



Exhibit E

Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 6, 2026

Originating Department: Community Development Department
Discussion - Public Noticing Requirements - Proposed Land

Agenda Title: Development Regulations (LDR) Text Amendment

Agenda Category (i.e., Consent, New Business, etc.): New Business

Approved by Town Manager: _____ **Date:** _____

Cost of Item: Legal Review **Funding Source:** Legal

Account Number: #108 **Finance Signature:** Barbara Gould

Advertised:

Date: N/A **Newspaper:** N/A

Attachments: NEW Draft Ordinance; Existing Regulations

Please initial one:

AV

Yes I have notified everyone
Not applicable in this case

Summary Explanation/Background:

Previously, Commissioner Judith Thomas, along with other members of the Town Commission, has expressed a desire to improve the public notice requirements for (re-)development projects within the Town. As a result, the Town Commission is requested to consider, discuss and provide additional input/direction on proceeding with proposed requirements within the Town's Land Development Regulations (LDR's) to improve public notice of proposed new (re-)development projects within the Town.

The proposed text amendments, if approved, would expand public noticing above the minimum state statutory requirements to better inform our community about new (re-)development projects and proposed code of ordinance changes in an effort to ensure as much public awareness and public input as possible.

Some of the proposed key features of the draft LDR text amendments include, but not limited to, the following:

- Require large, identifiable and readable/understandable signage to be posted on the property (by the applicant, property owner, developer, etc.) that is proposed to be (re-)developed (all costs undertaken by the applicant, property owner, developer, etc.)
- Incorporate project scaling tiers based on project intensity, which would determine the level of public notice and community outreach that may be required to our community
- Require large projects to hold public outreach meetings with the community at a local venue to address community concerns/ideas prior to consideration of the proposed (re-)development project by the Planning & Zoning Board and/or the Town Commission
- Revise how public noticing is provided for quasi-judicial items
- Codify the availability of the Town Commission to hold workshops on requested/proposed changes to certain LDR's and/or Comprehensive Plan amendments related to increases in density, intensity and/or height

Note: A potential concern has been identified with the proposed noticing requirements and, if approved, a process may need to be developed to ensure that the proposed public outreach meeting requirement does not impact the standards of the quasi-judicial process. The Community Development Department will work with the Town Attorney to address any potential concerns and/or resolutions.

The proposed new public notice requirements and additional outreach opportunities have been developed by the Community Development Department in conjunction with the Town Manager, Town Attorney and with reference to the noticing practices of other municipalities and counties.

Recommended Motion:

The Town Commission to consider, discuss and provide input/direction on proceeding with proposed requirements within the Town's Land Development Regulations (LDR's) to improve public notice of proposed new (re-)development projects within the Town.