



# Town of Highland Beach

## Notice of Public Meeting Protocol

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

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

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

### **ZOOM PARTICIPATION:**

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

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

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

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

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

### **PROVIDING PUBLIC COMMENT:**

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

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

- To submit public comments, click on the link <https://mmportal6.teamunicode.com/> to go to the Agendas and Meeting webpage. At the top of the page click on “Public Comments” to submit your comments, or
- Submit your comments to [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us).
- The Town will receive such public comments no later than two (2) hours prior to the meeting. If timely received, Town staff will read the public comment at the meeting.
- Live Zoom Video Participation - If attending via Zoom online, please follow Zoom instructions above. Once the meeting gets to the applicable public comment period, the host of the meeting will allow public participants (audio only) into the meeting from the waiting room, to provide live public comments.
- Live Zoom Telephone Participation - If attending via Zoom by telephone, please follow the instructions above. Once the meeting gets to the appropriate public comment period, the host of the meeting will allow public participants into the meeting from the waiting room, to provide live public comments.

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

Published: 05.26.2021 / Updated 04.15.2022

# AGENDA

## NATURAL RESOURCES PRESERVATION ADVISORY BOARD SPECIAL MEETING



**Thursday, October 06, 2022, At 9:30 AM**

**TOWN OF HIGHLAND BEACH, FLORIDA**

3614 S. OCEAN BOULEVARD

HIGHLAND BEACH, FL 33487

Telephone: (561) 278-4548

Website: [www.highlandbeach.us](http://www.highlandbeach.us)

### **TOWN HALL COMMISSION CHAMBERS**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF THE AGENDA**
5. **PUBLIC COMMENT** *(limited to three (3) minutes per speaker)*
6. **PRESENTATIONS**
7. **APPROVAL OF MINUTES**
  - A. August 10, 2022
8. **UNFINISHED BUSINESS**
  - A. Discussion of the Dune Outreach Management Campaign
    - A. Barbara Nestle
9. **NEW BUSINESS**
  - None.

## 10. ANNOUNCEMENTS

October 10, 2022 - Town Hall Closed in Observance of Columbus Day

October 11, 2022 - 1:00 P.M. Code Enforcement Board Regular Meeting

October 13, 2022 - 9:30 A.M. Planning Board Regular Meeting

October 27, 2022 - 11:30 A.M. Financial Advisory Board Regular Meeting

## 11. ADJOURNMENT

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*Any person that decides to appeal any decision made by the Natural Resources Preservation Advisory Board with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record including testimony and evidence upon which the appeal is based. (State Law requires the above Notice. Any person desiring a verbatim transcript shall have the responsibility, at his/her own cost, to arrange for the transcript.) The Town neither provides nor prepares such record. There may be one or more Town Commissioners attending the meeting.*

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

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**File Attachments for Item:**

A. August 10, 2022



## TOWN OF HIGHLAND BEACH TOWN NATURAL RESOURCES PRESERVATION ADVISORY BOARD REGULAR MEETING MINUTES

Town Hall / Commission Chambers  
3614 South Ocean Boulevard  
Highland Beach, Florida 33487

Date: August 10, 2022  
Time: 12:30 PM

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### 1. CALL TO ORDER

Ms. Gillion called the meeting to order at 12:30 P.M.

### 2. ROLL CALL

Member Diane Matthewman  
Member Margarita Chappellear  
Member Nicole Stansfield  
Member Joshua Davison  
Member Barbara Nestle (joined on Zoom)  
Administrative Support Specialist Ganelle Thompson  
Administrative Support Specialist Latonda Gillion

#### **ABSENT**

Member Virginia Eastwood-Egan  
Member Leonard Brenner

### 3. PLEDGE OF ALLEGIANCE

The Board led the Pledge of Allegiance to the United States of America.

### 4. APPROVAL OF THE AGENDA

**MOTION:** Matthewman/Chappellear – Moved to approve the agenda as presented, which passed unanimously 5 to 0.

### 5. PUBLIC COMMENT

There were no public comments.

### 6. PRESENTATIONS

A. None

## **7. APPROVAL OF MINUTES**

A. February 02, 2022

**MOTION:** Chappellear/Stansfield - Moved to approve the minutes of February 02, 2022 as presented, which passed unanimously 5 to 0.

## **8. UNFINISHED BUSINESS**

A. None

## **9. NEW BUSINESS**

### **A. Update on the February 2, 2022 Board recommendations to the Town Commission.**

Ms. Gillion read the title of item 9.A.

Town Planner Allen presented this item and explained that on March 01, 2022, the Town Commission reviewed and considered the February 02, 2022 Board recommendation. Ms. Allen discussed the consensus of the Town Commission related to the following recommendations:

- 1) Consider employing a professional tree service company like Bartlett Tree Experts to facilitate the management and care of the palms situated in the right-of-way along State Road A1A.
- 2) Approve the implementation of additional bucket trees to all Associations along the beach that have authorized their use.
- 3) Consider providing a code enforcement officer that routinely (once or twice a week) walks or rides on the beach to facilitate visual observation of any violations to Section 5-9 of the Town Code.
- 4) Consider at a special meeting or allocate time at its Commission meeting to address beach raking issue in a more detailed matter and take into consideration the needs of all residents of Highland Beach in regard to this particular process.

Town Planner Allen also addressed the two questions that the Board members proposed on February 02, 2022, meeting concerning the 100 palm trees on State Road A1A, and the number of bucket trees replaced.

There were conversations about dune management and restoration, the Florida Department of Environmental Protection (FDEP) requirements, and an outreach initiative such as posting the Dune Management Presentation by Board Member Chappellear on the Town's Natural Resources Preservation Board webpage, as well as other outreach initiatives. Town Planner Allen indicated that she would

speak with the Town Manager about the members reaching out to the property owners/condominium associations regarding the condition of their dunes.

In addition, the Board members discussed ways to educate and make the public aware of dune erosion and maintenance, such as 1) placing articles in the Coastal Star newspaper and the Managers Minutes to create awareness of dune erosion in Highland Beach, 2) a public educational session at the library, and 3) a pamphlet about dune erosion.

Town Planner Allen referred to the Town's code of ordinance, Section 2-140(c), Power and duties of the Natural Resources Preservation Advisory Board and discussed this matter. Ms. Allen will research the Town's code of ordinances to find out what exists in the regulations regarding the maintenance of eroded beach dunes and get back to the Board on her findings.

Ms. Allen suggested that the Board think about how they want to expand upon the dune restoration/management educational outreach effort they have provided and think of a plan or an outline to approach this matter which may be an asset to the Board.

The Board agreed to place a discussion item on the next meeting agenda related to "Dune Management Outreach." Besides, the Board members will email Ms. Ganelle Thompson two weeks before the meeting date with their agenda item.

The Board members discussed their assignments as follows:

- Member Stanfield agreed to contact the Library Director about dates and use of the library community room for a public informational night event.
- Member Chappellear suggested Mr. Robert Barron of Coastal Management as a speaker.
- The Natural Resources Preservation Advisory Board members to coordinate and share a booth at the next Food Truck event.
- Member Chappellear will provide pictures of dunes for the booth.
- Member Chappellear will provide a list of individuals/companies specializing in dune restoration, etcetera.
- Member Matthewman will contact the Florida Fish and Wildlife Conservation Commission about dune restoration and speak at a future meeting.
- Member Davison will contact 4Ocean, a non-profit organization, about removing debris from the mangroves.

Town Planner Allen explained the agenda process related to the board members submitting agenda materials to the Town Clerk's Office two weeks before the meeting.

There were discussions about the Board having a special meeting before November and about sending an informational flyer to the property owners that



are directly affected. Town Planner Allen will speak with the Town Manager about an informational flyer. Member Chappelear volunteered to draft the information for the Board. Furthermore, the Board discussed a possible special meeting in late September or early October before the November meeting.

**MOTION:** Stansfield/Davison – Moved that we look into the possibility of having a Special meeting to further discuss the topic of Dune Outreach Campaign Education sometime at the end of September to mid-October, which passed unanimously 5 to 0.

The Board further discussed brochures or pamphlets for the entire town or beachfront property owners. Ms. Allen will speak with the Town Manager about an insert or an article for the Manager's Minutes. Member Chappelear indicated that she would research other municipalities such as the City of Delray Beach, the Town of Gulf Stream, and other coastal communities to find out what they are doing to address this matter.

## **B. Nomination of Chairperson and Vice-Chairperson**

Ms. Gillion read the title of Item 9.B. and presented this item.

The Board members discussed the nomination of a Chairperson and Vice-Chairperson.

**MOTION:** Matthewman/Davison – Moved to nominate Member Stansfield as Chairperson of the Natural Resources Preservation Advisory Board to serve for one year, ending August 10, 2023, which passed unanimously 5 to 0.

**MOTION:** Matthewman/Davison – Moved to nominate Member Chappelear as Vice Chairperson of the Natural Resources Preservation Advisory Board to serve for one year, ending August 10, 2023, which passed unanimously 5 to 0.

## **10. ANNOUNCEMENTS**

Ms. Thompson referred to the announcements as follows:

August 11, 2022 - 9:30 P.M. Planning Board Regular Meeting

August 16, 2022 - 1:30 P.M. Town Commission Meeting

August 25, 2022 - 12:00 P.M. Town Commission Special Meeting

September 06, 2022 - 1:30 P.M. Town Commission Meeting

September 06, 2022 - 5:01 P.M. Town Commission Special First Public Hearing  
Budget Meeting

September 21, 2022 - 5:01 P.M. Town Commission Special Second Public  
Hearing Budget Meeting

November 02, 2022- 12:30 P.M. Natural Resources Preservation Advisory Board  
Regular Meeting

Ms. Thompson canvassed the Board for their availability on November 02, 2022,  
Natural Resources Preservation Advisory Board Regular Meeting, and the members  
confirmed they were available for the meeting.

## 11. ADJOURNMENT

The meeting adjourned at 1:49 P.M.

**APPROVED** at the October 06, 2022, Natural Resources Preservation Advisory Board  
Special Meeting.

ATTEST:

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Chairperson Nicole Stansfield

Transcribed by Latonda Gillion, and  
Lanelda Gaskins

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Ganelle Thompson,  
Administrative Support Specialist

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Date

Disclaimer: Effective May 19, 2020, per Resolution No. 20-008, all meeting minutes are  
transcribed as a brief summary reflecting the event 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/>

**File Attachments for Item:**

A. Discussion of the Dune Outreach Management Campaign

A. Barbara Nestle

**National Resources Preservation Advisory Board**  
**Highland Beach (HB)**

**Meeting of September 28, 2022**

**Suggested Topics to include in Agenda**  
**by member Barbara Nestle**

1. Draft action plan (see attachment 1)
2. Draft example outreach letter to beachfront residents on A1A (see attachment 2)
3. Draft outreach one pager for all HB residents (for events) (see attachment 3)
4. Draft list of resources to add to HB website (attachment 5)
5. Draft detailed plan for food truck event of October 27 (as basis for discussion, see attachment 4)
6. Dune restoration contractors discussion, and whether to publish a list (not as town recommendation, with disclaimers)

## **Attachment 1**

### **Draft for Board Discussion: Action Plan for Dunes Restorations in Highland Beach**

1. Organize Food Truck stand/table for October 27, 2022, with information and outreach/communication (see Attachment 4 for a draft detailed plan) and advertise event
2. Draft outreach letter to residents on A1A (see draft in attachment 2)
3. Draft outreach one pager for all HB residents (see draft in attachment 3)
4. Organize a similar outreach event for HOA on A1A to participate and exchange ideas/plans (location: library)
5. Create a list of resources for our board's website (draft in attachment 5)
6. Create a list of potential dune restoration contractors as source of information for homeowners and HOAs. Decision on whether to publish or not (not as town recommendation, with disclaimers)
7. Research on other towns' regulations on dune restorations (if any) – from Miami to WPB (there are no FDEP regulations on dunes)
8. Climate change mitigation report of the Coastal Resilience Partnership, especially Appendix 4 for HB and funding options Table 3-2 and discussion around implementation of relevant aspects for HB (for dune restoration initiative only)

## **Attachment 2**

### **Draft for Discussion: EXAMPLE outreach letter to residents on A1A (beach front)**

Dear Resident,

We are writing to you as owner/resident of an oceanfront property, a precious piece of land of tremendous value for protection of our Florida shoreline. Given the real threat of climate change, many residents are looking for information about how to properly maintain their dunes and how to find professional guidance.

Attached are Guidelines for Beach and Dune Management by the Florida Department of Environmental Protection FDEP. We also added a one page document with all the high level information you may find helpful. As you see, it does not take much to start restoring a dune. According to FDEP, by adding sea oats as deep-rooted grass and native shrubs (with removal of some non-native invasive pest plants), you could already better protect your property and our county's sea shore from rising sea levels, hurricanes and storms.

Our team is available during the town's food truck event of October 27 (add details re event) to answer questions.

Sincerely,

Town of Highland Beach

### **Attachment 3**

#### **Draft for Discussion: Town of Highland Beach One Pager re Coastal Dune Management (based on Robert H Barron and FDEP materials)**

1. Remove all invasive exotic invasive plants (such as Hawaiian half flower). They compete with more stable dune plants that are native to Florida and had been here before development happened.
2. Replace cleared area with appropriate native species, details below:
3. Develop a foredune as first line of defense against erosion. Plant dense sea grass such as sea oats and dune panic grass that are deep rooted grasses. The replanting must happen immediately after step 1.
4. Plant native low shrubs such as saw palmettos, some sea grape (not all is good, pls study the information provided in the FDEP Guidelines) and other low shrubs and maintain them at knee height. Do not plant trees or high shrubs. Preexisting trees can be kept.
5. The above dune management needs a field permit by the FDEP. No additional light is allowed to reach the marine turtle nesting beach (contingency for approval).
6. Beach raking: Mix in the seaweed, never remove (important component of ecosystem). Remove all trash before beach raking.
7. No sprinklers near dunes (no overspray into dunes) and do not walk in dunes.
8. TBD with Robert Barron (as did Delray Beach)

Source:

- Leaflet by Robert Barron in: Dune management Delray Beach by Beach Property Owner Association <https://bpoa-drb.com/dune-management/>
- FDEP website

## **Attachment 4**

### **Draft for Discussion: Food Truck Event of October 27, 2022: Detailed Plan**

Discuss plan and define responsibilities:

1. Advertising by HB (truck event invite on website, emails, manager notes, leaflets in library etc.)
2. Two large tables and some chairs
3. Large triangle signs/banners
4. Printed materials (FDEP document, HB one pager, some other printed materials from state and county TBD)
5. 2 or more members at table to communicate with residents
6. TBD Gadgets to distribute (handmade sea turtle bracelets, can be ordered on amazon for approximately 1\$ a piece, Halloween or ocean themed pencils for kids, amazon, 14\$ for 49 pieces etc.)
7. TBD 100 percent fruit organic freezer popsicles (15\$ for 30) – plus ice and cooler
8. TBD Large inflatable sea turtle to attract attention
9. TBD Vases with some dune plants as decoration and demonstration of good plants (i.e. sea grape that is hardy)
10. Other material that the state and county can provide (such as magnets etc).



## **Attachment 5**

### **Draft for Discussion: List of Resources for Dunes Management**

- [The Importance of Dune Restoration Presentation \(August 2018\)](#)
- Dune Management Presentation by Board Member Chappellear (February 2022) –  
pls add weblink
- Guidelines for beach and dune management by FDEP  
[https://discover.pbcgov.org/coextension/horticulture/PDF/commercial/urbanforest/ry/beachdunemanagement09\\_updated.pdf](https://discover.pbcgov.org/coextension/horticulture/PDF/commercial/urbanforest/ry/beachdunemanagement09_updated.pdf)
- Dune Plan Maintenance by FDEP  
[https://floridadep.gov/sites/default/files/DuneVegetationMaintenanceGuidelines\\_2022\\_0.pdf](https://floridadep.gov/sites/default/files/DuneVegetationMaintenanceGuidelines_2022_0.pdf)
- Recommended plants by FDEP  
<https://floridadep.gov/sites/default/files/Recommended-Beach-and-Dune-Plants-2021.pdf>
- Dune management Delray Beach by Beach Property Owner Association  
<https://bpoa-drb.com/dune-management/>
- Native Plants for Coastal Dune Restoration by USDA  
[https://www.nrcs.usda.gov/Internet/FSE\\_DOCUMENTS/nrcs141p2\\_014913.pdf](https://www.nrcs.usda.gov/Internet/FSE_DOCUMENTS/nrcs141p2_014913.pdf)
- Search for local plants with this tool by IRC  
<https://www.regionalconservation.org/beta/nfyn/>

There is an abundance of materials on the web. The above is what I found most useful and simple for residents to use.