



# Town of Highland Beach

## Notice of Public Meeting Protocol

The Town of Highland Beach is committed to serving the needs of the public while also working to ensure the safety and health of the town's staff, the community, and visitors alike.

That said, as an added layer of protection for the safety of all attending meetings in the Commission Chambers, the wearing of facial coverings or masks is required. Also, until further notice, Social distancing requirements and in-person meeting capacity limits remains in place. For those interested, Zoom Video Communications and telephone participation are offered.

The following information is guidance for preregistration for Zoom or telephone participation, and for viewing and providing public comments at the meeting:

### **ZOOM PARTICIPATION:**

**Online or Telephone Access** – Access to the meeting will begin on the date and time of the meeting.

- To Join Meeting: All interested persons **must preregister** to participate by contacting Town Clerk Lanelda Gaskins at [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us) or by calling (561) 278-4548 no later than one (1) business day prior to the meeting date (**e.g. by 4:30 P.M. on a Monday if the meeting is scheduled for that Tuesday; and by 4:30 P.M.**).
- Meeting access information and instructions will be provided to those persons two hours prior to the meeting.
- The video camera display feature will only be enabled for Public Hearing Quasi-Judicial matters and during public comments only. The video camera display feature will be disabled for public use.

For additional information on using Zoom, please visit Zoom Support by click on the following link: <https://support.zoom.us/hc/en-us>.

**Viewing Only** - To view the meeting, preregistration is not required. The public can view the meeting on the following:

- Highland Beach TV Channel 99 online streaming on the Town's website and via Highland Beach YouTube at <https://www.youtube.com/channel/UCTAGr8WCa44Y3Q2Bb6UN2mw>.

### **PROVIDING PUBLIC COMMENT:**

Persons desiring to provide public comments must do so by one of the methods listed below. Public comments will be limited to five minutes (three minutes for special Commission meeting items only) per person during the designated section of the agenda. If an interested person desires to provide written public comment, all comments must be directed to Lanelda Gaskins, Town Clerk as follows:

### **TO SEND COMMENTS IN ADVANCE VIA EMAIL:**

- To submit public comments, click on the link <https://mmportal6.teamunicode.com/> to go to the Agendas and Meeting webpage. At the top of the page click on "Public Comments" to submit your comments, or

- Submit your comments to [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us).
- The Town will receive such public comments no later than two (2) hours prior to the meeting. If timely received, Town staff will read the public comment at the meeting.
- Live Zoom Video Participation - If attending via Zoom online, please follow Zoom instructions above. Once the meeting gets to the applicable public comment period, the host of the meeting will allow public participants (audio only) into the meeting from the waiting room, to provide live public comment.
- Live Zoom Telephone Participation - If attending via Zoom by telephone, please follow the instructions above. Once the meeting gets to the appropriate public comment period, the host of the meeting will allow public participants into the meeting from the waiting room, to provide live public comment.

Should you have any questions, please feel free to contact the Town Clerk's Office at (561) 278-4548.



# **TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING AGENDA**

**REVISED 04/15/2022**

**Tuesday, April 19, 2022 AT 1:30 PM**

## **TOWN HALL COMMISSION CHAMBERS**

3614 S. OCEAN BOULEVARD  
HIGHLAND BEACH, FL 33487

### **Town Commission**

<b>Douglas Hillman</b>	<b>Mayor</b>
<b>Natasha Moore</b>	<b>Vice Mayor</b>
<b>Peggy Gossett-Seidman</b>	<b>Commissioner</b>
<b>Evalyn David</b>	<b>Commissioner</b>
<b>John Shoemaker</b>	<b>Commissioner</b>
<b>Marshall Labadie</b>	<b>Town Manager</b>
<b>Lanelda Gaskins</b>	<b>Town Clerk</b>
<b>Glen J. Torcivia</b>	<b>Town Attorney</b>

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1. **CALL TO ORDER**
  2. **ROLL CALL**
  3. **PLEDGE OF ALLEGIANCE**
  4. **APPROVAL OF THE AGENDA**
  5. **PRESENTATIONS / PROCLAMATIONS**

A. Resolution No. 2022-008

A Resolution of the Town Commission of the Town of Highland Beach, Florida, ratifying the selection, appointments, and term of office of members of the Planning Board; and providing for an effective date

6. **PUBLIC COMMENTS**

Public Comments will be limited to five (5) minutes per speaker.

**7. ANNOUNCEMENTS**

## Board Vacancies

Natural Resources Preservation Advisory Board - One vacancy for an unexpired term ending April 30, 2024

## Meetings and Events

May 03, 2022 - 1:30 P.M. Town Commission Meeting

May 04, 2022 - 1:00 P.M. Natural Resources Preservation Board Regular Meeting

May 05, 2022 - 2:00 P.M. Financial Advisory Board Regular Meeting (tentative)

May 10, 2022 - 1:00 P.M. Code Enforcement Board Regular Meeting

May 12, 2022 - 9:30 A.M. Planning Board Regular Meeting

## Board Action Report

A. None.

**8. ORDINANCES**

## A. Proposed Ordinance

An Ordinance of the Town Commission of the Town of Highland Beach, Florida adopting the current edition of the Florida Fire Prevention Code and providing for local amendments; providing for repeal of all ordinances in conflict; providing for severability and codification; and providing for an effective date.

**9. CONSENT AGENDA**

A. None.

**10. UNFINISHED BUSINESS**

A. Fire Rescue Implementation Update

B. Update on the Mission and Vision Statements for Strategic Plan - Vice Mayor Moore

C. Continued discussion on Town Entry Signage Design Concepts

D. Discussion of the public participation and planning board review process of the proposed ordinance amendments for Marine Accessory Structures.

**11. NEW BUSINESS**

- A. Approve the recommendation of the Evaluation Committee and authorize staff to conduct negotiations with the first-ranked firm, Kaufman Lynn Construction and establish a contract in accordance with the Request for Qualifications (RFQ) No. 22-001 for the Construction Manager at Risk.
- B. Discussion on fees related to the establishment of the Fire Rescue Department.
- C. Approval of the Commission Meeting Minutes

February 16, 2022 Commission Special Meeting Minutes

March 01, 2022 Commission Meeting Minutes

**12. TOWN COMMISSION COMMENTS**

Commissioner John Shoemaker

Commissioner Evalyn David

Commissioner Peggy Gossett-Seidman

Vice Mayor Natasha Moore

Mayor Douglas Hillman

**13. TOWN ATTORNEY'S REPORT****14. TOWN MANAGER'S REPORT****15. ADJOURNMENT**

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NOTE: Any person, firm or corporation decides to appeal any decision made by the Town Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record including testimony and evidence upon which the appeal is to be based. (State Law requires the above Notice. Any person desiring a verbatim transcript shall have the responsibility, at his/her own cost, to arrange for the transcript.) The Town neither provides nor prepares such record.

In accordance with the Americans with Disabilities Act, persons who need accommodation in order to attend or participate in this meeting should contact Town Hall 561-278-4548 within a reasonable time prior to this meeting in order to request such assistance