space Trim: carpet cargo space

Trunk Lid: plastic trunk lid/rear cargo door

Cargo Tie Downs: cargo tie-downs

Cargo Light: cargo light

Concealed Cargo Storage: concealed cargo storage

Standard Engine:

Engine 293-hp, 3.6-liter V-6 (regular gas)

Standard Transmission:

Transmission 8-speed automatic w/ OD and auto-manual

Prepared For: Town of Pembroke Park, Florida
Howard, David

Date 03/01/2021
AE/AM JG9

Unit #

Year 2021 **Make** Dodge **Model** Durango

Series Pursuit 4dr All-wheel Drive

Vehicle Order Type Ordered **Term** 60 **State** FL **Customer#** 597381

\$ 39,267.76	Capitalized Price of Vehicle ¹
\$ 0.00 *	Sales Tax <u>0.0000%</u> State <u>FL</u>
\$ 450.00 *	Initial License Fee
\$ 0.00	Registration Fee
\$ 200.00	Other: (See Page 2)
\$ 3,079.88 *	Capitalized Price Reduction
\$ 0.00 *	Tax on Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Tax on Gain On Prior
\$ 0.00 *	Security Deposit
\$ 0.00 *	Tax on Incentive (Taxable Incentive Total : \$0.00)

\$ 36,387.88	Total Capitalized Amount (Delivered Price)
\$ 606.48	Depreciation Reserve @ <u>1.6667%</u>
\$ 106.69	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²

\$ 713.17 Total Monthly Rental Excluding Additional Services

Additional Fleet Management

	Master Policy Enrollment Fees
\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit <u>\$0.00</u>

\$ 0.00	Physical Damage Management
\$ 0.00	Full Maintenance Program ³ Contract Miles <u>0</u>
	Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>

\$ 0.00 Additional Services SubTotal

\$ 0.00	Sales Tax <u>7.0000%</u> State <u>FL</u>
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\$ 713.17 Total Monthly Rental Including Additional Services

\$ -0.92	Reduced Book Value at <u>60</u> Months
\$ 400.00	Service Charge Due at Lease Termination

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name
Exterior Color (0 P) DB Black Clearcoat
Interior Color (0 I) Black w/Cloth Bucket Seats w/Shift Inse
Lic. Plate Type Unknown
GVWR 0

Comp/Coll Deductible	<u>0 / 0</u>
OverMileage Charge	<u>\$ 0.00</u> Per Mile
# Tires <u>0</u>	Loaner Vehicle Not Included

Quote based on estimated annual mileage of 15,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle. Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE Town of Pembroke Park, Florida

BY **TITLE** **DATE**

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

² Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Total

Description	(B)illed or (C)apped	Price
Public Safety Supply Q#1457	C	\$ 6,159.76
Total Aftermarket Equipment Billed		\$ 0.00
Total Aftermarket Equipment Capitalized		\$ 6,159.76
Aftermarket Equipment Total		\$ 6,159.76

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	\$ 200.00
Courtesy Delivery Fee	C	\$ 200.00
Total Other Charges Billed		\$ 200.00
Total Other Charges Capitalized		\$ 200.00
Other Charges Total		\$ 400.00

VEHICLE INFORMATION:

2021 Dodge Durango Pursuit 4dr All-wheel Drive - US

Series ID: WDEE75

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$35,675	\$36,000.00
Total Options	\$688.00	\$765.00
Destination Charge	\$1,495.00	\$1,495.00
Total Price	\$37,858.00	\$38,260.00

SELECTED COLOR:

Exterior: PXJ-(0 P) DB Black Clearcoat

Interior: X9-(0 I) Black w/Cloth Bucket Seats w/Shift Insert or Cloth Bucket Seats w/Rear Vinyl

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
2BZ	Quick Order Package 2BZ	NC	NC
A7	Cloth Bucket Seats w/Rear Vinyl	\$108.00	\$120.00
APA	Monotone Paint Application	STD	STD
CD4	Tungsten Interior Accent Stitch	NC	NC
CDS	Vinyl 2nd Row Seat	Included	Included
DFT	Transmission: 8-Speed Automatic (850RE)	STD	STD
DLK	3.45 Rear Axle Ratio	STD	STD
ERC	Engine: 3.6L V6 24V VVT UPG I w/ESS	STD	STD
LNF	Black Left LED Spot Lamp	\$490.00	\$545.00
LNX	LED Spot Lamps	Included	Included
NAS	50 State Emissions	NC	NC
PXJ_03	(0 P) DB Black Clearcoat	NC	NC
TXQ	Tires: 255/60R18 On/Off Road	STD	STD
UAM	Radio: Uconnect 4 w/8.4" Display	STD	STD
WBN	Wheels: 18" x 8.0" Black Steel	STD	STD
X9_02	(0 I) Black w/Cloth Bucket Seats w/Shift Insert or Cloth Bucket Seats w/Rear Vinyl	NC	NC
XCS	4 Additional Key Fobs	\$90.00	\$100.00
Z6K	GVWR: 6,500 lbs	STD	STD

CONFIGURED FEATURES:

Body Exterior Features:

Number Of Doors: 4
Rear Cargo Door Type: liftgate
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors
Spoiler: rear lip spoiler
Door Handles: body-coloured
Front And Rear Bumpers: body-coloured front and rear bumpers with coloured rub strip
Rear Step Bumper: rear step bumper
Front License Plate Bracket: front license plate bracket
Body Material: galvanized steel/aluminum body material
Grille: black grille

Convenience Features:

Air Conditioning: automatic dual-zone front air conditioning
Air Filter: air filter
Rear Air Conditioning: rear air conditioning with separate controls
Console Ducts: console ducts
Cruise Control: cruise control with steering wheel controls
Fuel Remote Release: power fuel remote release
Power Windows: power windows with driver and passenger 1-touch down
1/4 Vent Rear Windows: power rearmost windows
Remote Keyless Entry: keyfob (all doors) remote keyless entry
Illuminated Entry: illuminated entry
Integrated Key Remote: integrated key/remote
Auto Locking: auto-locking doors
Passive Entry: proximity key
Valet Key: valet function
Trunk FOB Controls: keyfob trunk/hatch/door release
Window FOB Controls: remote window controls
Steering Wheel: steering wheel with manual tilting, manual telescoping
Day-Night Rearview Mirror: day-night rearview mirror
Auto-dimming Rearview Mirror: auto-dimming rearview mirror
Driver and Passenger Vanity Mirror: driver and passenger-side visor mirrors
Front Cupholder: front and rear cupholders
Floor Console: partial floor console with covered box
Overhead Console: mini overhead console with storage
Glove Box: illuminated locking glove box
Driver Door Bin: driver and passenger door bins
Rear Door Bins: rear door bins
Driver Footrest: driver's footrest
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 3 12V DC power outlets

Entertainment Features:

radio: SiriusXM AM/FM/Satellite with seek-scan
Radio Data System: radio data system
Voice Activated Radio: voice activated radio
Speed Sensitive Volume: speed-sensitive volume
Steering Wheel Radio Controls: steering-wheel mounted audio controls
Speakers: 6 speakers
1st Row LCD: 2 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: integrated roof antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off projector beam LED low/high beam headlamps
Front Wipers: variable intermittent speed-sensitive wipers wipers
Rear Window wiper: fixed interval rear window wiper
Rear Window Defroster: rear window defroster

Tinted Windows: deep-tinted windows
 Dome Light: dome light with fade
 Front Reading Lights: front and rear reading lights
 Door Curb/Courtesy Lights: 2 door curb/courtesy lights
 Variable IP Lighting: variable instrument panel lighting
 Display Type: digital/analog display
 Tachometer: tachometer
 Voltmeter: voltmeter
 Compass: compass
 Exterior Temp: outside-temperature display
 Low Tire Pressure Warning: tire specific low-tire-pressure warning
 Park Distance Control: ParkSense with Stop rear parking sensors
 Trip Computer: trip computer
 Trip Odometer: trip odometer
 Oil Pressure Gauge: oil pressure gauge
 Water Temp Gauge: water temp. gauge
 Oil Temp Gauge: oil temperature gauge
 Transmission Oil Temp Gauge: transmission oil temp. gauge
 Engine Hour Meter: engine hour meter
 Clock: in-radio display clock
 Systems Monitor: systems monitor
 Check Control: redundant digital speedometer
 Rear Vision Camera: rear vision camera
 Oil Pressure Warning: oil-pressure warning
 Water Temp Warning: water-temp. warning
 Battery Warning: battery warning
 Lights On Warning: lights-on warning
 Low Fuel Warning: low-fuel warning
 Low Washer Fluid Warning: low-washer-fluid warning
 Bulb Failure Warning: bulb-failure warning
 Door Ajar Warning: door-ajar warning
 Trunk Ajar Warning: trunk-ajar warning
 Brake Fluid Warning: brake-fluid warning
 Turn Signal On Warning: turn-signal-on warning
 Transmission Fluid Temperature Warning: transmission-fluid-temperature warning

Safety And Security:

ABS four-wheel ABS brakes
 Number of ABS Channels: 4 ABS channels
 Brake Assistance: brake assist
 Brake Type: four-wheel disc brakes
 Vented Disc Brakes: front and rear ventilated disc brakes
 Daytime Running Lights: daytime running lights
 Spare Tire Type: full-size spare tire
 Spare Tire Mount: underbody mounted spare tire w/crankdown
 Driver Front Impact Airbag: driver and passenger front-impact airbags
 Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
 Overhead Airbag: curtain 1st, 2nd and 3rd row overhead airbag
 Knee Airbag: knee airbag
 Occupancy Sensor: front passenger airbag occupancy sensor
 Height Adjustable Seatbelts: height adjustable front seatbelts
 Seatbelt Pretensioners: front seatbelt pre-tensioners
 3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
 Side Impact Bars: side-impact bars
 Perimeter Under Vehicle Lights: remote activated perimeter/approach lights
 Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
 Rear Child Safety Locks: rear child safety locks
 Ignition Disable: Sentry Key immobilizer
 Panic Alarm: panic alarm
 Electronic Stability: electronic stability control with anti-roll

Traction Control: ABS and driveline traction control

Front and Rear Headrests: manual adjustable front head restraints with tilt

Rear Headrest Control: 3 rear head restraints

Break Resistant Glass: break resistant glass

Seats And Trim:

Seating Capacity max. seating capacity of 5

Front Bucket Seats: front bucket seats

Number of Driver Seat Adjustments: 8-way driver and passenger seat adjustments

Reclining Driver Seat: power reclining driver and manual reclining passenger seats

Driver Lumbar: power 4-way driver and passenger lumbar support

Driver Height Adjustment: power height-adjustable driver and passenger seats

Driver Fore/Aft: power driver and passenger fore/aft adjustment

Driver Cushion Tilt: power driver and passenger cushion tilt

Fold Flat Passenger Seat: fold flat passenger seat

Front Centre Armrest Storage: front centre armrest with storage

Rear Seat Type: rear 60-40 split-bench seat

Rear Folding Position: rear seat fold-forward seatback

Rear Seat Armrest: rear seat centre armrest

Leather Upholstery: cloth front seat upholstery

Rear Seat Material: vinyl rear seat upholstery

Headliner Material: full cloth headliner

Floor Covering: full vinyl/rubber floor covering

Dashboard Console Insert, Door Panel Insert Combination: leatherette instrument panel insert, door panel insert, console insert

LeatherSteeringWheel: leather/metal-look steering wheel

Interior Accents: chrome interior accents

Cargo Space Trim: carpet cargo space

Trunk Lid: plastic trunk lid/rear cargo door

Cargo Tie Downs: cargo tie-downs

Cargo Light: cargo light

Concealed Cargo Storage: concealed cargo storage

Standard Engine:

Engine 293-hp, 3.6-liter V-6 (regular gas)

Standard Transmission:

Transmission 8-speed automatic w/ OD and auto-manual

Prepared For: Town of Pembroke Park, Florida
Howard, David

Date 03/01/2021
AE/AM JG9

Unit #

Year 2021 **Make** Ford **Model** F-150

Series XL 4x2 SuperCrew Cab Styleside 6.5 ft. box 157 in. WB

Vehicle Order Type Ordered **Term** 60 **State** FL **Customer#** 597381

\$ 39,058.98	Capitalized Price of Vehicle ¹
\$ 0.00	* Sales Tax <u>0.0000%</u> State <u>FL</u>
\$ 450.00	* Initial License Fee
\$ 0.00	Registration Fee
\$ 200.00	Other: (See Page 2)
\$ 3,306.27	* Capitalized Price Reduction
\$ 0.00	* Tax on Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00	* Tax on Gain On Prior
\$ 0.00	* Security Deposit
\$ 0.00	* Tax on Incentive (Taxable Incentive Total : \$0.00)

\$ 35,952.71	Total Capitalized Amount (Delivered Price)
\$ 599.22	Depreciation Reserve @ <u>1.6667%</u>
\$ 106.03	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²

\$ 705.25 Total Monthly Rental Excluding Additional Services

Additional Fleet Management

	Master Policy Enrollment Fees
\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit <u>\$0.00</u>

\$ 0.00	Physical Damage Management
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\$ 69.50	Full Maintenance Program ³ Contract Miles <u>75,000</u>
	Incl: # Brake Sets (1 set = 1 Axle) <u>2</u>

\$ 69.50 Additional Services SubTotal

\$ 0.00	Sales Tax <u>7.0000%</u>
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State FL

\$ 774.75 Total Monthly Rental Including Additional Services

\$ -0.49	Reduced Book Value at <u>60</u> Months
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\$ 400.00	Service Charge Due at Lease Termination
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All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name
Exterior Color
Interior Color
Lic. Plate Type Unknown
GVWR 0

Comp/Coll Deductible	<u>0 / 0</u>
OverMileage Charge	<u>\$ 0.0500</u> Per Mile
# Tires <u>4</u>	Loaner Vehicle Not Included

Quote based on estimated annual mileage of 15,000

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle. Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE Town of Pembroke Park, Florida

BY _____ **TITLE** _____ **DATE** _____

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

² Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Total

Description	(B)illed or (C)apped	Price
Public Safety Supply Q#1459	C	\$ 6,612.54
Diggs Graphics Q#54742	C	\$ 1,861.44
Total Aftermarket Equipment Billed		\$ 0.00
Total Aftermarket Equipment Capitalized		\$ 8,473.98
Aftermarket Equipment Total		\$ 8,473.98

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	\$ 200.00
Courtesy Delivery Fee	C	\$ 200.00
Total Other Charges Billed		\$ 200.00
Total Other Charges Capitalized		\$ 200.00
Other Charges Total		\$ 400.00

VEHICLE INFORMATION:

2021 Ford F-150 XL 4x2 SuperCrew Cab Styleside 6.5 ft. box 157 in. WB - US

Series ID: W1C

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$36,247	\$37,955.00
Total Options	\$1,843.00	\$2,025.00
Destination Charge	\$1,695.00	\$1,695.00
Total Price	\$39,785.00	\$41,675.00

SELECTED COLOR:

Exterior: -
Interior: -

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
100A	Equipment Group 100A Standard	NC	NC
157WB	157" Wheelbase	STD	STD
44G	Transmission: Electronic 10-Speed Automatic	Included	Included
50S	Cruise Control	\$205.00	\$225.00
53B	Class IV Trailer Hitch Receiver	\$186.00	\$205.00
64C	Wheels: 17" Silver Steel	Included	Included
66S	XL SSV (Special Service Vehicle) Package	\$46.00	\$50.00
66SALT	240 Amp Alternator	Included	Included
85H	Back-Up Alarm System	\$132.00	\$145.00
998	Engine: 3.5L V6 EcoBoost	\$1,274.00	\$1,400.00
NONGV2	GVWR: 7,000 lbs Payload Package	Included	Included
PAINT	Monotone Paint Application	STD	STD
S	Cloth 40/Blank/40 Front-Seats (Fleet)	Included	Included
STDRD	Radio: AM/FM Stereo w/6 Speakers	Included	Included
STDTR	Tires: 245/70R17 BSW A/S	Included	Included
SYNC	SYNC 4	Included	Included
X27	3.31 Axle Ratio	Included	Included

CONFIGURED FEATURES:

Body Exterior Features:

Number Of Doors: 4
Rear Cargo Door Type: tailgate
Driver And Passenger Mirror: power remote manual folding side-view door mirrors
Convex Driver Mirror: convex driver and passenger mirror
Door Handles: black
Front And Rear Bumpers: black front and rear bumpers with body-coloured rub strip
Rear Step Bumper: rear step bumper
Box Style: regular
Body Material: aluminum body material
: class IV trailering with harness, hitch
Grille: black grille

Convenience Features:

Air Conditioning: manual air conditioning
Cruise Control: cruise control with steering wheel controls
Power Windows: power windows with driver and passenger 1-touch down
Remote Keyless Entry: keyfob (all doors) remote keyless entry
Illuminated Entry: illuminated entry
Integrated Key Remote: integrated key/remote
Auto Locking: auto-locking doors
Remote Engine Start: remote engine start - smart device only
Steering Wheel: steering wheel with manual tilting, manual telescoping
Day-Night Rearview Mirror: day-night rearview mirror
Emergency SOS: SYNC 4 911 Assist emergency communication system
Front Cupholder: front and rear cupholders
Overhead Console: full overhead console with storage
Glove Box: locking glove box
Driver Door Bin: driver and passenger door bins
Rear Door Bins: rear door bins
Dashboard Storage: dashboard storage
IP Storage: bin instrument-panel storage
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 1 12V DC power outlet

Entertainment Features:

radio: AM/FM stereo with seek-scan
Radio Data System: radio data system
Voice Activated Radio: voice activated radio
Speed Sensitive Volume: speed-sensitive volume
Steering Wheel Radio Controls: steering-wheel mounted audio controls
Speakers: 6 speakers
Internet Access: FordPass Connect 4G internet access
1st Row LCD: 2 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: fixed antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off aero-composite halogen headlamps
Auto-Dimming Headlights: Ford Co-Pilot360 - Auto High Beam auto high-beam headlights
Cab Clearance Lights: cargo bed light
Front Wipers: variable intermittent wipers
Tinted Windows: light-tinted windows
Dome Light: dome light with fade
Front Reading Lights: front reading lights
Variable IP Lighting: variable instrument panel lighting
Display Type: analog display
Tachometer: tachometer
Voltmeter: voltmeter

Compass: compass
Exterior Temp: outside-temperature display
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Trip Odometer: trip odometer
Lane Departure Warning: lane departure
Front Pedestrian Braking: pedestrian detection
Forward Collision Alert: forward collision
Oil Pressure Gauge: oil pressure gauge
Water Temp Gauge: water temp. gauge
Transmission Oil Temp Gauge: transmission oil temp. gauge
Clock: in-radio display clock
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Door Ajar Warning: door-ajar warning
Brake Fluid Warning: brake-fluid warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: full-size spare tire
Spare Tire Mount: underbody mounted spare tire w/crankdown
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: Safety Canopy System curtain 1st and 2nd row overhead airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front seatbelts
Seatbelt Pretensioners: front seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
Rear Child Safety Locks: rear child safety locks
Ignition Disable: SecuriLock immobilizer
Security System: security system
Panic Alarm: panic alarm
Electronic Stability: AdvanceTrac w/Roll Stability Control electronic stability stability control with anti-roll
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 3 rear head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 5
Front Bucket Seats: front bucket 40-40 seats
Number of Driver Seat Adjustments: 4-way driver and passenger seat adjustments
Reclining Driver Seat: manual reclining driver and passenger seats
Driver Fore/Aft: manual driver and passenger fore/aft adjustment
Rear Seat Type: rear 60-40 split-bench seat
Rear Folding Position: rear seat fold-up cushion
Leather Upholstery: cloth front seat upholstery
Rear Seat Material: vinyl rear seat upholstery
Headliner Material: full cloth headliner
Floor Covering: full vinyl/rubber floor covering

Cabback Insulator: cabback insulator

Shift Knob Trim: urethane shift knob

Interior Accents: metal-look interior accents

Standard Engine:

Engine 400-hp, 3.5-liter V-6 (regular gas)

Standard Transmission:

Transmission 10-speed automatic w/ OD and PowerShift automatic



Town of Pembroke Park PD Proposal

Quote #	Vehicle	# of units	Down Payment (50% of Equip.)	Monthly Rate	Full Maint. Rate	Equity at term
4756018	2021 Dodge Durango Pursuit AWD	11	\$5,884.25	\$797.81	\$0.00	\$9,500
4919854	2021 Ford F-150 Patrol Unit	4	\$3,306.27	\$705.25	\$69.50	\$16,000
4758712	2021 Dodge Durango Admin	1	\$3,378.00	\$725.59	\$0.00	\$11,000
4924442	2021 Dodge Durango Commander	1	\$3,079.88	\$713.17	\$0.00	\$11,000
4924451	2021 Dodge Durango Chief	1	\$2,610.67	\$704.63	\$0.00	\$11,000
		18	\$87,020.38	\$13,740.30	\$278.00	\$201,500
Year 1	\$255,239.98					
Year 2	\$168,219.60					
Year 3	\$168,219.60					
Year 4	\$168,219.60					
Year 5	\$168,219.60					
Total	\$928,118.38					
Year Average	\$185,623.68					

Re: Pembroke Park Special Magistrate

Dear Mr. Suarez-Rivas,

This Retainer Agreement shall confirm that you agree to act as a Code Compliance Special Magistrate for the Town of Pembroke Park (the "Town") under the following terms and conditions:

1. Pursuant to the authority provided by Town Resolution to be adopted by the Town Commission, this will serve as your appointment as a Special Magistrate commencing on March 10, 2021. You will serve at the pleasure of the Town Commission.
2. It is agreed to that you will be compensated for your services on an hourly basis at the rate of One Hundred Fifty Dollars (\$150) per hour, excluding travel time to and from Special Magistrate hearings and meetings. There will be a two (2) hour minimum billing of Three Hundred Dollars (\$300) if the cases scheduled, which have not been continued, are heard in less than two (2) hours by the Special Magistrate.
3. It is also agreed to that you may bill for reasonable out-of-pocket expenses in connection with our Special Magistrate duties, including but not limited to, such ordinary expenses as postage, telephone calls (a copy of the telephone bill must be submitted with the request), photocopy charges (\$0.15 per page) and courier charges.
4. As a Special Magistrate, you will be responsible for the preparation for and attendance at scheduled Special Magistrate Hearings, review of the final order(s) and such other duties as the Town may assign to you. Additionally, you shall adhere to Chapter 162, Florida Statutes and the Town's Code of Ordinances and any other relevant federal, state or local laws.
5. It is further agreed to that you must submit a detailed invoice to the Town within fifteen (15) days after the end of the preceding month. Invoices shall include the date of the hearing over which you presided, the total number of hours worked (rounded to the nearest tenth), and a brief summation of the work performed. Any reimbursement of out-of-pocket expenses outlined above requires the submission of invoices, bills, and receipts. If any errors are discovered in any invoice, Town will inform you and will request revised copies of such invoices. If any disagreement arises as to payment of any portion of an invoice, Town agrees to pay all undisputed portions, and the parties agree to cooperate by promptly conferring to resolve the disputed portion of the invoice.
6. This Agreement may be cancelled by the Town upon five (5) days' prior written notice with or without cause. Upon such termination, you shall be entitled only to such fees and costs earned as of the date of termination. In the event you deem it necessary to cancel this Agreement, you shall give thirty (30) days' prior written notice to the Town Attorney's office.
7. In connection with the Special Magistrate duties, it is understood and agreed to that you shall

neither represent clients in lawsuits, quasi-judicial proceedings, or administrative matters involving the Town, nor shall you represent any client in a land use, zoning, or property-related matter in the Town with a reasonable potential of becoming a respondent before a Special Magistrate, so long as you serve as Special Magistrate for the Town. Further, you shall not receive a referral fee for referring a current or future potential client to another attorney, if such client is pursuing or intends to pursue any claim against the Town in a court of law, any arbitration hearing, or before a state or local government administrative board.

7. The Town will indemnify and defend you in your capacity as a Special Magistrate from any cause of action that may arise from the performance of your duties as Special Magistrate on behalf of the Town, within the scope and course of your employment.

AGREED TO AND
ACCEPTED BY:

MAYOR


SPECIAL MAGISTRATE
Rafael Suarez-Rivas, P.A.
Rafael Suarez-Rivas, President

Geoff Jacobs

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

ATTEST

Melissa P. Anderson, Town Attorney

Marlen Martell, Town Clerk

Town of Pembroke Park

3150 SW 52nd Avenue • Pembroke Park, Florida 33023
954.966.4600 • www.tppfl.gov



March 10th, 2021

Re: Pembroke Park Special Magistrate

Dear Mr. Hipler,

This Retainer Agreement shall confirm that you agree to act as a Code Compliance Special Magistrate for the Town of Pembroke Park (the "Town") under the following terms and conditions:

1. Pursuant to the authority provided by Town Resolution to be adopted by the Town Commission, this will serve as your appointment as a Special Magistrate commencing on March 10, 2021. You will serve at the pleasure of the Town Commission.
2. It is agreed to that you will be compensated for your services on an hourly basis at the rate of One Hundred Fifty Dollars (\$150) per hour, excluding travel time to and from Special Magistrate hearings and meetings. There will be a two (2) hour minimum billing of Three Hundred Dollars (\$300) if the cases scheduled, which have not been continued, are heard in less than two (2) hours by the Special Magistrate.
3. It is also agreed to that you may bill for reasonable out-of-pocket expenses in connection with our Special Magistrate duties, including but not limited to, such ordinary expenses as postage, telephone calls (a copy of the telephone bill must be submitted with the request), photocopy charges (\$0.15 per page) and courier charges.
4. As a Special Magistrate, you will be responsible for the preparation for and attendance at scheduled Special Magistrate Hearings, review of the final order(s) and such other duties as the Town may assign to you. Additionally, you shall adhere to Chapter 162, Florida Statutes and the Town's Code of Ordinances and any other relevant federal, state, or local laws.
5. It is further agreed to that you must submit a detailed invoice to the Town within fifteen (15) days after the end of the preceding month. Invoices shall include the date of the hearing over which you presided, the total number of hours worked (rounded to the nearest tenth), and a brief summation of the work performed. Any reimbursement of out-of-pocket expenses outlined above requires the submission

of invoices, bills, and receipts. If any errors are discovered in any invoice, Town will inform you and will request revised copies of such invoices. If any disagreement arises as to payment of any portion of an invoice, Town agrees to pay all undisputed portions, and the parties agree to cooperate by promptly conferring to resolve the disputed portion of the invoice.

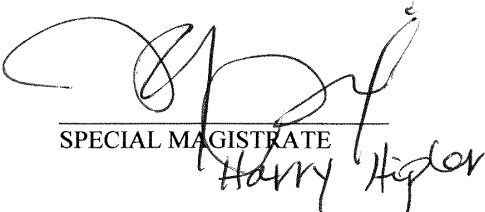
6. This Agreement may be cancelled by the Town upon five (5) days' prior written notice with or without cause. Upon such termination, you shall be entitled only to such fees and costs earned as of the date of termination. In the event you deem it necessary to cancel this Agreement, you shall give thirty (30) days' prior written notice to the Town Attorney's office.

7. In connection with the Special Magistrate duties, it is understood and agreed to that you shall neither represent clients in lawsuits, quasi-judicial proceedings, or administrative matters involving the Town, nor shall you represent any client in a land use, zoning, or property-related matter in the Town with a reasonable potential of becoming a respondent before a Special Magistrate, so long as you serve as Special Magistrate for the Town. Further, you shall not receive a referral fee for referring a current or future potential client to another attorney, if such client is pursuing or intends to pursue any claim against the Town in a court of law, any arbitration hearing, or before a state or local government administrative board.

7. The Town will indemnify and defend you in your capacity as a Special Magistrate from any cause of action that may arise from the performance of your duties as Special Magistrate on behalf of the Town, within the scope and course of your employment.

AGREED TO AND
ACCEPTED BY:

MAYOR


SPECIAL MAGISTRATE
Harry Higdon

Geoff Jacobs

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

ATTEST

Melissa P. Anderson, Town Attorney

Marlen Martell, Town Clerk