



**AGENDA
VILLAGE COUNCIL MEETING
VILLAGE HALL COUNCIL CHAMBERS
226 CYPRESS LANE ■ PALM SPRINGS, FL 33461
JULY 13, 2023
6:30 PM**

COUNCIL

- ☐ Mayor Bev Smith
- ☐ Vice Mayor Joni Brinkman
- ☐ Mayor Pro Tem Patti Waller
- ☐ Council Member Doug Gunther
- ☐ Council Member Gary Ready

ADMINISTRATION

- ☐ Village Manager Michael Bornstein
- ☐ Village Attorney Glen Torcivia
- ☐ Village Clerk Kimberly Wynn

If a person decides to appeal any decision made by the Council concerning any considered matter, they will need a record of the proceeding. For such purposes, they may need to ensure that a verbatim record of the proceedings is available. The recording includes the testimony and evidence upon which the appeal is to be based.

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA

Motion	Second	Vote
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CONSENT AGENDA

(Public Comment on Consent Agenda Items is permissible prior to voting)

1. **Approval of the June 22, 2023, Village Council Regular Meeting Minutes:**
Motion for the approval of the June 22, 2023, Village Council Regular Meeting Minutes.

Staff: Kimberly Wynn, Village Clerk

2. **Appointment to the Planning and Zoning Advisory Board:** Motion for the approval of the appointment of Ms. Brenda Browning to the Planning and Zoning Advisory Board as a Senior Alternate member to serve a three-year unexpired term ending on May 14, 2026.

Staff: Kimberly Wynn, Village Clerk

End of Consent Agenda....

Motion	Second	Vote
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PRESENTATIONS

3. **Florida City County Managers Association (FCCMA) Recognition - 50 Years as a Council-Manager Form of Government**

Staff: Kimberly Wynn, Village Clerk

PUBLIC COMMENT (Three minute limit)

REGULAR AGENDA

4. **2023 Florida League of Cities 97th Annual Conference Voting Delegate:** Appointment of a voting delegate to attend to the 97th Annual Florida League of Cities, Inc. Annual Conference on August 10-12, 2023, in Orlando, Florida.

Staff: Kimberly Wynn, Village Clerk

Motion	Second	Vote
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PUBLIC HEARINGS

5. **Resolution No. 2023-34 - Site Plan Amendment (SPR23-05) and Special Exception Use (PSSE23-02) - St. Luke's Catholic Church - 2892 South Congress Avenue:** Motion for the approval of an application submitted by Insite Studio, agent for the owner, "The Most Reverend Gerald M. Barbarito, D.D., J.C.L., Bishop of the Diocese of Palm Beach," for a Site Plan Amendment (SPR23-05) and a Special Exception (PSSE23-02), allowing expansion of the school use for the Commercial General building at 2892 South Congress Avenue, which will include classrooms and a court.

Staff: Iramis Cabrera, PZB Director

Motion	Second	Vote
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ACTIONS AND REPORTS

VILLAGE MANAGER COMMENTS

VILLAGE COUNCIL COMMENTS

ADJOURNMENT

**NEXT MEETING
THURSDAY, JULY 13, 2023 AT 6:30 PM**

Village of Palm Springs

Title VI/Nondiscrimination Policy

I. Policy Statement:

The Village of Palm Springs values diversity and welcomes input from all interested parties, regardless of cultural identity, background, or income level. Moreover, the Village believes the best programs and services result from careful consideration of the needs of all its communities and when those communities are involved in the decision-making process. The Village does not tolerate discrimination in any of its programs, services, or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and other federal and state authorities, the Village will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, or family status.

II. Persons with Disabilities:

Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disabilities. These laws require federal-aid recipients and other government entities to take affirmative steps to reasonably accommodate those with disabilities and ensure that their needs are equitably represented.

The Village will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. The Village will also make every effort to ensure that its advisory committees, public involvement activities and all other programs, services and activities include representation by communities with disabilities and disability service groups.

The Village encourages the public to report any facility, program, service, or activity that appears inaccessible to those who are disabled. Also, the Village will provide reasonable accommodation to individuals with disabilities who wish to participate in public involvement events or who require special assistance to access facilities, programs, services, or activities. Because providing reasonable accommodation may require outside assistance, the Village asks that requests be made at least three (3) business days prior to the need for accommodation. Questions, concerns, comments, or requests for accommodation should be made to the Village ADA Officer:

Name: Ashley Saingilus, Human Resources Director
Address: 226 Cypress Lane, Palm Springs, FL 33461
Email: asaingilus@vpsfl.org
Phone: (561) 584-8200 Ext. 8420

III. Complaint Procedures:

The Village has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been subjected to discrimination based upon race, color, national origin, sex, religion, age, disability or family status in any Village program, service or activity may file a complaint with the Village Title VI/Nondiscrimination Coordinator:

Name: Janette Piedra, Human Resources Manager
Address: 226 Cypress Lane, Palm Springs, FL 33461
Email: jpiedra@vpsfl.org
Phone: (561) 584-8200 Ext. 8421



**VILLAGE COUNCIL MEETING MINUTES,
COUNCIL CHAMBERS
226 CYPRESS LANE
VILLAGE OF PALM SPRINGS, FLORIDA 33461
JUNE 22, 2023 AT 6:00 PM**

CALL TO ORDER

Mayor Smith called the Village Council Regular Meeting to order at 6:05 PM.

ROLL CALL

Present: Vice Mayor Joni Brinkman, Mayor Pro Tern Patti Waller, Council Member Doug Gunther, Council Member Gary Ready, Mayor Bev Smith, Village Manager Michael Bornstein, and Village Attorney Glen Torcivia.

Absent: None

Also Present: Assistant Village Manager Kim Glas-Castro, Police Chief Thomas Ceccarelli as Sergeant-in-Arms, Planning, Zoning and Building Director Iramis Cabrera, Village Planner Christian Berrios Melendez, Utilities Director Dr. Jimmy Johnson, Assistant Utilities Director Paul Ward, Assistant Public Works Director Timothy Crespo, and Project Manager Walter Sanchez.

INVOCATION

The Village Manager, Mr. Bornstein, led the Invocation

PLEDGE OF ALLEGIANCE

The Village Council led in the Pledge of Allegiance.

ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA

Village Manager Bornstein indicated there were no changes to the Agenda.

Council Member Gunther made a motion to approve the Agenda as presented. Mayor Pro Tern Waller made a second. The said motion carried 5-0.

CONSENT AGENDA

Mayor Smith offered the public an opportunity to speak on the Consent Agenda. There were no comments from the public.

Council Member Ready made a motion to approve the Consent Agenda. Vice-Mayor Brinkman seconded the motion. The said motion carried 5-0.

1. **June 8, 2023. Village Council Regular Meeting Minutes:** Motion for the approval of June 8, 2023, Village Council Regular Meeting Minutes.
Staff: Kimberly Wynn, Village Clerk
2. **Access Control Main Water Treatment Plant Gate - Utilities Department (FY - 2023 ARPA Funded) - Gerelcom:** Motion for approval for the purchase of an RFID antenna to read badges affixed to vehicle windshields and automatically open the existing gate and accept Gerelcom's price of \$46,540.00. The project will be funded through ARPA funds.
Staff: Jimmie Johnson, Utilities Director

SUMMARY: The Utilities Department has a need for more control and documentation of the people accessing the Main Water Treatment Plant. The Environmental Protection Agency, as a result of the Bioterrorism Act of 2002, requires that drinking water utilities continuously conduct vulnerability assessments and improve their resiliency. Access control similar to the access control currently implemented within other buildings owned by the Village was recommended to control the gate access at the Main Water Treatment Plant. The project will be funded through ARPA funds. If approved, the Village would accept Gerelcom including all terms, conditions, and pricing therein.

Note: To ensure the standardization of access control systems throughout the Village, staff recommended Gerelcom, our current Vendor for Access Control.

The Village's Purchasing Code, Section 58-11, Best interest acquisitions, provides that the Village may acquire or contract for non-real property, goods, or services without utilizing the competitive selection purchase requirements where the Village Council declares by at least a four-fifths affirmative vote that the competitive selection process is not in the best interest of the village. The Village Council shall make specific factual findings that support its determination, and such contracts shall be placed on the regular Village council agenda. This provision may not be used to contract for goods or services for which such contract would exceed the limits set forth in F.S. §287.055 or 255.20, as amended.

The proposed quotes were prepared by Gerelcom and reviewed by the Information Technology Director, Assistant Utilities Director, Utilities Director, and Finance Director.

The Village has worked with the proposed vendor previously, and they have provided excellent service and quality solutions.

Fiscal Impact: Funds to support the proposed purchase are available within the FY 2023 Budget - Water & Sewer Enterprise Fund by way of ARPA funding. The Village will not expend more than the amount within the approved budget as it may be adopted/ amended each year for these goods and services over the term of this contract.

3. **Insurance Broker/Consultant Services (Property, Casualty, Liability, Workers Compensation & Special Coverage) Insurance Contract - Piggyback - Village Manager's Office (FY 2023 Budget Funded - General Fund & Water & Sewer Fund) - Gehring Group:** Motion for the approval of the Insurance Broker Agreement in the amount of \$ 38,000 annually for three (3) years with the Gehring Group, via a piggyback agreement with North Port for Property, Casualty, Liability, Workers' Compensation, & Special Coverage. Funding is available from the General Fund & Water & Sewer Fund.

Staff: Kimberly Wynn, Village Clerk

SUMMARY: The Village uses a broker/consultant to provide insurance consulting services related to the Village's assets and inventory, including buildings, utility plants, lift stations, vehicles and liability and workers' compensation claims.

To ensure the lowest possible price, the staff recommended that the Village piggyback off the North Port contract awarded to Gehring Group, Inc. This selection by North Port was completed through a competitive selection process - Broker of Record for Property/Casualty Insurance Program (RFP No. 2023-27 - Insurance Broker Services for Property & Casualty Insurance & Risk Management Consulting - April 12, 2023).

Note: The proposed piggyback contract fee, if approved, would be funding that would be provided in the FY 23/24 budget.

If approved, the Village would accept Gehring Group Insurance Brokers & Consultants' price of \$38,000 annually for three (3) years. With an option to renew for two additional one-year terms, the price for the two additional one-year terms would include a 4% COLA increase each year. The contract terms are the City of North Port contract, including all terms, conditions, and pricing. The term of the proposed agreement would expire on July 15, 2026.

The Village Purchasing Code, Section 58-9. Accessing contracts by other government agencies provides that the Village may award a contract by piggybacking or accessing the goods and/or services from any State of Florida contract; contracts of any Florida political subdivision; or from any other governmental entity (other than the Federal government); provided that the same or substantially similar goods and/or services were competitively solicited.

The proposed agreement was prepared by the Village Attorney and reviewed by the Village Clerk.

The Village has worked with the proposed vendor previously and has received excellent service.

Fiscal Impact: Funding to support this service is available within the FY 2023 Budget - General Fund and Water & Sewer Enterprise Fund.

4. **Geographic Information System (GIS) Software and Services - Term Extension - ESRI:** Motion for the approval of a three (3) year ESRI Small Municipal and County Government Enterprise Agreement (SGEA) which provides the software needed for the Geographic Information System (GIS) services, including the GIS data. On July 14, 2020, a three-year agreement was approved and will expire on July 21, 2023. If approved, the proposed agreement expires on September 20, 2026, with renewal on a three (3) year basis under the terms of the current agreement. **Correction to the financial terms starting on July 22, 2023.**

Staff: Iramis Cabrera, Director of Planning, Building and Zoning

SUMMARY: The ESRI Small Municipal and County Government Enterprise Agreement (SGEA) is a three-year agreement granting our organization access to Esri term license software. As owner and manufacturer, ESRI is the sole source provider of all U.S. domestic Small Municipal and County Government Enterprise Agreements (EA).

On July 14, 2020, a three-year Enterprise Agreement was approved and expires on July 21, 2023.

Various Village of Palm Springs departments need continuous Geographic Information System (GIS) services, including adding GIS data. To continue with the GIS software products, the staff is requesting the renewal of the Enterprise Agreement that will grant the Village access to GIS software.

If approved, the Village would accept Esri pricing, including all terms and conditions. The term of the proposed agreement would expire on September 30, 2026, and may be renewed after that on a three-year basis under the terms of the current agreement.

Note: This item was approved by the Council at the June 8, 2023, Village Council Regular Meeting; however, the supporting documentation was incorrect. For transparency, the staff is bringing this item back for approval.

The Village will not expend more than the amount within the approved budget as it may be adopted/amended for these goods and services over the term of this agreement.

Fiscal Impact: Funding to support services under this proposed agreement will be available within the FY 2023 - FY 2026 Budget - General Fund. The proposed agreement has a fiscal impact of:

FY 2023	\$ 5,966.33
FY 2024	\$ 30,672
FY2025	\$ 30,672
FY2026	\$ 30,672 (September 30, 2026)

End of Consent Agenda....

Council Member Ready made a motion to approve the Consent Agenda. Vice-Mayor Brinkman seconded the motion. The said motion carried 5-0

PRESENTATIONS

There were no Presentations.

PUBLIC COMMENT

Mayor Smith offered public comment. There were no comments from the public.

PUBLIC HEARINGS

5. **(Quasi-Judicial Hearing) Resolution No. 2023-33 - Site Development Plan Amendment (SPR23-04) - Village of Palm Springs - 230 Cypress Lane:** Motion for the approval of Resolution No. 2023-33, a Site Plan Amendment (SPR23-04) submitted by Song & Associates, Inc, agent for the Village of Palm Springs, to permit the expansion of the Public Safety Building with the construction of a 13,169 square feet two-story attached building on the governmental property located at 230 Cypress Lane. Funding to support the project is available within the FY 2021 and FY 2024 Budget- General Fund and Police Department Fund.
Staff: Iramis Cabrera, Planning, Building and Zoning Director

SUMMARY: An application submitted by Song & Associates, Inc, agent for the Village of Palm Springs, is requesting the approval of a site development plan amendment (SPR23-04) to permit the expansion of the Public Safety Building with the construction of a 13,169 square feet two-story attached building on the governmental property located at 230 Cypress Lane.

The subject area currently includes a one-story concrete masonry building that houses the Police Department in the western two-thirds of the building and three

apparatus bays and support space for Fire Rescue at the easternmost end of the building. The project scope does not include the Fire Rescue areas and apparatus bays. However, the exterior walls and openings are being addressed for maintenance and replacement of windows for storm hardening.

Since the original construction of the building, the Police Department has grown in staff and adapted to new procedures and responsibilities in their public services. One of the primary goals of this project is to re-organize the department groups to improve the efficiency of functions and to accommodate future growth and adaptability. The project includes a 13,169 square foot two-story addition and remodeling of the existing Police Department spaces.

Upon completion, the facility will measure 32,543 square feet and serve departmental needs for 20 years and beyond.

A two-story addition is proposed to wrap the north facade and a portion of the west facade of the existing building. The design presents an opportunity for an improved civic presence when approaching the campus from the north on Cypress Lane from Alameda Drive. A new two-story glass lobby will align with Cypress Lane from Alameda Drive. The lobby is designed to feel welcoming and comforting to all residents, from children passing by on their way to the sports fields or crime victims coming to the facility.

The proposed exterior materials include textured stucco in horizontal banding with panels between the windows. Between the ground and second floor, inset panels will be finished with a precast stone relief with a palm motif. The exterior colors will be natural stone and sand-colored tones. A metal panel facade at the top of the entry lobby will incorporate signage. Sunshades will be included above the windows and wrap the entry lobby. The panels, sunshades, and glass frames will be metal with a dark blue color.

Flag poles are proposed for the northwest corner of the new addition. The new spaces also include a community meeting room adjacent to the new lobby and an opening to a small green space on the west side of the additional area. The meeting room can serve a variety of events for the public, from public information and press conferences to educational events and neighborhood watch programs. The flexible meeting space can be used for police training and serve as part of the Emergency Operations command center.

The existing parking lot on the west side of the building will be modified to accommodate the expansion area, provide additional green space, and improve traffic movement and parking for ease of use. The area on the west side will also be gated to expand the secure parking area for police.

The entire facility will be hardened for improved storm resilience, allowing the building to serve as an Emergency Operations Center with uninterrupted power and system redundancy. As a 'Critical Facility,' the building will be suitable for use during storm events and recovery periods.

The Planning & Zoning Board considered the requested project during its regular meeting on June 13, 2023, and recommended approval.

Mayor Smith asked the Council to disclose their ex parte communication. The Council did not have ex parte communication to disclose. The Village Clerk, Ms. Wynn, swore in the applicant, Jill Lanigan, from Song & Associates, along with the staff. Ms. Cabrera stated that she would defer her presentation to Ms. Lanigan. Ms. Lanigan discussed the Police Expansion Site Plan. She gave her presentation and entered it into the record. Many of her recommendations were based on feedback from the Planning and Zoning Board. The recommendations included added security in the parking areas, more decorative accents in and around the building, and an area dedicated to customers conducting police business. Ms. Lanigan described not having an institutionalized look by using a coral-beige color scheme.

Mayor Smith offered the Council an opportunity to discuss this matter.

Council Member Ready asked about parking availability for meetings in the community rooms. He was also concerned about customers that parked whenever they used the 24/7 Police lobby. Mayor Pro Tern Waller questioned if there were three shades of the color scheme used. Mrs. Lanigan confirmed that the renderings appeared different because of the texture. Vice-Mayor Brinkman inquired about the fencing. She wanted to know if it would be replaced. She also questioned if the impound area was located inside the building. Ms. Lanigan confirmed the impound is on the outside. She also discussed the conduits and construction on the project. Council Member Gunther wanted to know the future of the perimeter of the fence. Mayor Smith wanted to secure the area with more fencing. Council Member Ready and Council Member Gunther asked if signs would be placed for the police department. Council Member Gunther inquired about the bollards in front of the building. He was informed by Ms. Lanigan that safety measures would be used.

Mayor Smith offered the public an opportunity to speak about this item. There were no comments from the public.

Council Member Ready made a motion to approve Resolution No. 2023-33. Vice-Mayor Brinkman seconded the motion. The said motion carried 5-0.

Fiscal Impact: Funding to support the project is available within the FY 2021 and FY 2024 Budget - General Fund and Police Department Fund.

6. **Resolution No. 2023-31 - Preliminary Garbage Non Ad-Valorem Assessment Rates - FY 2023:** Motion for the approval of Resolution No. 2023-31; adopting the preliminary non-ad valorem assessment roll for Fiscal Year 2023/2024 so as to provide a uniform method for collecting the non-ad valorem assessment for garbage, trash and recyclables collection services and related services on the Palm Beach County Tax Notices.

Staff: Kimberly Wynn, Village Clerk

SUMMARY: The Village Council adopted Resolution No. 2023-31, setting the preliminary Non-Ad- Valorem assessment rates for Fiscal Year 2023-31. As a result, Resolution No. 2023-31 proposes to set the preliminary Non-Ad-Valorem assessment roll rates to provide a uniform method for collecting this assessment for garbage, trash, and recyclables collection services in the Village on the Palm Beach County Tax Notices.

The proposed rates for Fiscal Year 2023-2024 will be as follows:

Single Family Homes	\$ 225
Multi-Family Homes	\$ 140
Mobile Homes	\$140

The Council originally established the uniform method for collecting garbage, trash and recyclables services on the Palm Beach County Tax Notices by adoption of Resolution No. 2008-17 in February 2008. This Resolution included all parcels within the incorporated municipal boundaries of the Village of Palm Springs at that time, as well as all parcels subsequently annexed into the Village.

The Council has adopted a corresponding resolution each year setting rates for the upcoming fiscal year. The proposed Resolution would establish the Non Ad-Valorem rates for garbage based on the cost of collection and disposal at that time. The projected price includes a 9% contract increase effective April 1, 2023. This contract expires April 1, 2024. Furthermore, a potential increase in the Village's contract with a contractor hauler needs to be considered. In an effort to assist with the reduced administrative margin to offset staff costs, it is necessary to increase rates.

Public Works Director, Timothy Crespo presented this item. He proposed an increase of 9% to the garbage rates for the upcoming fiscal year. He explained that the increase is needed to keep up with the rates from the Solid Waste Authority (SWA). Rates are expected to go up again in the next contract year.

Mayor Smith offered the public an opportunity to speak on Resolution No. 2023-31. There were no comments from the public.

Council Member Gunther made a motion to approve Resolution No. 2023-31. Vice-

Mayor Brinkman seconded the motion. The said motion carried 5-0.

Fiscal Impact: The projected total annual revenue that the Village would assess is expected to be \$1,605,250 (which is at a 96% collection rate).

7. **Resolution No. 2023-32 - Stormwater Non Ad-Valorem Assessment Rates - FY 2024:** Motion for the approval of Resolution No. 2023-32, setting the preliminary Non Ad-Valorem assessment rates for Fiscal Year 2023-2024 for stormwater management assessments for each parcel within the area benefited, other than the non-assessed property.

Staff: Kimberly Wynn, Village Clerk

SUMMARY: The proposed Resolution sets the preliminary Non Ad-Valorem assessment roll rates for Fiscal Year (FY) 2024 and provides a uniform method for collecting this assessment for the stormwater management services within the Village on the Palm Beach County Tax Notices .

The proposed rates for FY 23-24 will be the same as last year:

	Annual Rate
Single Family Residential Condominiums	\$48
Multifamily	\$48
Commercial (Under 2 ESU's)	\$48
Commercial (2 to 4.99)	\$96
Commercial (5 to 9.99 ESU's)	\$180
Commercial (10 ESU's and above)	\$240

The Village Council originally established the uniform method for collection and funding the Village's stormwater management services and projects in July 2016 (Resolution No. 2016-51). The approved Resolution included all parcels within the incorporated municipal boundaries of the Village of Palm Springs at that time, as well as all parcels subsequently annexed into the Village.

The proposed fees and all related data will be submitted to the PBC Property Appraiser's Office and the PBC Information Systems Services department, which provides billing services for the Village.

Public Works Director Timothy Crespo presented this item. He said there would be no changes to the stormwater rates this year.

Mayor Smith offered the public an opportunity to speak on Resolution No. 2023-32. There were no comments from the public.

Mayor Pro Tern Waller made a motion to approve Resolution No. 2023-32. Council

Member Ready seconded the motion. The said motion carried 5-0.

Fiscal Impact: The proposed FY 2024 rates are the same as last year's rates.

ACTIONS AND REPORTS

There were no Actions and Reports.

VILLAGE MANAGER COMMENTS

There were no Village Manager Comments.

VILLAGE COUNCIL COMMENTS

There were no Village Council Comments.

ADJOURNMENT

Hearing no further business, Mayor Smith adjourned the Village Council Regular Meeting at 6:35 PM.

The undersigned is the Village Clerk of Palm Springs, Florida, and the information provided herein is the Minutes of the Regular Council Meeting held on **June 22, 2023**. Which minutes were formally approved and adopted by the Village Council on **July 13, 2023**.

Kimberly M. Wynn

Village Clerk

**NEXT REGULAR MEETING:
THURSDAY, JULY 13, 2023
AT 6:30 PM**



Village of Palm Springs

Executive Brief

AGENDA DATE: July 13, 2023

DEPARTMENT: Administration

ITEM #2: Appointment to the Planning and Zoning Advisory Board

SUMMARY: Currently, there are two (2) Alternate Board member vacancies due to the resignation of Senior Alternate member Larry Saingilus on the Planning and Zoning Advisory Board.

Ms. Brenda Browning has applied and expressed an interest in being more involved in the Village. If appointed, she would serve as a Senior Alternate Board member with an unexpired three (3) year term ending on May 14, 2026.

If approved, one (1) Junior Alternate Board member vacancy would remain on the Planning and Zoning Advisory Board.

FISCAL IMPACT:

The proposed appointment does not have a fiscal impact on the Village.

ATTACHMENTS:

1. Board Application is Available Upon Request

BOARD APPLICATION IS AVAILABLE UPON REQUEST IN
THE VILLAGE CLERK'S OFFICE.



Village of Palm Springs

Executive Brief

AGENDA DATE: July 13, 2023

DEPARTMENT: Administration

ITEM #4: Approve Voting Delegate - 2023 Florida League of Cities Annual Conference

SUMMARY: The Florida League of Cities has requested that each municipality designate one official as the voting delegate for the upcoming 97th Annual Conference to be held at Hilton Orlando Bonnet Creek, Orlando, Florida, August 10th-12th, 2023.

Each year during the business meeting session of the Conference, the designated voting delegate will represent the Village on policy development, the election of League leadership, and the adoption of resolutions that may be introduced during the meeting. One official from each municipality will make decisions that determine the direction of the League.

The deadline to submit voting delegate forms must be received by the League no later than July 31, 2023.

FISCAL IMPACT:

There is no fiscal impact on the Village.

ATTACHMENTS:

1. 2023 Voting Delegate Memo



To: Key Official

From: Eryn Russell, Florida League of Cities

Date: June 6, 2023

Subject: 97th Annual Conference Voting Delegate Information

The Florida League of Cities Annual Conference will be held at the Hilton Orlando Bonnet Creek in Orlando, Florida, from August 10-12, 2023. This conference will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively.

We ask that each member municipality sending delegates to the Annual Conference designate one of their officials to cast their votes at the Annual Business Session, which will be held on **Saturday, August 12**. Election of League leadership and adoption of resolutions are undertaken during the business meeting. One official from each municipality will vote on matters affecting the League.

In accordance with the League's by-laws, each municipality's vote is determined by population, and the League will use the Estimates of Population from the University of Florida.

Conference registration materials were sent to each municipality via the League's e-newsletter and are available online at flcities.com.

If you have any questions about voting delegates, please email erussell@flcities.com. **Voting delegate forms must be received by the League no later than July 31, 2023.**

Attachments: Form Designating Voting Delegate



97th Annual Conference
Florida League of Cities, Inc.
August 10-12, 2023
Orlando, Florida

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities designate one of their officials to cast their votes at the Annual Business Session. League By-Laws require each municipality to select one person to serve as the municipality's voting delegate. *Municipalities do not need to adopt a resolution to designate a voting delegate.*

Please fill out this form and return it to the League office so that your voting delegate may be properly identified. **Voting delegate forms must be received by the League no later than July 31, 2023.**

Designation of Voting Delegate

Name of Voting Delegate: _____

Title: _____

Delegate Email: _____

Municipality of: _____

AUTHORIZED BY:

Name

Title

Return this form to:
Eryn Russell
Florida League of Cities, Inc.
Post Office Box 1757
Tallahassee, FL 32302-1757
Email: erussell@flcities.com



Village of Palm Springs

Executive Brief

AGENDA DATE: July 13, 2023

DEPARTMENT: Planning, Zoning & Building

ITEM #5: Resolution No. 2023-34 Site Plan Amendment (SPR23-05) and Special Exception Use (PSSE23-02) - St. Luke's Catholic Church - 2892 South Congress Avenue

SUMMARY: Insite Studio, Inc. (Applicant), agent for The Most Reverend Gerald M. Barbarito, D.D., J.C.L., Bishop of the Diocese of Palm Beach (Owner), is requesting approval of a Site Plan Amendment (SPR23-05) and Special Exception (PSSE23-02) to allow an expansion of the school use, with the construction of 27,024 square feet building to include classrooms and an indoor court for the Commercial General property located at 2892 South Congress Avenue.

Note: The subject property was approved on July 28, 1988, by Palm Beach County (Resolution No. R-89-721), as a Special Exception Use to permit a church or place of worship with accessory buildings and structures for educational institutions. A site plan was approved for the property consisting of several buildings totaling a 50,620 square feet floor area.

The property was annexed into the Village of Palm Springs on October 22, 1998, and designated with Commercial General zoning, Commercial Future Land Use, and Special Exception use.

The Applicant is proposing to demolish the existing structure, shown on the approved site plan as the Existing Church (Parish Center), and construct a new multi-purpose building in its place. The Parish Center as it exists currently is a single-story building with an area of 8,696.7 square feet. The proposed structure will be two stories with a total floor area of 27,024 square feet (an additional 18,328 square feet). The proposed uses within the building will include a new gymnasium, cafeteria, kitchen, storage, and additional classrooms to support the overall function of St. Luke's Catholic Church. The proposed building will be compatible with the other structures on the campus and will be compatible with the existing use of the general commercial property. The proposed building will maintain the existing 25-foot setback from the northern property line and will be further buffered with a five-foot landscape buffer.

As part of the proposed Site Plan Amendment, the applicant requested one (1) variance which was approved by the Planning and Zoning Board during its regular meeting on June 13, 2023, allowing the reduction of parking spaces from the required 338 spaces to 320 spaces (PSV23-10).

The Planning & Zoning Board considered the requested Site Plan Amendment and modifications to the Special Exception use during its regular meeting on June 13, 2023, and recommended approval.

The Planning, Zoning & Building staff do not object to the proposed Site Plan Amendment, Special Exception Use, and variance requested, and recommend conditional approval to facilitate the development project proposed for the property.

FISCAL IMPACT:

The proposed development will enhance the Village's assessed property valuation.

ATTACHMENTS:

1. Resolution No. 2023-34 Site Plan Amendment SPR23-34 St Luke Church
2. Exhibit A Staff Report
3. Justification Statement - Project Narrative
4. Site Plan, Floor Plans and Landscape Plans
5. Color Elevations
6. Aerial and Location Maps

RESOLUTION NO. 2023-34

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF PALM SPRINGS, FLORIDA, (APPROVING/DENYING), WITH CONDITIONS, A SITE PLAN AMENDMENT (SPR23-04) AND SPECIAL EXCEPTION (PSSE23-02) TO ALLOW AN EXPANSION OF THE SCHOOL USE, WITH THE CONSTRUCTION OF 27,024 SQUARE FEET BUILDING TO INCLUDE CLASSROOMS AND AN INDOOR COURT FOR THE COMMERCIAL GENERAL PROPERTY LOCATED AT 2892 SOUTH CONGRESS AVENUE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Insite Studio, Inc. (Applicant), agent for The Most Reverend Gerald M. Barbarito, D.D., J.C.L., Bishop of the Diocese of Palm Beach (Owner), is requesting approval of a Site Plan Amendment (SPR23-05) and Special Exception (PSSE23-02) to allow an expansion of the school use, with the construction of 27,024 square feet building to include classrooms and an indoor court for the Commercial General property located at 2892 South Congress Avenue; and

WHEREAS, the Planning & Zoning Board (“Board”) heard and considered the Site Plan Amendment at the Board’s June 13, 2023 meeting, and the Board’s recommendation has been transmitted to the Village Council; and

WHEREAS, the Village Council has heard this matter in public session; has considered the presentation and other evidence presented by the Applicant; has received and considered the recommendations of the Village Staff and the Planning and Zoning Board; has otherwise been fully informed regarding this matter.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF PALM SPRINGS, FLORIDA:

Section 1. Insite Studio, Inc. (Applicant), agent for The Most Reverend Gerald M. Barbarito, D.D., J.C.L., Bishop of the Diocese of Palm Beach (“Owner”) Village of Palm Springs., is requesting approval of a Site Plan Amendment (SPR23-05) to allow an expansion of the school use, with the construction of 27,024 square feet building to include classrooms and an indoor court for the Commercial General property located at 2892 South Congress Avenue:

_____Having been otherwise fully apprised of the premises herein, the Village Council hereby approves the said application as revised, with the staff report conditions attached hereto as Exhibit “A”, which is incorporated herein by reference.

OR

_____Having been otherwise fully apprised of the premises herein, the Village Council hereby denies the application for the following reason(s):

Notwithstanding any exceptions, conditions, or other approvals granted herein, the applicant must conform to all other applicable codes, ordinances, and laws whether stated herein or not.

Section 3. This Resolution shall take effect immediately upon adoption.

Council Member _____ offered the foregoing resolution. Council Member _____ seconded the motion, and upon being put to a vote, the vote was as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
BEVERLY SMITH, MAYOR	☐	☐	☐
JONI BRINKMAN, VICE MAYOR	☐	☐	☐
PATTI WALLER, MAYOR PRO TEM	☐	☐	☐
DOUG GUNTHER, COUNCIL MEMBER	☐	☐	☐
GARY READY, COUNCIL MEMBER	☐	☐	☐

The Mayor thereupon declared the Resolution duly passed and adopted this _____ day of _____ 2023.

Resolution No. 2023-34 – Site Plan Amendment (SPR23-05) and Special Exception Use (PSSE23-02) - St. Luke's Catholic Church - 2892 South Congress Avenue

VILLAGE OF PALM SPRINGS, FLORIDA

BY: _____
BEV SMITH, MAYOR

ATTEST:

BY: _____
KIMBERLY M. WYNN, VILLAGE CLERK

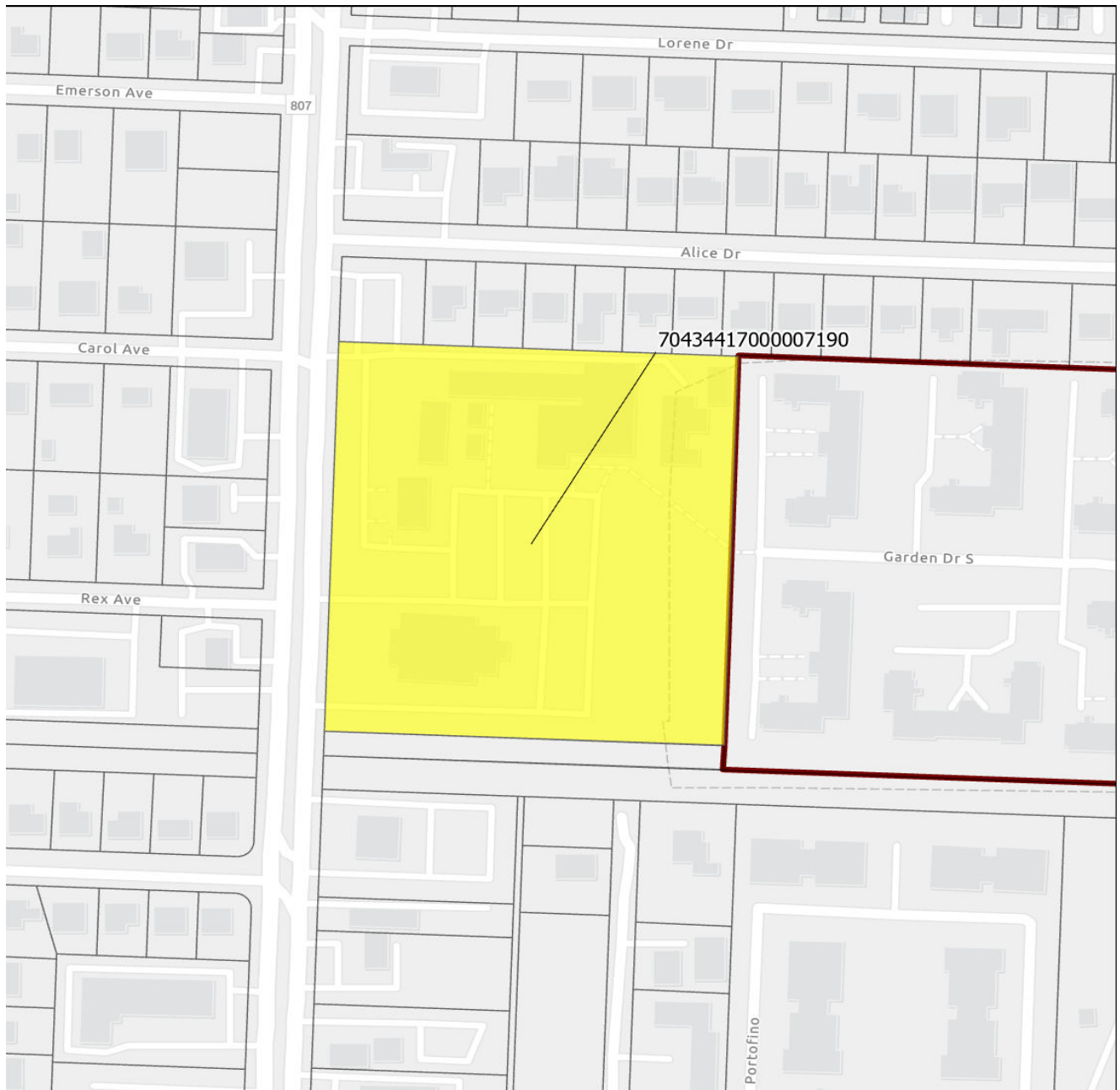
REVIEWED FOR FORM AND LEGAL SUFFICIENCY
BY: _____
GLEN J. TORCIVIA, VILLAGE ATTORNEY



PLANNING, ZONING & BUILDING STAFF REPORT

SUBJECT: Special Exception Use and Site Plan Amendment with a Variance - St. Luke's Catholic Church - 2892 South Congress Avenue

Application Summary			
Applicant / Petitioner	The Most Rev. Gerald M. Barbarito, D.D., J.C.L., Bishop of the Diocese of Palm Beach	Submittal Date	04/24/2023
Reference Name	St. Luke's Catholic Church	Case Number	SPR23-04, PSSE23-02, PSV23-10
		Parcel Control No	70-43-44-17-00-000-7190
Location	2892 South Congress Avenue	Site Area	±8.95 acres
P&Z B Meeting	June 13, 2023	Council Meeting	July 13, 2023
Requests			
Proposed Use(s)	Site Plan Amendment for the St. Luke's Catholic Church, to allow an expansion of the school use, with the construction of 27,024 square feet classrooms and indoor court building for the Commercial General property located at 2892 South Congress Avenue and concurrent request for a Special Exception Use of the existing Special Exception Use.		
Number of Buildings	7 buildings and 2 modular classrooms structures for a total of 41,924 sf		
Variance Approved	PSV23-10 Requesting a Variance relief from Section 34-1329 (2) (a) to allow a total of 320 parking spaces where 338 parking spaces are required.		
Parking			
Code	Required	Provided	Meets Requirement
Total Overall Parking	338 spaces Office use 1/200 SF = 37 spaces School use 1 per Classroom / 1 per Staff = 46 spaces Indoor Court 1/1,800 SF = 5 spaces Church 1 / 4 seats = 250 spaces	320 spaces 257 paved + 63 grass parking	No** (variance requested)
Site Characteristics			
Existing Use	Church and Private School	Proposed Use	Church and Private School
Existing Zoning	Commercial General (CG)	Existing Future Land Use	Commercial
Surrounding Existing Land Use, Future Land Use, and Zoning			
Direction	Existing Use	Future Land Use	Zoning District
North	Residential Use	Low Density Residential	Residential single-Family (RS)
South	Commercial & Residential Use	Commercial and High Density Residential	Commercial General (CG) and Residential Multi-Family (RM)
East	Residential community	Unincorporated Palm Beach County	Unincorporated Palm Beach County
West	Commercial use	Commercial	Commercial General (CG)
Recommendation			
Planning, Zoning & Building Staff recommends conditional approval of the proposed Site Plan amendment to allow the expansion to the existing school use with the construction of 27,024 square feet gymnasium building and additional classrooms.			



I. Site History

- **Ordinance No. 98-53: Annexation**

The property was annexed into the Village of Palm Springs on October 22, 1998 and designated with the Land Development with Commercial General zoning district and Commercial Future Land Use.

II. Comprehensive Plan Consistency

The subject property's Future Land Use designation and Zoning are Commercial and Commercial General (CG), respectively. The proposed use is permitted as a special exception use and is generally consistent with goals, objectives and policies of the Village's Comprehensive Plan.

III. Variances Requested

The Variance was approved by the P&Z Board during its regular meeting on June 13, 2023.

The applicant is seeking the following variance:

- **PSV23-10** Requesting a Variance relief from Section 34-1329 (2) (a) to allow a total of 320 parking spaces where 338 parking spaces are required.

The applicant's full justification is hereto:

- a. That special condition and circumstances exist which are peculiar to the land, structure, or building involved, and which are not applicable to other lands, structures, or buildings in the same land development district.**

The Applicant is requesting a variance for the off-street parking requirements for the existing and proposed uses on the St. Luke's campus. According to the Code, without shared parking operations on the site, 338 parking spaces would be required at build-out. Based on the proposed parking configuration for the project, a total of 320 parking spaces are being proposed. The St. Luke's Catholic Church operates as a church and worship center. The Applicant is seeking this technical deviation in order to allow a greater use of the property by demonstrating that the proposed school/church mixture parking demands are mere fractions of the City's code. If granted, this technical deviation will allow the Applicant to better serve the community, by providing better school/church services for its constituency. In this manner, the requested deviation will provide adequate parking supply for present and future development.

- b. That the special conditions and circumstances do not result from the actions of the applicant.**

The approval of the requested variance would not create special conditions or circumstances on the subject site. The approval of the variance would ensure that the site functions more effectively based on the shared demand of the uses on the site, and reduce the likelihood of underutilized off-street parking during low demand times.

- c. That granting the variance requested will not confer on the applicant any special privilege that is denied by this chapter to other lands, buildings, or structures in the same land development district.**

The approval of the requested variance would not create special conditions or circumstances on the subject site. The approval of the variance would ensure that the site functions more effectively based on the shared demand of the uses on the site and reduce the likelihood of underutilized off-street parking during low demand times.

- d. That literal interpretation of the provisions of this chapter would deprive the applicant of rights commonly enjoyed by other properties in the same land development district under the terms of this chapter and would work unnecessary and undue hardship on the applicant.**

A literal interpretation of the off-street parking requirements stipulated in the Code fails to consider the nature of sites with a mix of uses that generate parking demand in fluctuations during the day and week. In consideration of this, the provision of off-street parking for one use can serve the parking demand of another use at different times of the day/week. A strict interpretation of the Code generates a parking requirement of 338 spaces, the proposed site plan provides for 320 spaces. The requested variance is for a mere deviation of 18 spaces.

- e. That the variance granted is the minimum variance that will make possible the reasonable use of the land, building, or structure.**

No other variances are being requested to accommodate the proposed expansion to the St. Luke's Catholic Church campus.

f. That the granting of the variance will be in harmony with the general intent and purpose of this chapter.

A literal interpretation of the off-street parking requirements stipulated in the Code fails to consider the nature of sites with a mix of uses that generate parking demand in fluctuations during the day and week. In consideration of this, the provision of off-street parking for one use can serve the parking demand of another use at different times of the day/week. The granting of the variance will in fact allow for a better relationship between the uses and the parking demand fluctuations of the services provided onsite.

g. That such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

The requested variance is for a deviation in the off-street parking requirements for the uses on the St. Luke's Catholic Church campus and will not create a circumstance that would be injurious to the area or detrimental to the public.

Staff does not object to the applicant's request based on the intent of the applicant to maximize the use of the property without creating negative impacts to the surrounding properties.

IV. Neighborhood Compatibility

- 1) The proposed project is located on the east side of South Congress Avenue.
- 2) Surrounding properties are generally residential use.
- 3) A mix of different commercial uses are located along South Congress Avenue.
- 4) Public bus stop is located approximately 100'
- 5) The proposed facility is permitted as a special exception use within the Commercial General zoning district.

V. Regulatory Issues

- The site plan generally conforms to the property development standards of the CG district.
 - 1) Proposed project plan generally meets required site development regulations.
 - 2) Based on the Traffic Generation Analysis, the project will generate less than 20 peak hour trips which is in compliance with PBC TPS Article 12 of the PBC ULDC.
 - 3) Variance requested shall be approved by the Planning & Zoning Board prior to consideration of the Site Plan and the Special Exception by the Village's Council.
 - 4) Permits from all applicable permitting agencies, including but not limited to PBC Fire Rescue and Village of Palm Springs are required prior to construction.

VI. Environmental Issues:

There are no environmental (wetlands, floodplains, etc.) issues identified.

VII. Community Outreach/ Notification

- The subject property was posted on June 01, 2023.
- Public Notification letters were mailed to all property owners within 300 feet radius of subject property on June 01, 2023.
- Legal advertisement was published in the paper on June 01, 2023.
- Staff has not received any inquiries or comments as a result of the notices.

VIII. Proposed Development Plan Details

The petitioner's development plans dated received on April 24, 2023 depicts the following:

- An application submitted for a Site Plan Amendment Approval and concurrently Special Exception Use with

1 variance for the parking requirements.

1. Site Plan dated received on April 24, 2023.
2. Landscape plans dated received April 24, 2023.
3. Architectural floor plans dated received April 24, 2023.
4. Justification Statement and proposed use.
5. Traffic equivalency statement.
6. Parking reduction statement.

IX Recommendation

The subject property was approved on July 28, 1988, by Palm Beach County (Resolution R-89-721), as a Special Exception Use to permit a church or a place of worship with accessory buildings and structures for educational institution. A site plan was approved for the property consisting of several buildings totaling of 50,620 sf floor area.

The property was annexed into the Village of Palm Springs on October 22, 1998 and designated with the Land Development with Commercial Future Land Use and Commercial General zoning district with Special Exception use for the use of the property as a place of worship and a church, with an accessory use as educational institution.

The Applicant is proposing to demolish the structure, shown on the approved site plan as the Existing Church (Parish Center) and construct a new multi-purpose building in its place. The Parish Center as it exists currently is a single-story building with a floor area of 8,696.7 square feet. The proposed structure will be two stories with a total floor area of 27,024 square feet (an additional 18,328 square feet). The proposed uses within the building will include: a new gymnasium, cafeteria, kitchen, storage, and additional classrooms to support the overall function of the St. Luke's Catholic Church. The proposed building will be compatible with the other structures on the campus and will be compatible with the intent of the commercial general zoning district classification. The proposed building will maintain the existing 25-foot setback from the northern property line and will be further buffered with a five-foot landscape buffer.

Additionally, Staff has found the proposed Special Exception use to be generally consistent with goals, objectives and policies of the Village's Comprehensive Plan. The proposed use is generally consistent with the Land Development and zoning regulation and all other portions of the code. The proposed special exception use does not significantly reduce light and air to adjacent properties and would not be deterrent to surrounding properties. The new project does not negatively impact the natural system.

Planning, Zoning and Building Staff recommends conditional approval of the Special Exception Use, the Site Plan Amendment and the Variance subject to the following twenty-eight (28) conditions below:

1. The Site Plan approval is valid within 24 months of Council Approval.
2. The special exception approval shall be implemented within 18 months of Council approval.
3. In case of any parking issues, as determined by the PZ&B Director and/or Police chief, the property owner may be required to undertake additional measures.
4. Maximum number of students shall not exceed 315 at any time.
5. Hours of operation shall be accordingly with the Village's Land Development Regulation Section 34-1172.
6. Drop-off and pick-up of students shall be limited to the main entrance on the south side of the new building and a staff member shall be present all the time for receiving and releasing the students.
7. A security plan addressing evacuations and emergency situations shall provided **at time of permitting**.
8. Provide security/monitoring of the interior areas during school hours and submit details to the Village **at time of permitting**.
9. No loitering of students on the grounds will be permitted.
10. Any special event to be held at the facility is subject to Special Event Permit approval by the Village.
11. Permits must be obtained from the Village and Palm Beach County Fire Department **at time of permitting**.
12. Any future wall signs shall be in accordance with the Village's Land Development Regulations Section 34-328.

13. The construction dumpster shall be only provided by Waste Pro USA who is under franchise Agreement with the Village.
14. Landscaped areas shall be irrigated including but not limited to buffer, islands, planter boxes, etc.
15. Irrigation plans shall be provided **at the time of permitting**. Non-potable water shall be used for the irrigation system per Village code.
16. Provide permits from all applicable permitting agencies, including but not limited to, PBC Fire Rescue and Village of Palm Springs **at the time of permitting**.
17. The property owner shall register an Agent of Record, prior to issuance of a permit, to establish a contact person responsible for compliance with this Development Order, including site plan/landscape plan details and conditions of approval.
18. The Applicant may be required to undertake additional security measures, based on the number of complaints or calls for service for incidents at the premises, as determined by the Police Chief. Such additional security measures, as approved by the Police Chief, may include increased on-site security at the operator's sole expense.
19. All new electric utilities shall be underground.
20. A silt barrier shall be installed around the perimeter of the property (within the affected area for the site improvements and new building construction) prior to commencement of any site work or construction activity, and a track pad shall be installed at the construction entrance(s), both of which shall remain through substantial completion.
21. Any sidewalk broken or damaged during construction shall be replaced by the contractor **prior to CO**.
22. The Landscaping shall be certified by the Landscape Architect upon completion and **prior to Certificate of Occupancy/Certificate of Completion** of each improvement area.
23. Absolutely no occupancy, other than construction personnel, is permitted **prior to TCO/CO**.
24. The civil engineer of record shall certify the site construction **prior to Certificate of Occupancy**.
25. The applicant may be required to provide a resident inspector for structural elements such as concrete pours in accordance with Section 109.1.3 FBC 2010 and F.S. 553.791. Determination shall be made at time of pre-construction conference with Planning Zoning and Building Director.
26. The General Contractor shall be on site during any and all construction activity in accordance with FS 489.1195.
27. The project shall receive approval from all Authorities Having Jurisdiction and submit copies of approvals to the Village of Palm Springs.
28. **At the time of CO**, the petitioner shall provide the Planning, Zoning and Building Department with electronic copies of as-builts.

St. Luke's Catholic Church
Justification Statement

Site Plan Approval | Modification of Special Exception | Parking Variance

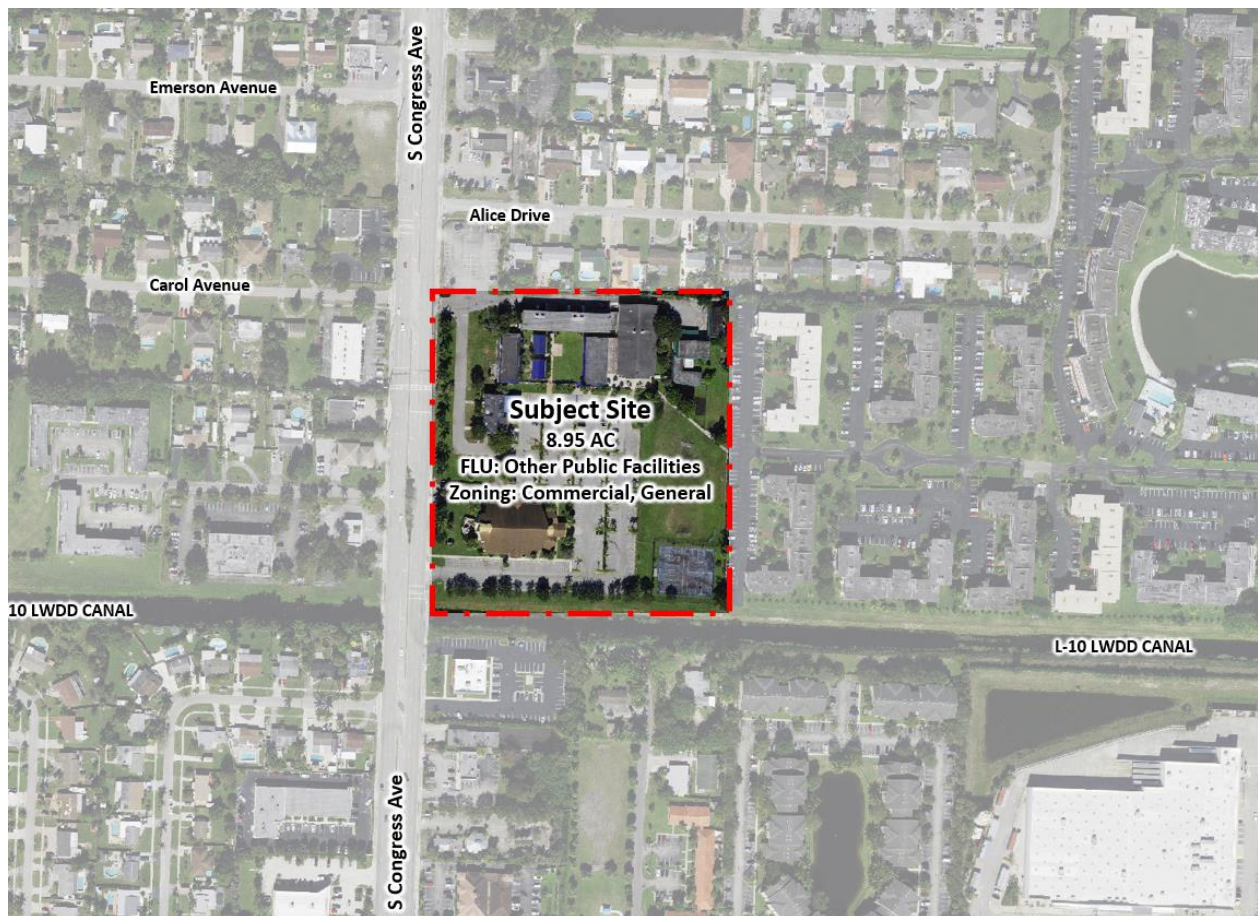
Request

On behalf of the applicant, Thomas V. Daily, Bishop of the Diocese of Palm Beach, we respectfully request approval of the following:

- **Site Plan Approval (Major Amendment)** for modifications to the approved site plan for the St. Luke's Catholic Church, to accommodate construction of a new multi-purpose building.
- **Special Exception (Modification)** to increase square footage of a Special Exception Use on a property with a Commercial General (CG) zoning district classification.
- **Variance (District Standard)** to allow a reduction in the off-street parking requirements for the St. Luke's Catholic Church site.

Project Location

The St. Luke's Catholic Church grounds is an 8.95-acre site located at 2892 South Congress Avenue in Palm Springs. The subject site currently retains a Future Land Use (FLU) designation of Other Public Facilities and a zoning district classification of Commercial, General (CG). The subject site is further identified by Parcel Control Number (PCN): 70434417000007190.



Project History

The St. Luke's Catholic Church was approved on July 28, 1988 (Resolution R-89-721), as a Special Exception Use to permit a church or place of worship and accessory buildings and structures and educational institution.

The site plan that was approved for the site consisted of several buildings totaling 47,838 square feet as outlined in the table below:

Use	Area
Church (New)	16,996 SF
Convent Building	3,186 SF
Library	4,212.25 SF
Classroom Building	5,641.25 SF
Music Building	4,130 SF
Church (Existing)	8,696 SF
Rectory	4,130 SF
Detached Garage	666 SF

It should be noted that two additional modular classroom buildings, 973 square feet each, exist on the site currently – bringing the existing total building square footage to 50,620 (12% building coverage).

Surrounding Uses

Below are descriptions of the zoning and land uses of the adjacent properties:

North: Single-Family Residential | FLU: Low Density | Zoning: Residential Single Family (RS)

South: Commercial | FLU: Commercial | Zoning: Commercial, General

East: Unincorporated Palm Beach County, Age-Restricted Multi-Family Housing (Lake Clarke Gardens)
FLU: High Residential, 18 units per acre (HR-18)
Zoning: Residential High Density (RH)

West: Commercial | FLU: Commercial | Zoning: Commercial, General

Development Program

To meet the current and future needs of the Diocese, the Applicant is proposing to demolish a structure, shown on the approved site plan as the Existing Church (Parish Center) and construct a new multi-purpose building in its place. The Parish Center as it exists currently is a single story building with an area of 8,696.7 square feet. The proposed structure will be two stories high with an area of 27,024 square feet (an additional 18,328 square feet). The proposed uses within the building will include a new gymnasium, cafeteria, kitchen, storage, and additional classrooms.

In order to accommodate the proposed modifications to the St. Luke's campus, the Applicant is requesting a **Major Site Plan Approval, Modification to a Special Exception, and a Variance** to allow a reduction in the required parking for the uses on the site.

Standards for Code Compliance

Division 5. – Site Plan

Sec. 34-682

(a) By the terms of this article, all development shall:

- (1) Require site plan review.**
- (2) Be compatible with the intent of the land development district wherein it is proposed to be located.**
- (3) Be compatible with adjacent land uses.**

Applicant Response:

The Applicant is requesting a Site Plan (Major) approval for the proposed construction of a two-story multi-purpose building that will include a gymnasium, cafeteria, kitchen, and additional classrooms to support the overall function of the St. Luke's Catholic Church. The proposed building will be compatible with the other structures on the campus and will be compatible with the intent of the commercial, general zoning district classification. The proposed building will maintain the existing 25 foot setback from the northern property line and will be further buffered with a five foot landscape buffer.

Sec. 34-607. Special exception procedures.

- (a) The planning and zoning board shall review all requests for special exception uses, with the exception of minor special exception uses, except on appeal, and forward their recommendations on the request to the village council for their consideration. The village council shall hear and decide requests for special exception uses in a quasi-judicial proceeding. Any person aggrieved by a decision of the council may appeal the final order of the council in accordance with the Florida Rules of Appellate Procedure.**
- (b) In reviewing a request for a special exception use, the village council shall take into consideration all technical, relevant factors and the factors and criteria set forth herein. A special exception use shall not be approved unless an applicant establishes that all the following criteria are met:**
 - (1) The proposed special exception use is consistent with the goals, objectives, and policies of the village's comprehensive plan.**

Applicant Response:

The proposed changes to the St. Luke's Catholic Church campus will remain consistent with Village's Comprehensive Plan. The Applicant is requesting a modification to the previously approved special exception use for a church or house of worship on the subject site. The special exception approved approximately 47,838 square feet of church/house of worship uses and accessory buildings which represented a 12.2.% building coverage ratio for the subject site.

The proposed modification to the previously approved special exception represents an increase of 18,328 square feet of building square footage on the site. The building coverage would increase from 12% to 18%, which is still below the 50% maximum gross floor area for the CG zoning district classification.

- (2) The proposed special exception is consistent with the land development and zoning regulations and all other portions of this Code.**

The proposed modification to the previously approved special exception represents an increase of 18,328 square feet of building square footage on the site. The building coverage would increase from 12% to 18%, which is still below the 50% maximum gross floor area for the CG zoning district classification.

- (3) The proposed special exception use is compatible with the character and use (existing and future) of the surrounding properties in its function; hours of operation; type and amount of traffic to be generated; building location, mass, height and setback; and other relevant factors peculiar to the proposed special exception use and the surrounding property.**

Applicant Response:

The Applicant is requesting a Site Plan (Major) approval for the proposed construction of a two-story multi-purpose building that will include a gymnasium, cafeteria, kitchen, and additional classrooms to support the overall function of the St. Luke's Catholic Church. The proposed building will be compatible with the other structures on the campus and will be compatible with the intent of the commercial, general zoning district classification. The proposed building will maintain the existing 25 foot setback from the northern property line and will be further buffered with a five foot landscape buffer.

- (4) The establishment of the proposed special exception use in the identified location does not create a concentration or proliferation of the same or similar type of special exception use, which may be deemed detrimental to the development or redevelopment of the area in which the special exception use is proposed to be developed.**

Applicant Response:

The Applicant is requesting a modification to a special exception use that was previously approved, a new special exception use is not being requested. The St. Luke's Catholic Church will continue to function as a church/house of worship campus as outlined by the code. The proposed building will serve the current and future needs of the St. Luke's Catholic Church.

- (5) The proposed special exception use does not have a detrimental impact on surrounding properties based on:**
- a. The number of persons anticipated to be using, residing, or working on the property as a result of the special exception use;**
 - b. The degree of noise, odor, visual, or other potential nuisance factors generated by the special exception use; and**
 - c. The effect on the amount and flow of traffic within the vicinity of the proposed special exception use.**

Applicant Response:

The Applicant is requesting a modification to a special exception use that was previously approved, new special exception use is not being requested. The proposed expansion of the campus is not anticipated to have any detrimental impact on the surrounding communities.

- (6) That the proposed special exception use:**
- a. Does not significantly reduce light and air to adjacent properties.**
 - b. Does not adversely affect property values in adjacent areas.**
 - c. Would not be a deterrent to the improvement, development or redevelopment of surrounding properties in accordance with existing regulations.**
 - d. Does not negatively impact adjacent natural systems or public facilities, including parks and open spaces.**
 - e. Provides pedestrian amenities, including, but not limited to, benches, trash receptacles, and/or bicycle parking.**

Applicant Response:

The Applicant is requesting a modification to a special exception use that was previously approved, new special exception use is not being requested. The proposed expansion of the campus is not anticipated to have any detrimental impact on the surrounding communities.

- (7) The proposed use would enhance and/or promote redevelopment of the village, fulfill redevelopment objectives, and/or have a positive economic impact on the village, including creating new jobs, economic growth and provide needed community-serving (neighborhood retail and commercial) uses and businesses.**

Applicant Response:

The proposed expansion of the St. Luke's Catholic Church campus will enhance the overall function and services provided to the Palm Springs community. The expansion will provide for additional instructional space, as well as a cafeteria, kitchen, and gymnasium.

Sec. 34-603.b

Variances.

(1) The planning and zoning board shall authorize, such variance from the terms of this chapter as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this chapter will result in unnecessary and undue hardship, including any alterations to nonconforming or grandfathered uses or structures. In order to authorize any variance in the terms of this chapter, the land development board must and shall find that:

- a. Special conditions and circumstances exist which are peculiar to the land, structure or building involved, and which are not applicable to other lands, structures or buildings in the same land development district.**

Applicant Response:

The Applicant is requesting a variance for the off-street parking requirements for the existing and proposed uses on the St. Luke's campus. According to the Code, without shared parking operations on the site, 338 parking spaces would be required at build-out. Based on the proposed parking configuration for the project, a total of 320 parking spaces are being proposed. The St. Luke's Catholic Church operates as a church and worship center. The Applicant is seeking this technical deviation in order to allow a greater use of the property by demonstrating that the proposed school/church mixture parking demands are mere fractions of the City's code. If granted, this technical deviation will allow the Applicant to better serve the community, by providing better school/church services for its constituency. In this manner, the requested deviation will provide adequate parking supply for present and future development.

- b. The special conditions and circumstances do not result from the actions of the applicant.**

Applicant Response:

The approval of the requested variance would not create special conditions or circumstances on the subject site. The approval of the variance would ensure that the site functions more effectively based on the shared demand of the uses on the site and reduce the likelihood of underutilized off-street parking during low demand times.

- c. Granting the variance requested will not confer on the applicant any special privilege that is denied by this chapter to other lands, buildings or structures in the same land development district.**

Applicant Response:

The approval of the requested variance would not create special conditions or circumstances on the subject site. The approval of the variance would ensure that the site functions more effectively based on the shared demand of the uses on the site and reduce the likelihood of underutilized off-street parking during low demand times.

- d. Literal interpretation of the provisions of this chapter would deprive the applicant of rights commonly enjoyed by other properties in the same land development district under the terms of this chapter and would work unnecessary and undue hardship on the applicant.**

Applicant Response:

A literal interpretation of the off-street parking requirements stipulated in the Code fails to consider the nature of sites with a mix of uses that generate parking demand in fluctuations during the day and week. In consideration of this, the provision of off-street parking for one use can serve the parking demand of another use at different times of the day/week. A strict interpretation of the Code generates a parking requirement of 338 spaces, the proposed site plan provides for 320 spaces. The requested variance is for a mere deviation of 18 spaces.

- e. The variance granted is the minimum variance that will make possible the reasonable use of the land, building or structure.**

Applicant Response:

No other variances are being requested to accommodate the proposed expansion to the St. Luke's Catholic Church campus.

- f. The grant of the variance will be in harmony with the general intent and purpose of this chapter.**

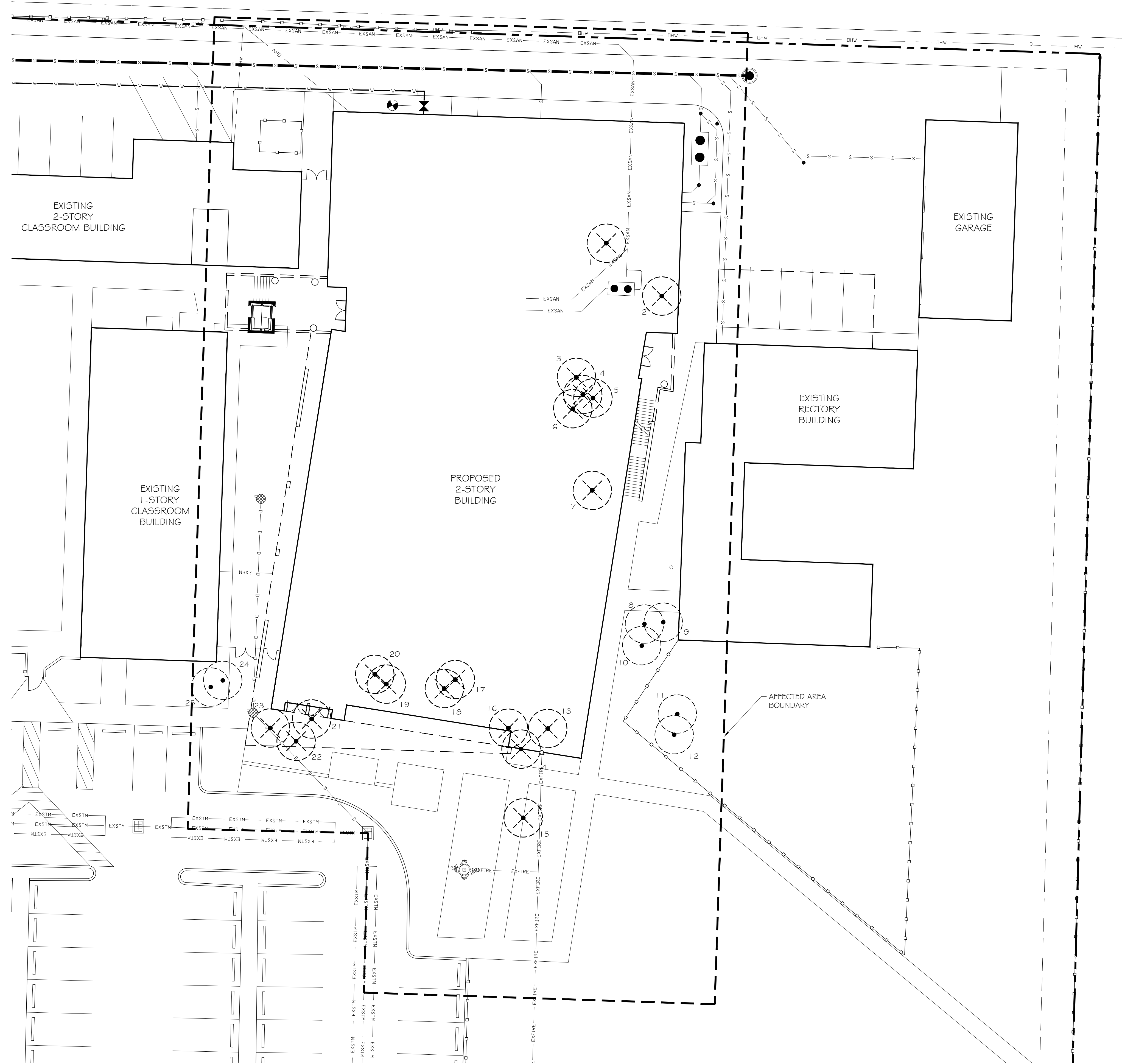
Applicant Response:

A literal interpretation of the off-street parking requirements stipulated in the Code fails to consider the nature of sites with a mix of uses that generate parking demand in fluctuations during the day and week. In consideration of this, the provision of off-street parking for one use can serve the parking demand of another use at different times of the day/week. The granting of the variance will in fact allow for a better relationship between the uses and the parking demand fluctuations of the services provided onsite.

- g. Such a variance will not be injurious to the area involved or otherwise detrimental to the public welfare.**

Applicant Response:

The requested variance is for a deviation in the off-street parking requirements for the uses on the St. Luke's Catholic Church campus and will not create a circumstance that would be injurious to the area or detrimental to the public.



TREE DISPOSITION TABLE			
TREE I.D.	SPECIES	SIZE	NOTES
1	LIVE OAK	24"	REMOVE
2	LIVE OAK	20"	REMOVE
3	SABAL PALM	25'	REMOVE
4	BOTTLE PALM	12'	REMOVE
5	SABAL PALM	25'	REMOVE
6	SABAL PALM	25'	REMOVE
7	LIVE OAK	20"	REMOVE
8	CHRISTMAS PALM	8'	PRESERVE
9	CHRISTMAS PALM	10'	PRESERVE
10	BOTTLEBRUSH	8"	PRESERVE
11	UMBRELLA TREE	40"	PRESERVE
12	UMBRELLA TREE	40"	PRESERVE
13	SABAL PALM	20'	REMOVE
14	SABAL PALM	20'	REMOVE
15	ROYAL POINCIANA	18"	REMOVE
16	SABAL PALM	20'	REMOVE
17	CHRISTMAS PALM	13'	REMOVE
18	CHRISTMAS PALM	13'	REMOVE
19	CHRISTMAS PALM	13'	REMOVE
20	CHRISTMAS PALM	13'	REMOVE
21	SABAL PALM	25'	REMOVE
22	SABAL PALM	25'	REMOVE
23	SABAL PALM	25'	REMOVE
24	SABAL PALM	18'	PRESERVE
25	SABAL PALM	18'	PRESERVE

TREE DISPOSITION TOTAL	
DISPOSITION	QTY
PRESERVE	7
REMOVE	18
RELOCATE	0

NORTH

0

8'

16'

32'

SCALE: 1" = 16'-0"

LEGEND

- EX. TREE TO BE PRESERVED

- EX. TREE TO BE RELOCATED

- EX. TREE TO BE REMOVED

insite

studio

planning + landscape architecture

8144 Okeechobee Blvd, Suite A, West Palm Beach, FL 33411
phone: 561-249-0940 | email: info@insitestudio.com
www.insitestudio.com | License#: LC26000606

Consultants:

Revisions:

ST. LUKE CATHOLIC CHURCH

Palm Springs, Florida

ALWAYS CALL 811 TWO FULL BUSINESS DAYS BEFORE YOU DIG TO HAVE UNDERGROUND UTILITIES LOCATED AND MARKED.

Sunshine311.com

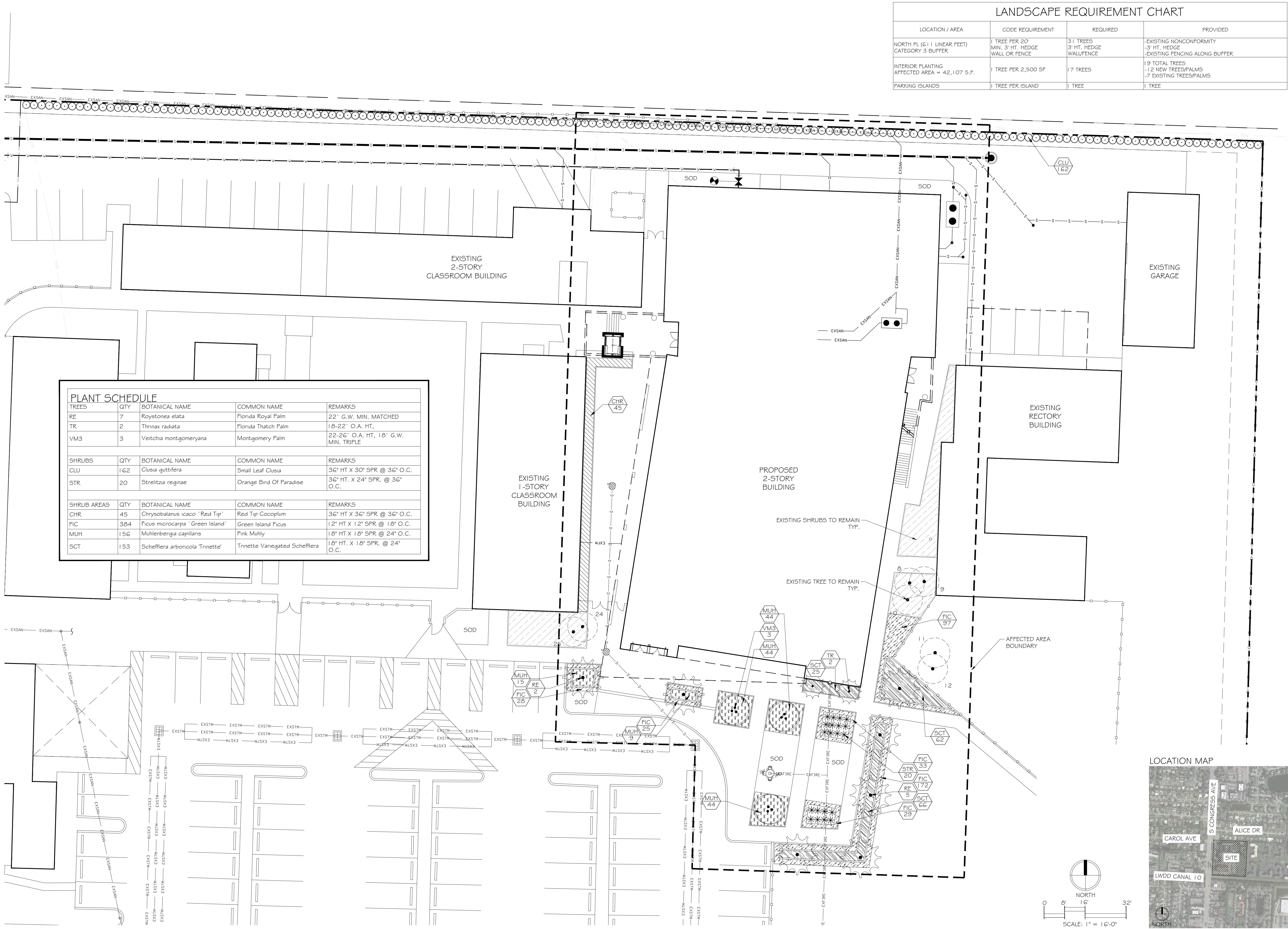
Drawn By: ZAK

Drawing #: 1319

Date: 03/22/2023

TREE DISPOSITION PLAN

SHEET # TD.1



PLANT SCHEDULE				
TREES	QTY	BOTANICAL NAME	COMMON NAME	REMARKS
RE	7	Roystonea elata	Florida Royal Palm	22" G.W. MIN. MATCHED
TR	2	Thrinax radiata	Florida Thatch Palm	18-22" O.A. HT.
VM3	3	Veitchia montgomeryana	Montgomery Palm	22-26" O.A. HT, 18" G.W. MIN. TRIPLE
SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	REMARKS
CLU	162	Clusia guttifera	Small Leaf Clusia	36" HT X 30" SPR @ 36" O.C.
STR	20	Strelitzia reginae	Orange Bird Of Paradise	36" HT. X 24" SPR. @ 36" O.C.
SHRUB AREAS	QTY	BOTANICAL NAME	COMMON NAME	REMARKS
CHR	45	Chrysobalanus icaco 'Red Tip'	Red Tip Cocoplum	36" HT X 36" SPR @ 36" O.C.
FIC	384	Ficus microcarpa 'Green Island'	Green Island Ficus	12" HT X 12" SPR @ 18" O.C.
MUH	156	Muhlenbergia capillans	Pink Muhly	18" HT X 18" SPR @ 24" O.C.
SCT	153	Schefflera arboncola 'Tnnette'	Tnnette Variegated Schefflera	18" HT. X 18" SPR. @ 24" O.C.

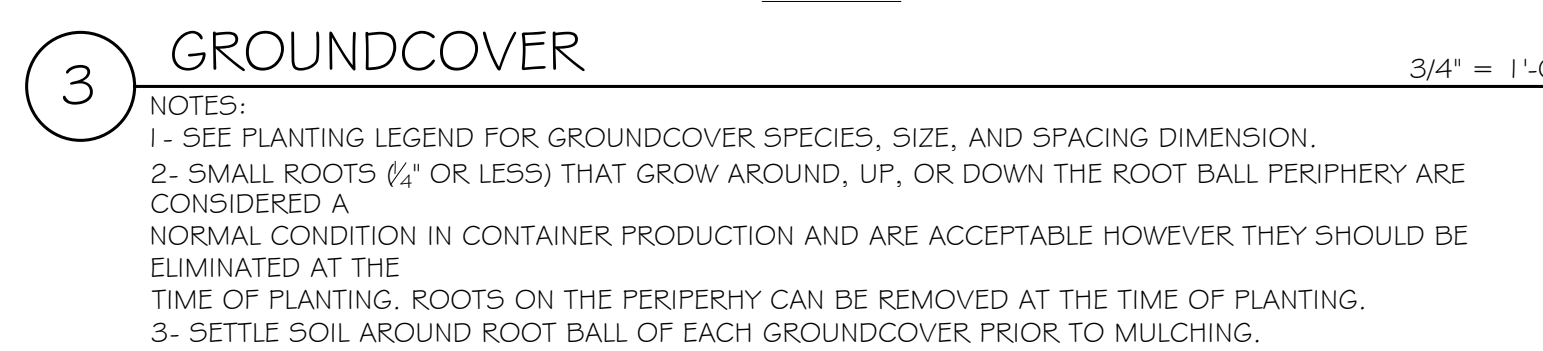
LOCATION / AREA	CODE REQUIREMENT	REQUIRED	PROVIDED
NORTH PL (6' I LINEAR FEET) CATEGORY 3 BUFFER	1 TREE PER 20' MIN. 3' HT. HEDGE WALL OR FENCE	31 TREES 3' HT. HEDGE WALL/FENCE	-EXISTING NONCONFORMITY -3' HT. HEDGE -EXISTING FENCING ALONG BUFFER
INTERIOR PLANTING AFFECTED AREA = 42,107 S.F.	1 TREE PER 2,500 SF	17 TREES	19 TOTAL TREES -12 NEW TREES/PALMS -7 EXISTING TREES/PALMS
PARKING ISLANDS	1 TREE PER ISLAND	1 TREE	1 TREE

Consultants:

Revisions:

ST. LUKE CATHOLIC CHURCH
Palm Springs, Florida





1. ALL PLANTS TO BE FLORIDA #1 QUALITY OR BETTER AS DEFINED IN THE LATEST EDITION OF THE FLORIDA GRADES AND STANDARDS FOR NURSEY PLANTS, UNLESS OTHERWISE NOTED.

2. ALL PLANTING AND SOD AREAS SHALL RECEIVE 100% IRRIGATION COVERAGE FROM AN AUTOMATIC IRRIGATION SYSTEM WITH A RAIN SENSOR.

3. ALL PLANTING BEDS/ ISLANDS SHALL BE FREE OF SHELLROCK, CONSTRUCTION DEBRIS, OR OTHER MISCELLANEOUS DEBRIS, EXCAVATED TO A DEPTH OF 30" OR TO CLEAN NATIVE SOILS, AND BACKFILLED WITH THE SPECIFIED SOIL MIXTURE.

4. ROOT BARRIERS ARE REQUIRED FOR ALL TREES LOCATED WITHIN 1'0" OF UNDERGROUND UTILITIES.

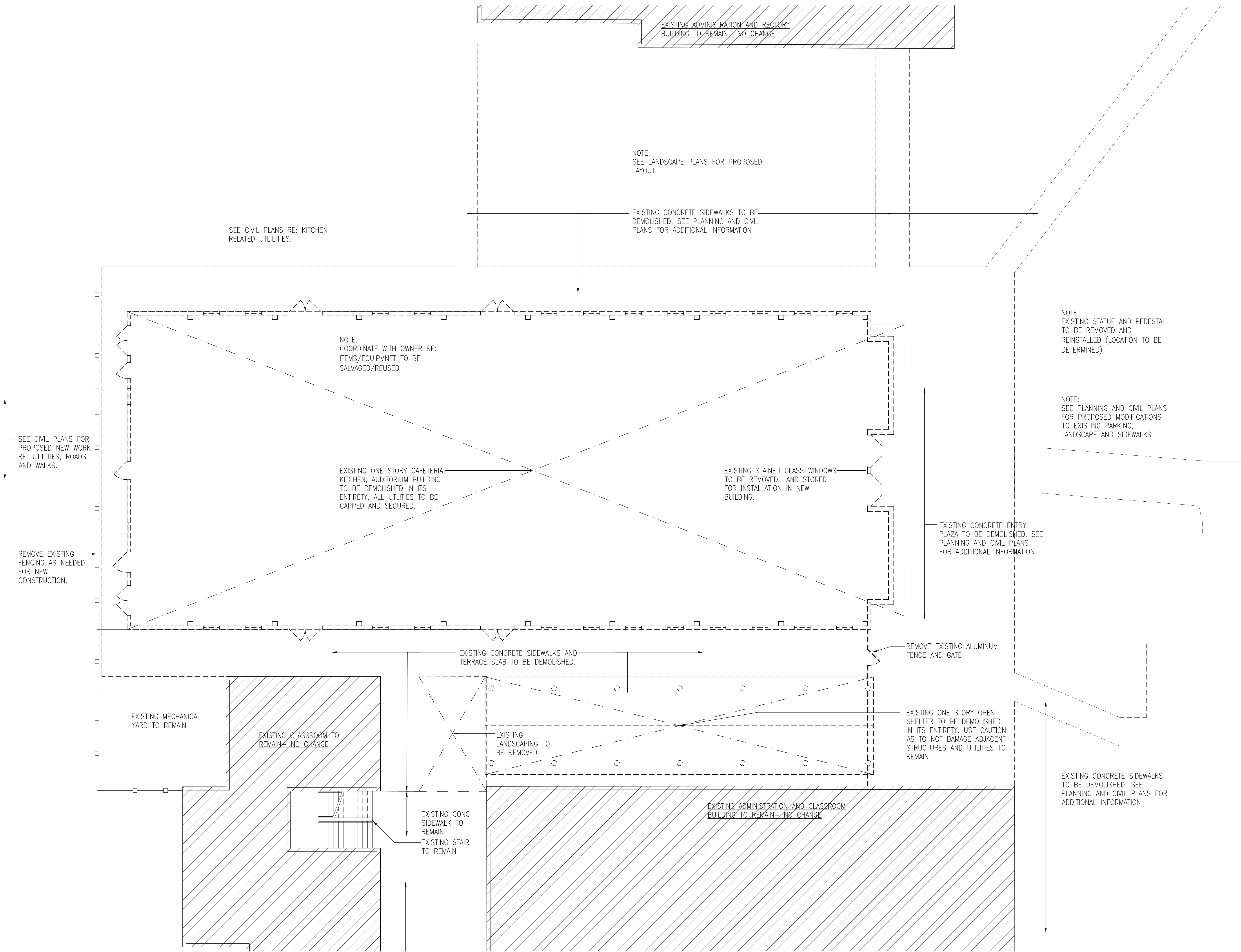
5. CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL REQUIRED APPROVALS AND PERMITS FROM LOCAL MUNICIPALITY AND GOVERNING AGENCIES PRIOR TO REMOVAL OF ANY EXISTING VEGETATION OR BEGINNING INSTALLATION.

6. IN THE EVENT OF A CONFLICT BETWEEN THE QUANTITIES SHOWN IN THE PLANT SCHEDULE AND GRAPHICALLY DEPICTED AND LABELED ON THE PLAN, THE PLAN WILL PREVAIL. IF SUCH CONFLICT IS DISCOVERED, CONTRACTOR SHALL CONSULT WITH LANDSCAPE ARCHITECT.

7. ALL TREES PLANTED UNDER OR NEAR OVERHEAD POWER LINES SHALL COMPLY WITH FPL RIGHT TREE, RIGHT PLACE REQUIREMENTS.

8. CONTRACTOR IS REQUIRED TO CALL SUNSHINE 811 TO HAVE ALL UNDERGROUND UTILITIES LOCATED PRIOR TO ANY DIGGING, EXCAVATION, OR UNDERGROUND WORK. IF PROPOSED DESIGN CONFLICTS WITH EXISTING OR PROPOSED UTILITY LOCATIONS, CONTRACTOR SHALL IMMEDIATELY CONTACT LANDSCAPE ARCHITECT TO DEVELOP A SOLUTION FOR THE CONFLICT.

[illegible]



1 DEMOLITION PLAN
Scale 3/32"=1'-0"



St. Luke Catholic Church
2892 South Congress Avenue
Palm Springs, Florida 33461

Owner
Diocese of Palm Beach
9995 N Military Trail
Palm Beach Gardens, Florida 33410



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West Palm Beach, FL 33401 USA
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DPR: # AAC000734

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Planning and Landscape

Mechanical, Electrical, Plumbing and Fire Engineering

Structural Engineering

Acoustics, Audio, Visual

Key Plan

REVISIONS

NO.	DESCRIPTION	DATE

FILE LOG

ACTIVITY	BY
Manager	WAN/JAM
Design	RKW
Draw	LAD
Check	

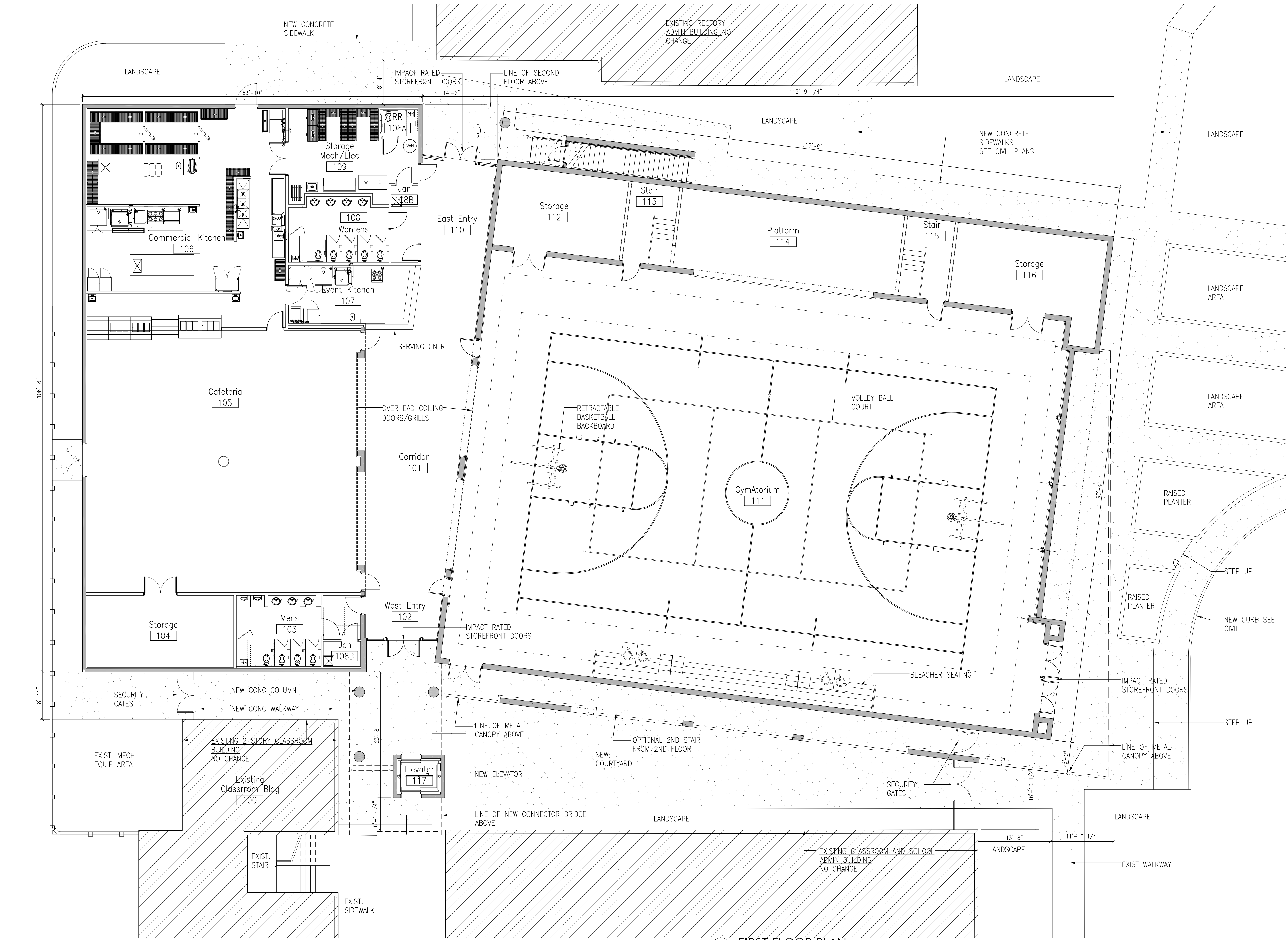
STAMP

WILLIAM A. HANSER
AR-0007110
Date: 03/23/2023

Project No. 201-20092-000
March 23, 2023

FIRST FLOOR PLAN

AD 1.10



1 FIRST FLOOR PLAN
Scale 3/32"=1'-0"



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LEO A DAILY
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ARCHITECTURE
ENGINEERING
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EST. 1915

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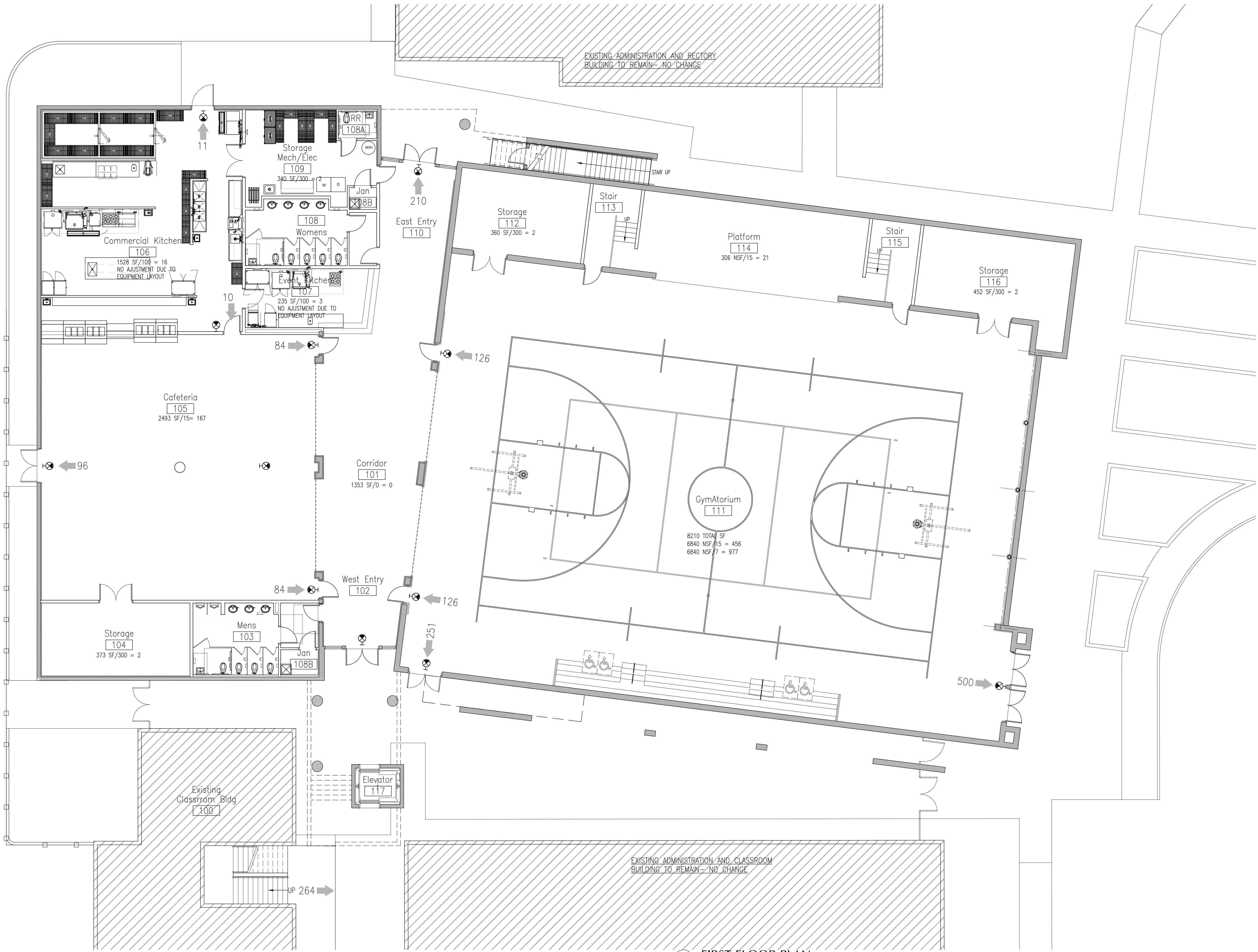
STAMP

WILLIAM A. HANSER
AR-0007110
Date: 03/23/2023

Project No. 201-20092-000
March 23, 2023

FIRST FLOOR PLAN

AE 1.10



1 FIRST FLOOR PLAN
Scale 3/32"=1'-0"



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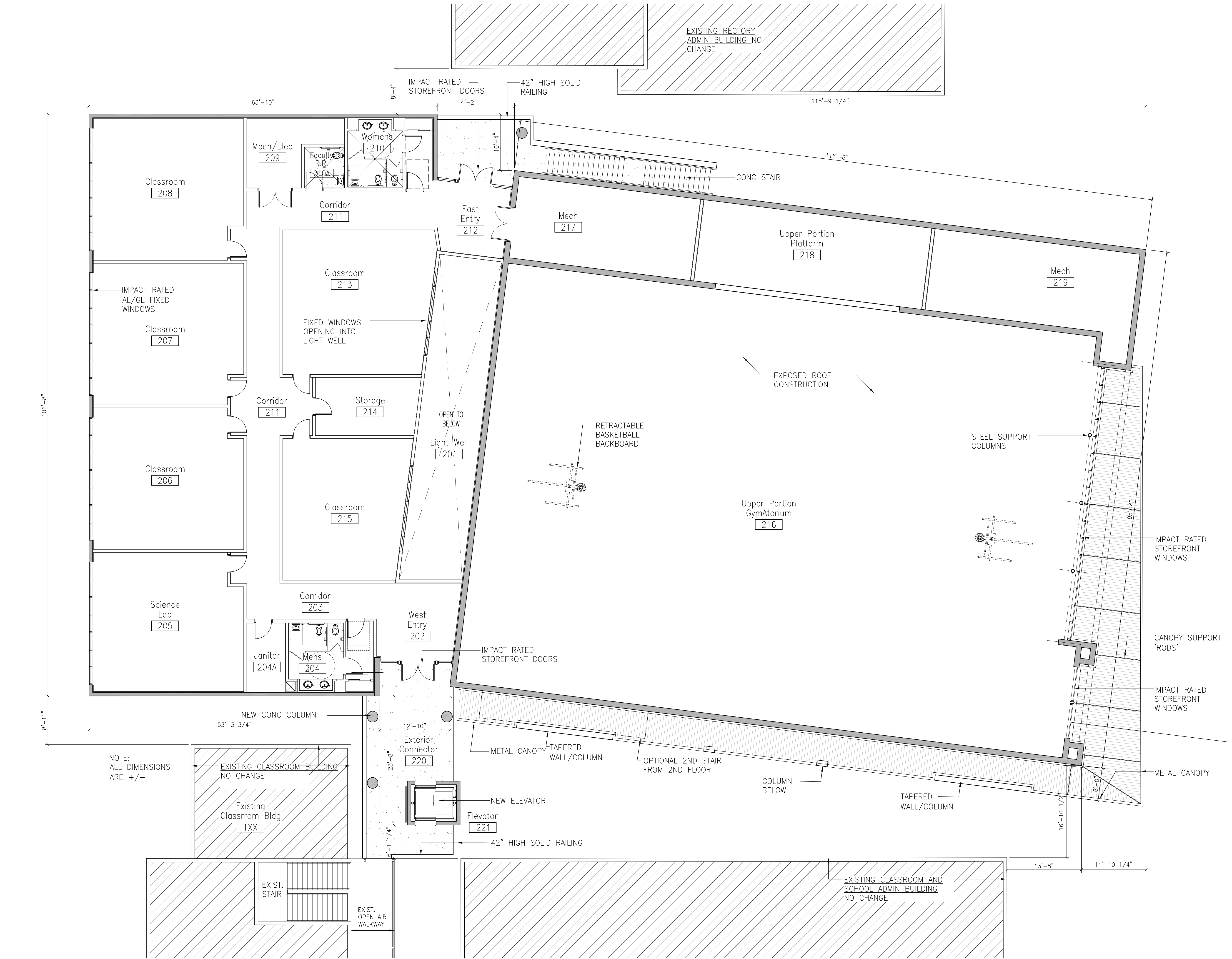
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Date: 03/23/2023

Project No. 201-20092-000
March 23, 2023

FIRST FLOOR LIFE
SAFETY PLAN

LS 1.10



1 SECOND FLOOR PLAN
Scale 1/8"=1'-0"



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Design	RKW
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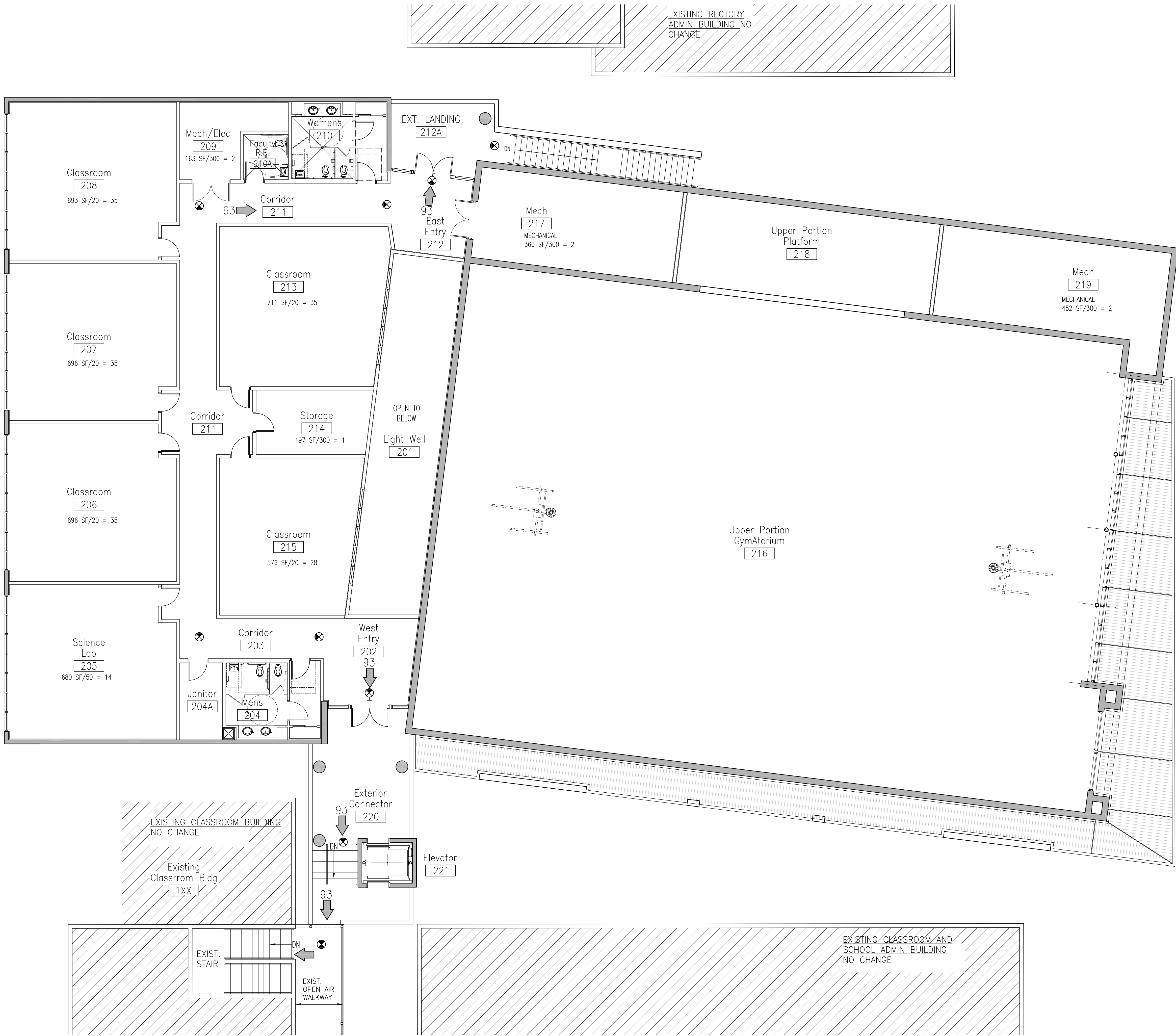
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March 23, 2023

SECOND FLOOR PLAN

AE 1.20



1 SECOND FLOOR PLAN
Scale 1/8"=1'-0"



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Date: 03/23/2023

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March 23, 2023

SECOND FLOOR LIFE
SAFETY PLAN

LS 1.20



1 ROOF PLAN
Scale 1/8"=1'-0"



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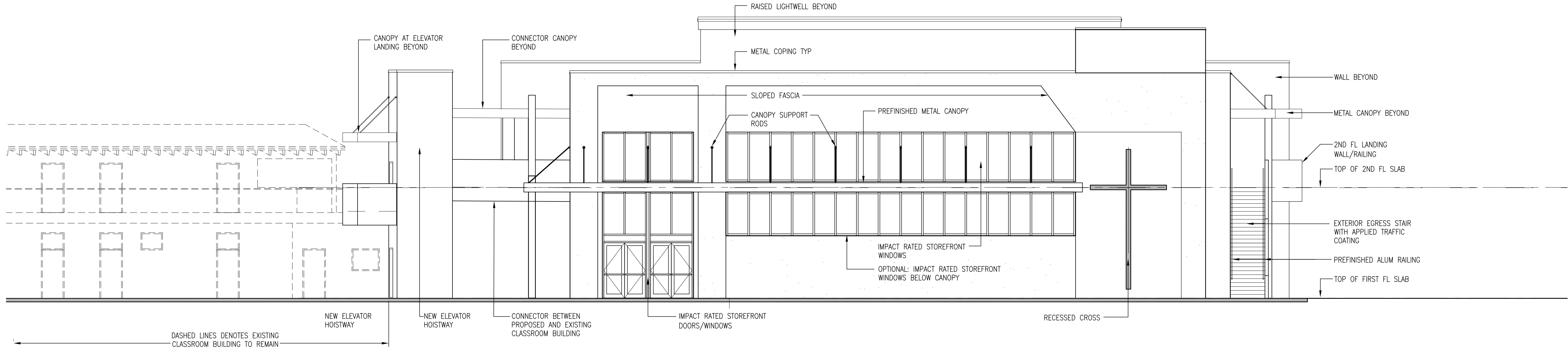
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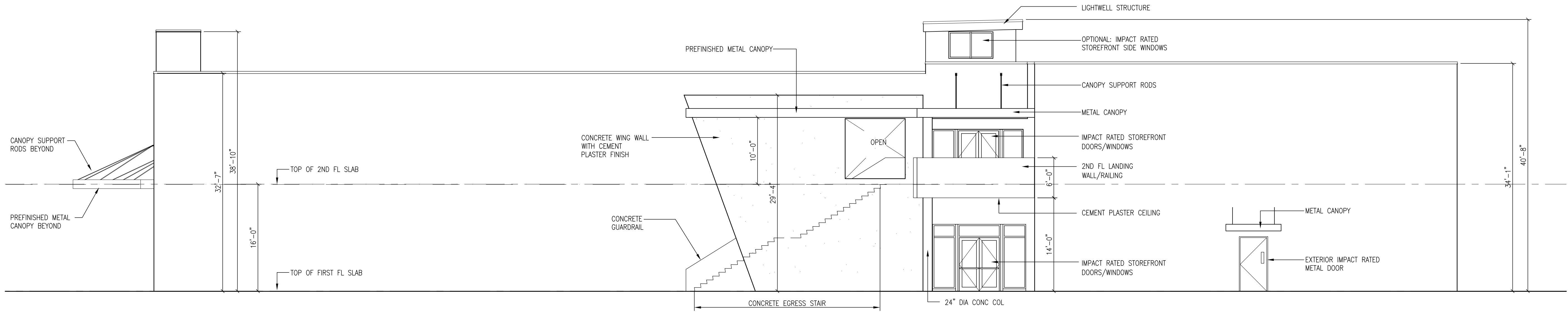
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March 23, 2023

ROOF PLAN

AE 1.30



1 SOUTH ELEVATION
Scale 1/8"=1'-0"



2 EAST ELEVATION
Scale 1/8"=1'-0"

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Key Plan

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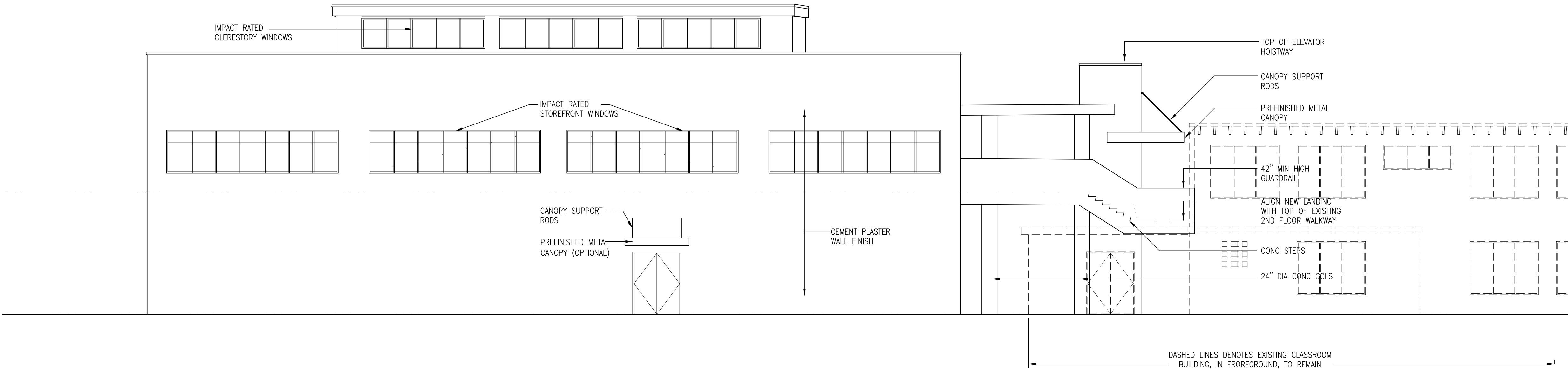
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Design	RKW
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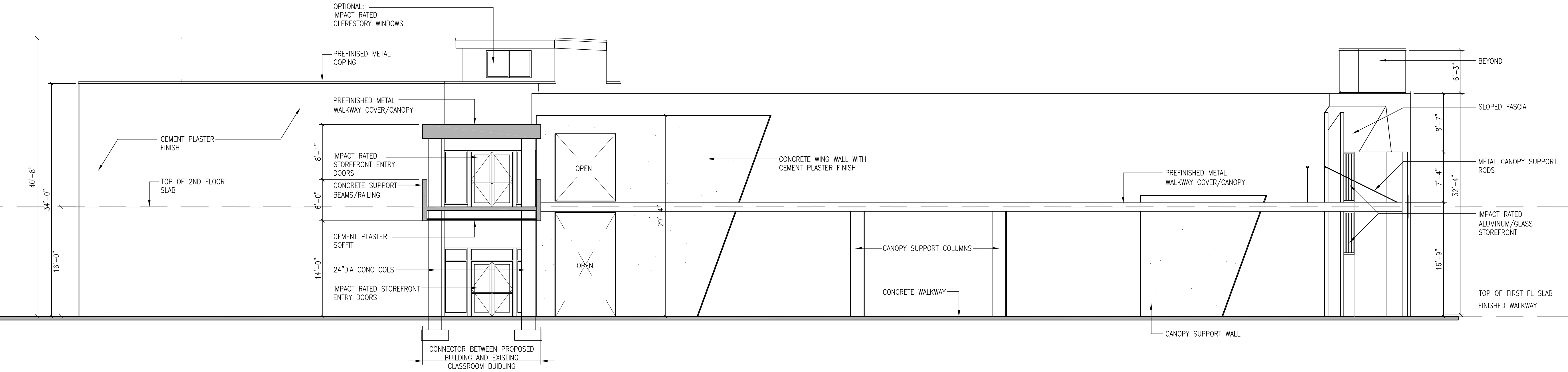
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Project No. 201-20092-000
March 23, 2023

EXTERIOR ELEVATIONS



1 NORTH PLAN
Scale 1/8"=1'-0"



2 WEST PLAN
Scale 1/8"=1'-0"



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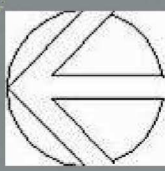
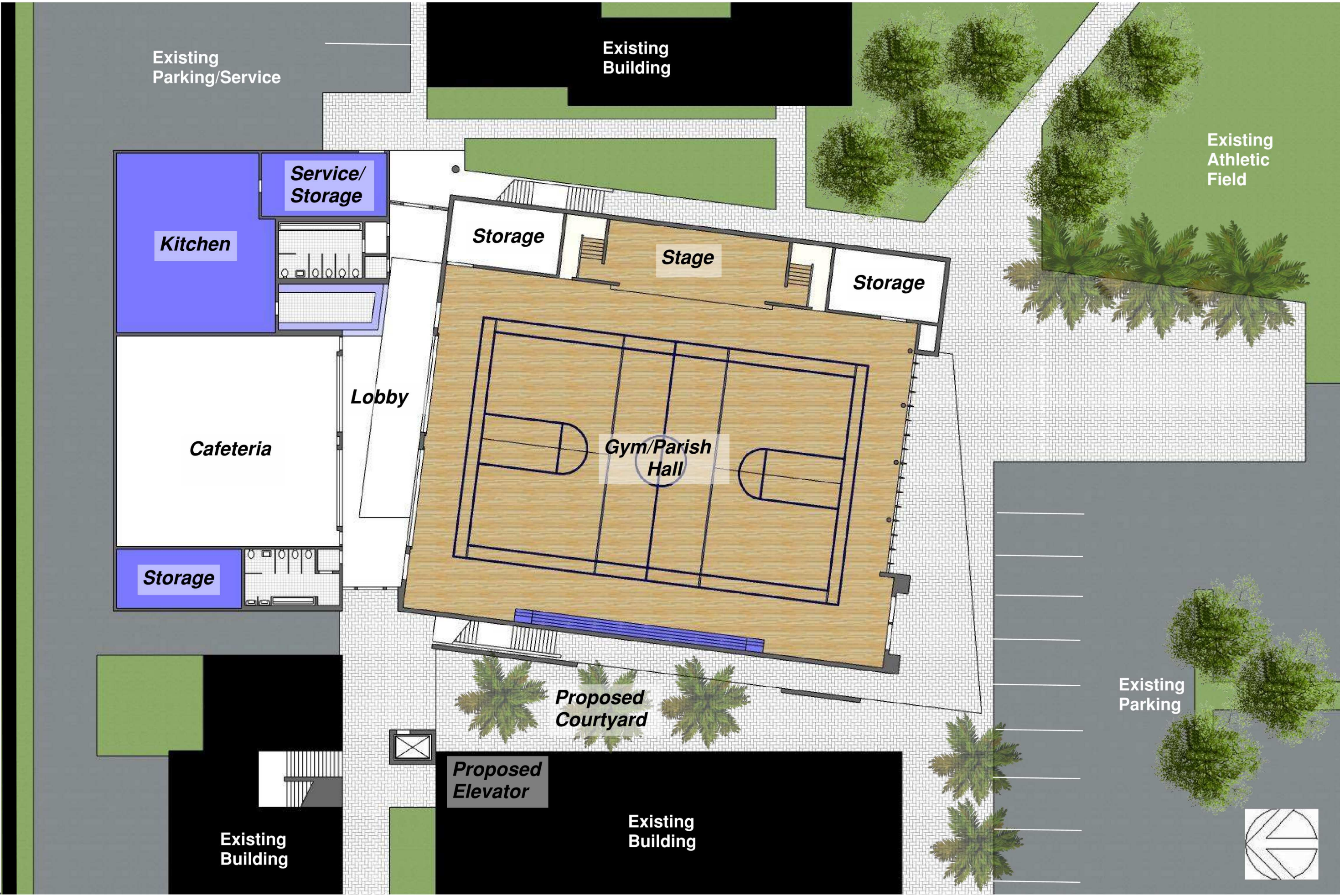
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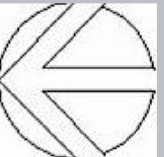
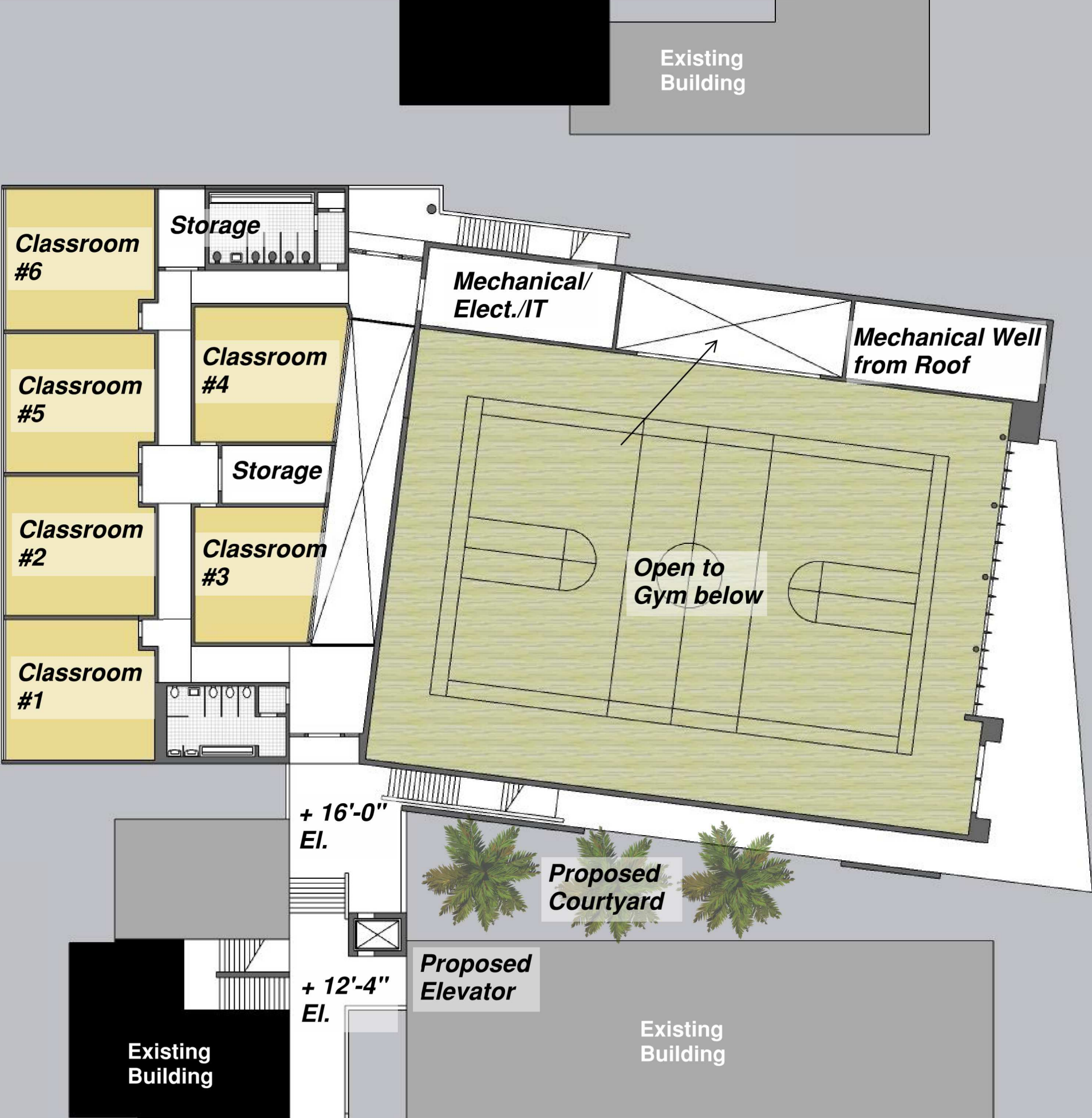
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March 23, 2023

EXTERIOR ELEVATIONS

AE 3.20







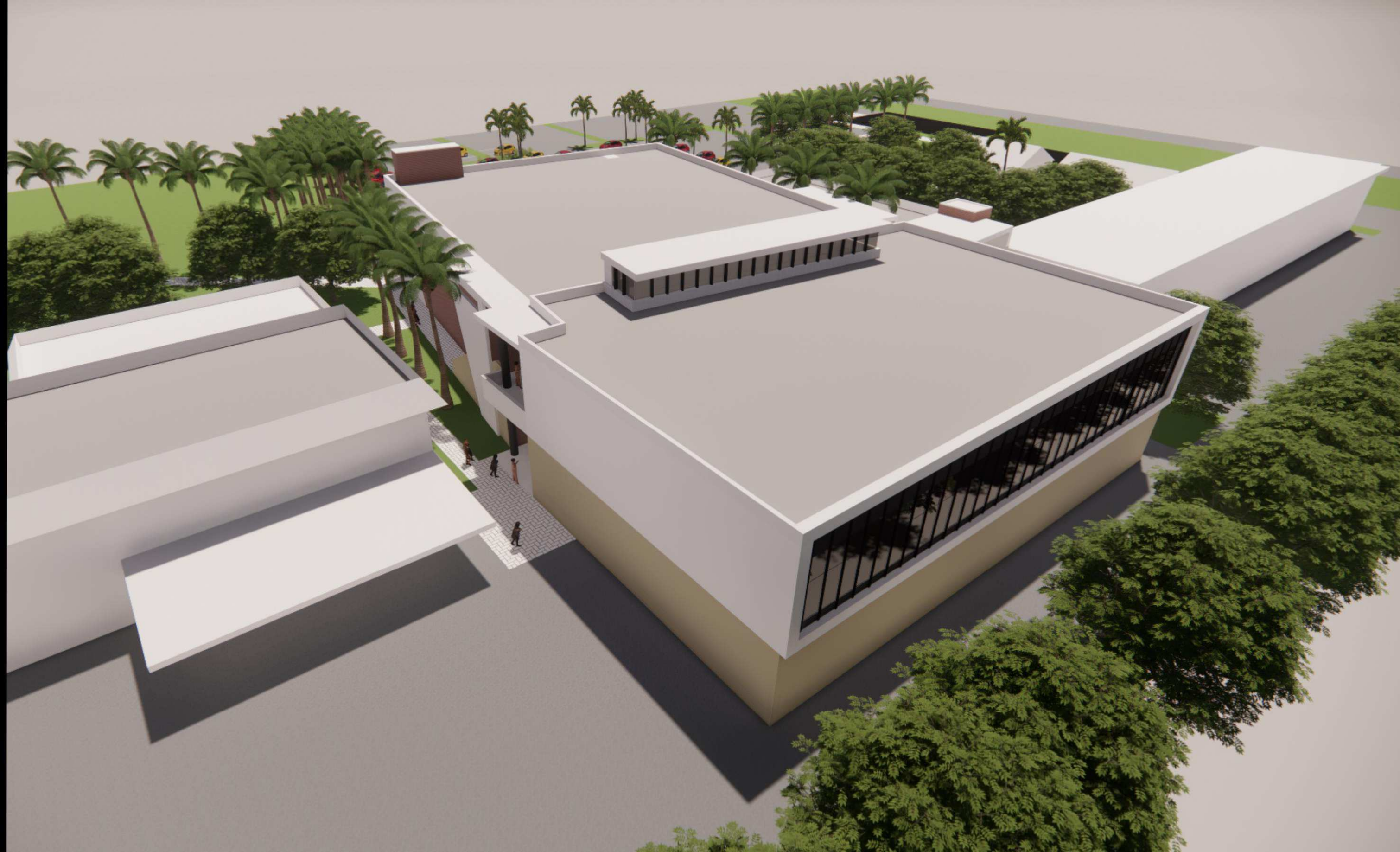
St. Luke
Catholic
Church
Parish Hall

Conceptual
Elevation
From
South



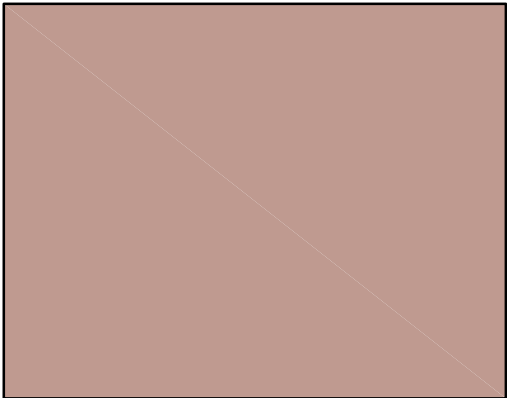
St. Luke
Catholic
Church
Parish Hall

Conceptual
Aerial View
From
South



St. Luke
Catholic
Church
Parish Hall

Conceptual
Aerial View
From North



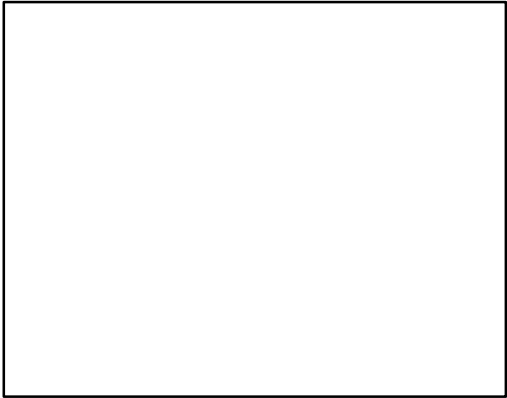
EXTERIOR CEMENT PLASTER
ACCENT WALL COLOR:
BENJAMIN MOORE #1180
ROSEDALE
191,153,143

NOTE: COLOR TO MATCH EXISTING
BRICK VENEER ON EXISTING
PARISH HALL



EXTERIOR CEMENT PLASTER
LIGHT ACCENT WALL COLOR:
COLOR FORMULA:
204,193,163

NOTE: COLOR TO MATCH EXISTING
ACCENT TRIM COLOR AT EXISTING
WORSHIP BUILDING.



EXTERIOR CEMENT PLASTER
BASE WALL COLOR:
WHITE

- EXTERIOR FINISH NOTES:
- 1. EXTERIOR METAL COPINGS AND FLASHING,
VISIBLE TO VIEW – COLOR: WHITE.
 - 2. EXTERIOR METAL CANOPIES AND SUPPORTS
– COLOR: WHITE.
 - 3. EXTERIOR IMPACT RATED ALUMINUM AND
GLASS STOREFRONT WINDOWS AND DOORS
– COLOR: 'BLACK' OR 'DARK BRONZE'
 - 4. EXTERIOR IMPACT RATED GALVANIZED
HOLLOW-METAL DOORS AND FRAMES TO
BE PAINTED TO MATCH ADJACENT WALL
COLOR.

PROPOSED EXTERIOR FINISHES AND COLORS
2023-05-26



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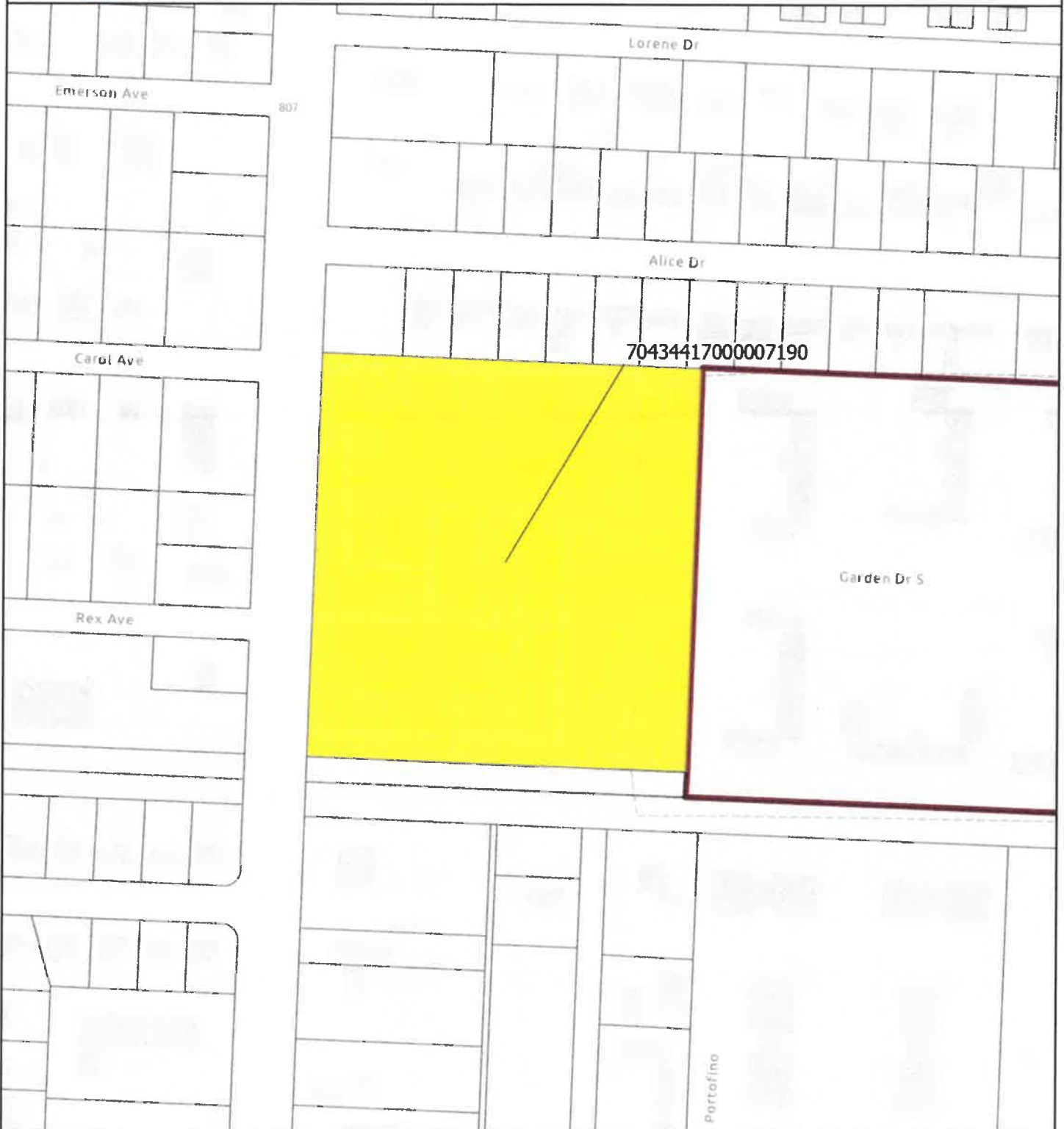


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DPR: # AAC000734



VILLAGE OF PALM SPRINGS

St. Luke Catholic Church



Legend

-  Proposal Parcel
-  Parcels
-  Village Boundary

Date: 5/25/2023

When Printed on 8 1/2" x 11"
1 inch equals 250 feet

0 250
Feet

 Florida Technical Consultants



VILLAGE OF PALM SPRINGS

St. Luke Catholic Church



Legend

-  Proposal Parcel
-  Parcels
-  Village Boundary

Date: 5/25/2023

When Printed on 8 1/2" x 11"

1 inch equals 250 feet

0 250

 Feet

 Florida Technical Consultants