

*The Town of Lake Clarke Shores
New Resident Welcome Packet*



Welcome to the Town!

Revised 5/2023

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About Our Town

The Town of Lake Clarke Shores was incorporated in 1957 and consists of approximately 1,500 dwellings with a population of approximately 3,564. The Town extends from Carambola Road on the north to Lateral No. 10 Canal (south of Mediterranean Road) to the south, the West Palm Beach Canal on the east to Florida Mango Road on the west. The distance around the lake is 3.3 miles.

The Town is also home to a variety of wildlife and is a bird sanctuary. Residents and guests are reminded to refrain from feeding the wildlife, as such disrupts the balance of nature causing animals to depend on humans for survival.

While we hope this packet is beneficial, we encourage you to utilize the below communication pathways in order to stay up to date with any changes.

Staying in the Know

The Town utilizes many communication streams to keep residents up to date on the latest news around town. These include:

Town Website

www.townoflcs.com

Visit for latest news, Town calendar, meeting minutes, Code of Ordinances, Utilities Department bill pay, special event information, and more.

Shorelines Newsletter

Mailed out automatically to residents. No need to sign-up.

A print newsletter mailed in the fall and spring with various news and features.

Town of LCS Buzz Email Newsletter

Sign up at <https://www.townoflcs.com/newsletter/subscriptions>.

A monthly email newsletter with Town news, event updates, and information from LCS Police Department.

Social Media Platforms

@townoflcs on Facebook and Instagram

Follow for Town news, upcoming meeting/event notifications, and gorgeous pictures from around Town.

CodeRED

Register on our website <https://www.townoflcs.com/cds/page/codered-community-alert-and-notification>.

A high-speed emergency notification system used to send critical and time sensitive notifications.

Town Council

Town Council meetings are generally held on the second Tuesday each month at the Town Hall, 1701 Barbados Road, at 6:30 P.M. Residents are urged to attend and take part in the discussions. The five council members are:

Gregory P. Freebold, Mayor	gfreebold@lakeclarke.org
Robert M. W. Shalhoub, Vice Mayor	rshalhoub@lakeclarke.org
Valentin Rodriguez, Jr., President Pro Tem	vrodriquez@lakeclarke.org
Robert O. Gonzalez., Council Member	rgonzalez@lakeclarke.org
Jon Maples, Council Member	jmaples@lakeclarke.org

Town Hall

The staff at Town Hall includes the Town Manager, Deputy Town Manager, Town Clerk, Administrative Assistant, Community Development Specialist, Special Projects Coordinator, Utilities Director, Utilities Coordinator, Utilities Administrative Supervisor/Bookkeeper, two Customer Service Representatives, and Utilities Service Technicians.

The full staff directory can be found on our website <https://www.townoflcs.com/directory>.

Town Hall hours of operation are 7:00 AM to 4:00 PM Monday through Friday.

Police Department

The Town's Police Department consists of a Chief of Police, an Assistant Chief of Police, one Administrative Assistant, one Lieutenant, one Code Enforcement Officer, one Sergeant, one Corporal, Officers, Part Time and Reserve Officers and Citizens on Patrol.

The Department's Officers are each trained by certified instructors from the Florida Department of Law Enforcement (FDLE). Most Officers are also trained Emergency Medical Technicians (EMTs), which benefits the residents in medical emergencies and has saved lives. Staff training also includes Homeland Security measures with regards to biological and chemical threats, explosives, and counter terrorism.

To complement its trained staff, the Department utilizes a full array of vehicles to keep the Town's roadways and waterways safe. They have both marked and unmarked patrol vehicles as well as a motorcycle traffic unit and subdued traffic vehicle with a License Plate Reader (LPR). In addition, the Department uses a marine boat to patrol the Town's lakes and waterways. To aid in safety and public awareness, the Department innovatively employs a speed trailer and a DUI trailer.

The Lake Clarke Shores Police Department Citizen Observer Patrol Program (COP) compliments the department's patrol force. The C.O.P. volunteers patrol the roadways of Lake Clarke Shores for a total over 1,000 donated hours each year. During the holidays, October through December, C.O.P. members dedicate over 200 hours of patrol time. Additionally, C.O.P. members donate over 200 volunteer hours to assist the department's administrative staff. C.O.P. members also participate in the Town's annual events.

It is a department priority to ensure each patrol vehicle is equipped with a computer featuring the latest law enforcement technology, laser speed guns, electronic citation ticket writers, thermal imaging for night use, as well as audio and video recorders.

This combination of a specially trained, dedicated staff outfitted with advanced equipment and technology has earned the Department a multitude of national and international awards for traffic enforcement, safety, and education. Even with these accolades to attest to their merit, the Officers continue to strive for new ways to provide the optimum safety and security for the residents of Lake Clarke Shores.

Palm Beach County Fire Rescue provides fire/rescue services.

For emergencies, dial 911. For non-emergencies, call (561) 964-1114.

Police Department Administrative Office hours of operation are 8:00am to 4:00pm Monday through Friday.

User Permits

Alarm Permits

Every home or business maintaining an audible alarm must obtain a yearly alarm decal, which must be placed in a front window, visible from the street. This decal can be obtained by application through the Town Hall. The **initial** decal fee for home alarm systems is \$30. The **initial** decal fee for businesses is \$100. **Both homes and businesses must submit an Alarm Permit Renewal Form and pay a yearly renewal fee of \$30.** Stickers are valid from October 1st to September 30th each year. The application for the permit provides information the Police Department would need in the event of an emergency such as an attempted break-in, fire or damage.

Per the Town of Lake Clarke Shores Code of Ordinances, Sec. 22-27 (a), the Town charges fees for excessive false alarms, and per resolution, the third (3rd) and fourth (4th) false alarms within any twelve calendar month period shall be charged \$75.00 each. A fifth (5th) false alarm will be \$100.00. The sixth (6th) through ninth (9th) false alarm will be assessed \$150.00 each. A service charge of \$500.00 per false alarm will be assessed for each false alarm over ten (10).

Boat Ramp Decal

A boat ramp permit is required to use the boat ramp located at the east end of Barbados Road. Boat ramp permits may be obtained from Town Hall. Proof of current trailer registration is required. Permits are valid from October 1st to September 30th each year. Parking at the boat ramp without a decal is unlawful.

Garage Sale/Capital Outdoor Permit

The Town requires a permit for all yard/garage/estate or capital outdoor sales. Permits can be obtained at Town Hall. There is a \$20.00 charge for this permit. No more than 1 permit per calendar year can be issued to the same address.

Garage sales are permitted only on Fridays, Saturdays and/or Sundays between the hours of 7:00 a.m. and 5:00 p.m. There shall be no more than 1 garage sale sign per residential property. The sign shall be displayed only on the day prior to and the day of the garage sale.

Capital outdoor sale permits are valid for 30 consecutive days. The item for sale must be personally owned by a resident at the address where displayed. Only 1 "For sale" sign, not to exceed 10" x 14", shall be allowed, and must be displayed on the item that is for sale.

Tennis Courts Access Card

Resident tennis courts are located at Town Hall Park and require an Access Card for access to the courts. Access Cards may be purchased and renewed at Town Hall for \$40.00. Proof of residency is required.

Golf Cart Permits

Per Ordinance No. 2021-01, the Town of Lake Clarke Shores has strict requirements pertaining to Golf Carts Operated inside Town limits. Per Ordinance No. 2021-01; "Golf cart means a motor vehicle designated and manufactured for operation on a golf course for sporting or recreational purposes and that is not capable of exceeding speeds of 20 miles per hour".

In order to receive a permit for your golf cart, you must have it inspected by the Lake Clarke Shores Police Department Code Enforcement Officer. Call the Officer, between the hours of 8:00 AM and 4:00 PM, at 561-964-1515 ext. 1016 to schedule your inspection. Once you pass the inspection and pay the application fee you will receive the permit at that time.

The initial application fee is \$200.00 and the permit fee is \$25.00 for the issuance of a permit valid for one year ending on September 30th or \$50.00 for the issuance of a permit valid for two years ending on September 30th. Proof of insurance is required.

Building Department

Any construction, remodeling, or repairs, such as additions, air-conditioning, dock, pools, patios, sheds, fences, etc., requires a building permit and must conform to Zoning & Building Codes. Please contact the Building Department at (561) 964-1515, ext. 1114 for assistance in these matters.

Contractor Registration

Lake Clarke Shores' registration certificates are required for all contractors and maintenance companies performing services in the town, including lawn and pool maintenance, air conditioning services, etc. Residents are advised to request proof of registration and insurance (general liability and workers' compensation) before employing any person or firm. Verification of the registration and insurance may be made by calling Town Hall, Building Dept. at (561) 964-1515, ext. 1114.

Business Tax Receipts

All businesses located within the Town limits must have a current Local Business Tax Receipt from the Town of Lake Clarke Shores and Palm Beach County. The annual fees vary according to the type of business.

Residents operating a "Home Business" from their residence must apply for a Lake Clarke Shores home occupation Business Tax Receipt. A floor plan showing the space utilization proposed in the home will be required. No home office shall occupy more than 20% of the total floor area of the home. There shall be no visible evidence that a business is being conducted within the dwelling unit. The business cannot be owned by anyone other than members of the family that permanently reside in the home. The business also cannot have any employees other than members of the family that permanently reside in the

home. Commodities shall not be sold on the premises. In no case shall more than one (1) Business Tax Receipt be issued to any one person or location at one time. (For full details, see Code of Ordinances - Home Occupations, Sec. 125-733.) For more information, call (561) 964-1515 ext. 1114.

Utilities Department

The Town of Lake Clarke Shores owns and operates water and wastewater facilities both in Town and outside the limits of the Town. Within the Town limits, the Utilities Department provides water services to about 700 homes and businesses. However, it does not provide water to all of the Town's residents, water is also provided by Palm Beach County and Palm Springs.

Visit our website at <https://www.townoflcs.com/utilities> for the Lake Clarke Shores Utilities Department service area boundary maps. If you have questions please call (561) 642-7870.

Should you be in our service area and need assistance, please call Town Hall at (561) 642-7870 and ask for Utility Support or fill out the service request on our website. We can help with billing inquiries, broken water lines, and any other utility related questions.

Other Water & Wastewater Providers

If service is provided by Palm Beach County Utilities, please call (561) 740-4600 or visit <https://ebill.pbcwater.com/faq/contactus.aspx>.

If service is provided by Palm Springs Utilities, please call (561) 965-5770 or visit <https://www.vpsfl.org/322/Utilities>.

Electricity Provider

Florida Power & Light is the provider for electricity for the Town of Lake Clarke Shores. Visit <https://www.fpl.com/> for more information.

Town Parks

All parks are open from sunrise until sunset.

Town Hall Park

1701 Barbados Road, Lake Clarke Shores, FL 33406

Parking and handicapped parking available. Bike racks present. Restroom and water facilities available.

Amenities include: a large pavilion with picnic tables*, basketball courts, tennis courts, multiple playgrounds, swings, a walking trail, and a butterfly garden. Additionally, a Golf Cart Path through Town Hall Park connects to the Forest Hill Shopping Center.

Community Park

1700 Carandis Road, Lake Clarke Shores, FL 33406

Parking and handicapped parking is available. Restroom and water facilities available.

Amenities include: a large pavilion with picnic tables*, ½ basketball court, walking trail, two small pavilions with tables, multiple playgrounds, swings, outdoor gym facility, and an open play field.

Pine Tree Park

6901 Pine Tree Lane, Lake Clarke Shores, FL 33406

Parking not available at park.

Amenities include: walking path, heart trail with exercise stations, picnic tables, and a multipurpose play field.

Memorial Park

1441 FL-882, Lake Clarke Shores, FL 33406

Parking not available at park.

Amenities include: bicycle/walking trail, decorative fountain, flag brick plaza, open play field, benches with beautiful views of Lake Clarke.

Boat Ramp Park

1501 Barbados Road, Lake Clarke Shores, FL 33406

Use of the boat ramp requires a Town provided boat trailer sticker. A current County trailer registration must be presented at the time of securing a decal. Review “User Permits” or contact Town Hall for additional details.

Amenities include: 40’ long dock, 150 square foot floating dock, ADA approved handicap kayak launch, and benches.

*The pavilions at Town Hall Park and Community Park are available for rent. The daily rental fee is \$200.00 for the Town Hall pavilion and \$150.00 for the Community Park pavilion. A \$200.00 cash only deposit is also required. Please visit <https://www.townoflcs.com/parksrec/page/amenity-reservations> or call Town Hall for more details.

Annual Special Events

The Town of Lake Clarke Shores holds many fun, family-friendly events each year. These are a great way to get to know your new neighbors! See below for a list of our annual events. The Town website, Town newsletters, and Town social media accounts (@townoflcs) are the best ways to get notified of upcoming events. If you have any questions or are interested in volunteering, please call (561) 964-1515 ext. 1115 or visit <https://www.townoflcs.com/special-events>.

Town BBQ

Movie Nights

Lake Clean Up Events

Bass Fishing Tournament

Tennis Camp

Fishing Camp

Food Truck Events

Triples Tennis Tournament

Menorah Lighting Ceremony

Holidays in Paradise Parade

Code Enforcement

The Code Enforcement Division is responsible for making sure that the residents, property owners and businesses comply with Town codes. Information on the Town Codes can be found here on our website <https://www.townoflcs.com/ordinances>.

When there is a code violation, a Code Enforcement Officer will issue a notice of violation (NOV). The NOV will state what the violation is and give a specific number of days to correct the violation. The Officer will re-inspect the property to determine if the violation has been corrected by the designated time. Some violations can be addressed instantly such as illegal watering and other violations may take several days or weeks to resolve.

If the violation is not corrected within the time designated, the Officer will issue a notice of hearing to appear before the Code Enforcement Board. The Board meets once a month at Town Hall to rule on code violation cases. The Code Enforcement Board does not have the authority to change codes. They hear testimony from the Town and the alleged violators. It is important for you, as the home owner, to attend the meeting if you get a notice. Formal rules of evidence do not apply during these proceedings, but fundamental due process is observed. The Code Board can give additional time for property owners to comply, impose daily fines as great as \$250 per violation per day and even authorize liens to be placed against the property, if the property does not come into compliance within the time given.

The Code Enforcement Officer may issue a Notice of Violation based upon the Officer's own observation of a problem or in response to a complaint received about a possible violation. Code violation complaints should be reported to the Code Enforcement Division at 561-964-1515 ext. 1016 or via our Online Code Violation Concern form <https://www.townoflcs.com/police/webform/report-code-violation-concern>. When you call, please make sure you provide the correct address of the possible violation, a clear description of the problem, and your name, address and phone number. Please note that pursuant to Florida law, the Code Enforcement Officer will not investigate anonymous complaints unless the violation presents an imminent threat to the public health, safety, or welfare or imminent destruction of habitat or sensitive resources. Please remember complaints are part of the public record. We investigate all code complaints we receive.

Zoning Board of Adjustments

The Zoning Board of Adjustment is an advisory board to the Town Council. The board shall consist of five members to be appointed by the Town Council, each for a term of three years.

The Zoning Board of Adjustments hearings are scheduled the 3rd Wednesday every other month as needed. Requests for relief from town codes are heard for variances and special exceptions. Applications and information are available at on our website <https://www.townoflcs.com/bc-zb>. For more information, call (561) 964-1515 ext. 1114.

Voting Eligibility

To be eligible to vote in Town elections, residents must be registered with the County to vote in Precinct #3901 or Precinct #3902. New residents previously registered in Palm Beach County before moving to Lake Clarke Shores must inform the Palm Beach County Supervisor of Elections of their address change. This can be done online at <https://www.votepalmbeach.gov/Voters/My-Status>.

If not previously registered, please do so. This may now be done at any one of several County offices (such as the Department of Motor Vehicles, the County Library, etc.), by mail or online at <https://registertovoteflorida.gov/home>. Residents may call the Palm Beach County Supervisor of Elections office, (561) 656-6200 or visit <https://www.votepalmbeach.gov/About-Your-Elections-Office/Our-Office> for assistance.

Garbage, Recycling, Vegetation & Trash Pick-Up Schedule

The Town of Lake Clarke Shores has a contract with Waste Management to collect garbage, trash, bulk items, recycling, and vegetation within the Town limits.

The pickup schedule is as follows:

- South of Forest Hill Blvd.
 - Monday: Vegetation collection and bulk trash pickup
 - Tuesday: Household garbage collection
 - Friday: Recycling collection and household garbage collection
- North of Forest Hill Blvd.
 - Tuesday: Recycling collection, vegetation collection, bulk trash pickup, and household garbage collection
 - Friday: Household garbage collection

Please call Waste Management of Palm Beach at (561) 547-4000 and request Customer Service for missed pick-ups, etc.

Garbage: defined as usual household refuse. Must be placed in Town-issued garbage carts. Residents may purchase additional garbage carts at any time for \$60 per cart regardless of size. Please call (561) 964-1515 to purchase an additional garbage cart.

Vegetation: fruit fallen from trees, grass clippings, palm fronds, tree limbs, fruit attached to limbs, loose leaves, clippings, etc., and must be put in bags or garbage cans. No container weighing over fifty pounds or limbs longer than five feet in length will be picked up. Garbage cannot be mixed with vegetation. Town Code states that vegetation cannot be placed at curbside prior to Saturday mornings.

The Town's contract with Waste Management does not include removal of yard waste (vegetation) that has been cut or trimmed by anyone other than the owner or tenant of the property. If you have a lawn maintenance person or company, they **MUST** remove the yard waste that they generate.

Recycling: The Town provides recycling containers to use when recycling. Additional recycling bins are available at no cost. Please call (561) 964-1515 for more information. Please use the containers according to the information below:

- Blue Bin - All aluminum and steel cans, foil, glass bottles and jars, milk and juice cartons, drink boxes and, plastic containers #1-7 can be recycled. No plastic bags or Styrofoam.
- Yellow Bin - Newspapers, inserts, magazines, catalogs and unwanted mail, telephone books, cardboard boxes, i.e. cereal, tissue and beverage boxes. Flattened, corrugated cardboard boxes less than 3 fl. by 3 fl. by 3 fl. will be accepted.

Special trash pick-up ("bulk"): This category includes old appliances, water heaters, furniture, a maximum of two tires (off rims) per year, and miscellaneous items.

Hazardous waste such as: paint; motor oil; combustible items (propane tanks, gas cans, etc.); corrosives and toxicants will not be picked up. For proper disposal of these materials, please call the Solid Waste Authority Customer Service at (561) 697-2700. Waste Management of Palm Beach may pick up construction debris for an additional fee to the resident. Please call (561) 547-4000 for information.

Business District

The business district located on the corridor of Forest Hill Boulevard is home to a variety of businesses. Services available are restaurants; medical and dental offices; attorneys; insurance agents; engineers; travel agencies; hair salons; banks; real estate offices; and retail shops.

The Town website contains a Business Directory. You can look up businesses located in Town using this directory. <https://www.townoflcs.com/business-directory>.

Schools

For information on schools in the area, please call the Palm Beach County School District at (561) 434-8100 or visit <https://www.palmbeachschools.org/>.

Churches

There are four churches in the Town of Lake Clarke Shores:

Emmanuel Baptist Church

1901 Barbados Road, Lake Clarke Shores, FL 33406

Call (561) 967-1149 or visit <https://www.emmanuelbaptistwpb.org/>

New Life Alliance Church

1815 Forest Hill Boulevard, Lake Clarke Shores, FL 33406

Call (561) 965-1233 or visit <https://www.newlifealliance.org/>

Church of Jesus Christ Latter Day Saints

1710 Carandis Road, Lake Clarke Shores, FL 33406

Call (561) 371-6579 or visit <https://local.churchofjesuschrist.org/fl/west-palm-beach/1710-carandis-road>

St. Mary's Orthodox Church

1317 S. Florida Mango Road, Lake Clarke Shores, FL 33406

Call (561) 965-5007 or visit: <https://www.stmaryschurchwpb.org/>