

Regular Commission Meeting Agenda
Immediately Following Final Budget
Adoption Hearing
Monday, September 28, 2026 5:01 pm



Town Hall Commission Chambers
247 Edwards Lane
Palm Beach Shores, FL 33404

Mayor Tracy Larcher
Vice Mayor -Steven Smith

Commissioner Roby DeReuil
Commissioner Anastasis S. Karloutsos
Commissioner Tony Lembo

Town Treasurer Darlene Hopper
Town Attorney Keith Davis
Interim Administrator/Town Clerk Karen Hancsak

PLEASE NOTE: THIS MEETING IS ALSO CONDUCTED USING COMMUNICATION MEDIA TECHNOLOGY

Meeting link:

<https://townofpalmbeachshores.my.webex.com/townofpalmbeachshores.my/j.php?MTID=m52087d469228904841c535832b6c80be> **Meeting number:** 2633 918 2390 **Password:** 0928

Join by phone +1-408-418-9388 United States Toll **Access Code:** 2633 918 2390

REGULAR COMMISSION MEETING FOLLOWING
FINAL BUDGET ADOPTION HEARING
AGENDA

(click Icon  to view backup material)

1) CALL TO ORDER

- Pledge of Allegiance
- Roll Call

2) APPROVAL OF MEETING AGENDA

(Additions, substitutions, deletions)

3) APPROVAL OF CONSENT AGENDA

- Regular Town Commission Meeting Minutes August 24, 2026 
- First Budget Hearing Minutes Sept 14, 2026 
- Special Event Marriot Ocean Pointe Turkey Trot 150 people 11/26/2026 at 9-10:30 am 
- Special Event Marriott Ocean Point Reindeer Run 130 people on 12/24/26 at 9-10:30 am 
- Special Event Sailfish Marina Boat Parade Viewing Party with DJ Music, 400 people on 12/10/26 4-Midnight. Request includes use of Town Hall Parking Lot and Beach Parking Lot 

4) ANNOUNCEMENTS

- TRUNK OR TREAT! Palm Beach Shores will sponsor the annual Trunk or Treat on Friday, October 30, 5pm at the Town Hall parking lot. The Trunk or Treat provides young children with a safe and scary! Hallowe'en experience. Our local community organizations, POA, Seasideers, Volunteer Fire Department Ladies' Auxiliary, will have decorated cars with trunks filled with treats
- ANNUAL ST. PATRICK'S DAY PARADE The Town of Palm Beach Shores annual St. Patrick's Day Parade Saturday, March 13 – Kick-off 11am from the Community Center Parking Lot. As your Mayor, each year I have the honor of naming an individual or couple as Grand Marshals, in honor of their Community Service. Please contact Town Hall if you wish to nominate a resident or if you would like to march in the parade

- The Annual Municipal Election will be held on March 9, 2027. There will be two Town Commission seats open for a two-year term each. Candidate filing dates run from November 3, 2026, at Noon through November 17, 2026, at Noon in the Town Clerk's Office./Las Elecciones Municipales Anuales se celebrarán el 9 de marzo de 2027. Habrá un puesto de alcalde y dos de concejal, cada uno con un mandato de dos años. El plazo para presentar candidaturas es del 3 de noviembre de 2026 al mediodía hasta el 17 de noviembre de 2026 al mediodía en la Secretaría Municip The Town of Palm Beach Shores will be accepting donations for its 75th ANNIVERSARY FUNCTIONS to be held on Nov. 7, 2026 (more formal event) and January 9, 2027 (family event at Community Center) – Updates to Follow
- Announcement --- Town Registered Voters Interested in Serving the Community as a Planning & Zoning Member should submit a brief resume to the Town Clerk 
- The Town of Palm Beach Shores will be accepting donations for its 75th ANNIVERSARY FUNCTIONS to be held on Nov. 7, 2026 (more formal event) and January 9, 2027 (family event at Community Center) – Updates to Follow

5) **DISCUSSION ITEMS:**

- None

6) **RESOLUTIONS**

- **RESOLUTION NO. R-11-26 UPDATING FEE SCHEDULE** 

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, PROVIDING AN UPDATED AND REVISED COMPREHENSIVE SCHEDULE OF FEES AND CHARGES FOR SERVICES PROVIDED BY THE TOWN; PROVIDING THAT THE TOWN'S REVISED SCHEDULE OF FEES AND CHARGES SHALL BE AVAILABLE FOR INSPECTION AT ALL TIMES AT THE TOWN HALL DURING REGULAR BUSINESS HOURS; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

7) **ORDINANCES**

- **ORDINANCE NO. 0-5-26 UPDATING BALUSTRADES CODE (2ND Reading & Adoption)** 

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING APPENDIX A - ZONING ORDINANCE; SECTION IX. – WALLS, FENCES AND HEDGES; PF. 9.2. – LIMITATIONS; AMENDING THE CODE RELATING TO TOWN BALUSTRADES AND CLARIFYING LOCATIONS FOR ALLOWED GROUND COVER AND ADJACENT LANDSCAPING; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF APPENDIX A – ZONING ORDINANCE 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.

- **ORDINANCE NO. 0-6-26 PERMIT TOWNHOMES IN DISTRICT B (1ST READING)** 

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING APPENDIX A – ZONING ORDINANCE; AMENDING SECTION PF.6.1 – PERMITTED AND SPECIAL EXCEPTION USES; CREATING A NEW PERMITTED USE “TOWNHOUSES”; AMENDING PF.4.4 – REDUCTION OF LOT AREA PROHIBITED; CREATING AN ADMINISTRATIVE PLATTING SECTION REQUIRED FOR NEW TOWNHOUSE LOT CREATION; AMENDING PF. 6.3 – BUILDING SITE AREA TO ESTABLISH MINIMUM AND MAXIMUM REGULATIONS FOR TOWNHOUSE LOTS; CREATING A NEW SECTION PF.6.13 – TOWNHOUSE REGULATIONS; CREATING STANDARDS FOR THE DEVELOPMENT OF TOWNHOUSES WITHIN DISTRICT B; EACH AND EVERY OTHER SECTION AND SUBSECTION OF APPENDIX A – ZONING ORDINANCE 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.

○ **ORDINANCE NO. 0-7-26 (1st READING)**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING CHAPTER 18. – BUSINESSES, OCCUPATIONS AND PROFESSIONS; ARTICLE IV. – VACATION RENTALS; REVISING THE DEFINITION OF VACATION RENTAL; AMENDING THE APPLICATION PROCESS TO REDUCE NUMBER OF SUBMITTAL DOCUMENTS REQUIRED; REQUIRING THE POSTING OF THE ASSOCIATED TOWN OF PALM BEACH SHORES PERMIT NUMBER; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTER 18 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.

8) PROCLAMATIONS

- First Responders' Appreciation Day – October 28, 2026. 11am-12:30pm Town Hall 
- Proclamation announcing the 2027 Town Municipal Election and Qualifying Period. 

9) DEPARTMENT AND BOARD REPORTS:

Financial Reports:

- Vote: August 2026 Fiscal Reports – Darlene Hopper 

Staff Reports:

- Sheriff's Department- Sgt. Langevin 
- Fire Department-Chief Steedman 
- Public Works-Director Alan Welch 
- Town Clerk- Karen Hancsak 
- Planning and Zoning Chairman Janet Kortenhuis
- Town Attorney- Attorney Keith Davis

10) COMMISSION REPORTS:

Mayor Larcher Updates:

- Cyber-Security
- Proposed County Ordinance regarding E-Bikes
- Safety Alert near the Sand Pumphouse

Commissioner Karloutsos: Update on 75th Anniversary Celebrations

11) PUBLIC COMMENTS:

You must state your name for the record. Limit, 3 minutes per speaker, one time per topic.

12) ADJOURNMENT

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision made by the Town Commission with respect to any matter considered at this meeting or hearing, such interested person will need a record of the proceedings, and for such purpose may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. The meeting/hearing will be continued from day to day, time to time, place to place, as may be found necessary during the aforesaid meeting. IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA), THIS DOCUMENT CAN BE MADE AVAILABLE IN AN ALTERNATE FORMAT (LARGE PRINT) UPON REQUEST AND SPECIAL ACCOMODATIONS CAN BE PROVIDED UPON REQUEST WITH THREE (3) DAYS ADVANCE NOTICE. FOR HEARING ASSISTANCE: If any person wishes to use a hearing device, please contact the Town Clerk.