



## Town of Lake Park Town Commission

### Agenda Request Form

---

**Meeting Date:** November 5, 2025

**Originating Department:** Community Development

**Agenda Title:** Ordinance No. 05 -2025 – Amendment – Comprehensive Plan - Five-Year Capital Improvements Schedule Update (1<sup>st</sup> Reading)

**Agenda Category** (i.e., Consent, New Business, etc.): Ordinance on 1<sup>st</sup> Reading

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

**Cost of Item:** To be billed **Funding Source:** General Fund - Legal  
001-514-108-

**Account Number:** 31100 **Finance Signature:** Barbara A. Gould

**Advertised:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** Ordinance 05-2025

\_\_\_\_\_

**Please initial one:**

_____	Yes I have notified everyone
KJG	Not applicable in this case

#### **Summary Explanation/Background:**

The Community Development Department is requesting the Town Commission to amending the Town's Comprehensive Plan to update the Capital Improvement Schedule within the Capital Improvements Element in accordance with state law.

Note: State Statute 163.3177 (3) (a) (4) requires that municipalities annually update their Capital Improvements Element of their Comprehensive Plan to reflect their latest adopted Five Year Capital Improvements Schedule.

The Town's Capital Improvement Plan (CIP) schedule was last adopted on Sept 18, 2025 as part of the FY 2026 Budget. Thus, the proposed amendment to the Town's Comprehensive Plan, if approved, would meet the requirements outlined within state law.

Note: Unlike other amendments to the Comprehensive Plan, the update of the Five Year Capital Improvements Schedule is not required to be reviewed by the State's planning agency and will become effective upon 2<sup>nd</sup> and Final reading.

Additionally, as a budget-related ordinance, per statute, a business impact estimate statement is not required.

The proposed Ordinance is being presented for consideration by the Town Commission on 1st reading and is expected to be considered on 2<sup>nd</sup> and Final Reading during the November 19, 2025 Regular Town Commission Meeting.

The proposed Ordinance was prepared by the Community Development staff and reviewed by the Town Attorney.

**Recommended Motion:**

I move to approve Ordinance 05-2025 on 1<sup>st</sup> reading to amend the Town's Comprehensive Plan by updating the Town's Five Year Capital Improvements Schedule within the Capital Improvements Element.