



**Town Commission Meeting**  
**Tuesday, February 11<sup>th</sup>, 2025, at 10:00 a.m.**

**IN ATTENDANCE**

| TOWN COMMISSION  | TOWN STAFF   |
|--|--|
| John Deese, Mayor <span style="float: right;">√</span>                 | Eric Marmer, Town Manager <span style="float: right;">√</span>                 |
| Simone Bonutti, Vice Mayor <span style="float: right;"><b>X</b></span> | Carmen Mattox, Chief of Police <span style="float: right;">√</span>            |
| Elliot Bonner, Mayor Pro Tem <span style="float: right;">√</span>      | Erika Petersen, Town Clerk <span style="float: right;">√</span>                |
| Orla Imbesi, Commissioner <span style="float: right;">√</span>         | Keith Davis, Town Attorney <span style="float: right;">√</span>                |
| David Knobel, Commissioner <span style="float: right;">√</span>        | Trey Nazzaro, Ass't. Town Attorney <span style="float: right;"><b>X</b></span> |
| Dwight Kulwin, Commissioner <span style="float: right;">√</span>       | Brent Watson, Utilities Director <span style="float: right;">√</span>          |
| Cindy McMackin, Commissioner <span style="float: right;">√</span>      |  |

**PUBLIC:** Tim Nardi (Eau Hotel & Spa), Jamie Gavigan (Shutts & Bowen), Sharon Kirkland (30 Spoonbill), Craig Spiegelhalter, and John Pacenti (Coastal Star)

**CALL TO ORDER & PLEDGE OF ALLEGIANCE**

The Town Commission meeting was called to order at 10:00 a.m.

**LPA – LOCAL PLANNING AGENCY**

**Consideration of Ordinance #393 - AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA, AMENDING THE MANALAPAN CODE OF ORDINANCES AT CHAPTER 151. ZONING. SECTION 151.003 DEFINITIONS. TO ADD A DEFINITION FOR THE TERM “SPORTS COURT”; FURTHER AMENDING R1-B DISTRICT AT SECTION 151.093 SPECIAL EXCEPTION USES. AND R1-C DISTRICT AT SECTION 151.133 SPECIAL EXCEPTION USES. TO ADD LIGHTED AND UNLIGHTED SPORTS COURT AS A SPECIAL EXCEPTION USE; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTER 151. ZONING. SHALL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY ADOPTED; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

The Ordinance was read by Town Attorney Davis.

Commissioner McMackin made a motion to **recommend approval of Ordinance #393** to the Town Commission on first reading. Mayor Pro Tem Bonner seconded the motion which prevailed by the following vote:

**YES:** Mayor Pro Tem Bonner, Commissioner Knobel, Commissioner Imbesi, Commissioner Kulwin and Commissioner McMackin

LPA adjourned at 10:04 am.

## AGENDA ADDITIONS, DELETIONS OR SUBSTITUTIONS

There were none.

## PUBLIC COMMENTS

There were none.

## CONSENT AGENDA

- **7.a.** Minutes January 14<sup>th</sup> Town Commission Meeting
- **7.b.** Police Department Report and Fire/Rescue Response Time Report for January
- **7.c.** FPL Easement Agreement at the Water Treatment Plant

Mayor Pro Tem Bonner made a motion to **approve** the Consent Agenda. Commissioner Imbesi seconded the motion which prevailed by the following vote:

**YES:** Mayor Pro Tem Bonner, Commissioner Knobel, Commissioner Imbesi, Commissioner Kulwin and Commissioner McMackin

## REGULAR AGENDA

### Old Business: \*Quasi-Judicial Hearing

**RA. 8.a.i. Proposed Architectural Guidelines Discussion** – the Town’s Building Official, Jack Tomasik, presented the Commission with the updated set of Architectural Guidelines incorporating their feedback from the previous meeting. He noted his intention is to get this information on the website and make this process as easy as possible for residents and contractors. Town Manager Marmer added that this document is intended to be a “living document” and can be updated in the future as styles and tastes change.

Commissioner McMackin made a motion to **approve** the Proposed Architectural Guidelines. Commissioner Knobel seconded the motion which prevailed by the following vote:

**YES:** Mayor Pro Tem Bonner, Commissioner Knobel, Commissioner Imbesi, Commissioner Kulwin and Commissioner McMackin

**RA. 8.a.ii. \*PUD Amendment Request-PUD 25-1-Final Approval. – 100 S. Ocean Blvd. – MPB Property LLC** sought to amend the current Planned Unit Development in order to change the name on the current PUD to reflect the new owner’s name as well as removal of several non-habitable structures. These structures included four pool cabanas, seven ocean cabanas, 32 wood trellises, a towel stand and a spa cabana and add replacement cantilevered umbrellas. Jamie Gavigan from Shutts & Bowen presented the application.

Commissioner McMackin made a motion to **rescinded her previous condition** that required La Coquille Club approval prior to hearing this case again and a motion to **approve the Final PUD Amendment Request 25-1** and the cantilevered umbrellas as proposed. Mayor Pro Tem Bonner seconded the motion which prevailed by the following vote:

**YES:** Mayor Pro Tem Bonner, Commissioner Knobel, Commissioner Imbesi, Commissioner Kulwin and Commissioner McMackin

**New Business:**

**RA. 8.b.i. Recommendation from Selection Committee regarding RFQ No. 2025-002** – Commissioner Knobel, who sat on the Selection Committee, gave a brief overview of the process. He discussed the presentations by the finalists and the possible directions this project would take.

Commissioner Imbesi made a motion to **approve the recommendation** of the selection committee for RFQ No. 2025-002. Mayor Pro Tem Bonner seconded the motion which prevailed by the following vote:

**YES:** Mayor Pro Tem Bonner, Commissioner Knobel, Commissioner Imbesi, Commissioner Kulwin and Commissioner McMackin

**RA. 8.b.ii. Foreclosure Authorization for 131 South Ocean Blvd** – The property at 131 S. Ocean Blvd had had an open code enforcement case since 3/10/2023 for performing construction without a permit. The Town brought the case in front of the Special Magistrate on 4/11/2023, and 5/09/2023. At the May meeting, fines were levied in the amount of \$250 that accrued daily until the code case came into compliance on 1/29/2025. The Town held a Foreclosure Authorization hearing on 1/30/2025 where the Special Magistrate ordered in favor of the Town. The total amount owed to the Town was \$161,113.20.

Town Attorney Davis explained the agenda item to the Commission.

The Commission had questions about the Foreclosure Authorization process. Town Attorney Davis explained the steps. He also noted that no request for fine reduction had occurred as of the time of this Commission meeting.

Mayor Pro Tem Bonner made a motion to **approve** the Foreclosure Authorization. Commissioner Kulwin seconded the motion which prevailed by the following vote:

**YES:** Mayor Pro Tem Bonner, Commissioner Knobel, Commissioner Imbesi, Commissioner Kulwin and Commissioner McMackin

**RA. 8.b.iii. Beach Committee Discussion** – Report by Beach Committee Chair Bonner

Mayor Pro Tem and Beach Committee Chair Bonner explained to the Commission the action items resulting from the meeting that the Mayor and Town Manager had had with the Town of Palm Beach. He indicated that at this time the next step would be to engage a Coastal & Beach Management professional. Town Manager Marmer directed the Commissioners to an agreement from APTIM on the dais for their review.

Commissioner Knobel asked about the intended goals from this Management Plan. Town Manager Marmer responded that it would be to inform and help us with all the other aspects of the Sand Transfer Plant as well as providing guidance on best practices for beach raking.

Mayor Pro Tem Bonner explained the Committee discussed the Town drafting an RFP for a lobbyist to represent the Town of Manalapan starting next legislative session. Town Manager Marmer explained he could put together an RFP for this purpose that would go out later in the summer. He noted it was

discussed that Commissioner McMackin could sit on this committee along with a staff member and possibly a resident as well.

## **9. Mayor's Comments, Town Commission Comments, Town Manager Comments**

Mayor Deese proposed the Town Commission meetings start an hour earlier, at 9 AM instead of 10 AM.

Commissioner McMackin made a motion to **approve the change** to Town Commission meeting time to 9 AM. Commissioner Knobel seconded the motion which prevailed by the following vote:

**YES:** Mayor Pro Tem Bonner, Commissioner Knobel, Commissioner Imbesi, Commissioner Kulwin and Commissioner McMackin

Commissioner McMackin left the meeting.

Town Building Official, Jack Tomasik, addressed the Commission regarding improvements to the Building Department. He explained he had implemented offering one on one consultations for owners and contractors, including pre-construction meetings as well as setting up times for permitting and plan review. He explained they were simplifying the submittal process and initiating regular code enforcement visits on Mondays & Fridays.

Town Manager Marmer announced that Palm Beach County offered to come and give a presentation concerning the Sand Transfer Plant. He asked the Commissioners to send over any questions they wanted the County to address. The Commissioners agreed to have it scheduled either March 21<sup>st</sup> or April 2<sup>nd</sup>.

Town Manager Marmer also discussed the Town's strategic priorities plan and asked the Commission if they wanted a workshop or if he should draft a final list and distribute it. Mayor Deese asked him to send a draft for review and they would decide if a workshop would be required.

## **10. PUBLIC HEARING:**

**PH 1 - Ordinance #393 - AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA, AMENDING THE MANALAPAN CODE OF ORDINANCES AT CHAPTER 151. ZONING. SECTION 151.003 DEFINITIONS. TO ADD A DEFINITION FOR THE TERM "SPORTS COURT"; FURTHER AMENDING R1-B DISTRICT AT SECTION 151.093 SPECIAL EXCEPTION USES. AND R1-C DISTRICT AT SECTION 151.133 SPECIAL EXCEPTION USES. TO ADD LIGHTED AND UNLIGHTED SPORTS COURT AS A SPECIAL EXCEPTION USE; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTER 151. ZONING. SHALL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY ADOPTED; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES. (First Reading)**

Commissioner Knobel made a motion to **recommend approval of Ordinance #393**. Mayor Pro Tem Bonner seconded the motion which prevailed by the following vote:

**YES:** Mayor Pro Tem Bonner, Commissioner Knobel, Commissioner Imbesi, Commissioner Kulwin and Commissioner McMackin

**The Town Commission meeting adjourned at 11:05 a.m.**

**These minutes were presented to the Town Commission  
on Tuesday March 11<sup>th</sup>, 2025 for approval.**

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John Deese, Mayor

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Date Signed

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Erika Petersen, Town Clerk

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Date Signed