



# TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING AGENDA

Tuesday, April 07, 2026 AT 1:30 PM

TOWN HALL COMMISSION CHAMBERS  
3614 S. OCEAN BLVD., HIGHLAND BEACH, FL

## Town Commission

Natasha Moore  
David Stern  
Donald Peters  
Judith M. Goldberg  
Jason Chudnofsky

Mayor  
Vice Mayor  
Commissioner  
Commissioner  
Commissioner

Marshall Labadie  
Lanelda Gaskins  
Leonard G. Rubin

Town Manager  
Town Clerk  
Town Attorney

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1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **INVOCATION**

5. **APPROVAL OF THE AGENDA**

6. **PRESENTATIONS / PROCLAMATIONS**

A. State Legislative Updates by Senator Lori Berman, District 26 and State Representative Peggy Gossett-Seidman, District 91

7. **PUBLIC COMMENTS**

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

8. **ORDINANCES** (Public Comments will be limited to three (3) minutes per speaker per item after Commission initial discussion.)

None.

9. **CONSENT AGENDA** (These are items that the Commission typically does not need to discuss individually, and which are voted on as a group.) Public Comments will be limited to three (3) minutes per speaker per item after Commission initial discussion.

A. Approval of Meeting Minutes

March 03, 2026 Town Commission Meeting Minutes

March 24, 2026 Town Commission Special Meeting/Swearing In Ceremony Minutes

B. Resolution No. 2026-005

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 Financial Advisory Board; and providing for an effective date.

Applicant: Mark Zarrilli (Reappointment)

C. Approve and authorize the Mayor to execute the EMS Grant Funds Agreement between the Town of Highland Beach and Palm Beach County, allowing the Town to participate in the County's Emergency Medical Services (EMS) Grant Program.

10. **UNFINISHED BUSINESS** (Public Comments will be limited to three (3) minutes per speaker per item after Town Commission initial discussion.)

A. Florida Department of Transportation (FDOT) RRR Project Update

B. Building Department Recertification Program Update

C. Continued discussion on the introduction of a Proposed Resolution adopting procedures for the initiation and adoption of Town ordinances

11. **NEW BUSINESS** (Public Comments will be limited to three (3) minutes per speaker per item after Town Commission initial discussion.)

A. Consideration of the designation of the Town's Voting Delegate and Alternate(s) to the Palm Beach County League of Cities for the 2026–2027.

B. Development Order Application No PZ-26-1 / Seagate of Highland Beach Condominiums

Application by Jason R. Borden, P.E., O&A Associates Inc., for a major modification request to allow for the construction of a new 472 square foot fire pump structure for the property located at 3224 South Ocean Boulevard. (Public Hearing: Quasi-Judicial Proceeding)

C. Presentation of the Strategic Priorities Dashboard

**12. TOWN COMMISSION COMMENTS**

Commissioner Jason Chudnofsky

Commissioner Judith M. Goldberg

Commissioner Donald Peters

Vice Mayor David Stern

Mayor Natasha Moore

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

A. State-Mandated Emergency Management Training for Elected Officials

**15. ANNOUNCEMENTS****Board Vacancies**

Code Enforcement Board  
term

One (1) vacancy for a three-year

Natural Resources Preservation Advisory Board One (1) Vacancy for an unexpired  
term ending April 2027

**Meetings and Events**

April 09, 2026 9:30 A.M. Planning Board Regular Meeting

May 05, 2026 1:30 P.M. Town Commission Meeting

**Board Action Report**

None.

**16. ADJOURNMENT**

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**NOTICE:** If a person decides to appeal any decision made by the Town Commission with respect to any matter considered at this meeting, you will need a record of the proceedings, and you may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (The above notice is required by State Law. Anyone desiring a verbatim transcript shall have the responsibility, at his own cost, to arrange for the transcript).

Pursuant to the provision of the Americans with Disabilities Act, any person requesting special accommodations to participate in these meetings, because of a disability or physical impairment, should contact the Town at 561-278-4548 at least five calendar days prior to the Hearing.

**File Attachments for Item:**

A. Approval of Meeting Minutes

March 03, 2026 Town Commission Meeting Minutes

March 24, 2026 Town Commission Special Meeting/Swearing In Ceremony Minutes

# DRAFT



## TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

TOWN HALL COMMISSION CHAMBERS  
3614 S. OCEAN BLVD., HIGHLAND BEACH, FL

Date: February 03, 2026  
Time: 1:30 PM

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### **1. CALL TO ORDER**

Mayor Moore called the meeting to order at 1:30 P.M.

### **2. ROLL CALL**

Commissioner Jason Chudnofsky  
Commissioner Judith Goldberg  
Commissioner Donald Peters  
Vice Mayor David Stern  
Mayor Natasha Moore  
Town Manager Marshall Labadie  
Town Attorney Leonard Rubin  
Town Clerk Lanelda Gaskins

### **3. PLEDGE OF ALLEGIANCE**

The Town Commission led the Pledge of Allegiance to the United States of America.

### **4. INVOCATION**

None.

### **5. APPROVAL OF THE AGENDA**

**MOTION:** Goldberg/Stern - A motion was made and seconded to approve the agenda as presented. The motion passed unanimously, 5 to 0.

### **6. PRESENTATIONS / PROCLAMATIONS**

#### **A. Resolution No. 2026-001**

**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 Natural Resources Preservation Advisory Board; and providing for an effective date.**

Mayor Moore read the title of Resolution No. 2026-001 followed by Town Commission interview of Applicant Joseph Loeffler. Mr. Loeffler spoke about his

professional background and interest in serving on the Natural Resources Preservation Advisory Board.

**MOTION:** Goldberg/Peters - A motion was made and seconded to approve Resolution No. 2026-001. The motion passed unanimously, 5 to 0.

**7. PUBLIC COMMENTS** (Public Comments will be limited to five (5) minutes per speaker).

The following individuals addressed the Town Commission during public comments:

Mr. David Newman  
Mr. Tim Ruotolo

**8. ORDINANCES** (Public Comments will be limited to three (3) minutes per speaker per item after Commission initial discussion.)

**A. Ordinance No. 2026-001 (Second Reading/Public Hearing)**

**An Ordinance of the Town Commission of the Town of Highland Beach, Florida, amending Article VII, "Administration and Enforcement," of Chapter 30, "Zoning Code," of the Town Code of Ordinances by adopting a new Section 30-124, "Reasonable Accommodation Procedure for Certified Recovery Residences;" providing for codification; providing for severability; and providing for an effective date (First Reading was January 06, 2026).**

Mayor Moore read the title of Ordinance No. 2026-001.

Town Attorney Rubin explained that all municipalities are required to enact a procedure for the approval of certified recovery residences, which are mandated by state law. Language was added in the ordinance to explicitly state that certified recovery residences "shall be utilized solely for housing, peer support, and life skills training" and shall not be used for clinical substance abuse treatment of any kind.

The Town Commission was satisfied with language added in Sec. 30-124(a), Reasonable accommodation procedure for certified recovery residences of the ordinance.

Mayor Moore opened the public hearing. Hearing no comments from the public, the public hearing was closed.

**MOTION:** Goldberg/Peters - A motion was made and seconded to adopt Ordinance No. 2026-001. Roll call vote: Commissioner Goldberg (Yes); Commissioner Peters (Yes); Commissioner Chudnofsky (Yes); Vice Mayor Stern (Yes); and Mayor Moore (Yes). The motion passed unanimously, 5 to 0.

9. **CONSENT AGENDA** (These are items that the Commission typically does not need to discuss individually, and which are voted on as a group.) Public Comments will be limited to three (3) minutes per speaker per item after Commission initial discussion.

**A. Approval of Meeting Minutes**

**January 06, 2026 Town Commission Meeting Minutes**

**MOTION:** Goldberg/Peters - A motion was made and seconded to approve the Consent Agenda. The motion passed unanimously, 5 to 0.

10. **UNFINISHED BUSINESS** (Public Comments will be limited to three (3) minutes per speaker per item after Town Commission initial discussion.)

**A. Florida Department of Transportation (FDOT) RRR Project Update**

Town Manager Labadie provided an update, stating that the project is substantially complete, with contractors currently addressing punch list items in coordination with Public Works Director and staff.

He clarified that the steel plates visible at the south end of Town are not part of the Florida Department of Transportation project but are associated with sewer and water connections for future condominium development. He further noted that, once proper compaction is achieved, the affected area will be repaved.

In response to inquiries regarding flooding, Town Manager Labadie acknowledged that certain areas would continue to experience flooding, particularly at Seagate and Ambassadors. He explained that while the roads might be clear, the right-of-way may still be subject to flooding, and the Town will need to coordinate with the Florida Department of Transportation to develop a long-term solution. He also reported that the Town has submitted an appropriation request to the State for funding to support embedded crosswalk lighting and the repaving of the walking path.

Additionally, Town Manager Labadie mentioned that the Town's engineers are exploring the possibility of adding a crosswalk for Bel Lido, Russell, and Bel Air drives to enhance pedestrian safety and provide safer beach access.

**B. Building Department Recertification Program Update**

Katerina Jaddaoui, Administrative Assistant/Permit Technician, provided an update on the Building Recertification Program, noting the Monterey House has been recertified, bringing the total number of recertified buildings to 31 out of 54. Two buildings are under Phase 1 review, having submitted both structural and electrical reviews, and 18 buildings remain under permit for restoration.

**C. Continued discussion of Fiscal Year (FY) 2025-2026 Strategic Priorities Plan**

Town Manager Labadie presented the updated Strategic Priorities Plan based on the Commission's comments from the January 6 meeting. He noted that he reorganized and re-ranked priorities, added roughly five new projects based on Commission comments, and removed completed projects like the A1A project.

He explained that once the rankings are accepted, he will bring back the full strategic priorities plan for approval at the next meeting. The plan will then be used to build the five-year forecast for the budget. He confirmed that larger projects like the fire annex, police reconstruction, and marine dock would require Commission authorization for final amounts.

Regarding the Bel Lido Bridge project, Town Manager Labadie explained this project would begin the following Monday and might cause some traffic interruptions during the day, though efforts would be made to avoid rush hours and school times. He also addressed the inquiry regarding the Police Marine Docking and securing the annual FIND grant.

It was suggested to regularly include one or more items on the agenda to update the Commission on strategic priorities and CIP projects throughout the year. Town Manager Labadie agreed to implement this suggestion moving forward. He will bring back strategic priorities plan for Commission final approval at the next meeting.

Overall, the Town Commission was satisfied with the strategic priorities plan and capital improvement project list.

Mayor Moore opened the floor for public comment, and the following individuals addressed the Town Commission:

- Mr. Timothy Routolo
- Mr. David Newman
- Mr. Richard Greenwald

**11. NEW BUSINESS** (Public Comments will be limited to three (3) minutes per speaker per item after Town Commission initial discussion.)

**A. Introduction to a proposed amendment to the Town Code of Ordinances regarding hard surfaces (for walking, gathering or sitting) as they pertain to seawalls, etc.**

Mayor Moore read the title of Item 11.A.

Town Planner Ingrid Allen explained that this proposed amendment stemmed from a Planning Board motion on August 14, 2025. The issue arose when reviewing a special exception for a property at 2564 South Ocean Boulevard that

included installing a 105-foot seawall and seawall cap, along with a boat lift and dock. She provided visual illustrations showing that the current code only allows hard surfaces up to the property line, but in cases where seawalls are beyond the property line, property owners need a path to access their docks and boats. The Planning Board's proposal would allow hard surfaces to extend from the property line to seawalls when necessary for access.

Mr. Greg Babij, a Planning Board member and sponsor of the proposed amendment, explained that the issue is straightforward: allowing residents to have a walking path all the way to their dock, even when the seawall extends beyond their property line. He noted this is not just for aesthetics but also for safety, as it is difficult to transport items on a cart across mixed surfaces.

The Commission discussed several aspects of the proposal, including liability questions, maintenance responsibilities, and potential limitations on pathway width. Town Attorney Rubin clarified that while property lines do not automatically extend, the municipality still has permitting authority over the area.

Mayor Moore opened the floor for public comments, and the following individual addressed the Town Commission:

Mr. Richard Greenwald.

Town Manager Labadie mentioned that a related request regarding controlling outward seawall movement over time was also under consideration, but regulatory changes could not be implemented until 2027 due to state statutes.

**MOTION:** Goldberg/Peters – A motion was made and seconded refer to the Planning Board to take up this issue to study and review. The motion passed unanimously, 5 to 0.

**B. Introduction of a proposed ordinance revising Town's Platting Procedures.**

Mayor Moore read the title of Item 11.B.

Town Attorney Rubin explained that this ordinance addresses another mandate from the recent legislative session requiring plats to be administratively approved rather than through public hearings. He noted that plats are straightforward and either meet statutory requirements or do not, making them suitable for administrative approval.

The proposed changes would designate the Building Department to receive applications and the Town Manager as the administrative official with final authority. Given the age of Highland Beach's planning regulations and the unlikelihood of new subdivisions, Town Attorney Rubin recommended minimal changes to comply with the law rather than completely redrafting the plotting regulations. He suggested this matter go to the Planning Board for review.

**MOTION:** Goldberg/Peters - A motion was made and seconded to refer this matter to the Planning Board for review. The motion passed unanimously, 5 to 0.

Mayor Moore opened the floor for public comments, and the following individual addressed the Town Commission:

Mr. Timothy Ruotolo.

## **12. TOWN COMMISSION COMMENTS**

Commissioner Jason Chudnofsky inquired about mangrove removal near Toscana, noting that residents were concerned about the precedent this might set for other properties between Coronado and Casuarina condominiums. Town Manager Labadie explained that the property owner obtained state permits for clearing mangroves and purchased mitigation credits as required. The town is preempted by state law from stopping such removals once proper permits are secured. While the owner had proposed nine townhomes on the 0.8-acre site, no development applications have been submitted to the town yet.

Commissioner Judith M. Goldberg wished everyone a wonderful week and happy Valentine's Day.

Commissioner Donald Peters commented about the turtle conservation meeting that he attended. He encouraged everyone to stay warm.

Vice Mayor David Stern also commented about the turtle conservation meeting that he attended. He noted discussions about path safety and potential state legislation that could affect town guidelines.

Mayor Natasha Moore had no comments.

## **13. TOWN ATTORNEY'S REPORT**

Town Attorney Rubin noted that there are a lot more preemptions coming and will see how it plays out during the legislative session.

## **14. TOWN MANAGER'S REPORT**

Town Manager Labadie expressed concern about the state legislature's increasing preemption of local government authority. He thanked resident Martin Berman for his donation to the police department and comments about the town's public safety and beauty. He also noted that the first quarter financial report had been distributed, showing the town is tracking well financially and on plan.

## **15. ANNOUNCEMENTS**

Mayor Moore read the announcements.



Disclaimer: Effective May 19, 2020, per Resolution No. 20-008, all meeting minutes are transcribed as a brief summary reflecting the events of this meeting. Verbatim audio/video recordings are permanent records and are available on the Town's Media Archives & Minutes webpage: <https://highlandbeach-fl.municodemeetings.com/>.

# DRAFT



## TOWN OF HIGHLAND BEACH TOWN COMMISSION SPECIAL MEETING/SWEARING-IN CEREMONY MINUTES

TOWN HALL COMMISSION CHAMBERS  
3614 S. OCEAN BLVD., HIGHLAND BEACH, FL

Date: March 24, 2026  
Time: 1:30 PM

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### **1. CALL TO ORDER**

Mayor Moore called the meeting to order at 1:30 P.M.

### **2. ROLL CALL**

Commissioner Jason Chudnofsky  
Commissioner Judith Goldberg  
Commissioner Donald Peters  
Vice Mayor David Stern  
Mayor Natasha Moore  
Town Manager Marshall Labadie  
Town Attorney Leonard Rubin  
Town Clerk Lanelda Gaskins

### **3. PLEDGE OF ALLEGIANCE**

The Town Commission led the Pledge of Allegiance to the United of America.

### **4. INVOCATION**

Invocation was led by Reverend D. Brian Horgan, of Saint Lucy Catholic Church.

### **5. APPROVAL OF THE AGENDA**

**MOTION:** Goldberg/Stern - A motion was made and seconded to approve the agenda as presented. The motion passed unanimously, 5 to 0.

### **6. PROCLAMATION**

#### **A. April 2026 as CPR and AED Awareness Month Proclamation**

Mayor Moore read the proclamation acknowledging the month of April 2026 as CPR and AED Awareness Month for the Town. She presented the proclamation to Commissioner Chudnofsky in recognition of his work with the Police and Fire Foundation.

**7. PUBLIC COMMENTS** (Public Comments will be limited to five (5) minutes per speaker.)

No public comments were received.

**8. DECLARING UNOPPOSED CANDIDATES ELECTED TO OFFICE** (Public Comments will be limited to three (3) minutes per speaker per item after Commission initial discussion.)

**A. Resolution No. 2026-004**

**A Resolution of the Town Commission of the Town of Highland Beach, Florida, declaring each unopposed candidate for the Town Commission elected to office; and providing for an effective date.**

Mayor Moore read the title of Resolution No. 2026-004.

There were no comments from the Town Commission. Also, no public comments were received.

**MOTION:** Goldberg/Stern - A motion was made and seconded to approve Resolution No. 2026-004, declaring unopposed candidates for the Town Commission elected to office. Roll call vote: Commissioner Goldberg (Yes); Vice Mayor Stern (Yes); Commissioner Chudnofsky (Yes); Commissioner Peters (Yes); and Mayor Moore (Yes). The motion passed unanimously, 5 to 0.

**9. SWEARING IN OF ELECTED OFFICIALS**

**Natasha Moore - Office of Mayor-Commissioner, three-year term ending March 2029**

**Donald Peters - Office of Commissioner, three -year term ending March 2029**

Town Clerk Gaskins administered the oaths of office to both Mayor Moore and Commissioner Peters. Each official took two oaths – the statutory oath and the Town Charter oath. Following the swearing-in, Mayor Moore and Commissioner Peters thanked everyone for their support and expressed their honor in serving the Highland Beach community.

**10. UNFINISHED BUSINESS** (Public Comments will be limited to three (3) minutes per speaker per item after Town Commission initial discussion.)

None.

**11. NEW BUSINESS** (Public Comments will be limited to three (3) minutes per speaker per item after Town Commission initial discussion.)

None.

**12. TOWN COMMISSION COMMENTS**

Commissioner Jason Chudnofsky thanked Mayor Moore for the CPR & AED proclamation and reported on the success of the CPR training program. He added that residents are very appreciative and want to see more similar programs.

Commissioner Judith M. Goldberg congratulated Commissioner Chudnofsky on the success of the CPR training program. She also commended Commissioner Peters and Mayor Moore for their collaborative efforts and accomplishments over the years. Additionally, she looks forward to serving with the Commission.

Commissioner Donald Peters expressed his love for Highland Beach and honor to serve, emphasizing the Commission's ability to work together. He encouraged the residents to participate in the CPR and AED training and noted efforts to coordinate a session for his condominium.

Vice Mayor David Stern congratulated both Mayor Moore and Commissioner Peters on their reelection and look forward to serving with them. He also commented on a video shared by Town Manager Labadie showing a battery bike accident and fire in Boca Raton, emphasizing the importance of developing guidelines and policies for electric vehicles and bicycles, in an effort to prevent similar incidents.

Mayor Natasha Moore thanked Commissioner Chudnofsky for his work promoting CPR training classes and expressed gratitude for being re-elected. She praised all commissioners for their excellence in working together, flexibility in building consensus, and valuable contributions to the town. She congratulated Commissioner Peters on being re-elected.

**13. TOWN ATTORNEY'S REPORT**

Town Attorney Rubin provided updates on the legislative session that ended March 13th. He noted that no budget was passed, requiring legislators to return for a special session. There were no property tax relief agreement and no relief from Senate Bill 180, which remains in effect until 2027. The legislature also failed to address open carry issues with long guns. He mentioned that while there were bills about permitting and land development, the focus was on what the legislature did not accomplish, though property tax relief might still happen during the special session.

**14. TOWN MANAGER'S REPORT**

Town Manager Labadie provided comprehensive updates on various town matters. He reported that the town's monthly burn rate is approximately \$2.2 million and they are tracking similar to last year. The audit is in full swing and proceeding on schedule.

Regarding the marine docking facility, Town Manager Labadie noted progress with South Florida Water Management District, with efforts to get higher-level leadership involved rather than just permit technicians. Colliers Engineering and Design, Inc., the town's engineering firm, have recognized the project's importance.

For capital projects, the fire annex should have final plans shortly, and the police station final plans are ready for the old post office integration as a real-time operations center. These projects will be going out for bid soon.

Town Manager Labadie highlighted several commendations for town employees: Officer Gutierrez for concierge-level service helping a resident; Officers Raz and Kaplan for assisting someone locked out of their home; Firefighters Rush, Williams, and DiGangi, along with Public Works crew Jeff Small and Tyrone Powell, for securing a property after someone drove through a house's front door; and Detective Pitti for helping a resident with personal matters while demonstrating ownership, responsibility, and accountability.

The Employee Excellence Services Award Ceremony is today at 4:30 P.M.

**15. ANNOUNCEMENTS**

Mayor Moore read the announcements.

- |                |                        |  |
|----------------|------------------------|--|
| March 24, 2026 | 4:30 P.M. to 6:30 P.M. | Highland Beach Excellence in Service Awards Ceremony |
| April 04, 2026 | 10:00 A.M. to Noon     | Shred-A-Thon (Town Hall Complex)                     |
| April 06, 2026 | 9:30 A.M.              | Planning Board Special Meeting                       |
| April 07, 2026 | 1:30 P.M.              | Town Commission Meeting                              |

**16. ADJOURNMENT**

The meeting adjourned at 1:53 P.M.

**APPROVED:** April 07, 2026, Town Commission Meeting.

Signed Minutes on file in the  
Town Clerk's Office

ATTEST:

\_\_\_\_\_  
Lanelda Gaskins, MMC  
Town Clerk

\_\_\_\_\_  
Natasha Moore, Mayor  
04/07/2026

\_\_\_\_\_  
Date

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recordings are permanent records and are available on the Town's Media Archives & Minutes webpage: <https://highlandbeach-fl.municodemeetings.com/>.

**File Attachments for Item:**

B. Resolution No. 2026-005

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 Financial Advisory Board; and providing for an effective date.

Applicant: Mark Zarrilli (Reappointment)



# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

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**MEETING TYPE:** Commission Meeting  
**MEETING DATE** April 07, 2026  
**SUBMITTED BY:** Jaclyn DeHart, Deputy Town Clerk  
**THROUGH** Lanelda Gaskins, Town Clerk  
**SUBJECT:** Resolution No. 2026-005

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 Financial Advisory Board; and providing for an effective date.

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## **SUMMARY:**

Consideration of Resolution No. 2026-005 ratifying the selection, appointments, and term of office of a member of the Financial Advisory Board; and providing for an effective date.

In January of 2022 the Town Commission appointed Mr. Zarrilli to the Financial Advisory Board to serve an unexpired term that ended April 30, 2023, and a three-year term that ends April 30, 2026, and is seeking to serve a full three-year term ending April 30, 2029.

To conclude, Mr. Zarrilli has met the qualifications for reappointment that a person shall be a resident of the Town domiciled within corporate limits and has been a registered voter of Highland Beach for a year at least one year prior to reappointment. These results were corroborated by records from the Palm Beach County Property Appraiser and the Palm Beach County Supervisor of Elections Offices websites.

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## **FISCAL IMPACT:**

N/A

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## **ATTACHMENTS:**

Mark Zarilli application and Vetting Form  
Resolution No. 2026-005

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## **RECOMMENDATION:**

With the Commission's consideration, Staff recommends the adoption of Resolution No. 2026-005 for the applicant to serve a term as outlined in the resolution.



## **RESOLUTION NO. 2026-005**

**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 FINANCIAL ADVISORY BOARD; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 2, Article V, Division 4, Sec. 2-155 of the Town's Code of Ordinances establishes the Financial Advisory Board and governs the membership, qualification, function, and rules of the Financial Advisory Board; and

**WHEREAS**, these provisions of the Code establish the selection, appointment, and terms of office of members of the Financial Advisory Board; and

**WHEREAS**, on February 21, 2023, board member Mark Zarrilli was appointed by Town Commission to serve on the Financial Advisory Board for an unexpired term ending April 30, 2023, and for a three-year term ending April 30, 2026, and is eligible for reappointment for a three-year term; and

**WHEREAS**, pursuant to Sec. 2-99(1)(a) of the Town's Code of Ordinances, the chairperson of each board shall interview applicants for the board and provide a recommendation to the Town Commission; and

**WHEREAS**, the Chairperson of the Financial Advisory Board interviewed the applicant and recommends that the Town Commission appoint one applicant to the Board; and

**WHEREAS**, Town residents interested in serving on or continuing to serve on the Financial Advisory Board have submitted a board application for the Town Commission's consideration.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, THAT:**

**Section 1.** The foregoing “WHEREAS” clauses are true and correct and hereby ratified and confirmed by the Town Commission.

**Section 2.** Consistent with the Town’s Code of Ordinances, one (1) member has been selected by the Town Commission to serve on the Financial Advisory Board for an unexpired term ending April 30, 2029, as follows:

**Board Member**                      Mark Zarrilli

**Section 3.** This Resolution shall become effective upon adoption.

**DONE AND ADOPTED** by the Town Commission of the Town of Highland Beach, Florida, this **07<sup>th</sup>** day of **April 2026.**

**ATTEST:**

\_\_\_\_\_  
Natasha Moore, Mayor

**REVIEWED                      FOR                      LEGAL  
SUFFICIENCY**

\_\_\_\_\_  
Lanelda Gaskins, MMC  
Town Clerk

\_\_\_\_\_  
Leonard G. Rubin, Town Attorney  
Town of Highland Beach

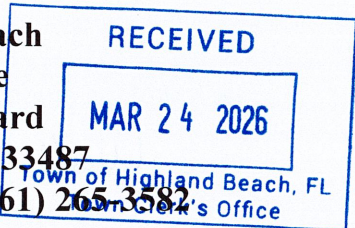
**VOTES:**

**YES    NO**

Mayor Natasha Moore  
Vice Mayor David Stern  
Commissioner Donald Peters  
Commissioner Judith M. Goldberg  
Commissioner Jason Chudnofsky



Town of Highland Beach  
 Town Clerk's Office  
 3614 S. Ocean Boulevard  
 Highland Beach, Florida 33487  
 Phone: (561) 278-4548 Fax: (561) 265-3582



**BOARDS AND COMMITTEES APPLICATION**

This information is for consideration of appointment to a Town Board. Please complete and return this form to the Town Clerk, along with your *resume and proof of residency such as a government issued identification or voter registration card.*

**PLEASE NOTE: Florida Public Records Law is very broad. Documents relevant to town business is public records and is subject to public disclosure upon request. Your information provided within this application may therefore be subject to public disclosure.**

NAME: Mark D. Zarrilli PHONE: 732 266 0637

HOME ADDRESS: 3912 S Ocean Blvd #901 APT. NO. \_\_\_\_\_

SUBDIVISION: Regency EMAIL ADDRESS: Mark2212@gmail.com

**PLEASE SELECT THE BOARD(S) / COMMITTEE(S) ON WHICH YOU ARE INTERESTED IN SERVING IN NUMERICAL ORDER FROM 1 THROUGH 7, WITH 1 BEING YOUR FIRST CHOICE AND 7 THE LEAST CHOICE.** (A description of the responsibilities of each Board is on the back of this application.)

- Board of Adjustment & Appeals
- Financial Advisory Board
- Planning Board
- Code Enforcement Board
- Natural Resources Preservation Board
- Town Commission **\*\*\*(If vacancy)**
- Other Board /Committee

**PLEASE MARK YES OR NO FOR EACH OF THE FOLLOWING QUESTIONS:**

- Are you a resident of Highland Beach? Yes  No
- Are you a registered voter in Highland Beach/Palm Beach County, FL? Yes  No
- Are you currently serving on a Town Board? Yes  No  *FAB*
- Have you ever served on a Town Board/Committee? Yes  No  *FAB*

If Yes, please indicate the Board(s)/Committee(s) and dates of service:  
Financial Adv. Board April 2022 → present

- Are you willing to attend monthly board meetings? In (Person / Teleconference) Yes  No
- Per Town Code of Ordinance, I understand any member absence from three (3) consecutive meetings will be considered as resignation from the board/committee. Yes  No

Please list any special talent, qualification, education, or professional experience that would contribute to your service on the Board/Committee you have selected?

Wall Street Finance / Building / Construction

Please summarize your volunteer experience(s):

Florida Law requires appointed members on the Planning and Board of Adjustment and Appeals Boards to file a Form 1 - Statement of Financial Interests Disclosure form on an annual basis.

Vetting by the Board Chairperson. The Chairperson of each Board shall interview the applicant and submit a memorandum of recommendation to the Town Clerk's Office 14 days prior to the Town Commission Workshop Meeting for final appointment.

Palm Beach County Commission on Ethics requires appointed members to take the Code of Ethics Training every two (2) years.

I hereby certify that the statements and answers provided are true and accurate to the best of my knowledge.

*Mark J. Farrell*  
Signature of Applicant

3-24-26  
Date

Resume Attached



# MEMORANDUM

TO: Lanelda Gaskins, MMC, Town Clerk

FROM: Richard Greenwald

DATE: March, 25, 2026

SUBJECT: Initial Vetting of Applicant: Mark Zarrilli

On March 24 (date), I met with Mark Zarrilli (applicant's name) to discuss his/her community involvement, education, professional experiences and the positive impact he/she could bring to this Board for the betterment of the Highland Beach community.

Detail Explanation:

This is a re-appointment for Mr. Zarilli. Mark has been an active, collegial, prepared participant at meetings during his first term.  
We spoke about the need for member attendance to achieve quorums for meetings.  
I recommend him for re-appointment to the FAB.

Based upon my review of the Resume', the Board Application and the Interview today, my recommendation is as follows:

For the Appointment of this Applicant

Against the Appointment of this Applicant

Signature of Board Chairperson

**File Attachments for Item:**

C. Approve and authorize the Mayor to execute the EMS Grant Funds Agreement between the Town of Highland Beach and Palm Beach County, allowing the Town to participate in the County's Emergency Medical Services (EMS) Grant Program.



# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission Meeting

**MEETING DATE** *April 7<sup>th</sup>, 2026*

**SUBMITTED BY:** Glenn Joseph, Fire Chief

**SUBJECT:** Approve and authorize the Mayor to execute the EMS Grant Funds Agreement between the Town of Highland Beach and Palm Beach County, allowing the Town to participate in the County's Emergency Medical Services (EMS) Grant Program.

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## **SUMMARY:**

The Florida Department of Health (DOH), through its Emergency Medical Services (EMS) Program, distributes funds from the EMS Trust Fund to counties throughout the State of Florida to improve and expand pre-hospital emergency medical services. Pursuant to Section 401.113, Florida Statutes, Palm Beach County receives a portion of these funds and may distribute them to licensed municipal EMS providers within the county.

Palm Beach County has implemented a five-year EMS Grant Funds Agreement that allows participating municipalities to apply for reimbursement for approved EMS-related purchases, including equipment, medications, supplies, and training. This agreement establishes the terms and conditions under which municipal EMS providers may submit grant requests and receive reimbursement for eligible purchases that support and enhance pre-hospital emergency medical services.

The five-year agreement is intended to streamline the grant process by eliminating the need for annual contract approvals for individual equipment purchases and allowing municipalities to participate in the program through a single long-term agreement.

By entering into this agreement, the Town of Highland Beach Fire Rescue Department will be eligible to participate in the EMS Grant Program and submit requests for reimbursement for approved EMS equipment and training that support operational readiness and service delivery. Once the agreement is executed, the Town may submit grant requests during the application periods established by Palm Beach County. If approved, the Town will be reimbursed for eligible purchases upon submission of required documentation.

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**FISCAL IMPACT:**

Participation in this agreement does not require any upfront funding from the Town. The program provides reimbursement for approved EMS-related purchases, subject to the availability of grant funds and approval by Palm Beach County.

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**ATTACHMENTS:**

EMS Grant Funds Agreement between Palm Beach County and the Town of Highland Beach.

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**RECOMMENDATION:**

Approve the EMS Grant Funds Agreement as presented and authorize the Mayor to execute the Agreement.

**AGREEMENT  
FOR EMS GRANT FUNDS**

THIS AGREEMENT (“Agreement”) is made as of \_\_\_\_\_, by and between the Board of County Commissioners, Palm Beach County, a political sub-division of the State of Florida (herein referred to as “COUNTY”), and the Town of Highland Beach, a municipal corporation of the State of Florida (herein referred to as “MUNICIPALITY”).

**WITNESSETH**

**WHEREAS**, the Florida Department of Health (DOH), through its Emergency Medical Services (EMS) Program, is authorized by Chapter 401, Part II, Florida Statutes, to dispense EMS Trust Fund moneys throughout the State to improve and expand pre-hospital emergency medical services; and

**WHEREAS**, DOH annually divides forty-five percent (45%) of the EMS Trust Fund moneys among the counties (“EMS Grant”); and

**WHEREAS**, pursuant to Section 401.113, Florida Statutes, the COUNTY may distribute the funds that it receives under said program (“EMS Grant Funds”) to EMS organizations within Palm Beach County to improve and expand pre-hospital emergency medical services, as deemed appropriate by the Board of County Commissioners (“Board”); and

**WHEREAS**, the Board desires to distribute some of the EMS Grant Funds to reimburse licensed municipal EMS providers in Palm Beach County for their purchase of certain EMS equipment, medications, supplies, and/or training; and

**WHEREAS**, the COUNTY desires to open at least one grant application period each year during which municipal EMS providers can submit grant requests for EMS Grant Funds to reimburse them for their purchase of certain EMS equipment, medications, supplies, and/or training; and

**WHEREAS**, the MUNICIPALITY desires to participate in this grant program, which is subject to the terms and conditions of the EMS Grant program and this Agreement.

Now, therefore, in consideration of the mutual promises contained herein, COUNTY and MUNICIPALITY agree as follows:

**ARTICLE 1 – RECITALS**

The above recitals are true, correct and incorporated herein.

**ARTICLE 2 – CONTRACT MONITORS**

The COUNTY’s contract monitor during the term of this Agreement shall be \_\_\_\_\_, whose telephone number is **561-712-\_\_\_\_\_**.

The MUNICIPALITY's contract monitor during the term of this Agreement shall be name **Glenn Joseph**, title/position Fire Chief, whose telephone number is 561-237-5575.

**ARTICLE 3 – REQUEST AND APPROVAL FOR RECEIPT OF EMS GRANT FUNDS**

The COUNTY, through its Division of Emergency Management, will open at least one grant application period per year during which municipal EMS providers in Palm Beach County can submit grant requests for EMS Grant Funds to reimburse municipalities for their purchase of certain EMS equipment, medications, supplies, and/or training.

During each application period and grant cycle, if the MUNICIPALITY desires to receive EMS Grant Funds from the COUNTY, the MUNICIPALITY must submit a request for EMS Grant Funds and provide the COUNTY with documentation specifying the EMS equipment, medications, supplies, and/or training that will be procured by the MUNICIPALITY.

The COUNTY's EMS Administrator, through the County Administrator, is hereby authorized to approve or deny such requests in its reasonable discretion, which may take into consideration the amount of EMS Grant Funds available and how the MUNICIPALITY's request will promote the purpose of the EMS Grant program to improve and expand pre-hospital EMS. If the MUNICIPALITY's request for EMS Grant funding is approved, the COUNTY, through its Division of Emergency Management, will document the request and approval, and such documentation shall be deemed to be incorporated by reference into this Agreement. For purposes of this Agreement, "EMS Equipment" shall mean and include any EMS equipment, medications, or supplies approved hereunder for reimbursement from EMS Grant Funds; "EMS Training" shall mean any EMS training approved hereunder for reimbursement from EMS Grant Funds; and "EMS Equipment/Training" shall mean singularly and collectively any EMS Equipment and/or EMS Training approved for reimbursement hereunder.

If the MUNICIPALITY's request for EMS Grant funding is approved, the COUNTY will reimburse the MUNICIPALITY for its purchase of the approved EMS Equipment/Training, subject to the terms and conditions of the EMS Grant program and this Agreement.

The MUNICIPALITY must submit the required purchase documentation for reimbursement as detailed in Article 4. Purchase and receipt of the approved EMS Equipment/Training, and submittal of the required purchase documentation, must be completed within six months of said approval by the COUNTY. The COUNTY's EMS Administrator may extend this deadline based on extenuating circumstances and subject to any requirements of the EMS Grant program. Approved documentation will be processed by the Palm Beach County Finance Department for payment to the MUNICIPALITY.

**ARTICLE 4 – RESPONSIBILITIES OF MUNICIPALITY**

MUNICIPALITY shall:

A. Comply with general requirements of the COUNTY, this Agreement, and conditions of the EMS

Grant program.

- B. Within six months of the COUNTY's approval of the EMS Equipment/Training, submit to the COUNTY contract monitor, copies of paid receipts, invoices, or other documentation acceptable to the Palm Beach County Finance Department to establish that the approved EMS Equipment/Training was purchased, received and completed by the MUNICIPALITY.
- C. Immediately reimburse the EMS Grant Funds to the COUNTY should the MUNICIPALITY cease to operate its pre-hospital emergency medical services during the life of the EMS Equipment or the duration of the EMS Training; or if the MUNICIPALITY's purchase and receipt of the EMS Equipment and/or completion of the EMS Training is not completed within the time frames set forth herein. The COUNTY's EMS Administrator may extend these deadlines based on extenuating circumstances and subject to any requirements of the EMS Grant program.
- D. For any EMS Training approved for reimbursement hereunder, within six months of the COUNTY's approval of the EMS Training, the MUNICIPALITY shall submit a training report to the COUNTY's Division of Emergency Management documenting that the training has been completed, including a sign in sheet, and the date, title and contact number of the persons that received such training. The COUNTY's EMS Administrator may extend this deadline based on extenuating circumstances and subject to any requirements of the EMS Grant program. It is the responsibility of the MUNICIPALITY to provide the training. The MUNICIPALITY's failure to satisfactorily complete the training in the time frame provided shall constitute a material breach of this Agreement. As such, COUNTY may terminate this Agreement, and/or demand that the MUNICIPALITY promptly reimburse all, or an applicable portion of, the EMS Grant Funds to the COUNTY, which the MUNICIPALITY agrees to do.
- E. The MUNICIPALITY hereby certifies that its request for the EMS Equipment/Training is for an improvement and expansion of pre-hospital emergency medical services within Palm Beach County and will not be used to supplant current levels of expenditures. MUNICIPALITY agrees to the reimbursement for EMS Equipment/Training under the terms and conditions of the EMS Grant program and this Agreement and will permit an audit.
- F. MUNICIPALITY agrees to comply with all applicable EMS Grant program requirements. To the extent relevant to MUNICIPALITY's EMS Equipment/Training, MUNICIPALITY agrees to comply with any obligations imposed on the COUNTY by the EMS Grant program to the extent necessary for the COUNTY to comply with the EMS Grant program, including but not limited to provisions relating to use of EMS Grant Funds, reports, inspections, audits, procuring, inventorying, insuring and safeguarding equipment.

## **ARTICLE 5 – LIABILITY AND INDEMNIFICATION**

The MUNICIPALITY shall be liable for its own actions and negligence; and to the extent permitted by law, shall indemnify, defend and hold harmless the COUNTY against any actions, claims demands, costs or damages relating to or arising out of the EMS Equipment/Training, including but not limited to the MUNICIPALITY's use, care and/or maintenance of, or training relating to, the EMS Equipment, and MUNICIPALITY's acts or omissions relating to or arising from the EMS

Training; and/or the MUNICIPALITY's acts or omissions that cause the COUNTY to be in breach or violation of the EMS Grant program. Nothing in this Agreement shall be construed as a waiver of either party's sovereign immunity or consent by either party to be sued by third parties.

**ARTICLE 6 – AVAILABILITY OF FUNDS**

The COUNTY's performance and obligation under this Agreement, including to reimburse the MUNICIPALITY under this Agreement, are contingent upon an annual budgetary appropriation by the Board for the purposes hereunder and the availability of EMS Grant Funds. The total amount of approved requests for EMS Grant Funds each fiscal year to all municipalities participating in the program shall not exceed the amount of EMS Grant Funds budgeted by the Board for this purpose for said fiscal year. Ongoing costs for the EMS Equipment/Training, including, but not limited to, operation, use, maintenance, replacement and training, is the responsibility of the MUNICIPALITY and will not be funded under this Agreement or the EMS Grant program.

**ARTICLE 7 – REMEDIES**

This Agreement shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Agreement will be held in a court of competent jurisdiction in Palm Beach County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

No provision of this Agreement is intended to, or shall be construed to, create any third-party beneficiary or to provide any rights to any person or entity not a party to this Agreement, including but not limited to any citizen or employees of the COUNTY and/or the MUNICIPALITY.

**ARTICLE 8 – ARREARS**

The MUNICIPALITY shall not pledge the COUNTY's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The MUNICIPALITY further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

**ARTICLE 9 – ACCESS AND AUDITS**

The MUNICIPALITY shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least five (5) years after expiration or termination of this Agreement. The COUNTY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the MUNICIPALITY's place of business. The COUNTY has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Inspector General's authority includes but is not limited to the power to review past, present and proposed COUNTY contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the MUNICIPALITY, its

officers, agents, employees, and lobbyists in order to ensure compliance with Agreement requirements and detect corruption and fraud. Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 - 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second-degree misdemeanor.

**ARTICLE 10 – NONDISCRIMINATION**

The COUNTY is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2025-0748, as may be amended, the MUNICIPALITY warrants and represents that throughout the term of the Agreement, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, or genetic information. Failure to meet this requirement shall be considered default of the Agreement.

As a condition of entering into this Agreement, the MUNICIPALITY represents and warrants that it will comply with the COUNTY’s Commercial Nondiscrimination Policy as described in Resolution R2025-0748, as amended. As part of such compliance, the MUNICIPALITY shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or genetic information in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall the MUNICIPALITY retaliate against any person for reporting instances of such discrimination. The MUNICIPALITY shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the COUNTY’s relevant marketplace in Palm Beach County. The MUNICIPALITY understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification or debarment of the company from participating in COUNTY contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. The MUNICIPALITY shall include this language in its subcontracts.

**ARTICLE 11 – AUTHORITY TO PRACTICE**

The MUNICIPALITY hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct pre-hospital emergency medical services and training during the life of the EMS Equipment and the duration of the EMS Training, as applicable. Proof of such licenses and approvals shall be submitted to the COUNTY's contract monitor upon request.

**ARTICLE 12 – SEVERABILITY**

If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

**ARTICLE 13 - SURVIVABILITY**

Any provision of this Agreement that is of a continuing nature, or which by its language or nature imposes an obligation or right that extends beyond the term of this Agreement, shall survive the expiration or earlier termination of this Agreement.

**ARTICLE 14 – NOTICE**

All notices required in this Agreement shall be sent by certified mail, return receipt requested, hand delivery or other delivery service requiring signed acceptance. If sent to the COUNTY, notices shall be addressed to:

Richard Ellis, Deputy Director  
Palm Beach County Division of Emergency Management  
20 S. Military Trail  
West Palm Beach, FL 33415

With copy to:

Palm Beach County Attorney’s Office  
301 North Olive Ave.  
West Palm Beach, FL 33401

If sent to the MUNICIPALITY, notices shall be addressed to:

Name Glenn Joseph, Position Fire Chief  
Address 3612 S. Ocean Blvd.  
City Highland Beach, State FL, Zip 34287

**ARTICLE 15 – INSURANCE**

Without waiving the right to sovereign immunity as provided by Section 768.28, Florida Statutes, (the “Statute”), the MUNICIPALITY represents that it is self-insured with coverage subject to the limitations of the Statute, as may be amended. If MUNICIPALITY is not self-insured, MUNICIPALITY shall, at its sole expense, purchase and maintain in full force and effect at all times during the life of this Agreement, insurance coverage at limits not less than those contained in the Statute.

Should MUNICIPALITY purchase excess liability coverage, MUNICIPALITY agrees to include COUNTY as an Additional Insured. The MUNICIPALITY agrees to maintain or to be self-insured for Workers’ Compensation insurance in accordance with Chapter 440, Florida Statutes. Should MUNICIPALITY contract with a third-party (Contractor) to perform any service related to the Agreement, MUNICIPALITY shall require the Contractor to provide the following minimum insurance:

- Commercial General Liability insurance with minimum limits of \$1,000,000 combined single

limit for property damage and bodily injury per occurrence and \$2,000,000 per aggregate. Such policy shall be endorsed to include MUNICIPALITY and COUNTY as Additional Insureds. MUNICIPALITY shall also require that the Contractor include a Waiver of Subrogation against COUNTY.

- Business Automobile Liability insurance with minimum limits of \$1,000,000 combined single limits for property damage and bodily injury per occurrence.
- Workers' Compensation insurance in compliance with Chapter 440, Florida Statutes, and which shall include coverage for Employer's Liability with minimum limits of \$1,000,000 each accident.

When requested, the MUNICIPALITY shall provide an affidavit or Certificate of Insurance evidencing insurance or self-insurance. Compliance with the foregoing requirement shall not relieve the MUNICIPALITY of its liability and obligations under this Agreement.

#### **ARTICLE 16 – ENTIRETY OF CONTRACTUAL AGREEMENT**

The COUNTY and the MUNICIPALITY agree that this Agreement sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

#### **ARTICLE 17 – EFFECTIVE DATE AND TERMINATION**

This Agreement shall commence upon approval by both parties, and shall continue for a term of five (5) years. The parties may mutually agree to renew the Agreement for another term of five (5) years, which must be documented in a written amendment or agreement approved by both parties.

If the COUNTY determines that the MUNICIPALITY has breached any material terms of this Agreement or the EMS Grant program, the COUNTY may terminate this Agreement, and/or demand that the MUNICIPALITY promptly reimburse all, or an applicable portion of, the EMS Grant Funds to the COUNTY, which the MUNICIPALITY agrees to do.

#### **ARTICLE 18 – E-VERIFY - EMPLOYMENT ELIGIBILITY**

Each party warrants and represents that it is in compliance with Section 448.095, Florida Statutes, as may be amended. Each party has registered with and uses, and shall continue to use, the E-Verify System (E-Verify.gov), to electronically verify the employment eligibility of all newly hired employees. If either party has a good faith belief that the other party has knowingly violated Section 448.09(1), Florida Statutes, as may be amended, said party shall terminate this Agreement with the violating party.

#### **ARTICLE 19 – PUBLIC RECORDS**

Both parties shall comply with Florida's public records laws.

**ARTICLE 20 – DISCLOSURE OF FOREIGN GIFTS AND CONTRACTS WITH FOREIGN COUNTRIES OF CONCERN**

Pursuant to Section 286.101, Florida Statutes, as may be amended, by entering into this Agreement or performing any work in furtherance thereof, the MUNICIPALITY certifies that it has disclosed any current or prior interest of, any contract with, or any grant or gift received from a foreign country of concern where such interest, contract, or grant or gift has a value of \$50,000 or more and such interest existed at any time or such contract or grant or gift was received or in force at any time during the previous five (5) years.

**ARTICLE 21 - PUBLIC ENTITY CRIMES**

As provided in Sections 287.132-133, Florida Statutes, as may be amended, by entering into this Agreement or performing any work in furtherance hereof, the MUNICIPALITY certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by Section 287.133(3)(a), Florida Statutes.

**ARTICLE 22 - REGULATIONS; LICENSING REQUIREMENTS**

The MUNICIPALITY shall comply with all laws, ordinances and regulations applicable to the services and/or performance contemplated herein, to include those applicable to conflict of interest and collusion. The MUNICIPALITY is presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may in any way affect the performance of the terms of this Agreement.

**ARTICLE 23 – SCRUTINIZED COMPANIES**

As provided in Section 287.135, Florida Statutes, as may be amended, by entering into this Agreement or performing any work in furtherance hereof, the MUNICIPALITY certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies that boycott Israel List, or is engaged in a boycott of Israel, pursuant to Section 215.4725, Florida Statutes, as may be amended. Pursuant to Section 287.135(3)(b), Florida Statutes, as may be amended, if MUNICIPALITY is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, this Agreement may be terminated at the option of the COUNTY.

If the COUNTY determines, using credible information available to the public, that a false certification has been submitted by MUNICIPALITY, this Agreement may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of this Agreement shall be imposed, pursuant to Section 287.135, Florida Statutes, as may be amended. Said certification must also be submitted at the time of Agreement renewal, if applicable.

**ARTICLE 24 - COUNTERPARTS**

This Agreement, including any exhibits referenced herein, may be executed in one or more counterparts, all of which shall constitute collectively but one and the same Agreement. The COUNTY may execute the Agreement through electronic or manual means. MUNICIPALITY shall execute by manual means only, unless the COUNTY provides otherwise.

*THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK*

**IN WITNESS WHEREOF**, the parties through their duly authorized representatives do hereby approve and execute this Agreement on the date first written above.

**PALM BEACH COUNTY, FLORIDA,  
BY ITS BOARD OF COUNTY  
COMMISSIONERS**

By: \_\_\_\_\_  
Joseph Abruzzo, County Administrator

**MUNICIPALITY**

By: \_\_\_\_\_

\_\_\_\_\_  
**Natasha Moore**

\_\_\_\_\_  
Mayor, Town of Highland Beach

**ATTEST:**

By: \_\_\_\_\_  
Municipal Clerk

**APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY**

By: \_\_\_\_\_  
County Attorney

**APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY**

By: \_\_\_\_\_  
Municipality Attorney

**APPROVED AS TO TERMS  
AND CONDITIONS**

By: \_\_\_\_\_  
County Department Director

**APPROVED AS TO TERMS  
AND CONDITIONS**

By: \_\_\_\_\_  
Municipality Representative

**File Attachments for Item:**

C. Continued discussion on the introduction of a Proposed Resolution adopting procedures for the initiation and adoption of Town ordinances



# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission

**MEETING DATE** 04/07/2026

**SUBMITTED BY:** Lanelda Gaskins, Town Clerk's Office

**SUBJECT:** Continued discussion on the introduction of a Proposed Resolution adopting procedures for the initiation and adoption of Town ordinances

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## **SUMMARY:**

At the January 6, 2026 meeting, Town Commission continued its discussion on the proposed resolution adopting procedures for the initiation and adoption of the Town ordinances. It was the consensus of the Town Commission for Town Attorney Rubin to include additional language concerning the intent is to ensure that the public has adequate time to provide input on the ordinances. Town Attorney Rubin will prepare the changes and be brought back to the Town Commission at a future meeting.

Additionally, the proposed resolution was initially introduced to the Town Commission at the November 4, 2025 meeting.

This item is before the Town Commission to further discuss the modified language as follows:

G. Intent and Waiver. The Town Commission's intent is to ensure that the public is adequately notified of pending ordinances and ensure full public participation in the ordinance adoption process. However, the Town Commission, in the exercise of its discretion, reserves the right to waive the requirements of this Resolution when warranted under the particular circumstances. The Town's failure to follow the requirements of this Resolution shall not render any ordinance invalid provided that the Town followed all statutory requirements for adoption of ordinances set forth in Section 166.041, Florida Statutes.

Again, this initiative aligns with the Town Commission's 2024-2025 Strategic Priorities Plan, specifically Strategic Priority SP:22 – Evaluate Ordinance Development Process.

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## **FISCAL IMPACT:**

None

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## **ATTACHMENTS:**

**RECOMMENDATION:**

This item is presented at the Commission's discretion.



**TOWN OF HIGHLAND BEACH  
PROPOSED RESOLUTION**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF  
HIGHLAND BEACH, FLORIDA ADOPTING PROCEDURES FOR THE  
INITIATION AND ADOPTION OF TOWN ORDINANCES; AND  
PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Highland Beach is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes, and may exercise such power and authority through the adoption of ordinances; and

**WHEREAS**, Section 166.041(1)(a), Florida Statutes, defines an “ordinance” as an official legislative action of the governing body, which action is a regulation of a general and permanent nature and enforceable as a local law; and

**WHEREAS**, the procedures set forth in Section 166.041, Florida Statutes, constitute the uniform method for the adoption and enactment of municipal ordinances; however, a municipality may specify additional requirements or procedures over and above the statutory requirements; and

**WHEREAS**, the Town Commission wishes to establish formal procedures for the initiation and adoption of Town ordinances and determines that the adoption of this Resolution is in the best interests of the Town and its residents.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE  
TOWN OF HIGHLAND BEACH, FLORIDA, AS FOLLOWS:**

**Section 1.** The foregoing recitals are ratified and incorporated herein.

**Section 2.** In addition to the statutory requirements set forth in Section 166.041, Florida Statutes, the Town Commission hereby adopts the following procedures for the initiation and adoption of ordinances:

A. *Ordinance Initiation.* A new ordinance may be initiated by several different sources, including, but not limited to:

1. Commissioner or staff initiative;
2. Advisory board initiative;
3. Resident concerns expressed through public comments; or
4. Response to state or federal actions or requirements.

Proposed Resolution

- B. *Introduction to the Town Commission.* Proposals for a new ordinance shall first be presented to the Town Commission for consideration. If approved in concept, the Commission shall direct the Town Manager, Town Staff, and the Town Attorney to research the subject matter and create a draft ordinance and may assign one of its members as the Ordinance sponsor.
- C. *Advisory Board Recommendation.* The Commission may forward the draft ordinance to one or more advisory boards. As required by state statute and the Town Code, all amendments to the Town's land development regulations or zoning code must first be considered by the Town's Planning Board at a public hearing. The advisory board(s) shall review the ordinance and propose any edits over the course of one or more public meetings. Once a majority of the board members agree to a final draft, the advisory board(s) shall provide a recommendation to the Town Commission along with the final draft.
- D. *First Reading by the Town Commission.* On first reading, the Town Commission shall hear public comments and discuss the merits of the ordinance, along with the recommendation of the advisory board, if applicable. The Commission may either adopt the ordinance on first reading or send it back to the board and/or staff for modification or additional research.
- E. *Second Reading.* Once the ordinance is approved on first reading, it shall be presented to the Town Commission for public hearing and final discussion on second reading. Once the public hearing and Commission discussion is complete, the Town Commission votes to approve and enact the ordinance. The Town Commission may modify the ordinance previously adopted on first reading so long as the modifications do not materially alter the substance of the ordinance. If the substance of the ordinance is materially altered, Staff shall reinitiate the adoption process and proceed back to first reading.
- F. *Adoption and Implementation.* Once an ordinance is adopted, Town Staff shall take all appropriate steps to implement the ordinance.
- G. *Intent and Waiver.* The Town Commission's intent is to ensure that the public is adequately notified of pending ordinances and ensure full public participation in the ordinance adoption process. However, the Town Commission, in the exercise

Proposed Resolution

of its discretion, reserves the right to waive the requirements of this Resolution when warranted under the particular circumstances. The Town's failure to follow the requirements of this Resolution shall not render any ordinance invalid provided that the Town followed all statutory requirements for adoption of ordinances set forth in Section 166.041, Florida Statutes.

**Section 3.** This Resolution shall be effective immediately upon adoption.

**DONE AND ADOPTED** by the Town Commission of the Town of Highland Beach, Florida, this \_\_\_\_ day of \_\_\_\_\_, 2026.

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Natasha Moore  
Mayor

**ATTEST:**

**REVIEWED FOR LEGAL  
SUFFICIENCY:**

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Lanelda Gaskins, MMC  
Town Clerk

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Leonard G. Rubin  
Town Attorney

**VOTES:**

**YES NO**

Mayor Natasha Moore  
Vice Mayor David Stern  
Commissioner Donald Peters  
Commissioner Judith M. Goldberg  
Commissioner Jason Chudnofsky

## ORDINANCE INITIATION

The initiation of a new ordinance may originate from several different sources:

- Commissioner/Staff initiative
- Citizen concerns expressed through public comments
- Response to state and federal actions
- Advisory Board Initiative

## INTRODUCTION TOWN COMMISSION

A proposal for a new ordinance is presented to the commission for consideration. If approved in concept, the commission directs Town Manager and Town Attorney to research the subject matter and create a draft ordinance. Draft ordinance forwarded to the appropriate Advisory Board for recommendation.

Staff/Legal Team  
Research & Draft  
Ordinance

## ADVISORY BOARD(S)

The appropriate advisory board reviews and proposes any edits to draft ordinance. This process may involve multiple meetings for review and to solicit public comments. Once a draft is settled upon, the advisory board provides a recommendation with the final draft to the commission for consideration for a First reading.

## TOWN COMMISSION -- 1<sup>st</sup> READING

Commission discusses the public merits of the ordinance along with the recommendations of the assigned advisory board(s). Public input provided. Commission may move forward to 2<sup>nd</sup> Reading/Public Hearing or may send back to advisory board and/or staff for modifications or additional research.

## TOWN COMMISSION -- 2<sup>nd</sup> READING/PUBLIC HEARING

After public hearing and final discussion, the commission votes to approve and enact ordinance. The Commission may request additional modifications.

## TOWN STAFF -- ADOPTION & IMPLEMENTATION

**File Attachments for Item:**

A. Consideration of the designation of the Town's Voting Delegate and Alternate(s) to the Palm Beach County League of Cities for the 2026–2027.



# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission  
**MEETING DATE** *04/07/2026*  
**SUBMITTED BY:** Lanelda Gaskins, Town Clerk's Office  
**SUBJECT:** Designation of the Town's Voting Delegates and Alternate(s) to Palm Beach County League of Cities for the 2026/2027 Term

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**SUMMARY:**

Every year, the Palm Beach County League of Cities encourages municipalities to designate elected officials to serve as a voting delegate and alternate(s) to the Palm Beach County League of Cities, Inc. These representatives are authorized to vote on behalf of the municipality at League of Cities general membership meetings and other functions of the general membership.

The Palm Beach League of Cities is currently requesting that each municipality submit its nominations for voting delegates and alternates by April 10.

Accordingly, staff respectfully request that the Town Commission designate one voting delegate and one or more alternate(s) to represent the Town for 2026/2027.

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**FISCAL IMPACT:**

Per Diem Reimbursement

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**ATTACHMENTS:**

Palm Beach County League of Cities Voting Delegate Form

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**RECOMMENDATION:**

Designate an elected official and one or more alternate as voting delegates to represent the Town at the Palm Beach League of Cities meetings for 2026/2027.



# Designation of Voting Delegate & Alternate(s) to the Palm Beach County League of Cities, Inc.

In accordance with Article Four of the Bylaws of the Palm Beach County League of Cities, Inc., as amended January 25, 2017, the governing body of (City, Town, or Village name):

\_\_\_\_\_

Took the official action and designated the following voting delegate and alternate(s) to vote on behalf of the above named municipality at any League of Cities general membership meeting, special general membership meeting and/or function of the general membership. This designation applies **ONLY** to weighting voting items for the General Membership.

*Voting Delegate:* \_\_\_\_\_ *Email:* \_\_\_\_\_

*Alternate(s):* \_\_\_\_\_ *Email:* \_\_\_\_\_

*Alternate(s):* \_\_\_\_\_ *Email:* \_\_\_\_\_

*Alternate(s):* \_\_\_\_\_ *Email:* \_\_\_\_\_

*Alternate(s):* \_\_\_\_\_ *Email:* \_\_\_\_\_

*Alternate(s):* \_\_\_\_\_ *Email:* \_\_\_\_\_

*Alternate(s):* \_\_\_\_\_ *Email:* \_\_\_\_\_

Action taken this \_\_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_ *Mayor Signature*

Attest:

\_\_\_\_\_ *Clerk Signature (SEAL)*

**File Attachments for Item:**

B. Development Order Application No PZ-26-1 / Seagate of Highland Beach  
Condominiums

Application by Jason R. Borden, P.E., O&A Associates Inc., for a major modification request to allow for the construction of a new 472 square foot fire pump structure for the property located at 3224 South Ocean Boulevard.(Public Hearing: Quasi-Judicial Proceeding)



# HIGHLAND BEACH BUILDING DEPARTMENT

3614 S. Ocean Boulevard  
Highland Beach, FL 33487  
Ph: (561) 278-4540

## TOWN COMMISSION STAFF REPORT

**MEETING OF:** APRIL 7, 2026  
**TO:** TOWN COMMISSION  
**FROM:** INGRID ALLEN, TOWN PLANNER  
**SUBJECT:** APPLICATION BY JASON R. BORDEN, P.E., O&S ASSOCIATES INC., FOR A MAJOR MODIFICATION REQUEST TO ALLOW FOR THE CONSTRUCTION OF A NEW 472 SQUARE FOOT FIRE PUMP STRUCTURE FOR THE PROPERTY LOCATED AT 3224 SOUTH OCEAN BOULEVARD. (PZ-26-1)

### I. GENERAL INFORMATION:

**Applicant (Property Owner):** Seagate of Highland Beach Condominiums, Inc.  
3224 South Ocean Boulevard  
Highland Beach, FL 33487

**Applicant's Agent:** Jason R. Borden, P.E.  
6030 Hollywood Boulevard, Suite 230  
Hollywood, FL 33024

### **Property Characteristics:**

**Comprehensive Plan Land Use:** Multi Family High Density  
**Zoning District:** Residential Multiple Family High Density (RMH)  
**Property Location:** 3224 South Ocean Boulevard

### **Adjacent Properties:**

| PARCEL | ZONING DISTRICT                                  | FUTURE LAND USE DESIGNATION |
|--------|--|-----------------------------|
| North  | Residential Multiple Family High Density (RMH)   | Multi Family High Density   |
| South  | Residential Multiple Family Medium Density (RMM) | Multi Family Medium Density |
| East   | Residential Multiple Family High Density (RMH)   | Multi Family High Density   |
| West   | NA (Intracoastal Waterway)                       | NA (Intracoastal Waterway)  |

**Property History:**

According to the Palm Beach County Property Appraiser, the Seagate Condominium was built in 1970.

On October 23, 2025, the Board of Adjustment and Appeals approved a variance allowing a reduction in the front yard setback from 40 feet to eight (8) feet seven (7) inches, and to reduce the side yard (south) setback from 12 feet to seven (7) feet in order to construct a fire pump structure (Application No. PZ-25-31).

**Request and Analysis:**

The Applicant’s request is for a major modification to allow for the construction of a new 472 square foot fire pump structure located at 3224 South Ocean Boulevard (southeast corner of the Seagate of Highland Beach condominium). According to the Applicant, the structure will house two (2) new fire pumps which will service the four (4) residential buildings of the community as well as the fire hose connections at the seawall and dock area. According to the property survey, there is currently a bulk storage area in the vicinity of where the fire pump station is proposed. The Applicant has indicated that the bulk storage area will not be relocated, and that the community will do without a bulk storage area. The Applicant has also indicated that there will be no alterations or changes to the existing landscaping or existing parking spaces.

Pursuant to Section 30-39 of the Town Code, major modifications to existing buildings are described as follows:

*“...that alter existing principal or accessory structures, including but not limited to the building footprint, number of square feet, building height, number of dwelling units, parking requirements, change in exterior facade, change of use, change of roof line, change of elevation, all exterior walls, balconies, foundations, accessory structures, and similar substantial improvements as determined by the building official.*

Pursuant to the permitted uses table found in Section 30-67 of the Town Code, an accessory use is permitted in the RMH zoning district. Section 30-131 of the Town Code defines accessory use and accessory structure as follows:

*Use, accessory means a permitted use that is customarily associated with the principal use or structure, is located on the same lot as the principal use or structure, is clearly incidental to the principal use, and is subordinate in area, extent, or purpose to and serves only the principal use.*

*Structure, accessory means a detached building or other improvement which is clearly incidental to the principal structure, and is subordinate in area, extent, size, or purpose and serves only the principal structure.*

According to the Applicant, the current fire pump rooms located in each of the four (4) residential buildings are insufficient to meet the current National Fire Protection Agency code requirements. These requirements include an increased flow rate which requires larger fire pumps and clearances

for repair and maintenance. The Town's Assistant Fire Chief/Fire Marshal, Matt Welhaf, has provided a letter of support (see attached).

Pursuant to Section 30-39(b) of the Town Code, major building modifications are to be reviewed in the same manner as an original structure or use. The original use in this case is a multifamily development. Section 30-31 of the Town Code states that for a multifamily site plan application, the Planning Board provides an advisory review while the Town Commission is the decision-making authority. The Planning Board was scheduled to review and consider the request at their March 12, 2026 meeting; however, a quorum was not met. A Planning Board Special Meeting was approved by the Town Manager for April 6, 2026. The Planning Board's recommendation to the Town Commission will be provided at the April 7, 2026 Commission meeting. Pursuant to Section 30-21 of the Town Code, the Town Commission shall approval, approval with conditions, or deny the request.

If the request is approved by the Town Commission, then prior to initiation of construction, the Applicant will be required to obtain a building permit from the Town of Highland Beach Building Department. Pursuant to Section 30-21(g) of the Town Code, commencement of construction of the approved major modification shall be initiated within two (2) years following the date of approval by the Town Commission.

Staff reviewed the Applicant's proposed request including plans date stamped received by the Building Department on February 25, 2026 and finds that the project is consistent with the Zoning Code (Chapter 30) and the Town Comprehensive Plan.

Should you have any questions, please feel free to contact me at (561) 637-2012 or [iallen@highlandbeach.us](mailto:iallen@highlandbeach.us)

**Attachments: Application**

**Aerials**

**Photo of existing bulk storage area**

**Letter from Matt Welhaf, Town Assistant Fire Chief**

**Seagate HOA approval letter**

**Applicant plans (11X17)**



# TOWN OF HIGHLAND BEACH DEVELOPMENT ORDER APPROVAL APPLICATION

| PROPERTY INFORMATION ASSOCIATED WITH THIS APPLICATION  |  |
|--|--|
| Address: 3224 S Ocean BLVD, Highland Beach, FL 33487   | PCN: 24-43-46-33-08-003-0000   |
| Full Legal Description of the Property [as described in the deed] or reference to an attachment:<br>SEAGATE OF HIGHLAND COND |  |
| Zoning District: RMH-Multi-Family<br>High-Density (24-Highland Beach)  | What is the location of the installation?<br><input type="checkbox"/> Intracoastal Waterway (ICW) <input type="checkbox"/> Interior Canal/Basin <input type="checkbox"/> N/A |


| PROPERTY OWNER (APPLICANT) INFORMATION                       |                     |      |
|--|---------------------|------|
| Name: Seagate of Highland Beach Condominiums                 | Phone: 561-276-5130 | Fax: |
| Mailing Address: 3224 S Ocean Blvd, Highland Beach, FL 33487 |                     |      |
| Email Address: manager@seagateofhighland.com                 |                     |      |

| APPLICANT'S AGENT INFORMATION  |                     |      |
|--|---------------------|------|
| Name: Jason R. Borden, P.E.  | Phone: 954-829-4664 | Fax: |
| Company Name: O&S Associates Inc, Consulting Engineers & Architects  |                     |      |
| Mailing Address: 6030 Hollywood Blvd, Suite 230, Hollywood, FL 33024 |                     |      |
| Email Address: jborden@oandsassociates.com                           |                     |      |

**Provide a detailed description of the proposed project (use additional pages if necessary):**

Build new ancillary structure to house the new fire pumps serving the fire suppression system at the existing buildings. Install new fire pumps to meet code requirements. The fire pump building has been oriented to minimally impact the areas without hard scape. Currently some areas without hard scape previously had hard scape. These areas will be returned to original state.

I give permission to the members of the Town Commission, Planning Board and staff to inspect the property for the purpose of this application. I declare that all statements made herein are true, based upon the best available information. Willful false statements may jeopardize the validity of my application or any decision issued thereon. I have fully read the information outlining the application requirements. With this application, I am submitting the necessary supporting materials listed.

Property Owner's Signature:  Date: 12/11/25

Property Owner's Printed Name Anthony Spatella

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*Received by the Town Clerk's Office:*

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Date Public Notices Mailed: \_\_\_\_\_

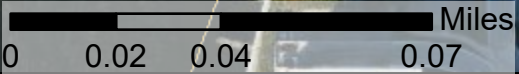
Date Legal Advertisement Published: \_\_\_\_\_



SUBJECT  
PROPERTY

S Ocean Blvd

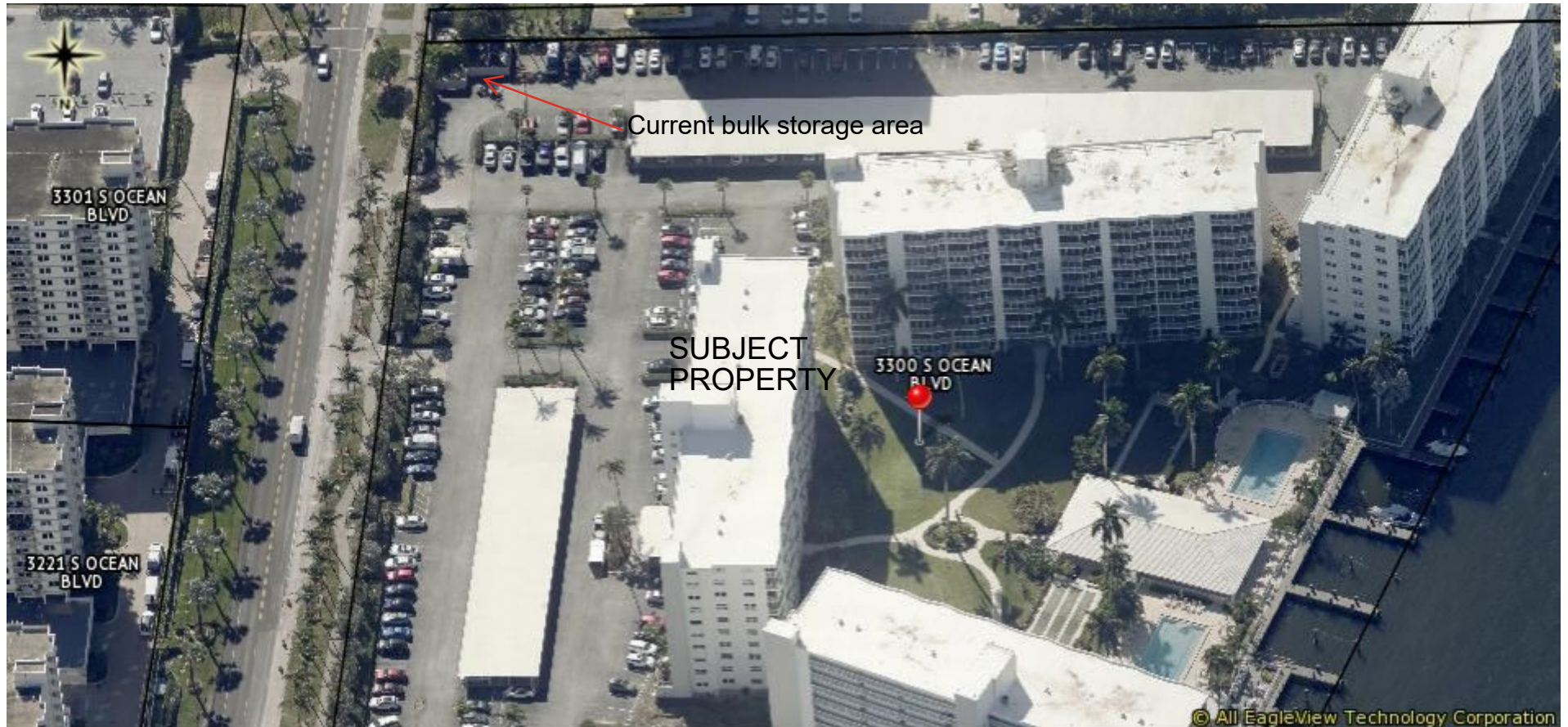
S Ocean Blvd



Date: 10/9/2025  
Time: 12:27 PM  
Scale: Page 54



# 3224 S. Ocean Blvd.





CURRENT BULK STORAGE AREA  
Photo taken 9-16-25



# TOWN OF HIGHLAND BEACH

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## FIRE AND RESCUE SERVICES DEPARTMENT

3612 S. OCEAN BLVD. • HIGHLAND BEACH, FLORIDA 33404  
(561) 237-5575 (561) 265-3582

September 26, 2025

Hello Ingrid,

I am providing this letter in support of the requested variance for the Seagate Fire Pump(s) Housing location and the underground water supply pipping installation. The Seagate Condominiums must replace all four of their fire pumps, as all of the exiting pumps no longer operate. Additionally, they must replace all the underground fire main pipping due to degradation and corrosion. Another issue is that the original pumps were undersized, and they were not code compliant. Unfortunately, the larger fire pumps along with the pump controllers will not fit into the rooms where the existing pumps were located.

Based on these conditions, I suggested the pumps be relocated to the southeast corner of the parking area. The installation will require two new taps and backflow preventors be installed onto the Town 14" water main along A1A. After discussion with Utility Services, the best option would be to install a single pumphouse that would accommodate both new pumps. Additionally, these pumps will run on natural gas, with connections to the gas main also running adjacent to A1A, thereby eliminating the need for an alternate power source. The closer proximity of the pumphouse to A1A will make this installation much more efficient and reduce the potential for damage to pipping required for a longer run from A1A. Finally, this location satisfies both Utility Services guidelines and NFPA 24 proximity requirements for backflow preventor and isolation valve installations.

Thank you for your consideration. I plan on making myself available to the members of the Board of Adjustment and Appeals should anyone have any questions. Thx

Matt Welhaf  
Assistant Chief/ Fire Marshal  
Highland Beach Fire Rescue



# Seagate of Highland Condominiums, Inc.

3224 S Ocean Blvd  
Highland Beach, FL 33487  
(561) 276-5130

February 26, 2026

Re: Seagate of Highland Condominium fire pump structure approval

To Whom it May Concern:

Seagate of Highland Condominiums approves the proposed fire pump structure submitted by O & S Engineering, Inc.

Should you need anything further please contact the office.

Sincerely,

A handwritten signature in black ink, appearing to read "Brenda Harper", is written over the typed name.

Brenda Harper, LCAM

Property Manger

For the Board of Directors

Seagate of Highland Condominiums, Inc.

# FIRE PUMP FOR SEAGATE OF HIGHLAND BEACH CONDOMINIUMS

3224 S OCEAN BLVD, HIGHLAND BEACH, FL 33487  
DECEMBER 2025

RECEIVED

FEB 25 2026

HIGHLAND BEACH  
BUILDING DEPARTMENT

**O&S**  
**ASSOCIATES**  
ENGINEERS & ARCHITECTS  
6030 HOLLYWOOD BLVD. STE 230  
HOLLYWOOD, FL 33024  
305.676.9888  
NEW JERSEY • NEW YORK • PENNSYLVANIA  
OHIO • D.C. • FLORIDA

SEAL: JASON BORDEN  
FL PE #83583

Jason Borden  
Hollywood, FL  
305-676-9888  
2026.02.20  
15:48:54-0500'

PROFESSIONAL SEAL OF THE STATE OF FLORIDA  
 JASON BORDEN  
 LICENSE NO. 83583  
 EXPIRES 12/31/2026

**PROPOSED FIRE PUMP**  
**SEAGATE OF HIGHLAND BEACH CONDOMINIUMS**  
 3224 S OCEAN BLVD, HIGHLAND BEACH, FL, 33487

**SCOPE OF WORK:**

- 0.1 GENERAL CONDITIONS/MOBILIZATION/DEMOLITION
- 0.2 PERMITS
- 0.3 PERFORMANCE AND PAYMENT BONDS
- 0.4 SITE PROTECTION
- 1.1 EXCAVATION AND EARTH MOVEMENT WORK
- 2.1 STEEL REINFORCEMENT INSTALLATION FOR STRIP FOOTING
- 0.1 CONCRETE POURING IN STRIP FOOTING
- 0.2 REINFORCED CMU WALL INSTALLATION
- 0.3 FILL CMU WALL CELLS WITH GROUT
- 0.4 INSTALLATION OF FORMS FOR THE COLUMNS
- 1.1 STEEL REINFORCEMENT INSTALLATION FOR THE COLUMNS
- 2.1 CONCRETE POURING IN THE COLUMNS
- 0.1 INSTALLATION OF FORMS FOR MONOLITHIC BEAMS AND SLAB
- 0.1 INSTALLATION OF FORMS FOR STAIRS
- 0.2 STEEL REINFORCEMENT INSTALLATION FOR MONOLITHIC BEAMS AND SLAB
- 0.2 STEEL REINFORCEMENT INSTALLATION FOR STAIRS
- 0.3 CONCRETE POURING IN MONOLITHIC BEAMS AND SLAB
- 0.3 CONCRETE POURING IN STAIRS
- 0.4 PRE-MANUFACTURED PUMP-HOUSE INSTALLATION

**DRAWING INDEX**

- A-000 COVER SHEET
- A-001 GENERAL NOTES
- A-010 PROPOSED SITE PLAN
- A-100 EXISTING AND PROPOSED ENLARGED PLAN
- A-200 PROPOSED FIRE PUMP ELEVATIONS
- A-300 PROPOSED FIRE PUMP SECTIONS
- A-500 FIRE PUMP RENDERINGS
- A-501 FIRE PUMP RENDERINGS
- A-502 EXISTING FIRE PUMP WORK AREA

**BUILDING CODE & ZONING**

PROPERTY NAME: SEAGATE OF HIGHLAND BEACH CONDOMINIUMS  
 PROPERTY ADDRESS: 3224 S OCEAN BLVD, HIGHLAND BEACH, FL 33487  
 PROPERTY USE: 0400-CONDOMINIUM  
 ZONING DESIGNATION: RHM-MULTI-FAMILY HIGH-DENSITY (24-HIGHLAND BEACH)  
 PARCEL CONTROL NO.: 4942-2142-0010

NUMBER OF FLOORS: 10  
 DATE OF CONSTRUCTION: 1985  
 TYPE OF CONSTRUCTION: CAST IN PLACE CONCRETE - REINFORCED

EXISTING - NO CHANGE IN USE, NO CHANGE TO EXISTING STRUCTURE  
 ALTERATION LEVEL: ADDITION

SAFETY BARRICADES TO BE UTILIZED TO PROTECT PEDESTRIANS.

**NEW ANCILLARY STRUCTURE: PUMP HOUSE**

NUMBER OF FLOORS: 1  
 TYPE OF CONSTRUCTION: PRE-MANUFACTURED PUMP HOUSE SUPPORTED ON CAST IN PLACE CONCRETE - REINFORCED FOUNDATION.

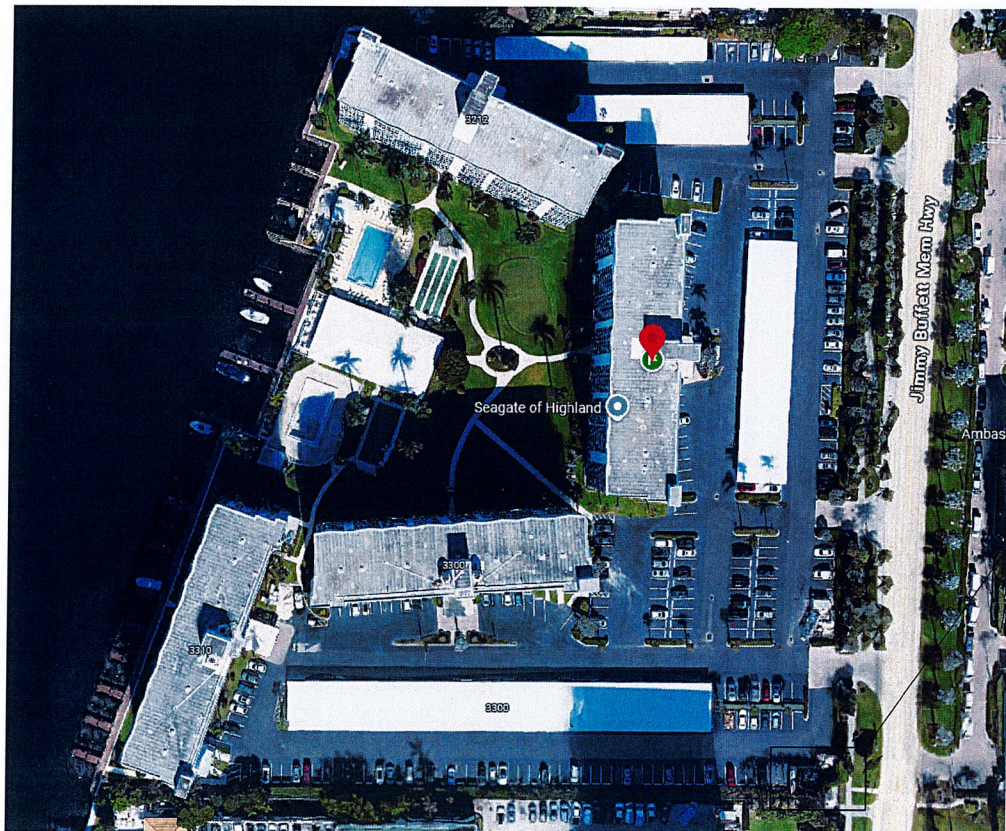
**NOTE:**

1. PRIOR TO THE START OF WORK, A STATEMENT OF RESPONSIBILITY SHALL BE SUBMITTED TO THE ENGINEER OF RECORD IDENTIFYING, FOR EACH SPECIAL INSPECTION REQUIRED, WHO HAS ACCEPTED RESPONSIBILITY FOR SPECIAL INSPECTIONS OF SUCH WORK, AND WHO WILL ALSO FILE ALL REPORTS AND FORMS AS REQUIRED BY THE DEPARTMENT OF BUILDINGS AND/OR AS REQUIRED BY CHAPTER 17 OF THE PREVALENT INTERNATIONAL BUILDING CODE.
2. THE OWNER WILL RETAIN AND PAY FOR COST OF SPECIAL INSPECTIONS.
3. FBC 110.8.4.4 "TO THE BEST OF THE ARCHITECT'S OR ENGINEER'S KNOWLEDGE, THE PLANS AND SPECIFICATIONS COMPLY WITH THE APPLICABLE MINIMUM BUILDING CODES AND THE APPLICABLE FIRE-SAFETY STANDARDS AS DETERMINED BY THE LOCAL AUTHORITY WITH THIS SECTION AND CHAPTER 633, FLORIDA STATUTES."
4. WORK WILL BE DONE IN ACCORDANCE WITH FFPC 8TH EDITION.
5. DO NOT SUBSTITUTE MATERIALS UNLESS SUCH SUBSTITUTIONS OR CHANGES ARE APPROVED BY THE ENGINEER AND OWNER.

**GENERAL NOTES**

- THE FOLLOWING NOTES SHALL APPLY UNLESS NOTED OTHERWISE ELSEWHERE IN CONTRACT DOCUMENTS:
1. ALL DESIGN AND CONSTRUCTION SHALL BE IN ACCORDANCE WITH GOVERNING STATE CONSTRUCTION CODE AND ALL APPLICABLE CODES ADAPTED PURSUANT THERETO BY THE GOVERNING STATE DEPARTMENTS. ALL CONSTRUCTION SHALL ALSO COMPLY WITH THE REQUIREMENTS OF LOCAL LAWS, REGULATIONS AND AUTHORITIES HAVING JURISDICTION OVER THE PROJECT.
  2. DRAWINGS ARE NOT TO BE USED FOR SHOP DETAILING OR FOR CONSTRUCTION UNLESS SPECIFICALLY STAMPED BY THE STRUCTURAL ENGINEER FOR "DETAILING" OR "FOR CONSTRUCTION". THESE DRAWING ARE NOT TO BE REPRODUCED FOR THE PURPOSE OF USING THEM AS SHOP DETAIL DRAWINGS. DO NOT SCALE. DRAWINGS: USE NUMERICAL DIMENSIONS SHOWN ON THE DRAWINGS.
  3. ALL DIMENSIONS ON STRUCTURAL DRAWINGS ARE TO BE CHECKED BY THE CONTRACTOR AGAINST ARCHITECTURAL, MECHANICAL AND ELECTRICAL DRAWINGS. CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR CONFIRMING AND CORRELATING ALL DIMENSIONS ON THE JOB SITE AND BETWEEN INDIVIDUAL DRAWINGS AND TRADES. NOTIFY THE ARCHITECT/ENGINEER OF ANY DISCREPANCIES THAT MAY EXIST.
  4. ALL NOTES GIVEN ON THESE DRAWINGS ARE INTENDED TO SUPPLEMENT THE PROJECT SPECIFICATIONS AND NOT TO REPLACE THEM. IN THE EVENT OF A CONFLICT BETWEEN THESE NOTES AND THE PROJECT SPECIFICATIONS, CONTRACTOR SHALL OBTAIN CLARIFICATION IN WRITING FROM THE ENGINEER.
  5. DATA CONCERNING LOT SIZE, GROUND ELEVATIONS, PRESENT OBSTRUCTIONS ON OR NEAR THE SITE, LOCATIONS AND DEPTH OF SEWERS, CONDUITS, PIPES, WIRES, ETC., POSITION OF SIDEWALKS, CURBS, PAVEMENTS, ETC., AND NATURE OF GROUND AND SUBSURFACE CONDITIONS HAVE BEEN OBTAINED FROM SOURCES THE DESIGNER AND/OR OWNER BELIEVE RELIABLE, ALTHOUGH ACCURACY OF SUCH DATA IS NOT GUARANTEED.
  6. WHEN CONTRACT DOCUMENTS INCLUDE INFORMATION PERTAINING TO THE CONDITIONS OF THE FACILITY INCLUDING SURFACE OBSERVATIONS, MATERIAL TESTING AND OTHER PRELIMINARY INVESTIGATION, SUCH INFORMATION REPRESENTS ONLY THE OPINION OF THE ENGINEER AS TO THE LOCATION, CHARACTER, OR QUANTITY OF THE MATERIALS OR CONDITIONS, AND IS ONLY INCLUDED FOR THE CONVENIENCE OF THE BIDDER. THE OWNER/ENGINEER ASSUMES NO RESPONSIBILITY WHATSOEVER WITH RESPECT TO THE SUFFICIENCY OR ACCURACY OF THE INFORMATION, AND THERE IS NO GUARANTEE, EITHER EXPRESSED OR IMPLIED, THAT THE INFORMATION/CONDITIONS INDICATED ARE REPRESENTATIVE OF THOSE EXISTING THROUGHOUT THE WORK, OR THAT UNANTICIPATED DEVELOPMENTS MAY NOT OCCUR AND/OR EXIST.
  7. ANYTHING SHOWN ON DRAWINGS AND NOT MENTIONED IN THE SPECIFICATIONS OR VICE VERSA, AS WELL AS ANY INCIDENTAL WORK WHICH IS OBVIOUSLY NECESSARY TO COMPLETE THE PROJECT WITHIN THE LIMITS ESTABLISHED BY THE DRAWINGS AND SPECIFICATIONS, ALTHOUGH NOT SHOWN ON OR DESCRIBED THEREIN, SHALL BE PERFORMED BY THE CONTRACTOR AS A PART OF HIS CONTRACT.
  8. THE CONTRACTOR SHALL PROVIDE ALL NECESSARY MEANS, METHODS AND EQUIPMENT FOR PROTECTING THE BUILDING, EQUIPMENT, MATERIALS AND PERSONNEL FROM FIRE DAMAGE THROUGHOUT THE COURSE OF HIS WORK. METHODS AND EQUIPMENT ARE SUBJECT TO APPROVAL BY THE LOCAL FIRE DEPARTMENT.
  9. THE CONTRACTOR SHALL COMPLY WITH ALL SAFETY AND HEALTH LAWS AND REGULATIONS OF THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 (AS AMENDED), THE CONTRACTOR SHALL ALSO COMPLY WITH ALL THE MOST RECENT APPLICABLE LAWS, ORDINANCES, RULES, REGULATIONS AND ORDERS OF ANY PUBLIC AGENCY AND/OR AUTHORITY HAVING JURISDICTION OVER THE PROJECT IN ORDER TO PROTECT PERSONS AND/OR PROPERTY FROM DAMAGE, INJURY OR LOSS. THE CONTRACTOR SHALL ALSO ASSURE THAT ALL HIS SUBCONTRACTORS CONFORM TO ALL HEALTH AND SAFETY LAWS AND REGULATIONS.
  10. THE CONTRACTOR SHALL PROVIDE ALL SHORING, BRACING AND SAFETY NETTING TO THE CONDITIONS OF THE FACILITY INCLUDING SURFACE OBSERVATIONS, LOCATION, CHARACTER, OR QUANTITY OF THE MATERIALS OR CONDITIONS, AND IS ONLY INCLUDED FOR THE CONVENIENCE OF THE BIDDER. THE OWNER/ENGINEER ASSUMES NO RESPONSIBILITY WHATSOEVER WITH RESPECT TO THE SUFFICIENCY OR ACCURACY OF THE INFORMATION, AND THERE IS NO GUARANTEE, EITHER EXPRESSED OR IMPLIED, THAT THE INFORMATION/CONDITIONS INDICATED ARE REPRESENTATIVE OF THOSE EXISTING THROUGHOUT THE WORK, OR THAT UNANTICIPATED DEVELOPMENTS MAY NOT OCCUR AND/OR EXIST.
  11. THE CONTRACTOR SHALL FURNISH AND PROVIDE ALL NECESSARY SHORING AND BRACING THAT IS REQUIRED TO PROPERLY CONSTRUCT AND ERECT THE BUILDING.
  12. THE CONTRACTOR SHALL NOT ATTEMPT TO BRING ANY SPECIALIZED VEHICLE OR EQUIPMENT INTO THE FACILITY WITHOUT PROPER WRITTEN AUTHORIZATION FROM A PROFESSIONAL ENGINEER REGISTERED IN THE STATE OF PROJECT LOCATION. ANY SPECIALIZED VEHICLE OR EQUIPMENT TO BE USED INSIDE THE FACILITY SHALL BE APPROVED BY THE ENGINEER. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE IN PREPARING SHOP DRAWINGS FOR ANY SPECIALIZED SHORING, BRACING AND SAFETY NETTING WHICH MIGHT BE REQUIRED AND/OR SPECIFIED IN THE CONTRACT DOCUMENTS. SHORING AND BRACING MUST BE DESIGNED AND STAMPED BY A PROFESSIONAL ENGINEER REGISTERED IN THE STATE WHERE PROJECT IS LOCATED. SHOP DRAWINGS SHALL BE SUBMITTED TO THE ENGINEER FOR APPROVAL.
  13. THE CONTRACTOR SHALL REVIEW ALL EXISTING CONDITIONS TO DETERMINE ALL SERVICES (ELECTRICAL AND MECHANICAL) WHICH MIGHT BE AFFECTED BY THE REPAIR WORK. THE CONTRACTOR SHALL MAKE ALL NECESSARY TEMPORARY CONNECTIONS TO MAINTAIN EXISTING SERVICES TO ALL CONTRACT WORK AREAS AND OTHER AREAS AFFECTED BY THE WORK. UPON COMPLETION OF REPAIRS THE CONTRACTOR SHALL MAKE PERMANENT CONNECTIONS TO ALL SERVICES WHICH HAD BEEN TEMPORARILY MAINTAINED.
  14. ALL EXISTING MATERIALS IN THE WORK AREA WHICH MAY CAUSE HEALTH AND/OR SAFETY HAZARDS TO THE OWNER, HIS EMPLOYEES, TENANTS OR THE CONTRACTOR AND HIS EMPLOYEES OR SUBCONTRACTORS DURING THE ENTIRE PERIOD OF CONSTRUCTION SHALL BE SAFELY REMOVED BY THE CONTRACTOR, AND PROPERLY DISPOSED OF IN A LEGAL FASHION.
  15. ANY UTILITY LINES ABANDONED OR NO LONGER IN SERVICE THAT MIGHT INTERFERE WITH THE PROJECT SHALL BE IDENTIFIED BY THE CONTRACTOR AND REMOVED FROM THE REPAIR AREA BY THE OWNER, UNLESS NOTED OTHERWISE, PRIOR TO THE START OF WORK BY THE CONTRACTOR.
  16. SEE ARCHITECTURAL, MECHANICAL AND ELECTRICAL DRAWINGS FOR ADDITIONAL OPENINGS, SLEEVES, EQUIPMENT PADS, DEPRESSIONS, CURBS, FLOOR FINISHES, INSERTS AND OTHER EMBEDDED ITEMS.
  17. UNLESS OTHERWISE SHOWN OR NOTED, THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING LOCATION AND PLACEMENT OF ANY INSERTS, HANGERS, PIPE SLEEVES, HOLES, OR ANCHOR BOLTS THAT ARE REQUIRED BY MECHANICAL, ELECTRICAL OR OTHER EQUIPMENT. SEE MECHANICAL AND ELECTRICAL DRAWINGS OR APPROVED SHOP DRAWINGS FOR REQUIREMENTS.
  18. UNLESS OTHERWISE NOTED, ALL DETAILS, SECTIONS, AND NOTES ON THE DRAWINGS ARE INTENDED TO BE TYPICAL FOR SIMILAR SITUATION ELSEWHERE.
  19. FOR ADDITIONAL NOTES SEE A-001

**SITE PLAN**



AREA OF WORK

**DESIGN LOADS**

1. APPLICABLE CODES:
  - 1.1. 2023 FLORIDA BUILDING CODE, BUILDING, 8TH EDITION
  - 1.2. ASCE 7-10 MINIMUM DESIGN LOADS FOR BUILDINGS
  - 1.3. ACI 318-21 BUILDING CODE REQUIREMENTS FOR STRUCTURAL CONCRETE
  - 1.4. TMS BUILDING CODE REQUIREMENTS AND SPECIFICATION FOR MASONRY STRUCTURES
2. DEAD LOADS: PER PHYSICAL SHAPE OF THE STRUCTURE (SELF WEIGHT) AND ROOF SYSTEM
3. LIVE LOADS:
  - FIRE PUMP ROOM - 200 PSF
4. WIND LOAD
  - 4.1. BASIC WIND SPEED = 170 MPH
  - 4.2. RISK CATEGORY = IV
  - 4.3. WIND DIRECTIONALITY FACTOR,  $K_d = 0.85$
  - 4.4. DESIGN WIND PRESSURE, PER ASCE 7-22
  - 4.5. VELOCITY PRESSURE COEF. @ 14'-0" ABOVE GROUND,  $K_z/K_d = 0.85$
  - 4.6. WIND IMPORTANCE FACTOR,  $I = 1.0$
  - 4.7. WIND EXPOSURE CATEGORY = C
  - 4.8. VELOCITY PRESSURE,  $Q_s = 53.38$  PSF
5. LOAD COMBINATIONS:
  - 5.1. NOTATIONS:
    - U = STRENGTH REQUIRED TO RESIST FACTORED
    - D = DEAD LOAD
    - L = LIVE LOAD
    - W = WIND LOAD
  - 5.2. FACTORED LOADS (ULTIMATE STRENGTH) (ACI 318)

| NO.     | DATE | REVISIONS     | BY   |
|---------|------|---------------|------|
| 7.29.25 |      | CITY COMMENTS | O.O. |
| 8.21.25 |      | CITY COMMENTS | O.O. |
| 9.8.25  |      | CITY COMMENTS | O.O. |
| 1.20.26 |      | CITY COMMENTS | O.O. |
| 2.11.26 |      | CITY COMMENTS | G.H. |
| 2.19.26 |      | CITY COMMENTS | O.O. |

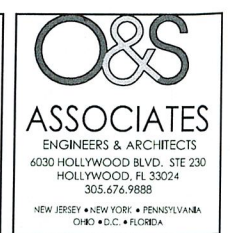
| NO.                      | DATE | REVISIONS   | BY |
|--------------------------|------|-------------|----|
| DESIGN:                  |      | J.B.        |    |
| DRAWN:                   |      | O.O.        |    |
| CHECKED:                 |      | J.B.        |    |
| SCALE:                   |      | AS SHOWN    |    |
| DATE:                    |      | 06-27-2025  |    |
| PROJECT No.:             |      | 07-20004-02 |    |
| DOB STAMP AND SIGNATURE: |      |             |    |

DRAWING TITLE:  
**COVER SHEET**

DRAWING No.  
**A-000**

RECEIVED  
FEB 25 2026

HIGHLAND BEACH  
BUILDING DEPARTMENT



SEAL: JASON BORDEN  
FL PE #83583  
Jason Borden  
Hollywood, FL  
305-676-9888  
2026.02.20  
15:49:33-0500'

PROPOSED FIRE PUMP  
 SEAGATE OF HIGHLAND BEACH CONDOMINIUMS  
 3224 S OCEAN BLVD, HIGHLAND BEACH, FL, 33487

|         |               |      |
|---------|---------------|------|
| 7.29.25 | CITY COMMENTS | O.O. |
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| NO. | DATE | REVISIONS | BY |
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DESIGN: J.B.  
DRAWN: O.O.  
CHECKED: J.B.  
SCALE: AS SHOWN  
DATE: 06-27-2025  
PROJECT No.: 07-20004-02  
DOB STAMP AND SIGNATURE:

DRAWING TITLE:  
GENERAL NOTES

DRAWING No.  
A-001

**A. PHASING AND PROTECTION NOTES**

- FIRE SAFETY
  - ALL BUILDING MATERIALS STORED AT CONSTRUCTION AREA, AND/OR IN ANY AREA OF THE WORK SITE.
  - ALL FLAMMABLE MATERIALS TO BE KEPT TIGHTLY SEALED IN THEIR RESPECTIVE MANUFACTURERS CONTAINERS AND SUCH CONTAINERS ARE TO BE KEPT AWAY FROM HEAT.
  - ALL FLAMMABLE MATERIALS ARE TO BE USED AND STORED IN ADEQUATELY VENTILATED SPACE, ARE TO BE SECURED IN A LOCKED AREA. ACCESS TO SUCH AREAS ARE TO BE CONTROLLED BY OWNER/GENERAL CONTRACTOR.
  - ALL ELECTRICAL POWER TO BE SHUT OFF WHERE THERE IS EXPOSED CONDUIT.
  - ALL ELECTRICAL POWER TO THE WORK SITE IS TO BE SHUT OFF AFTER WORKING HOURS.
- DUST CONTROL
  - DEBRIS, DIRT AND DUST TO BE KEPT TO A MINIMUM AND CONFINED TO IMMEDIATE CONSTRUCTION AREA.
  - CONTRACTOR TO ISOLATE CONSTRUCTION AREA FROM OCCUPIED BUILDING AREA BY MEANS OF HEAVY WEIGHT DROP CLOTHS.
  - DEBRIS, DIRT AND DUST TO BE CLEANED UP AND CLEANED FROM WORK SITE PERIODICALLY AS REQUIRED BY THE BUILDING MANAGEMENT.
- NOISE CONTROL
  - CONSTRUCTION OPERATIONS WILL BE CONFINED TO NORMAL WORKING HOURS: 8:30 A.M. TO 5:00 P.M., MONDAY TO FRIDAY EXCEPT LEGAL HOLIDAYS.
  - CONTRACTOR TO OBTAIN WRITTEN CONSENT OF ALL PARTIES AFFECTED BY HIS WORKING DURING OTHER THAN NORMAL WORKING HOURS.
  - CONTRACTOR SHALL OBTAIN AFTER HOUR WORK PERMIT FROM THE DEPARTMENT OF BUILDINGS AND APPLICABLE AGENCIES IF WORKING OTHER THAN NORMAL WORKING HOURS.
- PHASING OCCUPANCY AND USE
  - OWNER WILL CONTINUE TO USE THE FACILITY DURING REHABILITATION. CONTRACTOR MUST PHASE AND ARRANGE WORK SO AS TO MAINTAIN ACCESS AT ALL TIMES TO ALL CONTRACT WORK AREA AREAS THAT ARE NOT UNDER CONSTRUCTION FOR BOTH VEHICLES AND PEDESTRIANS.
  - CONTRACTOR SHALL REVIEW ALL EXISTING CONDITIONS TO DETERMINE ALL ELECTRICAL AND MECHANICAL SERVICES AND UTILITIES AFFECTED BY THE REPAIR WORK. MAKE NECESSARY TEMPORARY CONNECTIONS TO MAINTAIN EXISTING SERVICES TO ALL AREAS OF THE FACILITY OR OTHER AREAS (NOT IN CONTRACT) AFFECTED BY THE WORK. THE CONTRACTOR SHALL SUBMIT THE METHODS AND SCHEDULE OF CONNECTIONS FOR THE OWNER'S APPROVAL PRIOR TO COMMENCEMENT.
  - CONSTRUCTION WORK WILL BE CONFINED TO AREAS OF WORK DETAILED ON THIS PLAN AND WILL NOT CREATE DUST, DEBRIS OR SUCH INCONVENIENCES TO OTHER RESIDENTIAL AREAS OF THE BUILDING.
  - THERE WILL BE NO ACCESS OF THE WORK SITE AREAS BY TENANTS OR THE PUBLIC DURING CONSTRUCTION OPERATIONS.
  - WORK SEQUENCE SHALL BE COORDINATED WITH THE OWNER'S BUILDING ENGINEER.

**B. GENERAL CONCRETE REQUIREMENTS:**

- CODES AND STANDARDS FOR REINFORCED CONCRETE.
  - ACI-318 AND COMMENTARY: BUILDING CODE REQUIREMENTS
  - ACI-304 RECOMMENDED PRACTICE FOR MEASURING, MIXING, TRANSPORTING, AND PLACING CONCRETE
  - ACI-305 RECOMMENDED PRACTICE FOR HOT WEATHER CONCRETING
  - ACI-306 RECOMMENDED PRACTICE FOR COLD WEATHER CONCRETING
  - ACI-309 RECOMMENDED PRACTICE FOR CONSOLIDATION OF CONCRETE
  - ACI-311 RECOMMENDED PRACTICE FOR CONCRETE INSPECTION
  - ACI-313 BUILDING CODE REQUIREMENTS FOR REINFORCED CONCRETE
  - ACI-347 BUILDING CODE REQUIREMENTS FOR REINFORCED CONCRETE
- CONCRETE REINFORCEMENT
  - ALL NEW WELDED REINFORCING STEEL SHALL CONFORM TO ASTM A615 60 YIELD GRADE, BILLET STEEL, REFORMED BARS.
  - ALL NEW WELDED PLAIN WIRE REINFORCING SHALL CONFORM TO ASTM A185 (60,000 YIELD), PLAIN TYPE, IN FLAT SHEETS
  - ALL REINFORCING STEEL DETAILS SHALL BE IN ACCORDANCE WITH THE MANUAL OF STANDARD PRACTICE FOR DETAILING REINFORCED CONCRETE STRUCTURES, 10 LATEST EDITION
- CONCRETE PROTECTION FOR REINFORCEMENT:
  - THE FOLLOWING APPLIES FOR FULL SECTION REPLACEMENT WHERE SHOWN ON DRAWINGS.
  - THE MINIMUM CONCRETE PROTECTION FOR REINFORCEMENT SHALL BE PER ACI 318-19, SECTION 7.7.
  - MINIMUM COVER FOR REINFORCING IN NON-PRE-STRESSED CONCRETE AND NON-POST-TENSIONED MEMBERS. CONCRETE COVER(INCHES)
 

|      |  |
|------|--|
| c.a. | SLAB TOP REINFORCEMENT - 1-1/2"                    |
| c.b. | SLAB BOTTOM REINFORCEMENT - 3/4"                   |
| c.c. | BEAM TOP REINFORCEMENT (1X - 3"                    |
| c.d. | BEAM STIRRUPS AT SIDES AND BOTTOM OF BEAM - 1-1/2" |
| c.e. | COLUMN TIES - 1-1/2"                               |

 \* OR 3X BAR DIAMETER, WHICHEVER IS GREATER.  
 c.f. CAST IN PLACE FOUNDATION PERMANENTLY IN THE GROUND - 3"
- ALL OTHER DIMENSIONS SHOWN FOR LOCATION OF REINFORCING STEEL ARE TO THE FACE OF BARS AND DENOTE MINIMUM CLEAR COVER.
- ALL SLAB-ON-GRADE CONSTRUCTION SHALL CONFORM TO ACI 302-1R
- ANY CHANGE IN THE LOCATION OF THE CONSTRUCTION JOINTS SHOWN OR SPECIFIED IS SUBJECT TO THE ARCHITECTS/ENGINEERS APPROVAL. THE CONTRACTOR SHALL SUBMIT THE SHOP DRAWINGS SHOWING THE LOCATION OF ALL CONSTRUCTION JOINTS.
- EACH CONTRACTOR AND SUBCONTRACTOR SHALL PROVIDE SLEEVES IN CONCRETE FORM WORK FOR HIS OWN WORK. NO CORING OF THE CONCRETE WORK WILL BE ALLOWED WITHOUT THE WRITTEN PERMISSION OF THE STRUCTURAL ENGINEER.
- SUBMIT SHOP DETAIL DRAWINGS FOR APPROVAL. CONCRETE SHALL NOT BE PLACED WITHOUT PRIOR APPROVAL OF THE ENGINEER.
- SEE TABLE BELOW FOR SPLICE INFORMATION

| TENSION DEVELOPMENT AND LAP SPLICE LENGTHS, UNCOATED BARS |                  |                           |        |            |        |
|---|------------------|---------------------------|--------|------------|--------|
| BAR DIA   | LAP SPLICE CLASS | f <sub>c</sub> '=4,000psi |        |            |        |
|   |                  | TOP BARS                  |        | OTHER BARS |        |
|   |                  | CASE 1                    | CASE 2 | CASE 1     | CASE 2 |
| #3  | A                | 19                        | 28     | 15         | 22     |
|   | B                | 25                        | 37     | 20         | 29     |
| #4  | A                | 25                        | 37     | 19         | 29     |
|   | B                | 33                        | 49     | 25         | 38     |
| #5  | A                | 31                        | 47     | 24         | 36     |
|   | B                | 41                        | 62     | 32         | 47     |
| #7  | A                | 54                        | 81     | 42         | 63     |
|   | B                | 71                        | 108    | 55         | 82     |

- LAP SPLICE LENGTHS ARE MULTIPLES OF TENSION DEVELOPMENT LENGTHS AS FOLLOWS:  
CLASS A - 1.0 x L<sub>d</sub>  
CLASS B - 1.3 x L<sub>d</sub>
- "TOP BARS" ARE DEFINED IN THE ACI AS REINFORCEMENT WITH MORE THAN 12" OF FRESH CONCRETE PLACED BELOW HORIZONTAL REINFORCEMENT.
- FOR LIGHTWEIGHT AGGREGATE CONCRETE INCREASE THE TABULATED VALUES BY AT 1/3, HOWEVER THIS MAY BE REDUCED PER SECTION 19.2.4.2 OF THE ACI 318 BASED ON THE COMPOSITION OF AGGREGATES.
- WHEN LAPPING A BAR WITH A LARGER DIAMETER BAR, USE THE LAP LENGTH OF THE LARGER DIAMETER BAR.

- NOTES
- ALL TABULATED VALUES ARE BASED ON GRADE 60 REINFORCING BARS AND NORMAL WEIGHT CONCRETE
  - ALL TENSION DEVELOPMENT LENGTHS AND TENSION LAP SPLICE LENGTHS ARE BASED ON ACI-318 TABLE 25.4.2.2.
  - THE DEVELOPMENT LENGTHS SHOWN ARE IN INCHES.
  - CASES ARE DEPENDENT UPON THE CLEAR COVER AND CLEAR SPACING OF BARS AS FOLLOWS:  
CASE 1: CLEAR COVER AT LEAST 4d AND CLEAR SPACING OF BARS AT LEAST 2d  
CASE 2: ALL OTHER CASES
  - LAP SPLICE LENGTHS FOR CLASS A VALUES ARE THE REQUIRED TENSION DEVELOPMENT LENGTHS, L<sub>d</sub>

**D. LIFE SAFETY NOTES:**

- ALL WORK SHALL COMPLY WITH NFPA 1 CHAPTER 41 (2021) EDITION, WELDING, CUTTING, AND OTHER HOT WORK REQUIREMENTS.

**B. MATERIALS**

- REINFORCING STEEL
  - ALL REINFORCING STEEL SHALL CONFORM TO ASTM A615-60 (60000 PSI YIELD STRESS) AND SHALL BE USED THROUGHOUT THE JOB, WITH THE EXCEPTION OF STEEL USED IN WELDED CONNECTIONS, WHICH SHALL CONFORM TO ASTM A706-60.
  - ALL WELDED WIRE FABRICS SHALL BE ASTM A185.
- PRESTRESSING STEEL:
  - PRESTRESSING STEEL SHALL CONSIST OF 7-WIRE STRAND CONFORMING TO ASTM A416. MINIMUM ULTIMATE STRENGTH SHALL BE 270000 PSI. WIRES SHALL BE STRESS RELIEVED, CLEAN AND FREE FROM CORROSION.
- EPOXY COATING:
  - EPOXY COATED REINFORCEMENT SHALL BE PER ASTM A775. DAMAGED EPOXY COATING SHALL BE REPAIRED WITH PATCHING MATERIAL CONFORMING TO THESE SPECIFICATIONS AND PERFORMED IN ACCORDANCE WITH MATERIAL MANUFACTURER'S RECOMMENDATIONS.
  - ALL REINFORCEMENT IN THE POUR STRIPS AND WASHES IN THE PARKING AREAS -- SLAB ON grade top bars and beam/girder top bars, STIRRUPS SHALL BE EPOXY COATED. ALL REINFORCEMENT PASSING THROUGH CLOSURE STRIPS AND PIECES, CONSTRUCTION JOINTS, AND SUPPORT CHAIRS FOR EPOXY COATED BARS SHALL BE EPOXY COATED.
- STRUCTURAL STEEL:
  - ALL STRUCTURAL STEEL SHALL BE ASTM A992-GRADE 50, UNLESS NOTED OTHERWISE. STRUCTURAL PIPE AND TUBULAR SECTION SHALL CONFORM TO ASTM A53 GRADE B (F<sub>y</sub>=35 KSI) AND ASTM A500 GRADE B (F<sub>y</sub>=46 KSI) RESPECTIVELY. HIGH STRENGTH BOLTS SHALL CONFORM TO ASTM A325, THREADS EXCLUDED FROM THE SHEAR PLANE. LIGHT GAUGE STRUCTURAL STEEL SHALL CONFORM TO ASTM A245 OR ASTM A303. ALL HEADED WELDING STUDS SHALL CONFORM TO ASTM A108.
- BEARING PADS:
  - PROVIDE FIBER REINFORCED NEOPRENE PADS CONFORMING TO DIVISION 11 SECTION 18 OF AASHTO STANDARD SPECIFICATION FOR HIGHWAY BRIDGES.
- GROUTS:
  - DRY-PACK NON-SHRINK GROUT UNDER COLUMNS SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 6,000 PSI @ 28 DAYS. INSTALL GROUT AT LEAST 24 HOURS PRIOR TO ERECTION OF PRECAST COLUMNS.

**D. FOUNDATION NOTES:**

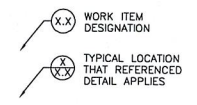
- ALL SUBSTRUCTURE WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE SOIL REPORT DATED APRIL 27, 2011 PREPARED BY CHA.
- ALL FOUNDATIONS SHALL BE ESTABLISHED ON THE NATURAL SITE SOILS AND ON CONTROLLED COMPACTED FILL PLACED DIRECTLY ON TOP OF THE NATURAL SITE SOILS. SAFE BEARING CAPACITY FOR SPREAD FOOTING TO BE 6000 PSF.
- TYPICAL WALL REINFORCING DOWELS INTO THE FOOTING SHALL BE #4 BARS AT 12" O.C. EACH FACE (VERTICAL) UNLESS NOTED OTHERWISE.
- ALL ANCHOR BOLTS SHALL BE PLACED ACCURATELY USING TEMPLATES.
- THE OWNER SHALL USE THE SERVICES OF A GEOTECHNICAL CONSULTANT TO VERIFY THE SAFE BEARING CAPACITY AT THE BOTTOM OF THE FOUNDATIONS. IF A LOWER BEARING CAPACITY THAN THAT USED IN DESIGN IS ENCOUNTERED AT THE REQUIRED ELEVATIONS, THE CONTRACTOR SHALL NOTIFY THE ARCHITECT/ENGINEER BEFORE PROCEEDING WITH THE CONSTRUCTION OF THE FOUNDATIONS.
- FOOTING ARE TO BE PLACED ON UNDISTURBED SOIL OR COMPACTED ENGINEERED FILL OF 1'-6" THICK MINIMUM.
- THE CONTRACTOR IS RESPONSIBLE FOR THE DESIGN OF SOIL AND WATER RETENTION SYSTEM DURING THE CONSTRUCTION.
- THE WALLS SHALL BE BACK FILLED USING GRANULAR SOILS AND THE FINAL 3 TO 4 FEET OF BACK FILL SHALL BE SILTY CLAY.
- THE FILL MATERIALS SHALL BE PLACED IN LAYERS OF 6 INCHES. EACH LAYER SHALL BE COMPACTED TO A MINIMUM OF 95% COMPACTION BASED ON ASTM D-698 PRIOR TO PLACEMENT OF SUCCEEDING LAYERS.
- FILL ON BOTH SIDES OF THE RETAINING WALLS SHALL BE PLACED SIMULTANEOUSLY IN SUCH A MANNER THAT THE MAXIMUM DIFFERENCE IN FILL LEVELS DOES NOT EXCEED 3'-0" UNTIL THE LOWER SIDE IS AT THE FOUNDATION LEVEL.
- ALL FOUNDATION WALLS SHALL BE ADEQUATELY BRACED TO WITHSTAND BACK FILLING EARTH PRESSURE, WIND PRESSURE AND CONSTRUCTION LOADS UNTIL FINAL GRADES ON BOTH SIDES OF THE WALL ARE REACHED AND ALL PARTS OF THE STRUCTURE ARE INSTALLED AND HAVE REACHED THE DESIGN STRENGTH.
- PROVIDE VERTICAL CONSTRUCTION JOINTS @ 30'-0" O.C. AND EXPANSION JOINTS @ 120'-0" O.C.

**DESIGN LOADS:**

- APPLICABLE CODES:
  - 2023 FLORIDA BUILDING CODE - BUILDING, 8TH EDITION
  - ASCE 7-10 MINIMUM DESIGN LOADS FOR BUILDINGS
  - ACI 318-21 BUILDING CODE REQUIREMENTS FOR STRUCTURAL CONCRETE
- DEAD LOADS: PER PHYSICAL SHAPE OF THE STRUCTURE (SELF WEIGHT)
- LIVE LOADS:
  - FIRE PUMP ROOM - 200 PSF
- WIND LOAD
  - BASIC WIND SPEED = 170 MPH
  - RISK CATEGORY = IV
  - WIND DIRECTIONALITY FACTOR, K<sub>d</sub> = 0.85
  - DESIGN WIND PRESSURE, PER ASCE 7-22
  - VELOCITY PRESSURE COEF. @ 14'-0" ABOVE GROUND, K<sub>z</sub>/K<sub>d</sub> = 0.85
  - WIND IMPORTANCE FACTOR, I = 1.0
  - WIND EXPOSURE CATEGORY = C
  - VELOCITY PRESSURE, Q<sub>s</sub> = 53.38 PSF

**ABBREVIATIONS AND DEFINITIONS**

- APPROX. = APPROXIMATELY
- C.I.P. = CAST IN PLACE
- C. J. = CONSTRUCTION JOINT/CONTROL JOINT
- CLR. = CLEARANCE
- COL. = COLUMN
- CONC. = CONCRETE
- DET. = DETAIL
- EA. = EACH
- E.J. = EXPANSION JOINT
- E.W. = EACH WAY
- EXST. = EXISTING
- FIN. = FINISHED
- FL. = FLOOR
- INC. = INCIDENTAL
- L.F. = LINEAR FOOT
- L.S. = LUMP SUM
- MAX. = MAXIMUM
- MIN. = MINIMUM
- N/A = NOT APPLICABLE
- O.C. = ON CENTER
- RENF. = REINFORCEMENT
- REQ'D = REQUIRED
- S.F. = SQUARE FOOT
- SIM. = SIMILAR
- S.O.G. = SLAB ON GRADE
- SPEC. = SPECIFICATION
- SUPPT. = SUPPORTED
- T.A.R. = TYPICAL AS REQUIRED
- T.L.S. = TENSION LAP SPLICE
- TYP. = TYPICAL
- UN.D. = UNLESS NOTED OTHERWISE
- W.I. = WORK ITEM
- W.W.R. = WELDED WIRE REINFORCEMENT
- P.V.L. = POINT OF VERTICAL INFLECTION
- P/R = PREVIOUS REPAIR (FOR INFORMATION ONLY)
- THE TERM "TURNST" MEANS TO SUPPLY AND DELIVER TO THE PROJECT SITE, READY FOR UNLOADING, UNPACKING, ASSEMBLY, INSTALLATION, AND SIMILAR OPERATIONS.
- DESCRIBES OPERATIONS AT THE PROJECT SITE INCLUDING THE ACTUAL UNLOADING, TEMPORARY STORAGE, UNPACKING, ASSEMBLING, ERECTING, PLACING, ANCHORING, APPLYING, WORKING TO DIMENSION, FINISHING, CURING, PROTECTING, CLEANING, AND SIMILAR OPERATIONS.
- TO FURNISH AND INSTALL, COMPLETE AND READY FOR THE INTENDED USE.
- TO REMOVE EXISTING AND PROVIDE NEW ACCORDING TO SPECIFICATIONS
- TO TEMPORARILY STORE AS EXISTING AND REINSTALL SAME. REINSTALL MAY REQUIRE THAT INCIDENTALS BE REPLACED
- PROVIDE
- REPLACE
- REINSTALL



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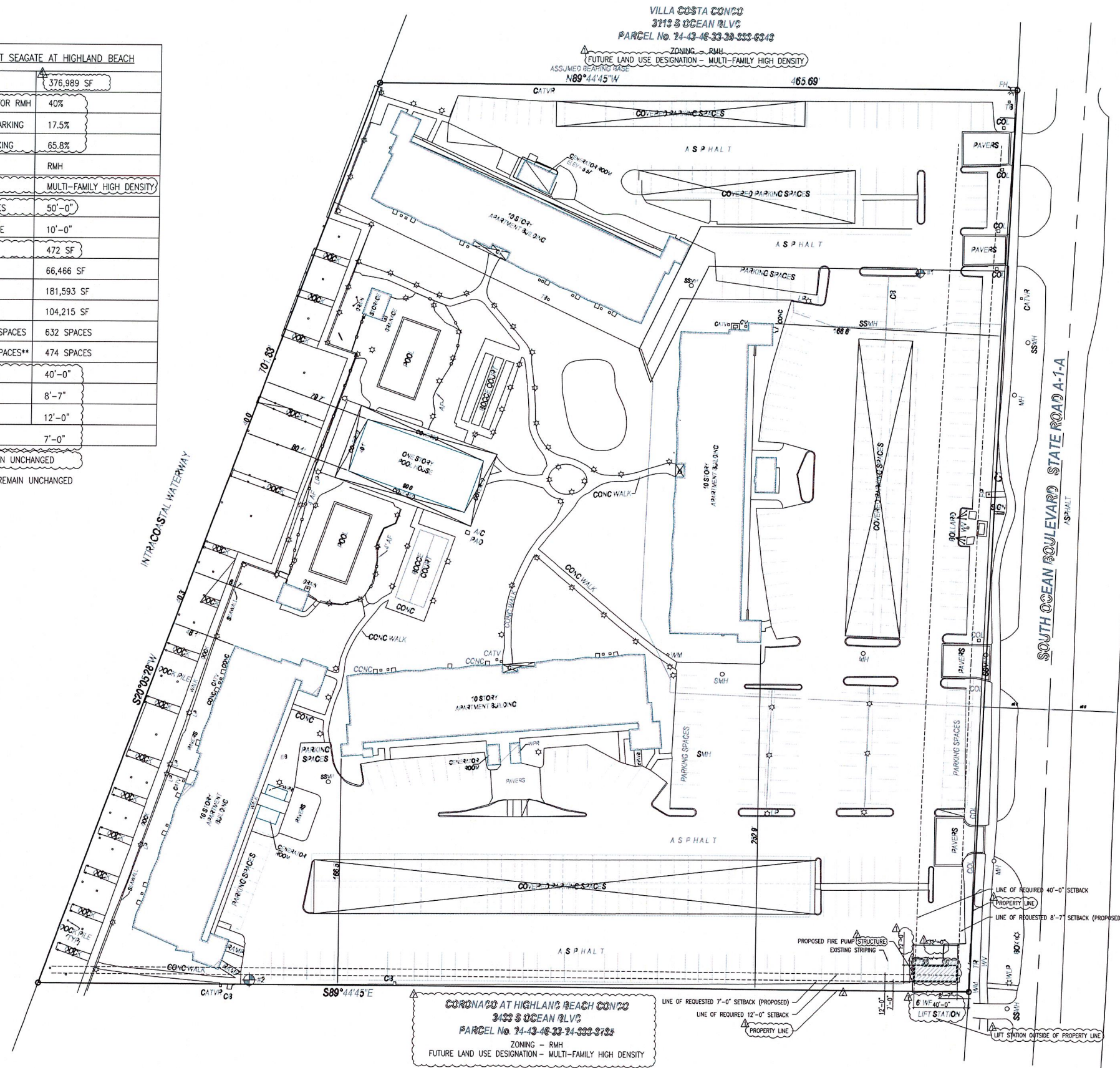
HIGHLAND BEACH  
BUILDING DEPARTMENT

**O&S ASSOCIATES**  
ENGINEERS & ARCHITECTS  
6030 HOLLYWOOD BLVD. STE 230  
HOLLYWOOD, FL 33024  
305.676.9888  
NEW JERSEY • NEW YORK • PENNSYLVANIA  
OHIO • D.C. • FLORIDA

SEAL: JASON BORDEN  
FL PE #83583

Jason Borden  
Hollywood, FL  
305-676-9888  
2026.02.20  
15:50:21-05'00"

| FIRE PUMP PROPOSED AT SEAGATE AT HIGHLAND BEACH |                           |
|---|---------------------------|
| LAND AREA                                       | 376,989 SF                |
| REQUIRED MAX LOT COVERAGE FOR RMH               | 40%                       |
| EXISTING LOT COVERAGE W/O PARKING               | 17.5%                     |
| EXISTING LOT COVERAGE + PARKING                 | 65.8%                     |
| EXISTING ZONING                                 | RMH                       |
| FUTURE LAND USE DESIGNATION                     | MULTI-FAMILY HIGH DENSITY |
| REQUIRED HEIGHT OF STRUCTURES                   | 50'-0"                    |
| HEIGHT OF PROPOSED STRUCTURE                    | 10'-0"                    |
| SF OF PROPOSED STRUCTURE                        | 472 SF                    |
| BUILDING AREA IN SF                             | 66,466 SF                 |
| PAVED AREA IN SF                                | 181,593 SF                |
| LANDSCAPE AREA IN SF*                           | 104,215 SF                |
| AMOUNT OF REQUIRED PARKING SPACES               | 632 SPACES                |
| AMOUNT OF EXISTING PARKING SPACES**             | 474 SPACES                |
| REQUIRED FRONT SETBACK                          | 40'-0"                    |
| PROPOSED FRONT SETBACK                          | 8'-7"                     |
| REQUIRED SIDE SETBACK                           | 12'-0"                    |
| PROPOSED SIDE SETBACK                           | 7'-0"                     |
| *EXISTING LANDSCAPING TO REMAIN UNCHANGED       |                           |
| **EXISTING PARKING SPACES TO REMAIN UNCHANGED   |                           |



PROPOSED FIRE PUMP  
SEAGATE OF HIGHLAND BEACH CONDOMINIUMS  
3224 S OCEAN BLVD, HIGHLAND BEACH, FL, 33487

| NO.     | DATE | REVISIONS     | BY   |
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| 7.29.24 |      | CITY COMMENTS | O.O. |
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DOB STAMP AND SIGNATURE:

1 PROPOSED SITE PLAN  
A-010 SCALE: 1/32"=1'-0"

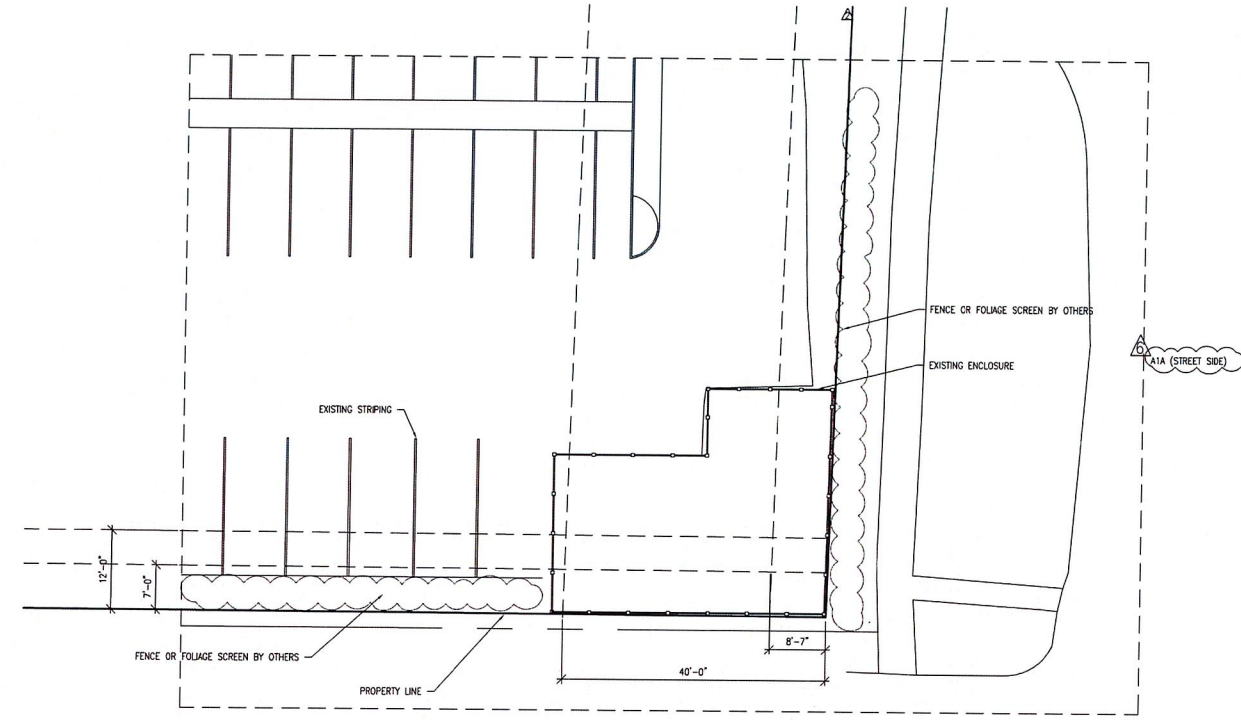
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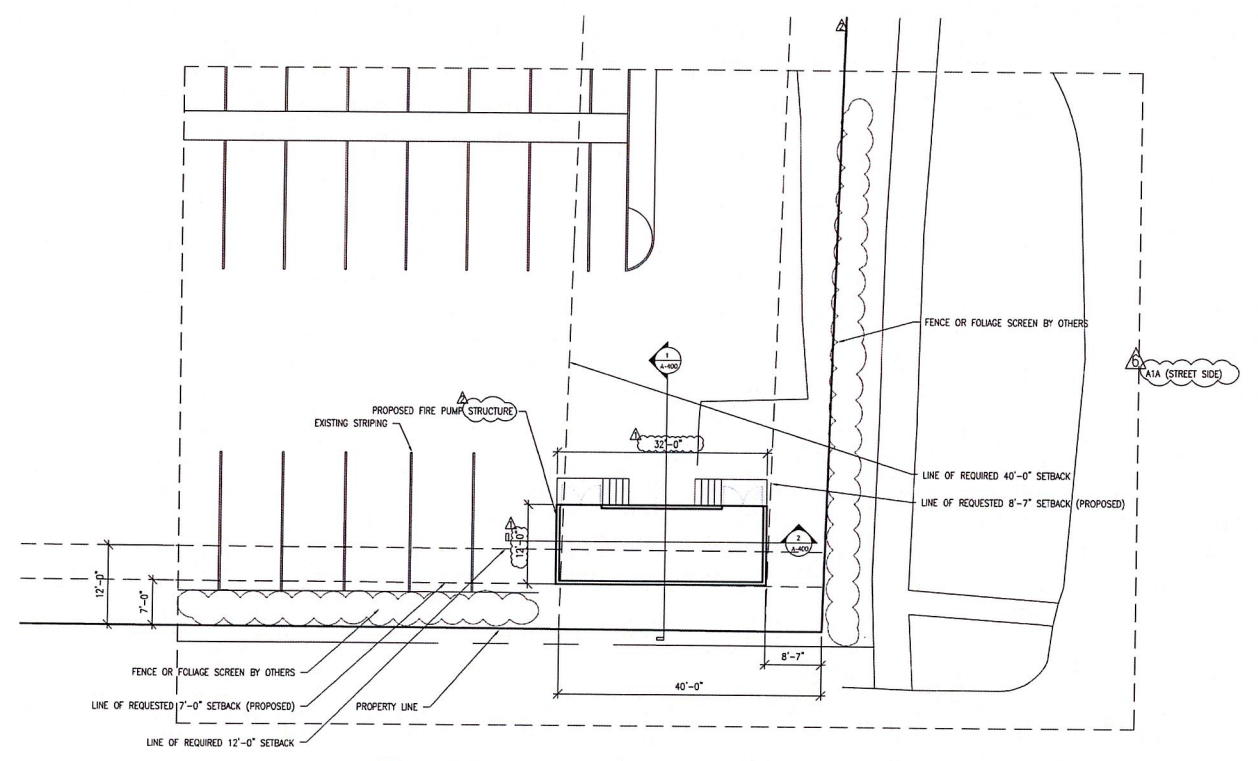
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 NEW JERSEY • NEW YORK • PENNSYLVANIA  
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SEAL: JASON BORDEN  
 FL PE #83583  
 Jason Borden  
 Hollywood, FL  
 305-676-9888  
 2026.02.20  
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**1** EXISTING ENLARGED PLAN  
 A-100 SCALE: 3/32"=1'-0"



**2** PROPOSED ENLARGED PLAN  
 A-100 SCALE: 3/32"=1'-0"

PROPOSED FIRE PUMP  
 SEAGATE OF HIGHLAND BEACH CONDOMINIUMS  
 3224 S OCEAN BLVD, HIGHLAND BEACH, FL, 33487

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DRAWING No.

A-100

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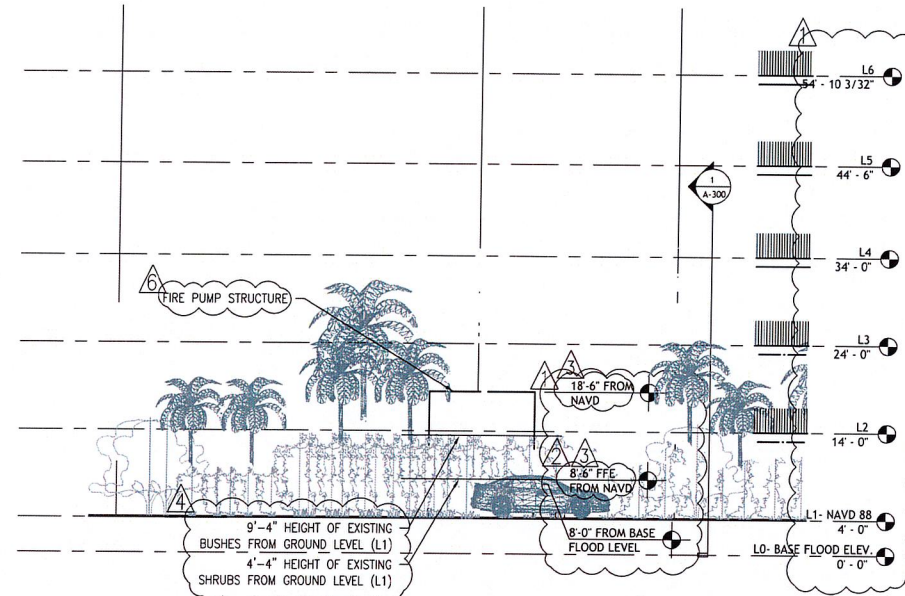
FEB 25 2026

HIGHLAND BEACH  
BUILDING DEPARTMENT

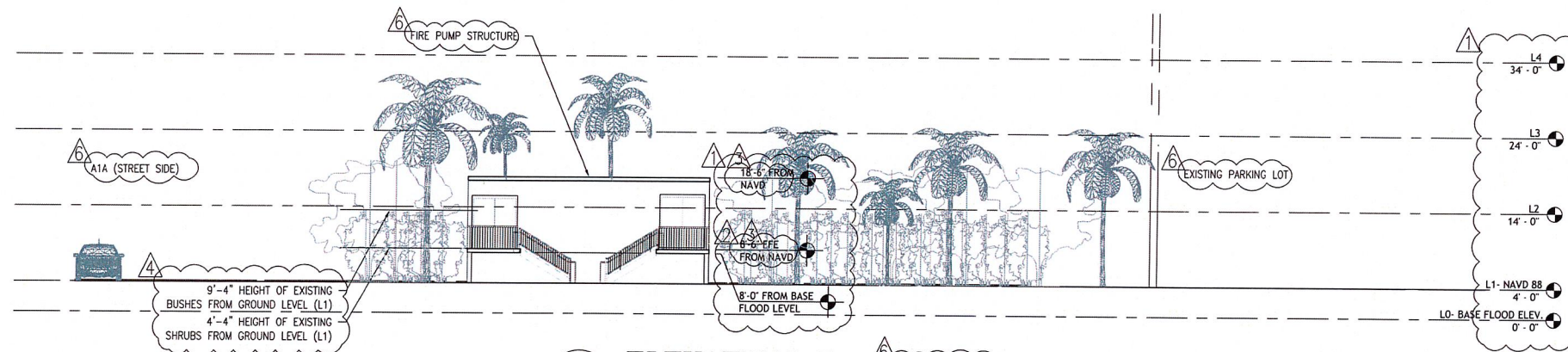
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HOLLYWOOD, FL 33024  
305.676.9888  
NEW JERSEY • NEW YORK • PENNSYLVANIA  
OHIO • D.C. • FLORIDA

SEAL: JASON BORDEN  
FL PE #83583

Jason Borden  
Hollywood, FL  
305-676-9888  
2026.02.20  
15:51:53-05'00"



1 ELEVATION A - WEST  
A-200 SCALE: 1/8"=1'-0"



2 ELEVATION B - SOUTH  
A-200 SCALE: 1/8"=1'-0"

\*TREES, SHRUBS, AND BUSHES ARE GRAPHICALLY REPRESENTATIONS OF SITE. PLEASE REFER TO SHEET A-502 FOR EXISTING CONDITION SURVEY AND PLANT SCHEDULE. THE PROPOSED FIRE PUMP STRUCTURE WILL NOT CHANGE EXISTING LANDSCAPE.

ELEVATIONS REFERENCED ON SURVEY PROVIDED BY PRINCIPAL MERIDIAN SURVEYING, INC. ACCORDING TO NAVD88

PROPOSED FIRE PUMP  
SEAGATE OF HIGHLAND BEACH CONDOMINIUMS  
3224 S OCEAN BLVD, HIGHLAND BEACH, FL, 33487

|         |               |      |
|---------|---------------|------|
| 7.29.25 | CITY COMMENTS | O.O. |
| 8.21.25 | CITY COMMENTS | O.O. |
| 9.8.25  | CITY COMMENTS | O.O. |
| 1.20.26 | CITY COMMENTS | O.O. |
| 2.11.26 | CITY COMMENTS | G.H. |
| 2.19.26 | CITY COMMENTS | O.O. |

| NO. | DATE | REVISIONS | BY |
|-----|------|-----------|----|
|     |      |           |    |

|              |              |
|--------------|--------------|
| DESIGN:      | J.B.         |
| DRAWN:       | O.O.         |
| CHECKED:     | J.B.         |
| SCALE:       | AS SHOWN     |
| DATE:        | 06-27-2025   |
| PROJECT No.: | 07-200004-02 |

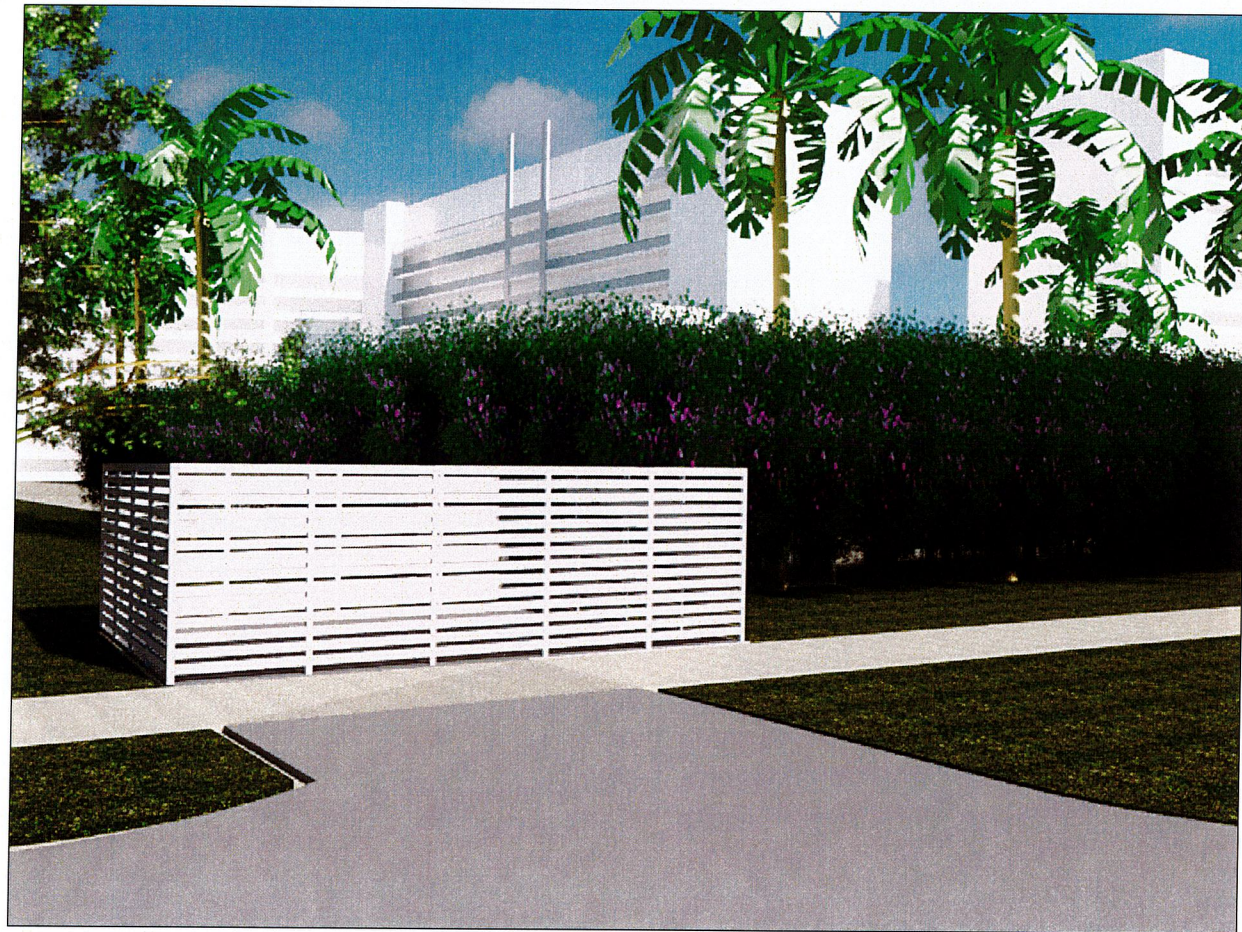
DOB STAMP AND SIGNATURE:

DRAWING TITLE:  
PROPOSED FIRE PUMP ELEVATIONS

DRAWING No.

A-200





FROM STREET



FROM PARKING LOT



FROM SIDEWALK



FRONT ELEVATION

6 FOLIAGE ON RENDERINGS IS NOT TO SCALE

SEAL: JASON BORDEN  
 FL PE #83583

Jason Borden  
 Hollywood, FL  
 305-676-9888  
 2026.02.20  
 15:53:50-05'00'

PROPOSED FIRE PUMP  
 SEAGATE OF HIGHLAND BEACH CONDOMINIUMS  
 3224 S OCEAN BLVD, HIGHLAND BEACH, FL, 33487

**RECEIVED**  
**FEB 25 2026**  
 HIGHLAND BEACH  
 BUILDING DEPARTMENT

| NO.     | DATE | REVISIONS     | BY   |
|---------|------|---------------|------|
| 7.29.25 |      | CITY COMMENTS | O.O. |
| 8.21.25 |      | CITY COMMENTS | O.O. |
| 9.8.25  |      | CITY COMMENTS | O.O. |
| 1.20.26 |      | CITY COMMENTS | O.O. |
| 2.11.26 |      | CITY COMMENTS | G.H. |
| 2.19.26 |      | CITY COMMENTS | O.O. |

| NO.          | DATE | REVISIONS    | BY |
|--------------|------|--------------|----|
| DESIGN:      |      | J.B.         |    |
| DRAWN:       |      | O.O.         |    |
| CHECKED:     |      | J.B.         |    |
| SCALE:       |      | AS SHOWN     |    |
| DATE:        |      | 06-27-2025   |    |
| PROJECT No.: |      | 07-200004-02 |    |

DRAWING TITLE:  
 FIRE PUMP  
 RENDERINGS

DRAWING No.  
 A-500

SEAL: JASON BORDEN  
 FL PE #93583  
 Jason Borden  
 Hollywood, FL  
 305-676-9888  
 2026.02.20  
 15:55:30-05'00"

PROPOSED FIRE PUMP  
 SEAGATE OF HIGHLAND BEACH CONDOMINIUMS  
 3224 S OCEAN BLVD, HIGHLAND BEACH, FL, 33487

| NO.     | DATE | REVISIONS     | BY   |
|---------|------|---------------|------|
| 7.29.25 |      | CITY COMMENTS | O.O. |
| 8.21.25 |      | CITY COMMENTS | O.O. |
| 9.8.25  |      | CITY COMMENTS | O.O. |
| 1.20.26 |      | CITY COMMENTS | O.O. |
| 2.11.26 |      | CITY COMMENTS | G.H. |
| 2.19.26 |      | CITY COMMENTS | O.O. |

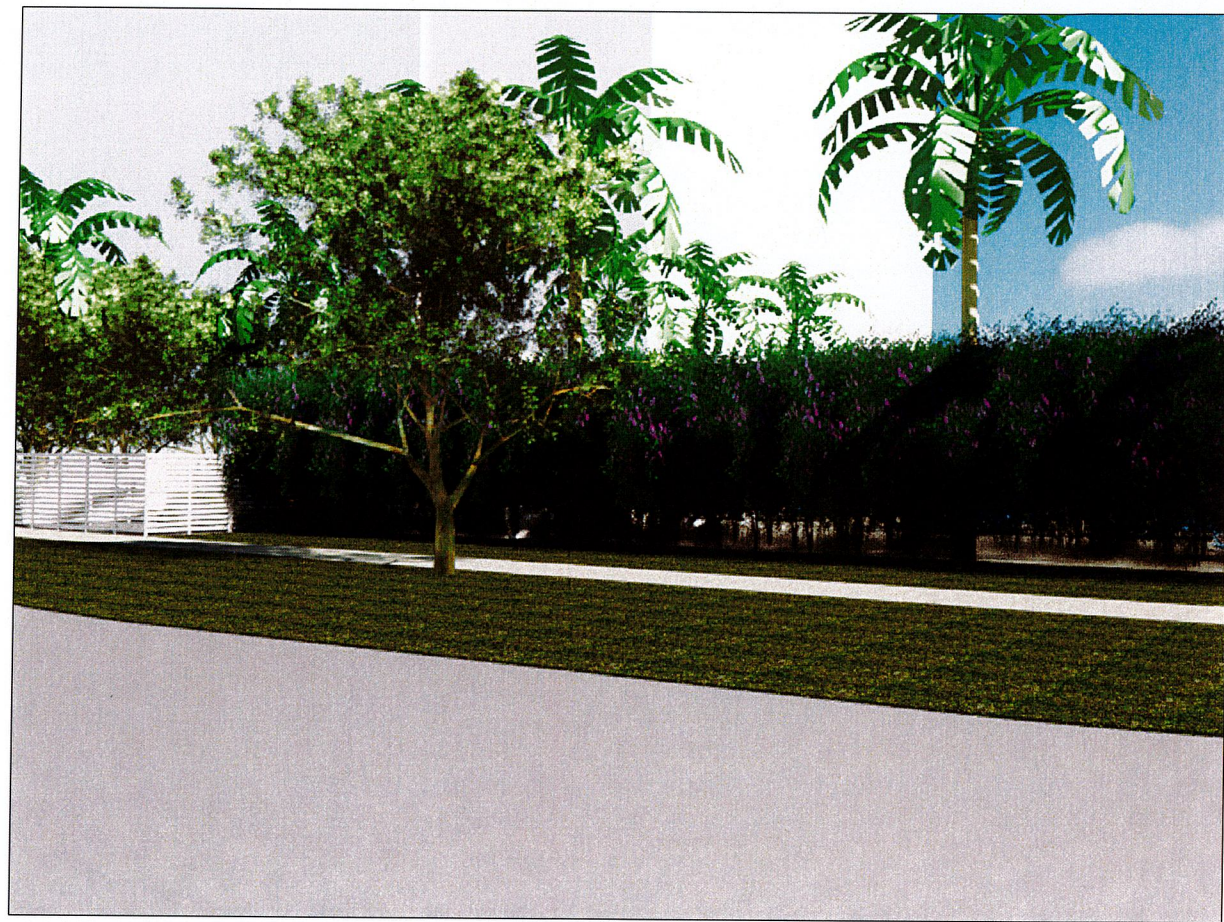
DESIGN: J.B.  
 DRAWN: O.O.  
 CHECKED: J.B.  
 SCALE: AS SHOWN  
 DATE: 06-27-2025  
 PROJECT No.: 07-200004-02  
 DOB STAMP AND SIGNATURE:

DRAWING TITLE:  
 FIRE PUMP  
 RENDERINGS

DRAWING No.  
 A-501



AERIAL VIEW



FROM ACROSS THE STREET

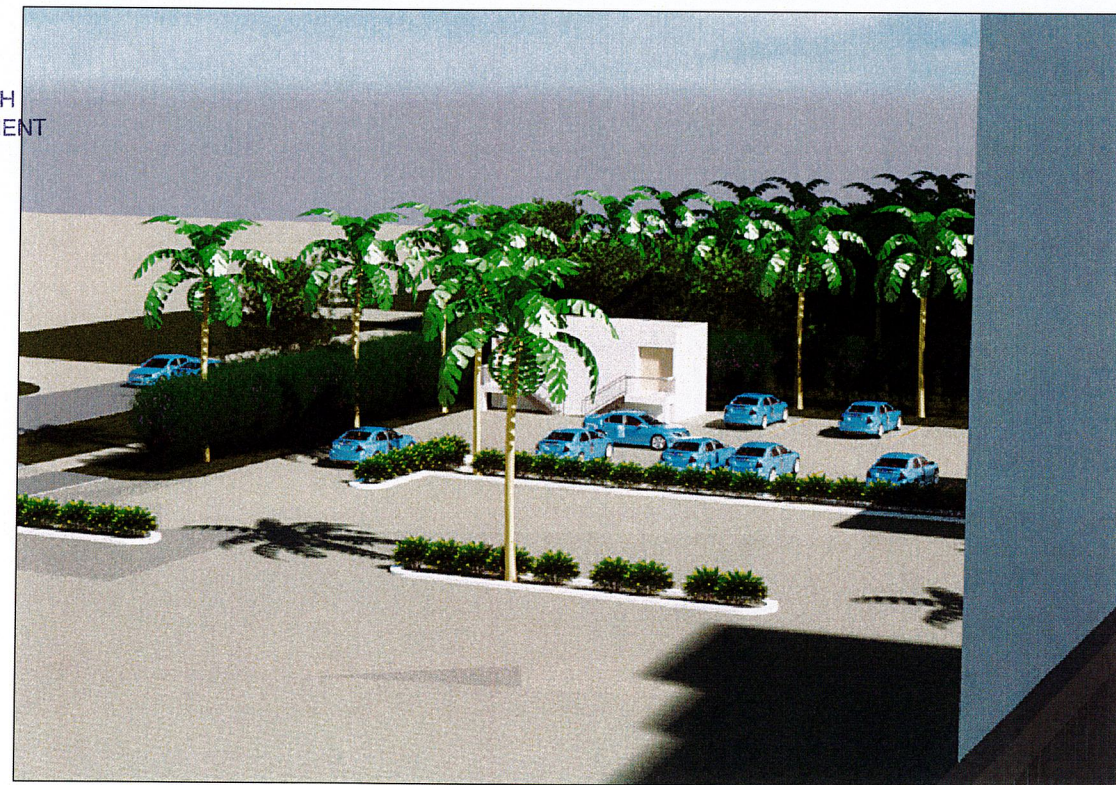
RECEIVED

FEB 25 2026

HIGHLAND BEACH  
 BUILDING DEPARTMENT



WALKING DOWN SIDEWALK



FROM BUILDING B BALCONY

6 FOLIAGE ON RENDERINGS IS NOT TO SCALE

SEAL: JASON BORDEN  
 FL PE #83583  
 Jason Borden  
 Hollywood, FL  
 305-676-9888  
 2026.02.20  
 15:57:09-05'00"

**PROPOSED FIRE PUMP**  
**SEAGATE OF HIGHLAND BEACH CONDOMINIUMS**  
 3224 S OCEAN BLVD, HIGHLAND BEACH, FL, 33487

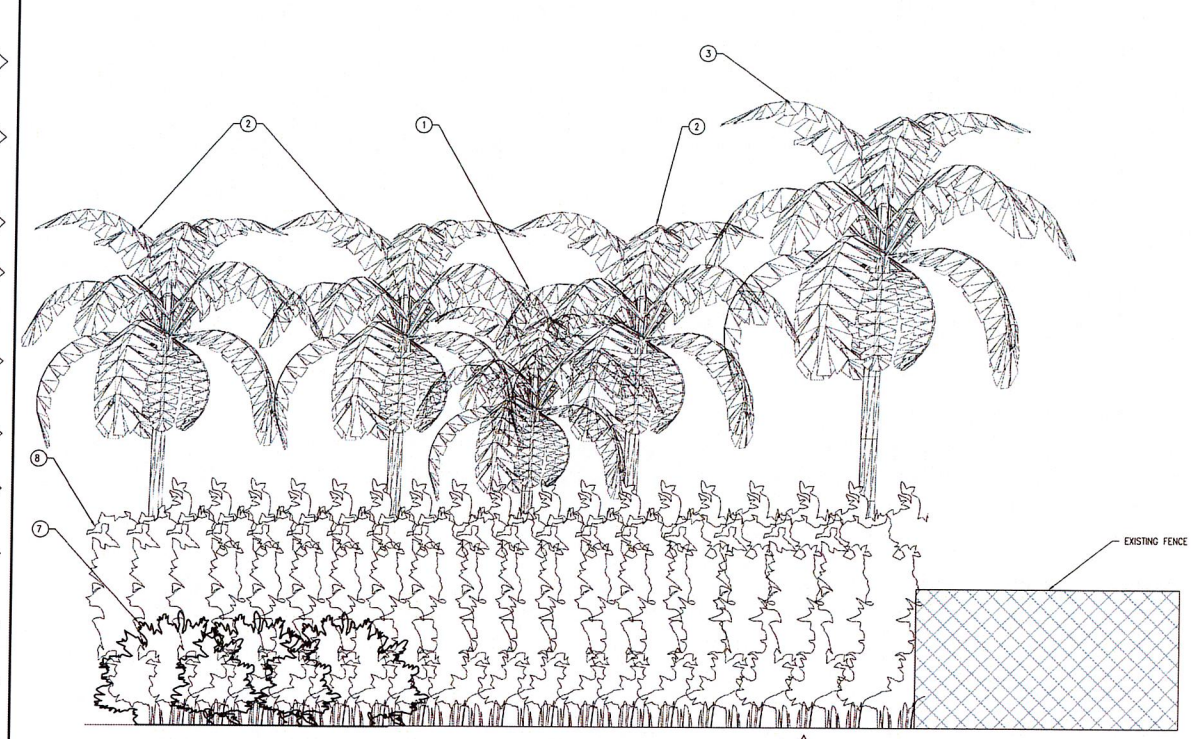
| NO. | DATE    | REVISIONS     | BY   |
|-----|---------|---------------|------|
| 1   | 7.29.25 | CITY COMMENTS | O.O. |
| 2   | 8.21.25 | CITY COMMENTS | O.O. |
| 3   | 9.8.25  | CITY COMMENTS | O.O. |
| 4   | 1.20.26 | CITY COMMENTS | O.O. |
| 5   | 2.11.26 | CITY COMMENTS | G.H. |
| 6   | 2.19.26 | CITY COMMENTS | O.O. |

DESIGN: J.B.  
 DRAWN: O.O.  
 CHECKED: J.B.  
 SCALE: AS SHOWN  
 DATE: 06-27-2025  
 PROJECT No.: 07-200004-02  
 DOB STAMP AND SIGNATURE:

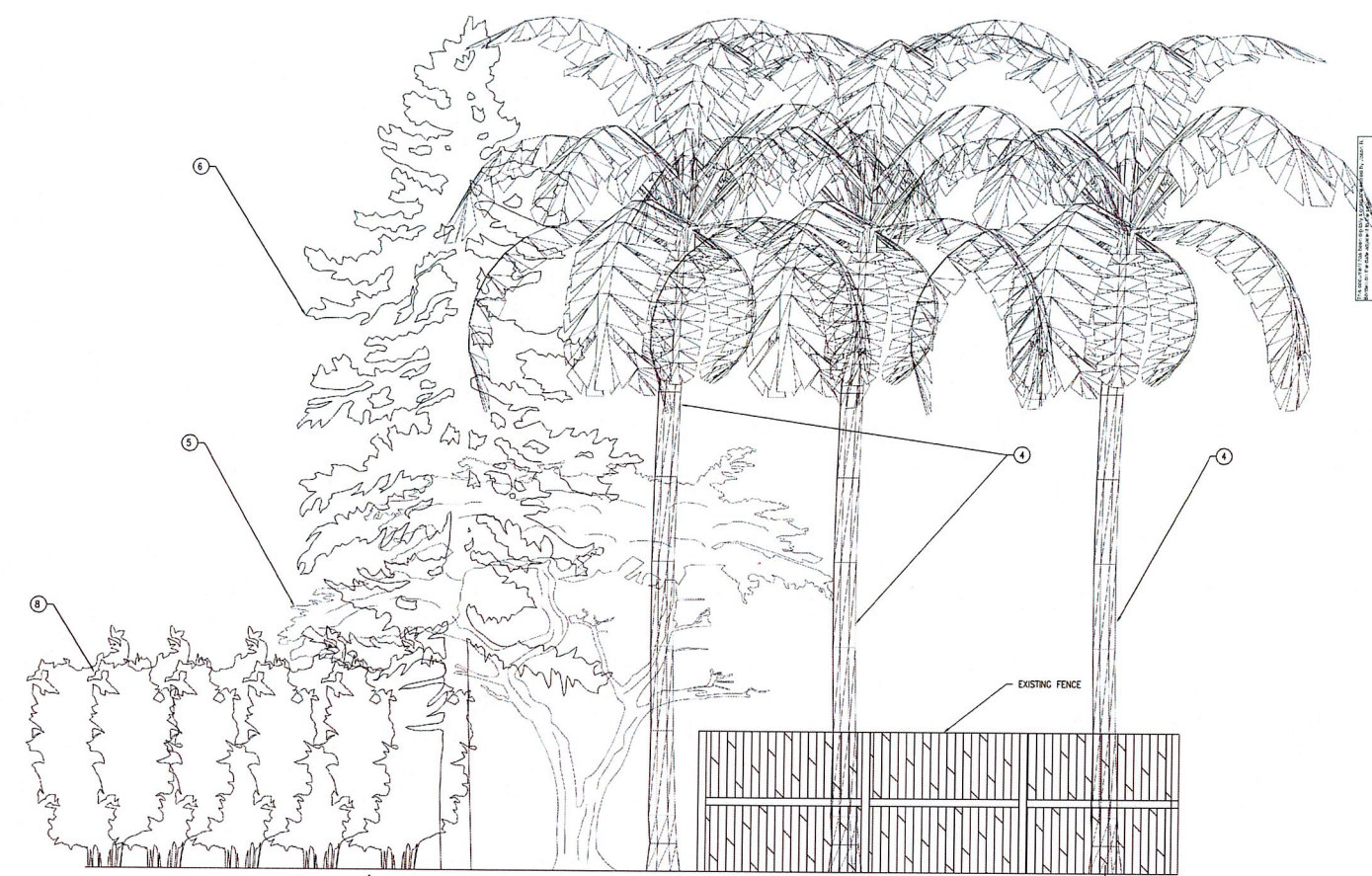
DRAWING TITLE:  
**EXISTING FIRE PUMP WORK AREA**

DRAWING No.  
**A-502**

**RECEIVED**  
**FEB 25 2026**  
 HIGHLAND BEACH  
 BUILDING DEPARTMENT

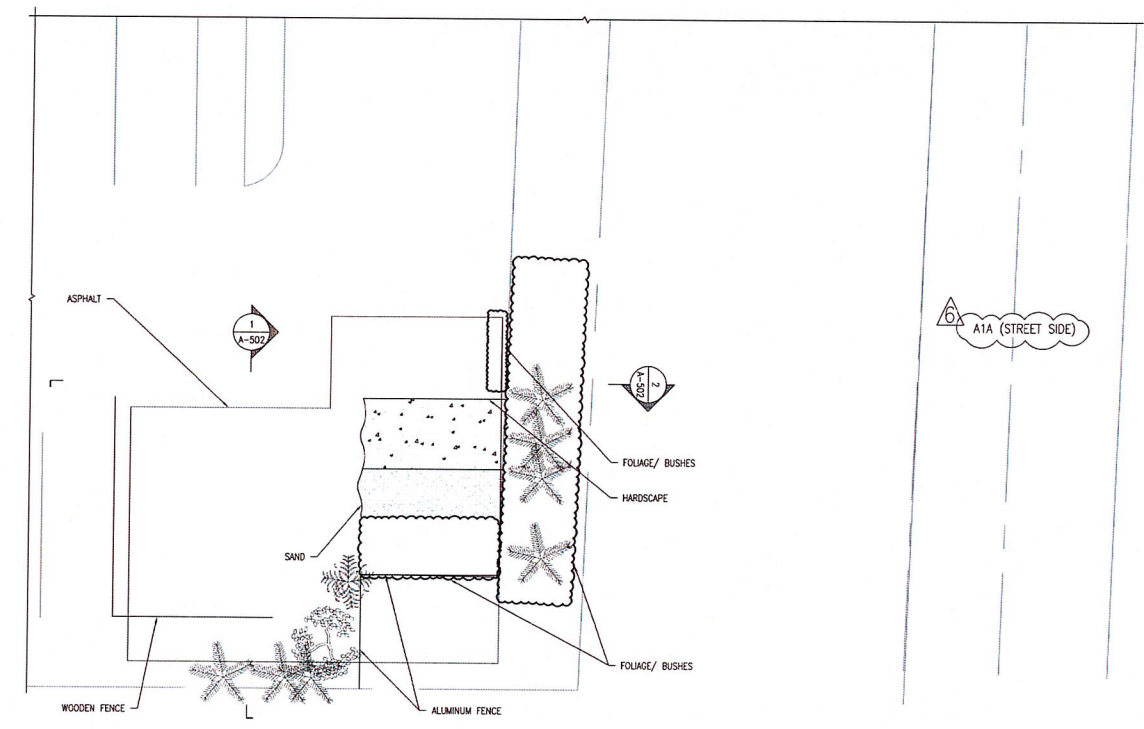


**1 EXISTING CONDITION ELEVATION - EAST**  
 A-502 SCALE: 3/8" = 1'



**2 EXISTING CONDITION ELEVATION - SOUTH**  
 A-502 SCALE: 3/8" = 1'

| PLANT SCHEDULE |         |  |                |        |       |         |
|----------------|---------|--|----------------|--------|-------|---------|
| LABEL          | CODE    | BOTANICAL / COMMON NAME                  | TRUNK DIAMETER | HEIGHT | QTY   | REMARKS |
| 1              | SAB PAL | CABBAGE PALM / SABAL PALMETO             | 8"             | 12'-0" | 1     |         |
| 2              | SAB PAL | CABBAGE PALM / SABAL PALMETO             | 8"             | 15'-0" | 3     |         |
| 3              | SAB PAL | CABBAGE PALM / SABAL PALMETO             | 8"             | 18'-0" | 1     |         |
| 4              | SAB PAL | CABBAGE PALM / SABAL PALMETO             | 8"             | 25'-0" | 3     |         |
| 5              | SAB PAL | FICUS BENGHALENSIS / BANYAN TREE         | 1'-0"          | 15'-0" | 1     |         |
| 6              | CAS EQU | AUSTRALIAN PINE                          | 3'-0"          | 25'-0" | 1     |         |
|                |         | SHRUBS                                   | DEPTH          |        |       |         |
| 7              | EUP TIR | PINKUS ELLIOTTII / PINE SHRUBS           | 2'-0"          | 4'-4"  |       |         |
| 8              | FIC BEN | EUPHORBIA TIRUCALLI / INDIAN SPURGE TREE | 8'-7"          | 9'-4"  | 45 LF |         |

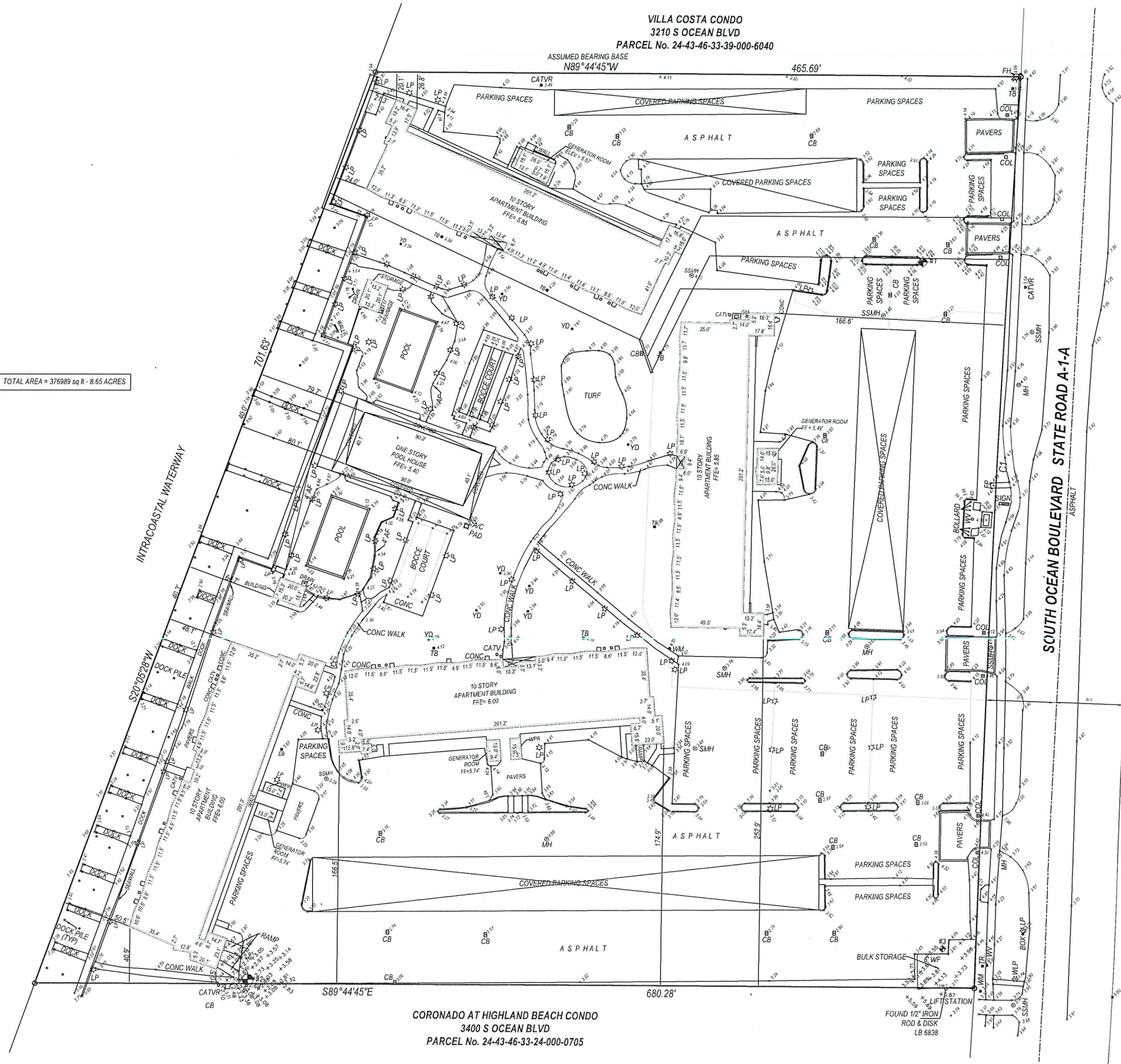


**3 WORK AREA PLAN**  
 A-502 SCALE: 1/8" = 1'

SCALE 1" = 40'

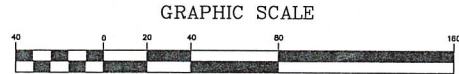
TOTAL AREA = 376989 sq ft - 8.65 ACRES

- LEGEND:**
- TB TELEPHONE BOX
  - COL COLUMN
  - CB CATCH BASIN
  - CATVR CABLE TV RISER
  - FH FIRE HYDRANT
  - SSMH SANITARY MANHOLE
  - LP LIGHT POLE
  - YD YARD DRAINAGE
  - MH MANHOLE
  - EB ELECTRIC BOX
  - TYP TYPICAL
  - WM WATER METER
  - WV WATER VALVE
  - TR TELEPHONE RISER
  - FP FLAG POLE
  - GM GAS METER
  - WLP WOOD LIGHT POLE
  - CE COVERED ENTRY
  - WPR WATER PUMP ROOM
  - #1 SET MAG NAIL & DISK / LB 8261 SITE BENCHMARK ELEVATION = 3.72'
  - #2 SET MAG NAIL & DISK / LB 8261 SITE BENCHMARK ELEVATION = 2.85'

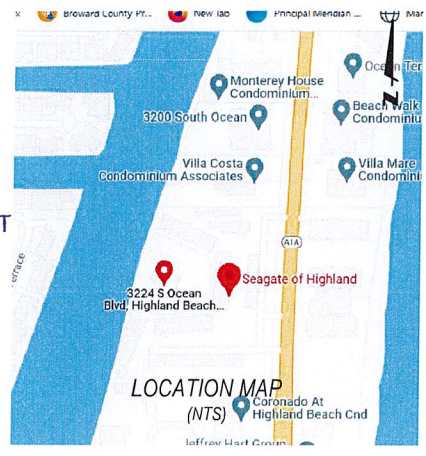


VILLA COSTA CONDO  
3210 S OCEAN BLVD  
PARCEL No. 24-43-46-33-39-000-6040  
ASSUMED BEARING BASE  
N89°44'45"W 465.69'

CORONADO AT HIGHLAND BEACH CONDO  
3400 S OCEAN BLVD  
PARCEL No. 24-43-46-33-24-000-0705



RECEIVED  
FEB 25 2026  
HIGHLAND BEACH  
BUILDING DEPARTMENT



PROPERTY ADDRESS:  
3224 S. OCEAN DRIVE  
HIGHLAND BEACH, FL 33415

FLOOD ZONE: "AE" EL. 6'  
PANEL NO: 12099C 0987F  
DATE: OCTOBER 5, 2017

CERTIFIED TO:  
1. SEAGATE OF HIGHLAND CONDOMINIUMS, INC.

**LEGAL DESCRIPTION:**  
THAT PART OF THE SOUTH 50 FEET OF GOVERNMENT LOTS 1 AND 2 OF SECTION 33, TOWNSHIP 46 SOUTH RANGE 43 EAST, LYING WEST OF THE WEST RIGHT-OF-WAY LINE OF STATE ROAD A-1-A AND EAST OF THE EAST RIGHT-OF-WAY LINE OF THE INTRACOASTAL WATERWAY; AND ALSO THAT PART OF THE NORTH 610 FEET OF GOVERNMENT LOTS 3 AND 4 OF SECTION 33, TOWNSHIP 46 SOUTH RANGE 43 EAST, LYING WEST OF THE WEST RIGHT-OF-WAY LINE OF STATE ROAD A-1-A AND EAST OF THE EAST RIGHT-OF-WAY LINE OF THE INTRACOASTAL WATERWAY.  
ABOVE DESCRIBED LAND SITUATE, LYING AND BEING IN THE TOWN OF HIGHLAND BEACH, PALM BEACH COUNTY, FLORIDA.

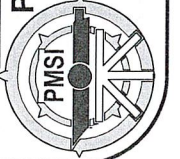
- SURVEYOR'S NOTES:**
1. I HEREBY CERTIFY THIS SURVEY MEETS STANDARDS OF PRACTICE SET FORTH IN RULE 6J-17.050-.052, OF THE FLORIDA ADMINISTRATIVE CODE, ADOPTED BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS, PURSUANT TO CHAPTER 472.027 OF THE FLORIDA STATUTES.
  2. THE SURVEY MAP AND REPORT AND THE COPIES THEREOF ARE NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OR VERIFIED ELECTRONIC SIGNATURE OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
  3. UNDERGROUND OR OBSCURED IMPROVEMENTS WERE NOT LOCATED.
  4. DIMENSIONS ARE RECORD AND FIELD UNLESS OTHERWISE NOTED.
  5. STATED DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS.
  6. THIS FIRM'S CERTIFICATE OF AUTHORIZATION NUMBER IS LB 8261.
  7. ADDITIONS OR DELETIONS TO SURVEY MAPS OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.
  8. SURVEY SUBJECT TO RESERVATIONS, RESTRICTIONS, EASEMENTS AND RIGHTS-OF-WAY OF RECORD, (UNLESS A TITLE REVIEW, COMMITMENT REVIEW, OR OWNERSHIP AND ENCUMBRANCE REVIEW IS PRESENT ON THE FACE OF THIS DOCUMENT, THIS SURVEY HAS BEEN COMPLETED IN THE ABSENCE OF A TITLE INSURANCE POLICY).
  9. LOCATION MAP IS GLEANED FROM ONLINE MAPPING SITES AND AND IS ONLY APPROXIMATE.
  10. ELEVATIONS SHOWN HEREON ARE BASED ON NORTH AMERICAN VERTICAL DATUM OF 1988, (NAVD'88)

|          |    |    |      |                |         |
|----------|----|----|------|----------------|---------|
| 07-28-25 | JH | CD | RAMT | BULK STORAGE   | 22-2001 |
| 04-14-25 | JH | JH | JH   | ADD TOPO       |         |
| 08-08-24 | JH | JH | JH   | OPERATE SURVEY |         |
| 09-25-22 | JH | JH | JH   | PURPOSE        |         |
|          |    |    |      |                | JOB#    |

SIGNED: *[Signature]*  
DOLG WALKER  
PROFESSIONAL SURVEYOR AND MAPPER  
FLORIDA CERTIFICATE No. 7211

BOUNDARY AND  
TOPOGRAPHIC  
SURVEY

PRINCIPAL MERIDIAN  
SURVEYING, Inc.  
LICENSED BUSINESS No. 8261  
4546 CAMBRIDGE STREET  
WEST PALM BEACH, FL 33415  
OFFICE 561-478-7764



**Town of Highland Beach  
Town Commission Development Order (PB)  
Application No. PZ-26-1**



**Applicant: Seagate of Highland Condominium / Jason Borden**  
**Property Address: 3224 S. Ocean Blvd.**  
**Highland Beach, Florida 33487**

**CERTIFICATE OF MAILING AFFIDAVIT**

I hereby certify that the Town Clerk's Office mailed a copy of the Notice of Public Hearing (Exhibit A) for Application No. PZ-26-1 for the property located at 3224 S. Ocean Blvd. Highland Beach, Florida 33487, by U.S. first-class and international mail to:

All property owners and properties owned by a condominium association president and the association's registered agent within 500 feet of the property located at 3224 S. Ocean Blvd., Highland Beach, Florida 33487.

The mailings consisted of 36 notices that were sent first class mail and 00 notices that were sent by International Mail.

This 18<sup>th</sup> day of March 2026.

Highland Beach Town Clerk's Office

Jaclyn DeHart  
Deputy Town Clerk



# TOWN OF HIGHLAND BEACH NOTICE OF PUBLIC HEARING APPLICATION NO. PZ-26-1

March 18, 2026

Dear Property Owner:

This is to notify you that the **PLANNING BOARD** of the Town of Highland Beach will conduct a public hearing on *Monday, April 06, 2026 at 9:30 AM* and the **TOWN COMMISSION** will conduct a public hearing on *Tuesday, April 7, 2026 at 1:30 PM* in the Commission Chambers at Town Hall located at 3614 South Ocean Boulevard, Highland Beach, Florida to consider the following application.

**APPLICATION BY JASON R. BORDEN, P.E., O&S ASSOCIATES INC., FOR A MAJOR MODIFICATION REQUEST TO ALLOW FOR THE CONSTRUCTION OF A NEW 472 SQUARE FOOT FIRE PUMP STRUCTURE FOR THE PROPERTY LOCATED AT 3224 SOUTH OCEAN BOULEVARD.**

The application is available for inspection in the Town Clerk's Office at Town Hall, Monday through Friday during normal business hours of 8:30 a.m. to 4:30 p.m.

Any person that 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 of the proceeding is made, which includes the testimony and evidence upon which the appeal is based. The Town of Highland Beach does not provide such a record.

In accordance with the Americans with Disabilities Act, persons who need special accommodation to attend or participate in this meeting should contact the Town Clerk's Office at (561) 278-4548 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770 or 1-800-955-8771.

For additional information, please contact the Town Planner at (561) 278-4540.

TOWN OF HIGHLAND BEACH, BUILDING DEPARTMENT



Affidavit of Legal Notice submission and publication

Highland Beach Legal Notice

Submission Time: **03/12/2026 11:06 AM (EDT)**

Please find a PDF of your submission details attached to this email.

The attachments included in your submission are listed below. This Legal Notice along with the attachments is now published on the web portal.

- AD\_PB PZ-26-1\_3224 S. Ocean Blvd REVISED.pdf
- signature.png

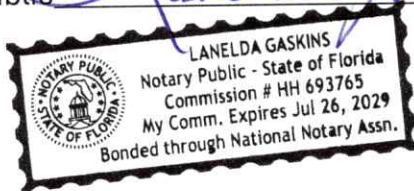
Signature of Affiant

A handwritten signature in black ink, appearing to be "J. G.", written over a horizontal line.

Signature of Notary Public

A handwritten signature in blue ink, "Lanelda Gaskins", followed by the date "3/12/2026", written over a horizontal line.

Notary Stamp




Highland Beach Legal Notice Submission

# Highland Beach Legal Notice

03/12/2026 11:06 AM (EDT)

Submitted by Jaclyn Dehart (jdehart@highlandbeach.us)

## Legal Notice

|                                     |  |
|-------------------------------------|--|
| <b>Please choose a category</b>     | Planning Board Public Hearing Notices - Highland Beach   |
| <b>Title</b>                        | April 06, 2026 Planning Board Special Meeting Application PZ-26-1  |
| <b>Publish Date</b>                 | 03/12/2026   |
| <b>Publish Time</b>                 | 11:00 AM (EDT)   |
| <b>Description</b>                  | <p>TOWN OF HIGHLAND BEACH</p> <p>NOTICE OF PUBLIC HEARING</p> <p>YOU ARE HEREBY NOTIFIED that the PLANNING BOARD of the Town of Highland Beach will conduct a public hearing on Monday April 06, 2026 at 9:30 AM and the TOWN COMMISSION will conduct a public hearing on Tuesday, April 7, 2026 at 1:30 PM in the Commission Chambers at Town Hall located at 3614 South Ocean Boulevard, Highland Beach, Florida to consider the following application.</p> <p>APPLICATION NO. PZ-26-1 BY JASON R. BORDEN, P.E., O&amp;S ASSOCIATES INC., FOR A MAJOR MODIFICATION REQUEST TO ALLOW FOR THE CONSTRUCTION OF A NEW 472 SQUARE FOOT FIRE PUMP STRUCTURE FOR THE PROPERTY LOCATED AT 3224 SOUTH OCEAN BOULEVARD.</p> <p>APPLICANT: SEAGATE OF HIGHLAND BEACH CONDOMINIUMS</p> <p>The application is available for inspection in the Town Clerk's Office at Town Hall, Monday through Friday during normal business hours of 8:30 a.m. to 4:30 p.m.</p> <p>Any person that decides to appeal any decision made by the Planning Board with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record of the proceeding is made, which includes the testimony and evidence upon which the appeal is based. The Town of Highland Beach does not provide such a record.</p> <p>In accordance with the Americans with Disabilities Act, persons who need special accommodation to attend or participate in this meeting should contact the Town Clerk's Office at (561) 278-4548 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770 or 1-800-955-8771.</p> <p>For additional information, please contact the Town Planner at (561) 278-4540.</p> <p>TOWN OF HIGHLAND BEACH, BUILDING DEPARTMENT</p> |
| <b>Attach Files (Optional)</b>      |  AD_PB PZ-26-1_3224 S. Ocean Blvd REVISED.pdf   |
| <b>Submitted by (Email Address)</b> | jdehart@highlandbeach.us   |
| <b>Notifications</b>                | Yes  |

Signature

A handwritten signature in black ink, consisting of several stylized, connected loops and curves, positioned between two horizontal lines.

**File Attachments for Item:**

C. Presentation of the Strategic Priorities Dashboard

## Strategic Priorities Progress/Timeline

Please note, this is a working document. Click [here](#) to view the complete FY 2026 Strategic Priorities Plan.

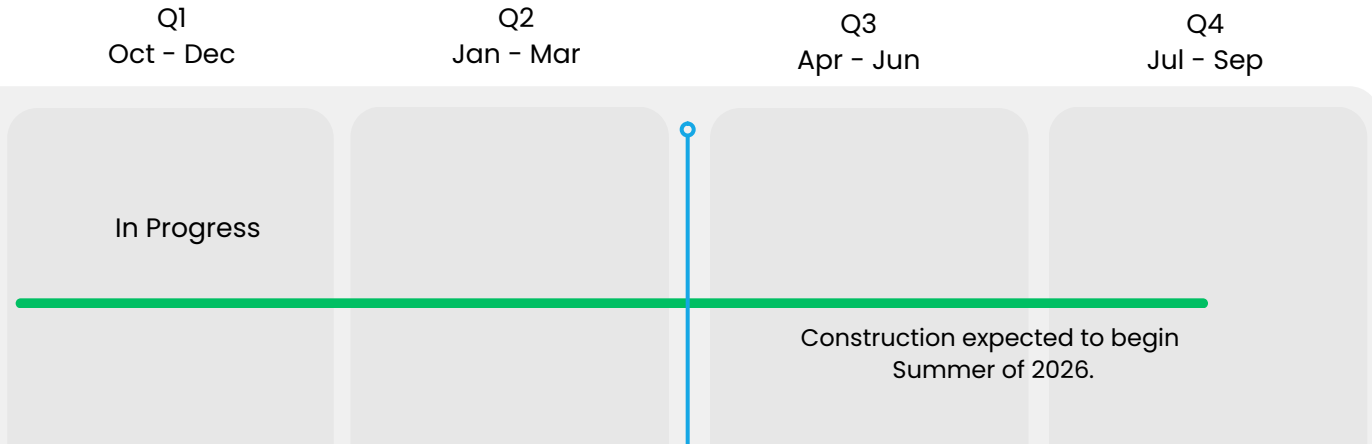
- In Progress
- Delayed
- No Progress
- Complete



### Ranked Projects

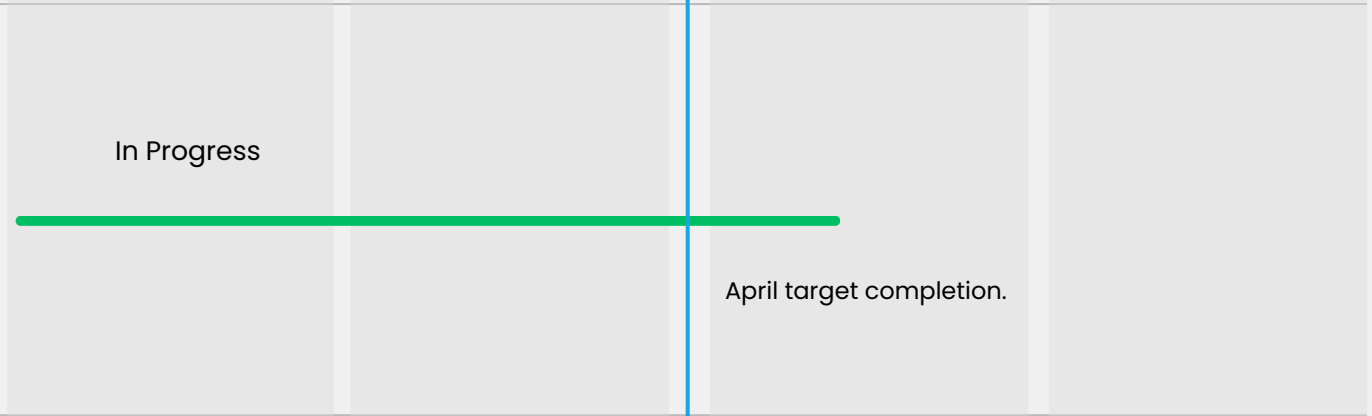
#### SP 1: Milani Park

Continue working with Palm Beach County on the future of Milani Park per the stipulated settlement agreement. The County is moving forward with the project with 38 parking spaces in Phase 1. Construction planned for Summer 2026.



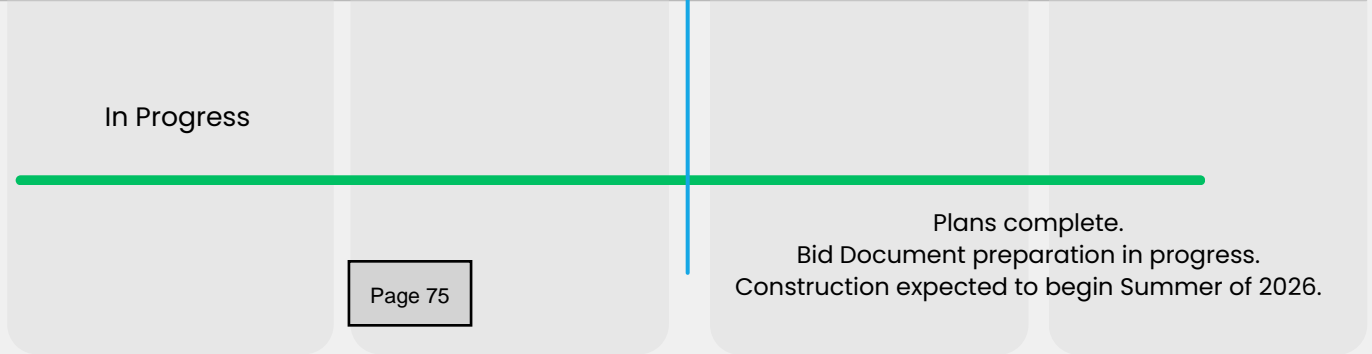
#### SP 2: Sanitary Sewer Lining

The sanitary sewer system is deteriorating and requires full rehabilitation. Residents approved a project cost not to exceed \$3.5 million. A \$1.5 million contract was secured with Insituform through OMNIA. The project is underway, with side streets complete and AIA targeted for completion by April 2026.



#### SP 3: Police Dept. Real-Time Operations Center (Old Post Office)

This project will convert the old post office into a real-time operations center and public entrance to the Police Department. Will also address landscaping, site paving and ADA improvements. Design and cost estimation complete.



## Strategic Priorities Progress/Timeline

Please note, this is a working document. Click [here](#) to view the complete FY 2026 Strategic Priorities Plan.

- In Progress
- Delayed
- No Progress
- Complete



### Ranked Projects

Q1  
Oct - Dec

Q2  
Jan - Mar

Q3  
Apr - Jun

Q4  
Jul - Sep

#### SP 4: Communication & Community Engagement

Actively communicate with the public through multiple mediums and platforms, offering timely value-added updates regarding town affairs. My Highland Beach App has launched and progress with increasing usership and integrating other communication platforms is ongoing. Planning continues for community events.

In Progress

Efforts are ongoing to integrate with other platforms and promote engagement.

#### SP 5: Police Marine Docking/Access Facility

Design and construction of a marine docking facility behind the library to support police patrol and rescue vessels. State funding is secured, and a joint public safety referendum has passed. Engineering and permitting delays caused a one-year delay to pursue annual FIND grant funding.

In Progress

Permits expected by 6/1/26.  
FIND grant funding update expected Summer 2026.

#### SP 6: Fire Station Annex

Rehab of old fire station for storage of reserve apparatus and equipment for HBF, and serve as a multipurpose space for community events. 90% plans received; anticipated construction date TBD.

In Progress

90% plans complete.  
Anticipated construction date TBD.

## Strategic Priorities Progress/Timeline

Please note, this is a working document. Click [here](#) to view the complete FY 2026 Strategic Priorities Plan.

- In Progress
- Delayed
- No Progress
- Complete



### Ranked Projects

Q1  
Oct - Dec

Q2  
Jan - Mar

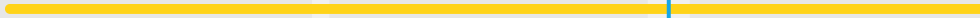
Q3  
Apr - Jun

Q4  
Jul - Sep

#### SP 7: E-Bikes, Scooters and Motorcycles

The State and local municipalities are evaluating reasonable regulations for promoting safe, responsible use of these vehicles as they become more common to ensure protection of pedestrians and residents. Currently no progress.

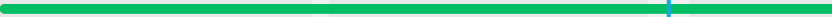
No progress to date.



#### SP 8: State Appropriations

Requests for State financial assistance for capital improvement projects. An appropriations request has been submitted for FY 2026 (Highland Beach Pedestrian Safety Project) to assist with the installation of embedded crosswalk lighting and repaving the shared pathway. Currently awaiting award decision.

In Progress

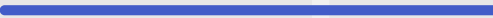


Awards to be announced in Spring 2026.

#### SP 9: Reasonable Accommodations Procedure (Certified Recovery Facilities)

Senate Bill 954 requires all municipalities codify a reasonable accommodations procedure for recovery facilities. The Town Commission has adopted an ordinance, so we are in compliance with the statute.

Complete



Ordinance adopted February 2026.

## Strategic Priorities Progress/Timeline

Please note, this is a working document. Click [here](#) to view the complete FY 2026 Strategic Priorities Plan.

- In Progress
- Delayed
- No Progress
- Complete



### Ranked Projects

#### SP 10: Crime Prevention & Community Policing Technology Initiative

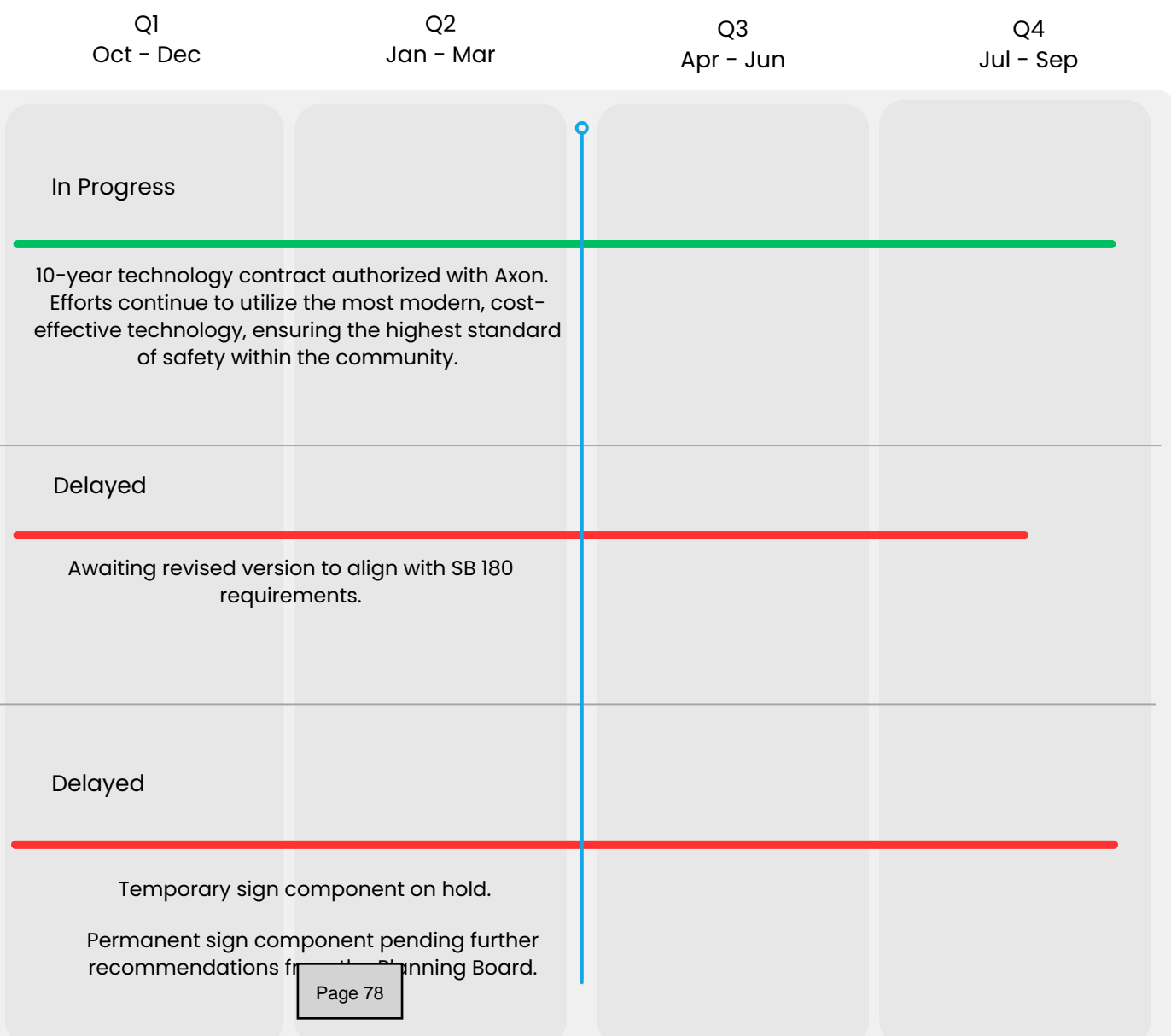
This initiative advances the Town's commitment to proactive public safety by directing the Police Department's leadership team to evaluate and systematically deploy crime-prevention and community policing programs supported by cost-effective, modern technologies using a structured, data-driven approach to ensure fiscal responsibility and measurable public safety outcomes.

#### SP 11: Comprehensive Plan Update

State law requires periodic updates to the Comprehensive Plan. Amendments were reviewed by the Planning Board and Town Commission and submitted to the State, which issued a "null and void" letter citing overly restrictive and burdensome goals that do not comply with SB 180.

#### SP 12: Sign Ordinance Review

The Town Commission and residents requested a review of temporary and permanent sign regulations. Temporary sign evaluations are on hold due to SB 180, resuming in 2027. The Planning Board is reviewing requests for larger permanent signs and developing recommendations; this process is ongoing.



## Strategic Priorities Progress/Timeline

Please note, this is a working document. Click [here](#) to view the complete FY 2026 Strategic Priorities Plan.

- In Progress
- Delayed
- No Progress
- Complete



### Ranked Projects

Q1  
Oct - Dec

Q2  
Jan - Mar

Q3  
Apr - Jun

Q4  
Jul - Sep

#### SP 13: GIS Inventory of Built Assets

Expand the Town's GIS and GPS tools to create a comprehensive inventory of built assets, improving maintenance, operations, and lifecycle management while providing staff with accurate, real-time data for infrastructure, utilities, public safety, and facilities. No current progress on this issue.

No progress to date.

#### SP 14: Financial Management Systems

The Finance Department in partnership with the Manager's Office is updating the Town's investment policy and the 5-year Financial Forecast Model. Progress is ongoing. Revised model to be developed for May 2026 incorporating legislative and economic changes (e.g. property taxes.)

In Progress

Revised 5-Year Financial Forecast Model Expected in May 2026.

#### SP 15: Electric Vehicle Protocols (Fire Safety)

In response to increased use of electric and battery-powered vehicles, the Town Commission directed the Fire Department, in coordination with Condominium Associations, to develop fire safety guidelines for charging and battery storage, along with a public outreach campaign. Guidelines developed by Highlands Place Condominium and Vice Mayor Stern and will be used as template for other groups. Outreach pending.

In Progress

Outreach pending.

## Strategic Priorities Progress/Timeline

Please note, this is a working document. Click [here](#) to view the complete FY 2026 Strategic Priorities Plan.

- In Progress
- Delayed
- No Progress
- Complete



### Ranked Projects

|   | Q1<br>Oct - Dec     | Q2<br>Jan - Mar   | Q3<br>Apr - Jun  | Q4<br>Jul - Sep |
|---|---------------------|---|--|-----------------|
| <p><b>SP 16: Preferred Employer Program</b></p> <p>The Town Manager’s Office, with the Town Commission, will implement a comprehensive compensation, workplace, and benefits program to attract and retain high-quality employees committed to excellent municipal services and public safety. Progress is ongoing with annual budget, year 2 of the multi-year process is complete and will be evaluated annually with the 5-Year Financial Forecast and budget process.</p> | In Progress         |   | Evaluated annually with the 5-Year Financial Forecast and budget process.                                  |                 |
| <p><b>SP 17: AIA Right-Of-Way Beautification Project</b></p> <p>Evaluate right-of-way conditions following state road reconstruction to determine whether landscaping applications are necessary to enhance aesthetics and functionality of greenspace. No current progress on this issue.</p>  | No progress to date |   | Awaiting completed work within the right-of-way, post FDOT RRR Project and Shared Path Repaving/Regrading. |                 |
| <p><b>SP 18: Waterfront Seawall/Dock Clarification</b></p> <p>Review existing Town code language concerning hardscape walkways adjacent to seawalls, docks, or the intracoastal shoreline. Specifically “whichever is further landward”-which may restrict the ability of property owners to construct safe, continuous walkways to the edge of their property. The Town Commission has discussed this topic and referred to the Planning Board for further direction.</p>    | In Progress         | Town Commission has referred to the Planning Board for further review and discussion. |  |                 |

## Strategic Priorities Progress/Timeline

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- In Progress
- Delayed
- No Progress
- Complete



### Ranked Projects

Q1  
Oct - Dec

Q2  
Jan - Mar

Q3  
Apr - Jun

Q4  
Jul - Sep

#### SP 19: Dune Restoration & Management

The Town Commission assigned the Natural Resources Preservation Advisory Board (NRPAB) to work with staff to educate the public on the importance of dune restoration and management. The updated 2023 Beach Feasibility Study is completed and the NRPAB are educating the public on the results, demonstrating successful public engagement at town events.

In Progress

Further outreach and events pending.

#### SP 20: Intracoastal Waterway (Speed Control)

Community concerns exist regarding the safety of the intracoastal waterway, and the Town needs to take an active role in its management. Progress is ongoing. The HBPD Marine Unit, established in March 2022, enhances boater safety through enforcement, education, and increased intracoastal presence. Data collected supports future speed and wake management. Continued partnership with neighboring communities and stakeholders is ongoing.

In Progress

Speed control initiative is ongoing, to be supported with completion of the Police Marine Docking Facility construction.

## Strategic Priorities Progress/Timeline

Please note, this is a working document. Click [here](#) to view the complete FY 2026 Strategic Priorities Plan.

- In Progress
- Delayed
- No Progress
- Complete



### Ranked Projects

|   | Q1<br>Oct - Dec   | Q2<br>Jan - Mar | Q3<br>Apr - Jun | Q4<br>Jul - Sep |
|---|---|-----------------|-----------------|-----------------|
| <p><b>SP 21: Zoning District Evaluation (Density)</b></p> <p>The Planning Board has commenced a public review process of permitted zoning densities, per direction of the Town Commission. Further review has been suspended pending the Milani Park Project and "Live Local" legislation. No further progress to date.</p>   | <p>Delayed</p> <p>Additional review suspended until further notice.</p>                         |                 |                 |                 |
| <p><b>SP 22: Evaluate Ordinance Development Process</b></p> <p>Consider reviewing the current ordinance development procedure to ensure it is the most efficient and effective means of addressing community problems and challenges and engages the residents. The Town Commission discussed and directed review by all advisory boards on November 4, 2025. Advisory Board reviews to be scheduled through 2nd and 3rd Quarter FY 2026.</p> | <p>In Progress</p> <p>Advisory Board reviews scheduled through 2nd and 3rd Quarter FY 2026.</p> |                 |                 |                 |
| <p><b>SP 23: Gas Powered Leaf Blowers</b></p> <p>Community concern has surfaced over the continued use of gas powered leaf blowers within the community based on noise, pollution, and personal health. No current progress to date.</p>  | <p>No progress to date.</p>   |                 |                 |                 |

# FY 2026

## CIP Progress/Timeline

- In Progress
- Delayed
- No Progress
- Complete



Please note, this is a working document. Click [here](#) to view the complete CIP Actual Expenditure + CIP Future Outlook.

### CIP Projects > \$100k

Q1  
Oct - Dec
Q2  
Jan - Mar
Q3  
Apr - Jun
Q4  
Jul - Sep

|  |             |  |  |
|--|-------------|--|--|
| <p><b>26-001:</b><br/><b>Water Plant Roof Replacement</b><br/>Ensures continued safe and efficient operation of the water plant providing a durable and weather resistant roof.<br/><b>Budget: \$350,000</b><br/><b>Actual: TBD</b><br/><b>Variance: TBD</b></p>         | In Progress |  | <p>RFP 26-001 advertised 3/9/26. Water Plant Roof Replacement included as an addition to Library Roof Replacement. Proposals due by 4/21/26.</p> |
| <p><b>25-009:</b><br/><b>Police Marine Docking Facility (Grants)</b><br/>Building of dock for Police Marine Unit (w/o seawall) w seawall + 20k<br/><b>Budget: \$175,000</b><br/><b>Actual: TBD</b><br/><b>Variance: TBD</b></p>  | In Progress | <p>Project was postponed from 2025 to 2026; Carryover from 2025.<br/>\$100k FIND Phase 1 Grant received for design.<br/>\$250k state appropriation received in 2025.</p> | <p>Applied for FIND Phase 2 Grant. Funding updated expected Summer of 2026.</p>  |
| <p><b>25-017:</b><br/><b>Bel Lido Bridge Repair</b><br/>Repair and replace end cap on bridge along with structural rigidity enhancements.<br/><b>Budget: \$625,000</b><br/><b>Actual: TBD</b><br/><b>Variance: TBD</b></p>   | In Progress | <p>Construction in progress, estimated completion Spring 2026.</p>   |  |
| <p><b>25-003:</b><br/><b>PD Real Time Operations Center</b><br/>Reconstruct the old Post Office into a real time operations center with a new public entrance and expanded locker room.<br/><b>Budget: \$750,000</b><br/><b>Actual: TBD</b><br/><b>Variance: TBD</b></p> | In Progress |  | <p>Plans complete.<br/>Bid Document is complete.<br/>Construction expected to begin Summer of 2026.</p>  |

# FY 2026

## CIP Progress/Timeline

- In Progress
- Delayed
- No Progress
- Complete



Please note, this is a working document. Click [here](#) to view the complete CIP Actual Expenditure + CIP Future Outlook.

| CIP Projects > \$100k  | Q1<br>Oct - Dec | Q2<br>Jan - Mar  | Q3<br>Apr - Jun | Q4<br>Jul - Sep   |
|--|-----------------|--|-----------------|---|
| <p><b>25-001:</b><br/><b>Raise Lift Station 2 Construction</b></p> <p>Assure flooding protection and operational efficiency.</p> <p><b>Budget: \$275,000</b><br/><b>Actual: TBD</b><br/><b>Variance: TBD</b></p>   | In Progress     |  |                 | <p>Received \$275k appropriation approval in 2024. (Approximately \$75k for engineering – engineering is 60% complete). Engineering and Bid Document preparation to continue through April 2026. Construction is expected to begin Summer 2026.</p> |
| <p><b>25-002:</b><br/><b>Acid Bulk &amp; Day Tank Replacement</b></p> <p>Replacement of aging tanks that are showing wear and have visible leakage.</p> <p><b>Budget: \$205,000</b><br/><b>Actual: TBD</b><br/><b>Variance: TBD</b></p>                              | In Progress     | <p>The project budget was allocated for the replacement and installation of the chemical acid skid after the acid piping reached end of life sooner than expected.</p> |                 |   |
| <p><b>26-011:</b><br/><b>Store Front Upgrade/ Windows for Public Works</b></p> <p>New windows or coverings on upper level of public works building with new storefront entrance.</p> <p><b>Budget: \$250,000</b><br/><b>Actual: TBD</b><br/><b>Variance: TBD</b></p> | In Progress     |  |                 | <p>RFP 2026-002 released for upstairs windows, proposals due by 4/28/26.</p> <p>Purchase Order has been approved and given to the vendor for the store front glass.</p>   |
| <p><b>26-012:</b><br/><b>Well No. 8 Study</b></p> <p>Conduct study for well no. 8 viability and enhancements.</p> <p><b>Budget: \$150,000</b><br/><b>Actual: TBD</b><br/><b>Variance: TBD</b></p>  | In Progress     |  |                 | <p>Engineers at Hazen &amp; Sawyer have been contracted to begin the study starting in late Summer 2026.</p>  |

# FY 2026

## CIP Progress/Timeline

- In Progress
- Delayed
- No Progress
- Complete



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### CIP Projects > \$100k

|   | Q1<br>Oct - Dec   | Q2<br>Jan - Mar | Q3<br>Apr - Jun | Q4<br>Jul - Sep |
|---|---|-----------------|-----------------|-----------------|
| <p><b>26-006:</b><br/><b>Mezzanine Walk Install</b></p> <p>Install structure to access equipment in the water plant.</p> <p><b>Budget: \$200,000</b><br/><b>Actual: TBD</b><br/><b>Variance: TBD</b></p>                          | <p>In Progress</p> <p>Project specifications are still being reviewed; anticipated start date TBD.</p>  |                 |                 |                 |
| <p><b>25-010:</b><br/><b>Crosswalk Path Embedded Lighting</b></p> <p>Addition of in-ground lighting on pedestrian crosswalk paths.</p> <p><b>Budget: \$300,000</b><br/><b>Actual: TBD</b><br/><b>Variance: TBD</b></p>            | <p>In Progress</p> <p>Project anticipated to begin during Summer 2026 - awaiting appropriation request decision .</p>   |                 |                 |                 |
| <p><b>28-004:</b><br/><b>Steel Beam Replacement for Membranes</b></p> <p>Existing steel beams show signs of corrosion and structural fatigue.</p> <p><b>Budget: \$250,000</b><br/><b>Actual: TBD</b><br/><b>Variance: TBD</b></p> | <p>In Progress</p> <p>Waiting on bid quotes for possible fiberglass replacement instead of steel. Several vendors have been contacted and we are awaiting feedback.</p> |                 |                 |                 |
| <p><b>26-008:</b><br/><b>Old Fire Station Demo/Reconstruction</b></p> <p>Teardown and repurpose old fire station.</p> <p><b>Budget: \$1,200,000</b><br/><b>Actual: TBD</b><br/><b>Variance: TBD</b></p>                           | <p>In Progress</p> <p>90% plans complete. Expected construction date TBD.</p>   |                 |                 |                 |

# FY 2026

## CIP Progress/Timeline

- In Progress
- Delayed
- No Progress
- Complete



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### CIP Projects > \$100k

