



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING AGENDA

Tuesday, June 17, 2025 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

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

A. Fire Safety Recognition Award or Fire Prevention Safety Award

B. Resolution No. 2025-015

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

C. Preliminary Fiscal Year 2026 Operating Budget Presentation

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

June 03, 2025 Town Commission Meeting Minutes

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

A. Update on Milani Park

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

A. Resolution No. 2025-016

A Resolution of the Town Commission of the Town of Highland Beach, Florida, authorizing the Mayor to execute Amendment Number Ten to the State of Florida Department of Transportation District Four Landscape inclusive memorandum of agreement on behalf of the Town; providing for conflicts; and providing for an effective date.

B. Introduction of amendments to the Town's Comprehensive Plan based on the evaluation and appraisal review.

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**

15. ANNOUNCEMENTS**Board Vacancies**

Code Enforcement Board One (1) vacancy for a three-year term

Natural Resources Preservation Advisory Board One (1) vacancy for a three-year term

Meetings and Events

June 19, 2025 **Town Hall Closed in observance of Juneteenth**

June 24, 2025 11:00 A.M. Financial Advisory Board Regular Meeting

July 04, 2025 **Town Hall Closed in observance of Independence Day**

July 08, 2025 1:00 P.M. Special Magistrate Hearing

July 10, 2025 9:30 A.M. Planning Board Regular Meeting

July 15, 2025 1:30 P.M. Town Commission Meeting

Mown Commission Meeting

Board Action Report

None.

16. ADJOURNMENT

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:

B. Resolution No. 2025-015

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



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Commission Meeting
MEETING DATE June 17, 2025
SUBMITTED BY: Jaclyn DeHart, Deputy Town Clerk
THROUGH Lanelda Gaskins, Town Clerk
SUBJECT: Resolution No. 2025-015

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

SUMMARY:

Consideration of Resolution No. 2025-015 ratifying the selection, appointments, and term of office of a member of the Planning Board (PB); and providing for an effective date.

On June 04, 2025, one (1) Board Members term ended which created one (1) vacancy.

The Town Clerk's Office received three (3) board applications for Town Commission consideration. The applicants' names are as follows:

Greg Babij (Bel Lido)
Barry Donaldson (Toscana North Condo)
Robert Lasorsa (El Dorado Condo)

As set forth in Sec. 2-99, in the Town's code, terms for all boards shall be three (3) years and no board member may serve more than two (2) consecutive terms on the same board without first taking a one-year hiatus from the board. Appointments for partial terms shall not count toward the two-term limit. Additionally, in accordance with Resolution 19-029, the Human Resources Department reported preliminary background checks on all applicants to the Town Clerk's Office. The background check results disclosed there were no objectionable findings. In addition, there were no code violations.

FISCAL IMPACT:

N/A

ATTACHMENTS:

Greg Babij application, resume, and vetting form.
Barry Donaldson application, resume and vetting form
Robert Lasorsa application and vetting form
Resolution No. 2025-015

RECOMMENDATION:

With the Commission's consideration, Staff recommends the adoption of Resolution No. 2025-015 for one applicant to serve a term as outlined in the resolution.



RESOLUTION NO. 2025-015

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, RATIFYING THE SELECTION, APPOINTMENTS AND TERMS OF OFFICE OF MEMBERS OF THE PLANNING BOARD; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 20, Article II, Sec. 20-26 of the Town's Code of Ordinances establishes the Planning Board and governs the membership, qualification, function, and rules of the Planning Board; and

WHEREAS, these provisions of the Code also establish the selection, appointment, and terms of office of members of the Planning Board; and

WHEREAS, effective on June 04, 2025 one (1) members' term ended, thereby opening one (1) vacancy on the Board; and

WHEARAS, the Town Clerk's Office received three (3) applications for consideration; 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 Planning Board interviewed the applicants 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 Planning 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 Code Enforcement Board for a three-year term, ending on June 16, 2028 as follows:

Board Member _____

Section 3. This Resolution shall become effective upon adoption.

DONE AND ADOPTED by the Town Commission of the Town of Highland Beach, Florida, this **17th** day of **June** 2025.

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 Goldberg
Commissioner Jason Chudnofsky



MEMORANDUM

TO: Lanelda Gaskins, MMC, Town Clerk

FROM: Ilyne Mendelson

DATE: May 21, 2025

SUBJECT: Initial Vetting of Applicant:

On May 21, 2025 (date), I met with Greg Babij (by phone) (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:

I reviewed Greg's resume and experience and we chatted about his desire to be on the Planning Board again. Greg explained his history with the Town and his desire to serve the Town but not go back to being a Commissioner again. He spoke of conversations with Marshall Labadie and that Marshall thought he might be a good fit because of his Marine knowledge and background and especially with Roger Brown being timed out of the Planning Board later this year.

Greg's experience in the Marine area is significant from his Resume. But being on the Planning Board during the development and recommendation of the revised rules regarding docks and marine setbacks and sea walls, I got a first hand look at this experience. Greg worked on proposals and concepts while at the Commission which were given to the Planning Board to review. I thought he did a masterful job which helped us at the Commission. Roger Brown's knowledge of Marine matters was very important as well to this task as well as all the applications we are asked to review regarding docks, boat lifts, etc. My understanding is that Roger will be timed out of the Planning Board at the end of this year.


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



**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.*

NAME: Greg Babij PHONE: 561-302-42371

HOME ADDRESS: 1092Bel Lido Drive APT. NO.

SUBDIVISION: EMAIL ADDRESS: greg4hb@yahoo.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.)

- | | |
|---|---|
| <u> </u> Board of Adjustment & Appeals | <u> </u> Code Enforcement Board |
| <u> </u> Financial Advisory Board | <u> </u> Natural Resources Preservation Board |
| <u> 1 </u> Planning Board | <u> </u> Town Commission *** (If vacancy) |
| | <u> </u> Other Board /Committee |

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

| | | | | |
|---|-----|-------------------------------------|----|-------------------------------------|
| Are you a resident of Highland Beach? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| Are you a registered voter in Highland Beach/Palm Beach County, FL? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| Are you currently serving on a Town Board? | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| Have you ever served on a Town Board/Committee? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

If Yes, please indicate the Board(s)/Committee(s) and dates of service:

FAB chair; Vice Mayor-Commissioner

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 ☐

REV. 10-2022 CLERK-LG

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

BS Civil Engineering 1995. Prior owner of a Marine Construction company. Currently a developer of Commercial Real estate - Luxury Garage (small bay warehouse) communities in the southeast.

Please summarize your volunteer experience(s):

Original chair - Highland Beach Police Foundation

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.



Signature of Applicant

1/24/2025

Date

☐ Resume Attached

Greg Babij

Chief Investment Officer - Sundial

Sundial is an investment solutions provider with 3 distinct verticals:

Sundial Wealth: A Registered Investment Advisor specializing in systematic equity momentum strategies and curated alternative investment portfolios.

Sundial Real Estate Partners: A traditional real estate private equity firm focused on developing a nationwide network of luxury garages under the Auto Clubhouse brand. The firm opportunistically also develops or purchases existing properties in self-storage, flex industrial and Class B multi-family residential.

Sundial Holdings: A traditional private equity company that buys economically resilient, decade old, B2B companies, builds them to last forever, and distributes the profits to investors, targeting a 25% cash-on-cash yield.

For the past 25 years, Greg has held a variety of positions within asset management, trading & sales, derivatives research, and corporate finance. Prior to launching Sundial, Greg was the CEO of Ascent Systematic Advisors, an alternative asset management firm focused on systematic equity strategies, and simultaneously the OCIO for a Miami based single family office of a Fortune 500 CEO. Prior to Ascent, Greg was the co-founder and CEO of Bunkport Capital, an alternative asset management firm focused on equity momentum strategies. Greg also previously served as a founding partner and CEO of Trutino Capital Management, an alternative asset management firm focused on macro & fixed income arbitrage strategies. Greg was previously associated with AVM LP / III Capital Management for 10 years. Before joining AVM LP, Greg spent 8 years at Deutsche Bank in the fixed income derivatives and asset management divisions. Greg began his career as a High Yield Corporate Finance Analyst at Bankers Trust Company. Greg graduated from Bucknell University with a BS in Civil Engineering in 1995 and is a CFA charter holder.



MEMORANDUM

TO: Lanelda Gaskins, MMC, Town Clerk

FROM: Ilyne Mendelson

DATE: May 21, 2025

SUBJECT: Initial Vetting of Applicant:

On May 19, 2025 (date), I met with Barry Donaldson (by phone) (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:

I reviewed Barry's resume and experience and we chatted about his desire to be on the Planning Board again. I know Barry and he lives at Toscana, and I know he has been involved with the Town and stepped back and has decided that he would like to be involved again.

Barry is an architect and has very good development experience and an very good eye for reading plans in detail.

He would be a good addition to the Planning Board.

However, he does not appear to me to have a lot of experience in Marine and other water related issues. Highland Beach has a large amount of waterways and as far as I can see, we have one resident expert on these matters, Roger Brown. I find that his expertise is invaluable in matters that come before the Planning Board that relate to Marine and boating issues.

For that reason I prefer the other candidate Greg Bahii which I will set forth in his vetting form

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



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

RECEIVED

MAY 02 2025

Town of Highland Beach, FL
Town Clerk's Office

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: Barry L Donaldson PHONE: 561-445-6446

HOME ADDRESS: 3700 S Ocean Blvd APT. NO. 1608

SUBDIVISION: _____ EMAIL ADDRESS: bdonaldson@donaldsongroup.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.)

| | |
|--|--|
| <u>2</u> Board of Adjustment & Appeals | _____ Code Enforcement Board |
| _____ Financial Advisory Board | _____ Natural Resources Preservation Board |
| <u>1</u> Planning Board | <u>3</u> 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 <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you a registered voter in Highland Beach/Palm Beach County, FL? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you currently serving on a Town Board? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Have you ever served on a Town Board/Committee? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

If Yes, please indicate the Board(s)/Committee(s) and dates of service:

Commissioner, Town of Highland Beach (Feb 2019-March 2020 vacancy appointment)

~~League of Cities policy committee for Utilities, Natural Resources & Public Works~~
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?

Refer to attached Resume.

Please summarize your volunteer experience(s):

Refer to attached Resume.

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.

Barry Donaldson

Digitally signed by Barry Donaldson
DN: cn=Barry Donaldson, o=Qualtrics, ou=Qualtrics, email=barry.donaldson@qualtrics.com
Original signed by Barry Donaldson
Date: 2025.05.02 10:28:56-04'00'

Signature of Applicant

May 2, 2025

Date

☒ Resume Attached



Barry L. Donaldson

Founder and Architect (FL 9877), Donaldson Group Architects PA
HIGHLAND BEACH RESIDENT SINCE FEBRUARY 2001

BACKGROUND and EDUCATION:

Barry is a 1973 graduate of the five-year Bachelor of Architecture program at the University of Kentucky. Following graduation, he worked for a non-profit agency in Lexington, Kentucky on low-income tenant housing issues. He was then retained to assist the first Commissioner for Parks, Housing and Community Development in the newly formed Lexington Fayette Urban County Government to establish Section 8 housing programs and assist displaced residents during construction of a large-scale civic project.

Mr. Donaldson then pursued his architectural career with Omni Architects where he rose to the position of Senior Associate as the firm grew from three to over thirty employees. It was during that tenure that he became involved in hotel and resort design. He left the firm after six years to become the managing architect in Florida for Arcop Architects. As a principal of the firm, he led design teams for major hotel and performing arts center projects. Subsequently he founded his own firm, Donaldson Group Architects in 1989, with a specialty in hotel and resort design.

Barry is an NCARB certified architect with projects to his credit in Kentucky, Florida, New Jersey, Indiana, North Carolina, St. Thomas and Sao Paulo, Brazil.

In 2020 he earned certification from Cornell University for Hotel Real Estate Investments and Asset Management.

CIVIC INVOLVEMENT NARRATIVE:

In February of 2019 Barry was selected to fill a vacancy as a Commissioner for the Town of Highland Beach. Due to the timing of the vacancy, he served in that capacity for a little over one year. During that time, he worked diligently and cooperatively with other Commissioners to fill a Vice-Mayor vacancy, address a backlog of issues and ordinances, advanced a referendum for town improvements, and adopt the first purpose-based budget for the town under Town Manager Marshall Labadie.

He also served on the League of Cities policy committee for Utilities, Natural Resources & Public Works.

He advocated strongly for the continued water quality in Highland Beach and supported initiatives to improve infrastructure, increase storm resiliency and enhance the three-mile walkway along A1A.

From these and other involvements he became more familiar with the Town Charter, ordinances, and departmental operations under our City Manager form of government.

SUMMARY of CIVIC AND VOLUNTEER WORK:

Commissioner, Town of Highland Beach (Feb 2019-March 2020 vacancy appointment)

League of Cities, policy committee for Utilities, Natural Resources & Public Works.

Chairman, Highland Beach Board of Adjustment and Appeals, 2012-2016

Member, Highland Beach Planning Board, 2016-2019

Town of Highland Beach, candidate for Commissioner 2017

Town of Highland Beach A1A Entrance Signage Design.

Member, Highland Beach committee to evaluate solid waste disposal Request for Proposals

Volunteer review of renovation plans for Town Hall.

Prior Member, Board of Directors, Toscana North Condominium Association (prior President, Vice-President, Treasurer, Secretary)

Member of Distinction and Silver Eagle Society, Honorable Order of Kentucky Colonels

Member, American Institute of Architects, Palm Beach Chapter (former Treasurer)



MEMORANDUM

TO: Lanelda Gaskins, MMC, Town Clerk

FROM:

DATE:

SUBJECT: Initial Vetting of Applicant:

On June 6, 2025 (date), I met with Robert Lasorsa (by telephone) (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:

Robert is currently on the Code Enforcement Board which has not been meeting much of late because of the appointment of a Magistrate. He expressed that he has lived in Highland Beach for 26 years and would like to serve on other Boards. He has watched some Planning Board meetings on line but is not completely familiar with the Board's work. He is a contractor and has gone to other Planning Board processes although with counsel. He is still working but doesn't think that will interfere with his participation and has no work of his own in Highland Beach that would cause conflicts.

As with the other two people who have applied to be on the one opening on the Planning Board, I felt that Greg Babij was the best candidate as I explained in that vetting form. I am still of the opinion that Greg Babij is the best choice for this one opening that we have on the Planning Board.

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

From: [Municode Portal via Municode Portal](#)
To: [Lanelda Gaskins](#)
Subject: Form submission from: Boards Information and Application
Date: Wednesday, June 4, 2025 11:45:30 PM

Submitted on Wednesday, June 4, 2025 - 11:45pm

Submitted by user: Visitor

Submitted values are:

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 Robert Lasorsa

Phone 9545202359

Home Address 1109 Bel Air Drive

APT. NO. 2

Subdivision El Dorado Condominius

Email Address paylessjewelry@comcast.net

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 can be found above this application.)

Board of Adjustment & Appeals 3

Code Enforcement Board 7

Financial Advisory Board 4

Natural Resources Preservation Board 5

Other Board/Committee 6

Planning Board 1

Town Commission ***If Vacancy) 2

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

Are you a resident of Highland Beach? Yes

Are you a registered voter in Highland Beach/Palm Beach County, FL? Yes

Are you currently serving on a Town Board? Yes

Have you ever served on a Town Board/Committee? Yes

If Yes, please indicate the Board(s)/Committee(s) and dates of service: Code Enforcement. I am in my first year of a second term.

Are you willing to attend monthly board meetings? In (Person / Teleconference) Yes
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
Please list any special talent, qualification, education, or professional experience that
would contribute to your service on the Board/Committee you have selected?

Florida State Certified General Contractor since 1982. Licensed subcontractor since
1973. Completed 2 years (1971-1973) at the State University of New York at Brockport,
NY. Broward Community College graduate 1977, with an Associates Degree in Building
Construction and Management. Builder/developer 1984-2005, including historical
renovations (Town of Palm Beach Fire Department originally built by Addison Misner,
and the Coral Gables Venetian Pool . Served as Vice President and Qualifier of Beta
Constuction, Inc. 2005-2008, which was listed on Wallstreet, NYSE. I was listed in the
Who's Who book for the National Wallboard Association for that.

I have been involved in General construction, rehabbing, renovation to present, currently
qualifying 3 active companies. 30 years of experience in private lending. I understand
zoning, development, budgets and codes.

I am a Florida resident since May 11, 1973. I am a 26 year resident of the Town of
Highland Beach; September 1, 1999. I've raised 3 fine children and have a wonderful
wife.

Please summarize your volunteer experience(s):

I've mostly volunteered in teaching martial arts for 45 years continuously, with no
intention of stopping.

I was President of the Broward County Pawnbrokers Association for 2 years in the mid
1990s.

I am on the Town of Highland Beach Code Enforcement Board, currently in the first year
of my second term.

Signature of Applicant Robert Lasorsa

Date Wed, 06/04/2025

Resume

File Attachments for Item:

C. Preliminary Fiscal Year 2026 Operating Budget Presentation



Preliminary FY 2026 Operating Budget

June 17, 2025





FY 2026 Preliminary Budget Overview

- Maintain Total Millage Rate at 3.5875
 - Recognized an 6.7% increase in Taxable Value (Property Appraiser)
- Capital Focused
 - General Fund \$2.6 Million
 - Discretionary Sales Surtax Fund \$517,000
 - Building Fund \$706,500
 - Water Fund \$675,000
 - Sewer Fund \$2.1 Million
- Funding of salaries and benefits
 - Assumed healthcare and related insurance increase of 7%
 - Staff Compensation estimated at 5%
 - Health Insurance estimated at 10%
- General Insurance Increased at 7-10%
- Slight Increase In Building Fund Transfers to General Fund
- Water and Sewer Rates increase by 5% (Down from 8%)



FY 2024/2025 Accomplishments

- Fire Rescue Department – Operations Commenced
- Marine Accessory Structures Ordinance
- Home Based Occupation Ordinance
- Police Assigned Vehicle Program
- Lift Station No. 3 Reconstruction
- Water Treatment Plant Upgrades and Replacements
- Lift Station No. 1 Pumps
- Bel Lido Bridge Repair



FY 2025 / 2026 Strategic Projects/Initiatives

- PD Marine Docking Facility
- PD Real Time Security Center/ New Entrance
- Embedded Crosswalk Lighting
- Sanitary Sewer Lining Projects
- Lift Station No. 2 Rehabilitation
- Comprehensive Plan Update
- Old Fire Station Reconstruction
- CIP Projects:
 - New roof/Windows (BLDG/WTP)
 - Repaving Campus/Landscape Enhancements/ADA Upgrades
 - HVAC Chiller
 - WTP R&R (Acid Bulk/Day Tank, Mezzanine, Well No. 8 Study)



FY 2026 Preliminary Millage Rate

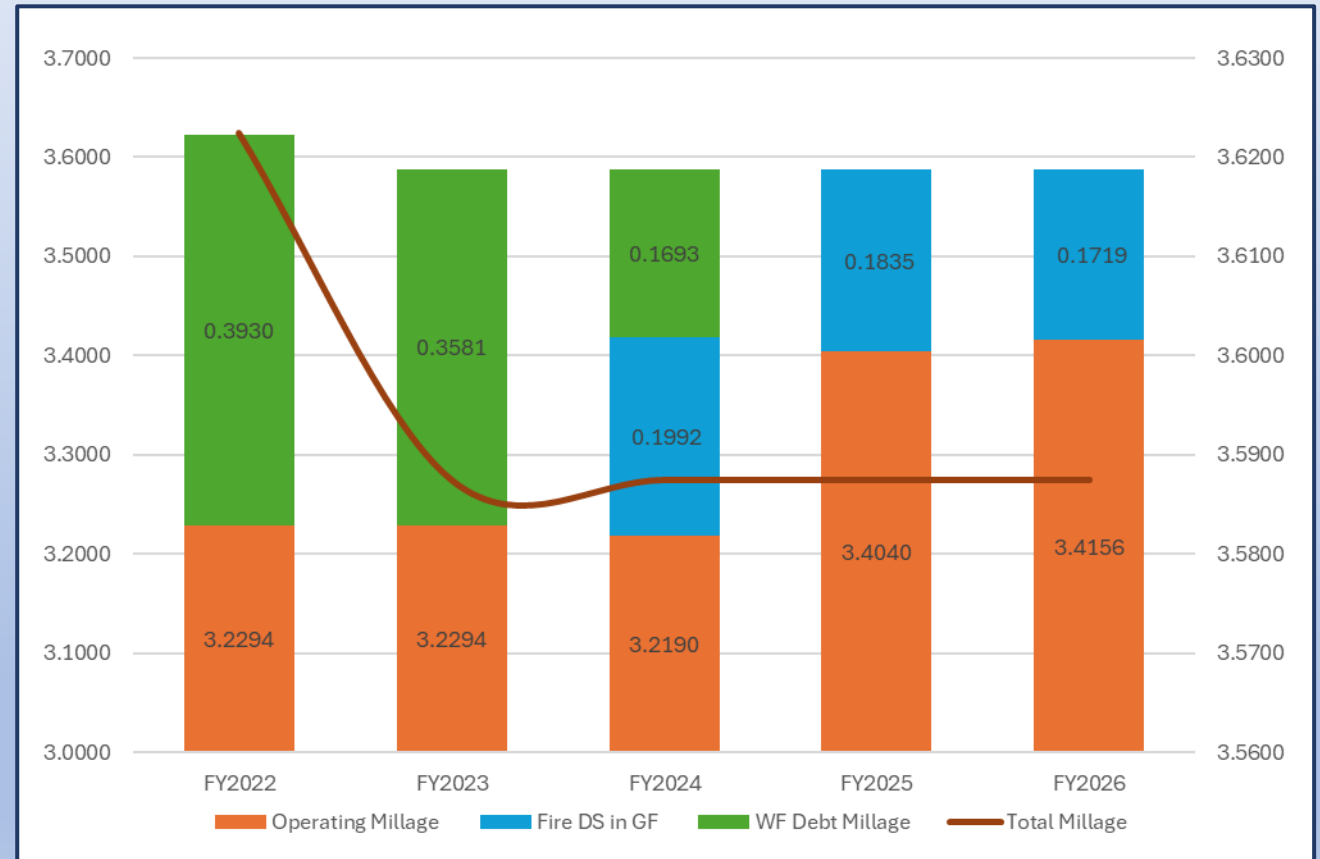
- Proposed Operating Millage Rate 3.4159 Mills
- Proposed Debt Service Millage Rate 0.1716 Mills
(Fire)
- Combined Proposed Millage **3.5875 Mills**

Maintained millage rate since October 1, 2022 (FY2023)



Town's Preliminary Tax Rate

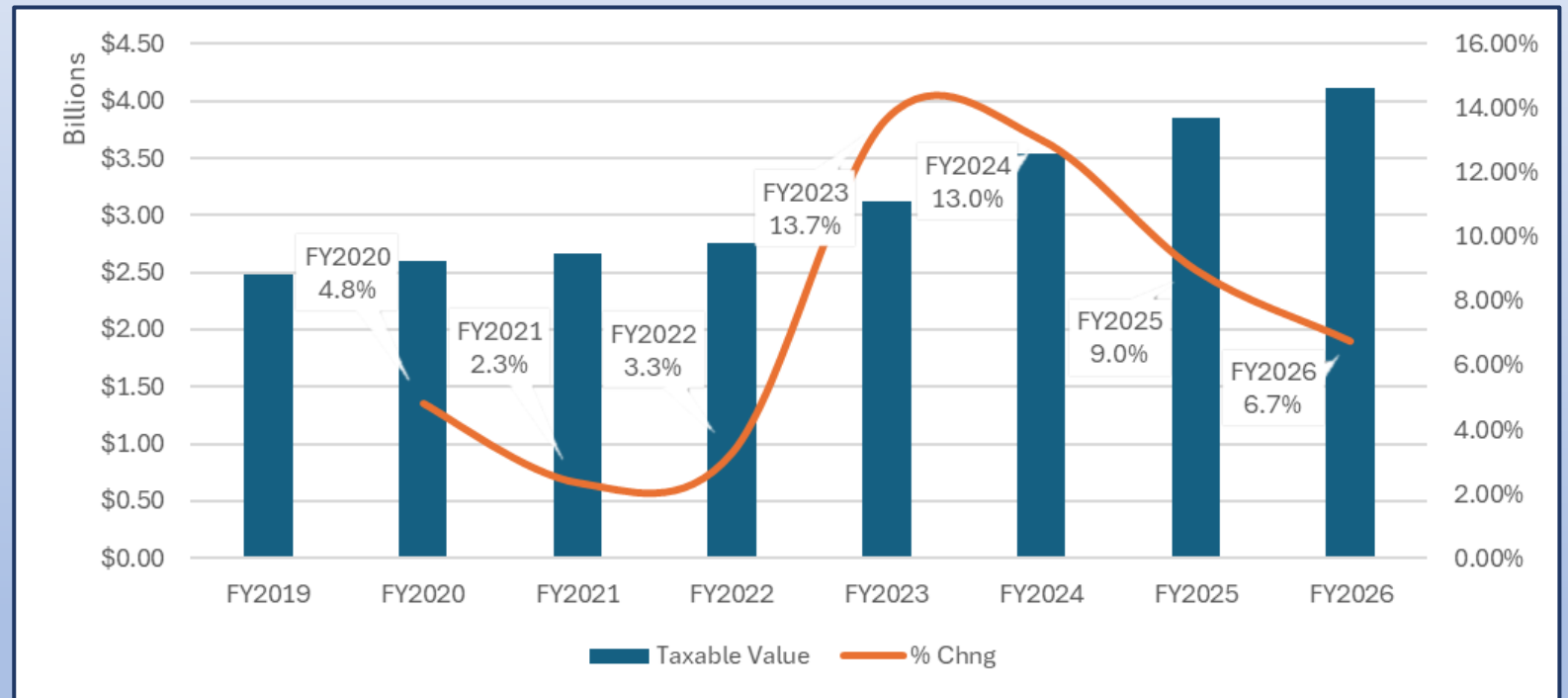
- Small Increase in Operating Millage of 0.34% Due to Normal Increases in Cost, offset by utilizing Reserves for increased Capital Spending.
- Fire Debt Service decreased by -6.31%, primarily due to the general increase in Taxable Values.
- Eliminated Water Fund Debt Millage Transfer from GF In FY2025





Town's Taxable Assessed Value

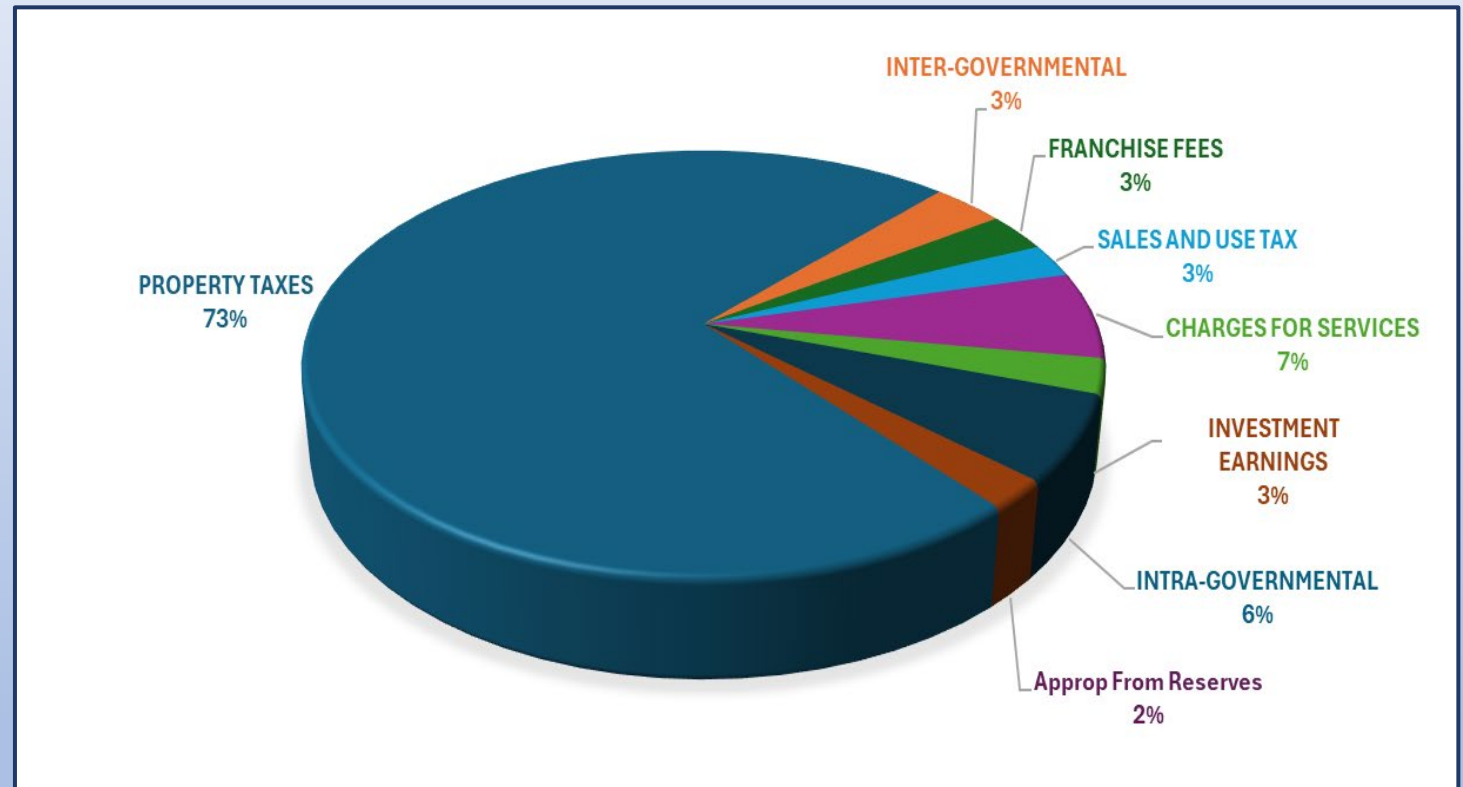
- Steep Incline to a gradual decrease
- \$4.1B in Taxable Assessed Value
- 7.54% Average increase in Taxable Assessed Value from FY2020 to FY2026





Preliminary FY2026 General Fund Revenues

- FY2025 General Fund Budgeted Revenues are estimated to be approximately \$18.1M
- FY2026 General Fund Revenues are estimated to be \$19.5M
 - 73% From Property Taxes
 - 2% from Appropriation from Reserves (For Capital)





Preliminary FY2026 General Fund Revenues (Cont.)

- Overall General Fund Revenues will increase by approximately 5.6% as compared to our FY2025 Budget.
 - Increase in Property Taxable Value account for 87% of the increase.
 - 7% Increase in Solid Waste per Contract (Garbage Collection Fees)
 - Decrease in Grant Funds (ARPA).
- Increase in Appropriations from Reserves Capital Projects are needed to maintain a balanced budget and maintain millage rate

| CATEGORY | FY2024 | FY2025 | April | FY2025 | FY2026 | FY2026 vs FY2025 Budget | |
|-------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------|-------------|
| | Actuals | Budget | FY2025 YTD | Estimate | Proposed | \$ Change | \$ Change |
| PROPERTY TAXES | \$ 12,246,292 | \$ 13,243,591 | \$ 12,820,140 | \$ 13,236,706 | \$ 14,150,000 | 906,409 | 6.8% |
| INTER-GOVERNMENTAL | 626,478 | 686,900 | 346,953 | 586,952 | 667,936 | (18,964) | -2.8% |
| FRANCHISE FEES | 562,460 | 525,000 | 311,623 | 541,144 | 577,990 | 52,990 | 10.1% |
| SALES AND USE TAX | 504,550 | 515,000 | 277,099 | 470,930 | 499,844 | (15,156) | -2.9% |
| GRANTS | 1,522,699 | 483,324 | 491,595 | 485,565 | 46,292 | (437,032) | -90.4% |
| CHARGES FOR SERVICES | 1,080,187 | 1,111,000 | 698,686 | 1,220,271 | 1,281,327 | 170,327 | 15.3% |
| FINES AND FORFEITURES | 12,726 | 14,800 | 26,603 | 27,638 | 30,361 | 15,561 | 105.1% |
| INVESTMENT EARNINGS | 749,710 | 505,000 | 251,590 | 391,706 | 510,000 | 5,000 | 1.0% |
| RENTS AND LEASES | 69,004 | 56,000 | 36,524 | 56,000 | 58,000 | 2,000 | 3.6% |
| INTRA-GOVERNMENTAL | 1,050,000 | 1,050,000 | 525,000 | 1,050,000 | 1,250,000 | 200,000 | 19.0% |
| MISCELLANEOUS REVENUES | 23,487 | 30,000 | 32,267 | 44,510 | 10,000 | (20,000) | -66.7% |
| OTHER FINANCING SOURCES | 5,032,746 | - | - | - | - | - | 0.0% |
| APPROP FROM RESERVES | - | 251,834 | - | - | 428,516 | 176,682 | 70.2% |
| | <u>\$ 23,480,339</u> | <u>\$ 18,472,449</u> | <u>\$ 15,818,080</u> | <u>\$ 18,111,422</u> | <u>\$ 19,510,266</u> | <u>\$ 1,037,817</u> | <u>5.6%</u> |



Preliminary FY 2026 General Fund Expenditures

- Increase in Personal Cost related to:
 - Cost of living wage adjustments assumed at 5%
 - Health Insurance and Retirement Contributions increases
- Increase in Operating Expense related to Repair & Maintenance and Fire Rescue
- Increase in Capital Outlay
- Decrease in Appropriation to Reserves to Fund Capital Program

| CATEGORY | FY2024 | FY2025 | April | FY2025 | FY2026 | FY2026 vs FY2025 Budget | |
|--------------------|----------------------|----------------------|---------------------|----------------------|----------------------|-------------------------|-------------|
| | Actuals | Budget | FY2025 YTD | Estimate | Proposed | \$ Change | \$ Change |
| PERSONAL SERVICES | \$ 8,174,255 | \$ 11,101,000 | \$ 6,179,318 | \$ 10,604,709 | \$ 11,720,750 | \$ 619,750 | 5.6% |
| OPERATING EXPENSES | 6,332,495 | 3,929,954 | 2,203,396 | 3,861,836 | 4,376,855 | \$ 446,901 | 11.4% |
| CAPITAL OUTLAY | 6,552,714 | 2,054,409 | 825,467 | 2,059,226 | 2,604,700 | \$ 550,291 | 26.8% |
| DEBT SERVICE | 677,719 | 677,961 | 338,981 | 677,961 | 677,961 | - | 0.0% |
| TRANSFERS | 506,753 | 55,000 | 27,498 | 54,996 | 55,000 | - | 0.0% |
| CONTINGENCY | - | 19,000 | - | 19,000 | 75,000 | \$ 56,000 | 100.0% |
| APPROP TO RESERVES | 1,236,403 | 635,125 | - | 833,695 | - | \$ (635,125) | -100.0% |
| | <u>\$ 23,480,339</u> | <u>\$ 18,472,449</u> | <u>\$ 9,574,660</u> | <u>\$ 18,111,422</u> | <u>\$ 19,510,266</u> | <u>\$ 1,037,817</u> | <u>5.6%</u> |





Preliminary FY2025 General Fund Expenditures (Cont.)

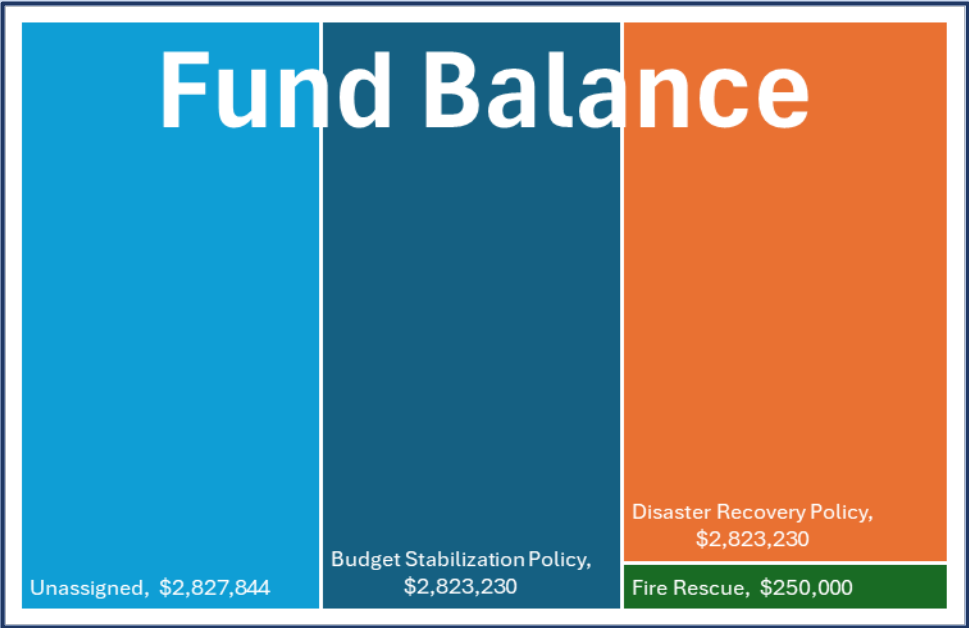
- Public Safety Departments accounts for 63% of the General Fund Preliminary Budget.
- Moved Legal Expenditures into Town Manager Department
- Closed Post in June 2024
- Moved Staff from Finance to Shared Services.

| DEPT | FY2024 | FY2025 | April | FY2025 | FY2025 | FY2026 | FY2026 vs FY2025 Budget | |
|-------------------------|----------------------|----------------------|---------------------|----------------------|----------------------|--------|-------------------------|-------------|
| | Actuals | Budget | FY2025 YTD | Estimate | Proposed | | \$ Change | \$ Change |
| TOWN COMMISSION | \$ 203,714 | \$ 343,685 | \$ 233,885 | \$ 321,240 | \$ 379,200 | | 35,515 | 10.3% |
| TOWN MANAGER | 663,115 | 753,385 | 361,407 | 638,201 | 767,900 | | 14,515 | 1.9% |
| TOWN CLERK | 335,440 | 482,513 | 232,646 | 430,463 | 446,130 | | (36,383) | -7.5% |
| FINANCE | 598,575 | 636,000 | 352,649 | 658,376 | 437,750 | | (198,250) | -31.2% |
| LEGAL | 84,147 | - | - | - | - | | - | 0.0% |
| PUBLICWORKS | 396,097 | 1,506,660 | 364,968 | 1,497,332 | 1,751,700 | | 245,040 | 16.3% |
| POST OFFICE | 100,854 | - | - | - | - | | - | 0.0% |
| SHARED SERVICES | 683,787 | 690,634 | 379,785 | 682,187 | 876,750 | | 186,116 | 26.9% |
| POLICE | 3,432,301 | 5,313,579 | 3,100,969 | 5,131,399 | 6,102,400 | | 788,821 | 14.8% |
| FIRE RESCUE | 13,144,057 | 5,789,906 | 3,302,634 | 5,637,324 | 6,260,500 | | 470,594 | 8.1% |
| SOLID WASTE | 967,663 | 1,075,350 | 612,657 | 1,046,432 | 1,150,625 | | 75,275 | 7.0% |
| LIBRARY | 452,177 | 493,651 | 266,581 | 482,816 | 529,350 | | 35,699 | 7.2% |
| DEBT SERVICE | 677,719 | 677,960 | 338,981 | 677,961 | 677,961 | | 1 | 0.0% |
| INTERFUND TRANSFERS | 506,753 | 55,000 | 27,498 | 54,996 | 55,000 | | - | 0.0% |
| RESERVE FOR CONTINGENCY | - | 19,000 | - | 19,000 | 75,000 | | 56,000 | 294.7% |
| APPROP TO RESERVES | 1,233,940 | 635,126 | - | 833,695 | - | | (635,126) | -100.0% |
| | <u>\$ 23,480,339</u> | <u>\$ 18,472,449</u> | <u>\$ 9,574,660</u> | <u>\$ 18,111,422</u> | <u>\$ 19,510,266</u> | | <u>\$ 1,037,817</u> | <u>5.6%</u> |



Preliminary FY2026 General Fund Balance

- Fund Balance continues to remain healthily.
- Town continues to maintain a nice balance of Unrestricted and Restricted Funds.



| Fund Balance | | | |
|--------------------------|--------------|--------------|--|
| | FY2025 | FY2026 | |
| Beg Balance | \$ 8,319,124 | \$ 9,152,819 | |
| + Approp to Resv | 833,695 | - | |
| - Approp From Resv | - | (428,516) | |
| Estimated Ending Balance | \$ 9,152,819 | \$ 8,724,303 | |

| | | % of Total |
|----------------------------|--------------|------------|
| Budget Stabilization Polic | \$ 2,823,230 | 32% |
| Disaster Recovery Policy | \$ 2,823,230 | 32% |
| Fire Rescue | \$ 250,000 | 3% |
| Unassigned | \$ 2,827,844 | 32% |
| Total | \$ 8,724,303 | 100% |



Preliminary FY2026 Discretionary Sales Surtax Fund

- Get Ready!
This Source of Funds End December 31, 2025.

| Sources of Revenue CATEGORY | FY2024 | FY2025 | April | FY2025 | FY2026 | FY2026 vs FY2025 Budget | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------------|---------------|
| | Actuals | Budget | FY2025 YTD | Estimate | Proposed | \$ Change | \$ Change |
| SALES AND USE TAX | \$ 428,043 | \$ 415,000 | \$ 247,839 | \$ 429,115 | \$ 107,000 | (308,000) | -74.2% |
| INVESTMENT EARNINGS | 28,262 | 36,000 | 18,354 | 29,340 | 30,000 | (6,000) | -16.7% |
| APPROP FROM RESERVES | 25,000 | 345,285 | - | 260,000 | 380,000 | 34,715 | 10.1% |
| | <u>\$ 481,305</u> | <u>\$ 796,285</u> | <u>\$ 266,193</u> | <u>\$ 718,456</u> | <u>\$ 517,000</u> | <u>\$ (279,285)</u> | <u>-35.1%</u> |

| Uses of Revenue CATEGORY | FY2024 | FY2025 | April | FY2025 | FY2026 | FY2026 vs FY2025 Budget | |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------------|---------------|
| | Actuals | Budget | FY2025 YTD | Estimate | Proposed | \$ Change | \$ Change |
| OPERATING EXPENSES | 7,117 | 63,295 | 6,830 | 63,295 | - | (63,295) | -100.0% |
| CAPITAL OUTLAY | 429,526 | 732,990 | 377,549 | 637,014 | 417,500 | (315,490) | -43.0% |
| CONTINGENCY | - | - | - | 18,146 | 99,500 | 99,500 | 0.0% |
| APPROP TO RESERVES | 44,662 | - | - | - | - | - | 0.0% |
| | <u>\$ 481,305</u> | <u>\$ 796,285</u> | <u>\$ 384,379</u> | <u>\$ 718,456</u> | <u>\$ 517,000</u> | <u>\$ (279,285)</u> | <u>-35.1%</u> |

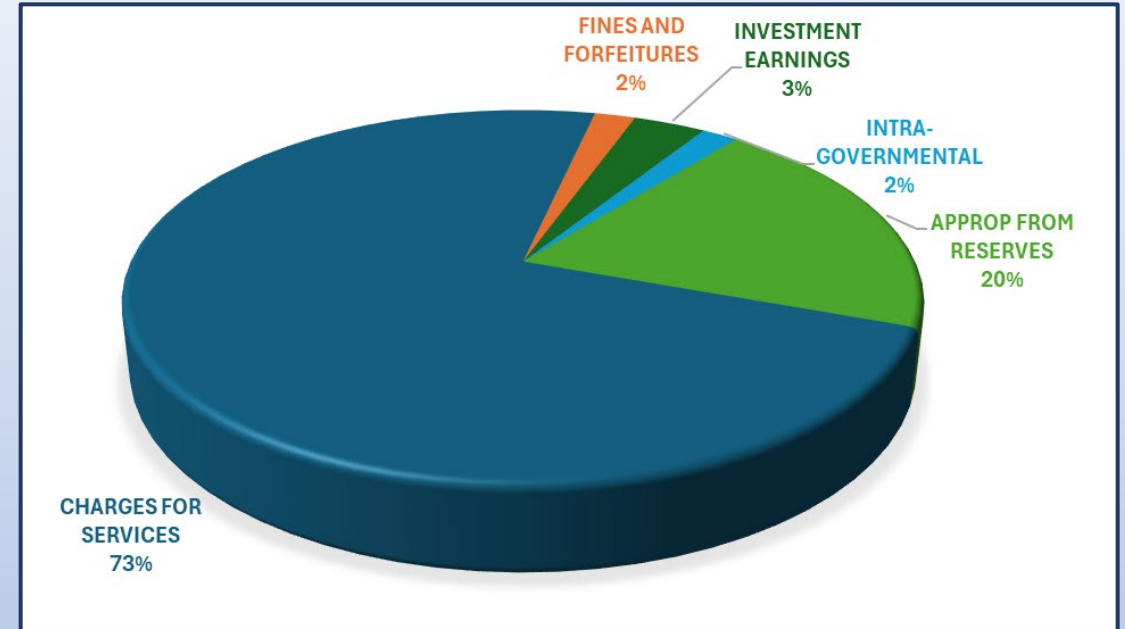
| FUND BALANCE | | |
|--------------------------|-------------------|-------------|
| | FY2025 | FY2026 |
| Beg Balance | \$ 640,000 | \$ 380,000 |
| + Approp to Resv | - | |
| - Approp from Resv | (260,000) | (380,000) |
| Estimated Ending Balance | <u>\$ 380,000</u> | <u>\$ -</u> |

| Capital Expenditures | | |
|----------------------|--------------|-------------------|
| Department | Proj Descr | Estimated Cost |
| Police Dept | AXON CAMERAS | 86,500 |
| Police Dept | FLOCK | 31,000 |
| PW | Crosswalk | 300,000 |
| | | <u>\$ 417,500</u> |



Preliminary FY2026 Building Department (Revenues)

- Charges for Services represent over 73% of total revenue associated with this fund. FY2026 Preliminary Budget is based on a conservative projection of FY2025 actuals.
- The Interlocal Agreement with Gulfstream continues to benefit this fund.
- Transfer from General Fund represents a fixed amount of allocated labor for planning and zoning activity .
- Use of Reserve Fund for Capital Improvements



| CATEGORY | FY2024 Actuals | FY2025 Budget | April FY2025 YTD | FY2025 Estimate | FY2026 Proposed | FY2026 vs FY2025 Budget | |
|-------------------------|---------------------|---------------------|------------------------|---------------------|---------------------|-------------------------|--------------|
| | | | | | | \$ Change | \$ Change |
| CHARGES FOR SERVICES | \$ 2,368,164 | \$ 1,973,350 | \$ 1,725,021 | \$ 2,437,271 | \$ 2,283,350 | 310,000 | 15.7% |
| FINES AND FORFEITURES | 52,201 | 43,000 | 62,649 | 110,235 | 62,000 | 19,000 | 44.2% |
| INVESTMENT EARNINGS | 131,474 | 110,000 | 107,841 | 172,395 | 110,000 | - | 0.0% |
| INTRA-GOVERNMENTAL | 55,000 | 55,000 | 27,498 | 55,000 | 55,000 | - | 0.0% |
| OTHER FINANCING SOURCES | 7,371 | - | - | - | - | - | - |
| APPROP FROM RESERVES | - | 201,678 | - | 179,900 | 619,860 | 418,182 | 207.4% |
| | <u>\$ 2,614,210</u> | <u>\$ 2,383,028</u> | <u>\$ 1,923,009</u> | <u>\$ 2,954,802</u> | <u>\$ 3,130,210</u> | <u>\$ 747,182</u> | <u>31.4%</u> |



Preliminary FY2026 Building Department (Expenditures)

- Overall, the budget increased by 31.4% as compared to FY2025 Budget.
- Operating Expenses increased based on our FY2026 estimates and general inflation increases.
- Personal Cost include a general Cost of living adjustment of 5% plus increases in cost of benefits
- Transfers to the General Fund Increase.
- Utilized some excess reserves to fund capital improvements

| CATEGORY | FY2024 | FY2025 | April | FY2025 | FY2026 | FY2026 vs FY2025 Budget | |
|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|--------------|
| | Actuals | Budget | YTD | Estimate | Proposed | \$ Change | \$ Change |
| PERSONAL SERVICES | \$ 800,708 | \$ 882,000 | \$ 489,703 | \$ 827,722 | \$ 999,500 | 117,500 | 13.3% |
| OPERATING EXPENSES | 539,722 | 578,928 | 348,237 | 600,339 | 724,210 | 145,282 | 25.1% |
| CAPITAL OUTLAY | 67,418 | 422,100 | 6,310 | 422,100 | 706,500 | 284,400 | 67.4% |
| TRANSFERS | 500,000 | 500,000 | 250,000 | 500,000 | 700,000 | 200,000 | 40.0% |
| APPROP TO RESERVES | 706,362 | - | - | 424,740 | - | - | 0.0% |
| | <u>\$ 2,614,210</u> | <u>\$ 2,383,028</u> | <u>\$ 1,094,250</u> | <u>\$ 2,774,902</u> | <u>\$ 3,130,210</u> | <u>\$ 747,182</u> | <u>31.4%</u> |





Preliminary FY2026 Building Department (Fund Balance) & Capital Expenditures

- Fund Balance continues to remain healthy.
- Use of excess reserves to fund capital improvements to office
- Maintaining healthy Days Operating Cash
- Increase Capital Expenditures in FY2026
 - Use some Excess Reserves
 - Enhance Appearance and Function of Building

| Building Department Fund Balance | | |
|----------------------------------|--------------|-------------|
| | FY2025 | FY2026 |
| Beg Balance | \$ 3,598,977 | \$4,023,717 |
| + Approp to Resv | 424,740 | - |
| - Approp from Resv | | (619,860) |
| Estimated Ending Balance | \$ 4,023,717 | \$3,403,857 |
| | | |
| Operating Days Cash | 624 | 513 |
| Fund Days Cash (Includes CapX) | 529 | 397 |

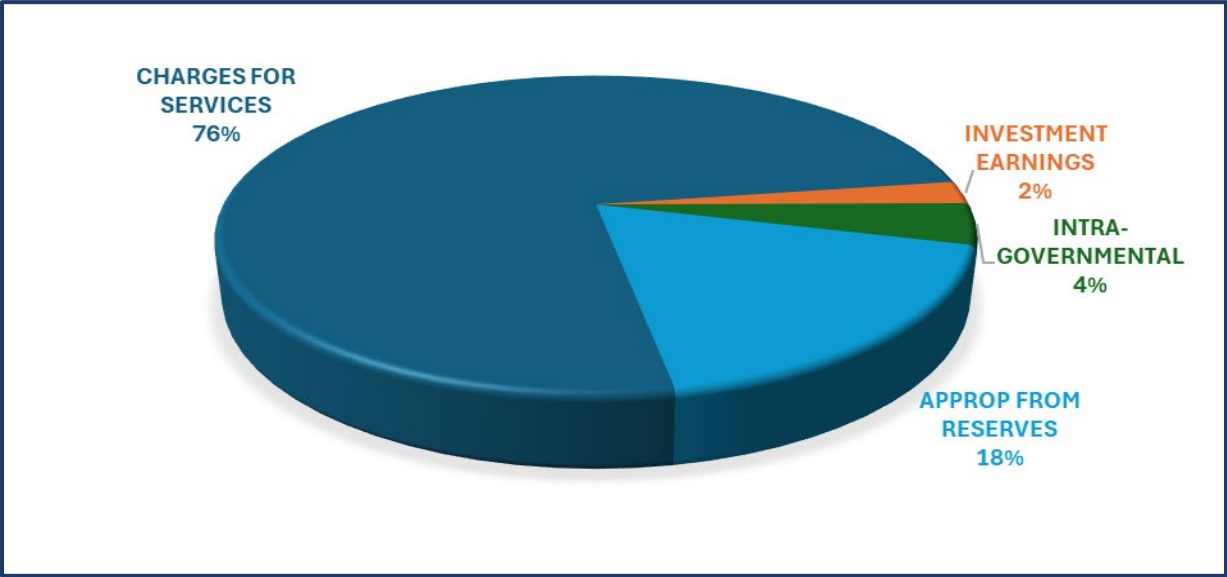
| Capital Expenditures | | |
|----------------------|------------|-------------------|
| Department | Proj Descr | Estimated Cos |
| Building Dept | Roof | \$ 350,000 |
| Building Dept | Entrance | 250,000 |
| Building Dept | Chillers | 90,000 |
| Building Dept | Other | 16,500 |
| | | <u>\$ 706,500</u> |



Preliminary FY2026 Water Fund (Revenues)

| CATEGORY | FY2024 Actuals | FY2025 Budget | April FY2025 YTD | FY2025 Estimate | FY2026 Proposed | FY2026 vs FY2025 Budget | |
|------------------------|---------------------|---------------------|------------------------|---------------------|---------------------|-------------------------|----------|
| | | | | | | \$ Change | % Change |
| CHARGES FOR SERVICES | \$ 3,433,654 | \$ 3,702,396 | \$ 1,839,260 | \$ 3,641,539 | \$ 3,933,064 | 230,668 | 6.2% |
| INVESTMENT EARNINGS | 144,250 | 125,000 | 71,757 | 115,738 | 120,000 | (5,000) | -4.0% |
| INTRA-GOVERNMENTAL | 671,753 | 220,000 | 110,000 | 220,000 | 220,000 | - | 0.0% |
| APPROP FROM RESERVES | 1,361,830 | 865,343 | - | 949,011 | 946,705 | 81,362 | |
| MISCELLANEOUS REVENUES | 6,243 | - | - | - | - | - | 0.0% |
| | <u>\$ 5,617,730</u> | <u>\$ 4,912,739</u> | <u>\$ 2,021,017</u> | <u>\$ 4,926,289</u> | <u>\$ 5,219,769</u> | <u>\$ 307,030</u> | 6.2% |

- Overall increase in revenues of 6.2% (primarily due to 5% rate increase and slight increase draw on reserves)

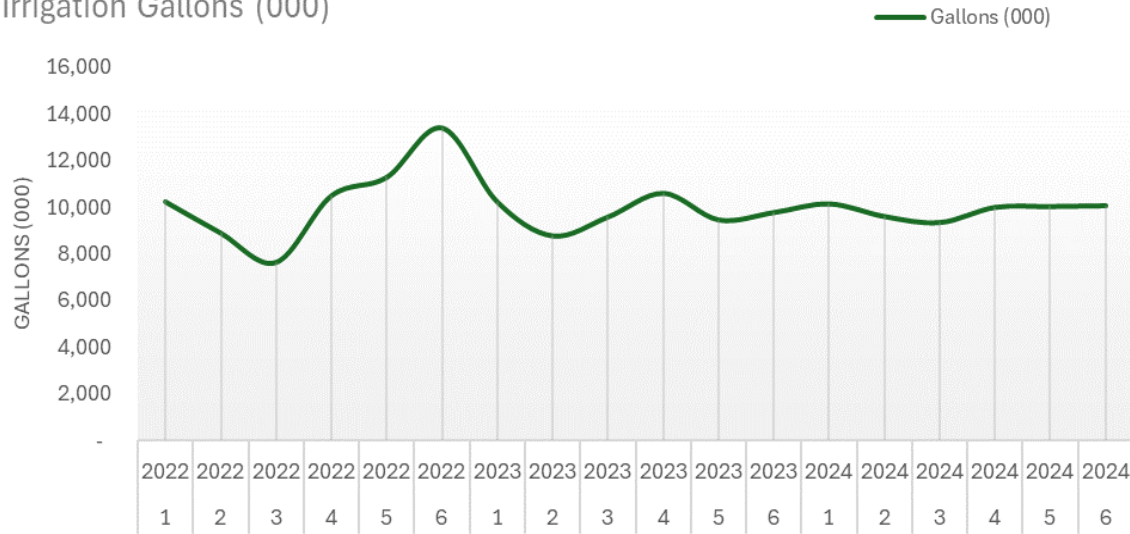




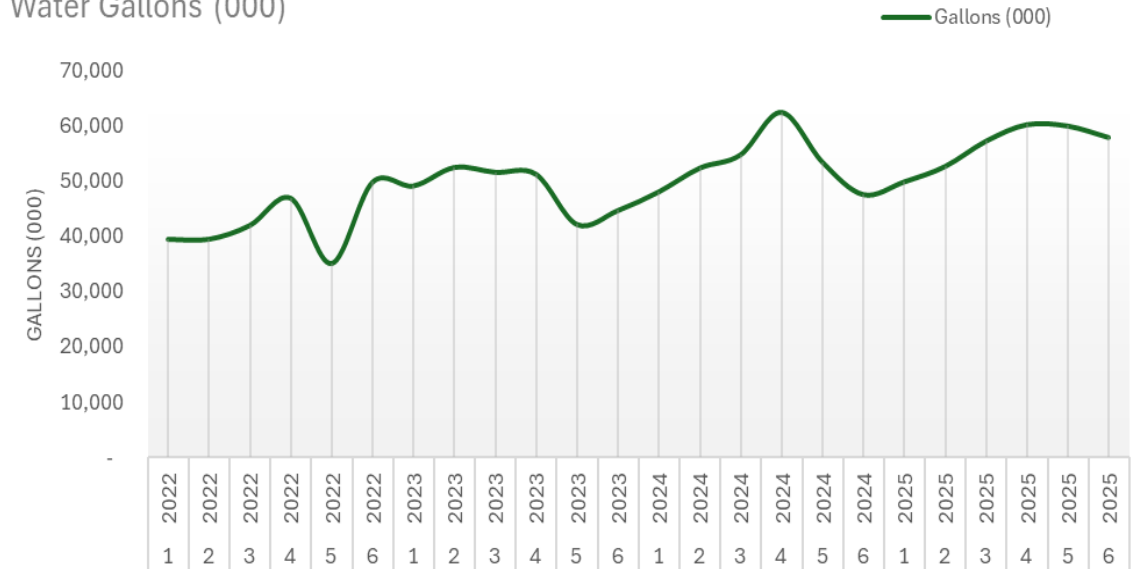
Preliminary FY2026 Water Fund (Revenue Data)

- Compared to the prior year (FY2024), Water **Usage** is up by 2.9% through the first 3 cycles of FY2025

Irrigation Gallons (000)



Water Gallons (000)



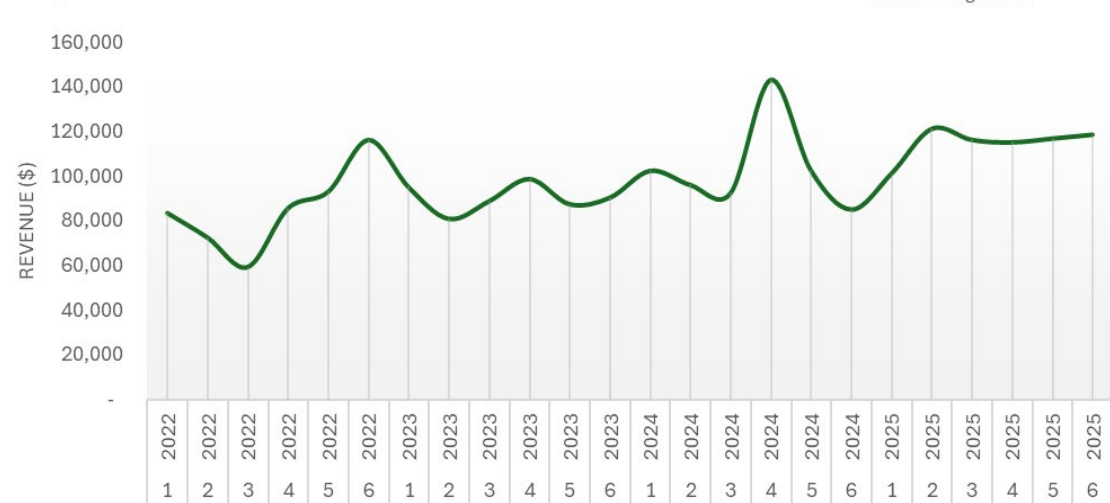
- Compared to the prior year (FY2024), Irrigation **Usage** is up by 7.4% through the first 3 cycles of FY2025



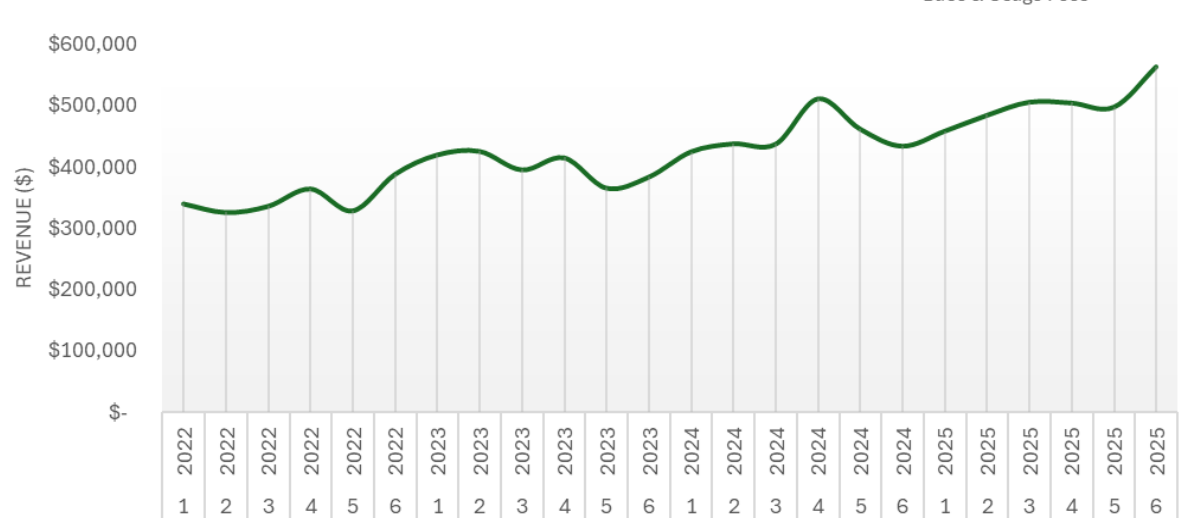
Preliminary FY2026 Water Fund (Revenue Data)

- Compared to the prior year (FY2024), Water **Revenue** is up by 11.5% through the first 3 cycles of FY2025

Irrigation Revenue \$



Water Revenue \$



- Compared to the prior year (FY2024), Irrigation **Revenue** is up by 16.4% through the first 3 cycles of FY2025



Preliminary FY2026 Water Fund (Expenditures)

- 5% increase in Salaries & Related (Department is fully staffed).
- Preliminary Operations budget based on FY2025 projected expenditures.
- Slight increase in Capital Project Expenditures
- Overall increase in expenditures of 6.2% primarily increases in general costs, Insurance and chemicals.

| CATEGORY | FY2024 | FY2025 | April | FY2025 | FY2026 | FY2026 vs FY2025 Budget | |
|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|-------------|
| | Actuals | Budget | FY2025 YTD | Estimate | Proposed | \$ Change | \$ Change |
| PERSONAL SERVICES | \$ 1,247,203 | \$ 1,369,000 | \$ 761,368 | \$ 1,303,745 | \$ 1,541,000 | 172,000 | 12.6% |
| OPERATING EXPENSES | 2,273,950 | 1,614,861 | 727,466 | 1,432,157 | 1,593,000 | (21,861) | -1.4% |
| CAPITAL OUTLAY | 344,549 | 543,109 | 387,591 | 804,619 | 675,000 | 131,891 | 24.3% |
| DEBT SERVICE | 1,180,985 | 810,769 | 558,620 | 810,769 | 810,769 | - | 0.0% |
| TRANSFERS | 550,000 | 550,000 | 275,000 | 550,000 | 550,000 | - | 0.0% |
| CONTINGENCY | 21,043 | 25,000 | - | 25,000 | 50,000 | 25,000 | 100.0% |
| | <u>\$ 5,617,730</u> | <u>\$ 4,912,739</u> | <u>\$ 2,710,045</u> | <u>\$ 4,926,289</u> | <u>\$ 5,219,769</u> | <u>\$ 307,030</u> | <u>6.2%</u> |

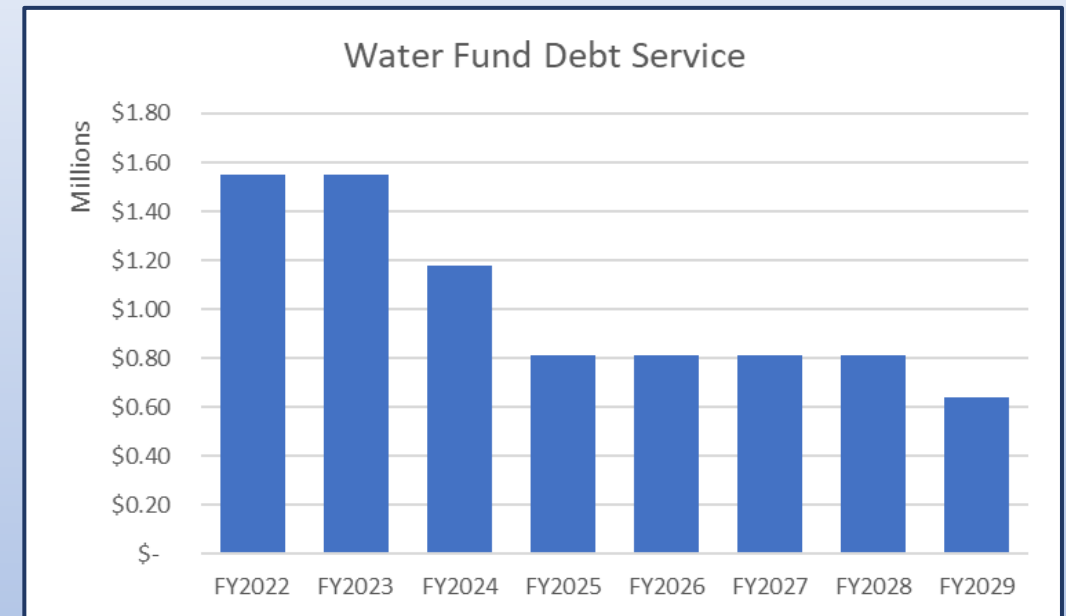




Preliminary FY2026 Water Fund (Expenditure Data)

- Debt Service reduced in FY2024 by \$369K and FY2025 by another \$369K.
- Next Debt Service reduction is in FY2029

| Loan No. | Pmt Months | Annual Debt Service | Maturity Day | Int Rate |
|----------|---------------|------------------------|-----------------|-------------|
| 500200 | Mar & Sep | \$ 198,311 | Sep-2030 | 2.82% |
| 500210 | Jun & Dec | 263,473 | Dec-2037 | 1.18% |
| 500201 | Mar & Sep | 52,136 | Sep-2030 | 2.61% |
| BOA | All | 296,880 | Feb-2029 | 3.41% |
| | | <u>\$ 810,800</u> | | |





Preliminary FY2026 Water Net Position

- Net Position decreases due to utilizing excess cash to fund capital needs.
- 54 days of Unrestricted Net Position.

| Capital Projects | | |
|------------------|------------------------|-------------------|
| Departme | Proj Descr | Estimated Cos |
| Water | Mezzanine Walkway | \$ 200,000 |
| Water | Steel Beam Replacement | 150,000 |
| Water | Well #8 Improvements | 125,000 |
| Water | Acid Tank Replacement | 200,000 |
| | | <u>\$ 675,000</u> |

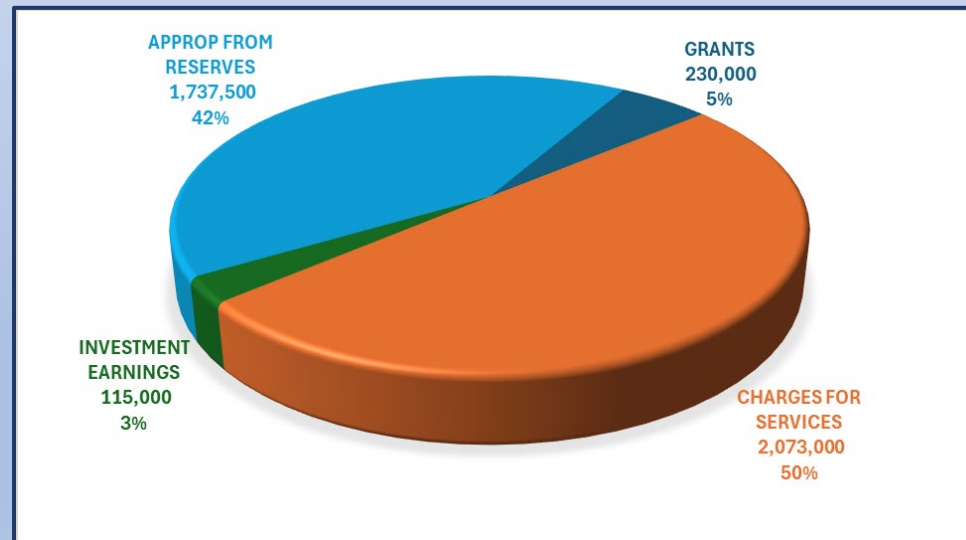
| Net Position | | |
|-------------------------------------|---------------------|-------------------|
| | FY2025 | FY2026 |
| Beg Bal Net Position - Unrestricted | \$ 2,570,042 | \$ 1,621,031 |
| + Approp to Resv | | |
| - Approp from Resv | (949,011) | (946,705) |
| Estimated Ending Balance | <u>\$ 1,621,031</u> | <u>\$ 674,326</u> |
| | | |
| Operating Days Cash | 144 | 54 |
| Fund Days Cash (Includes CapX) | 120 | 47 |



Preliminary FY2026 Sewer Fund (Revenues)

- Overall increase of revenues 56% (primarily due to increased appropriations from reserves to cover increase in Capital Expenditures).
- The preliminary Budget assumed a 5% rate increase.
- Reduction in Grant Funds is the result of spending ARPA funds in prior year.

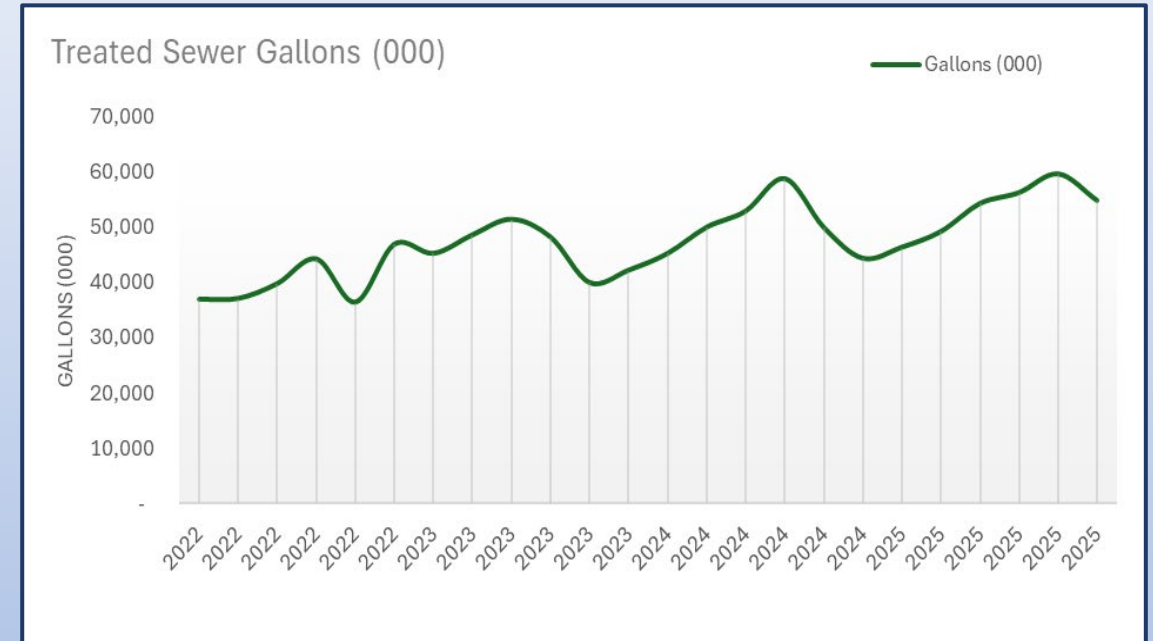
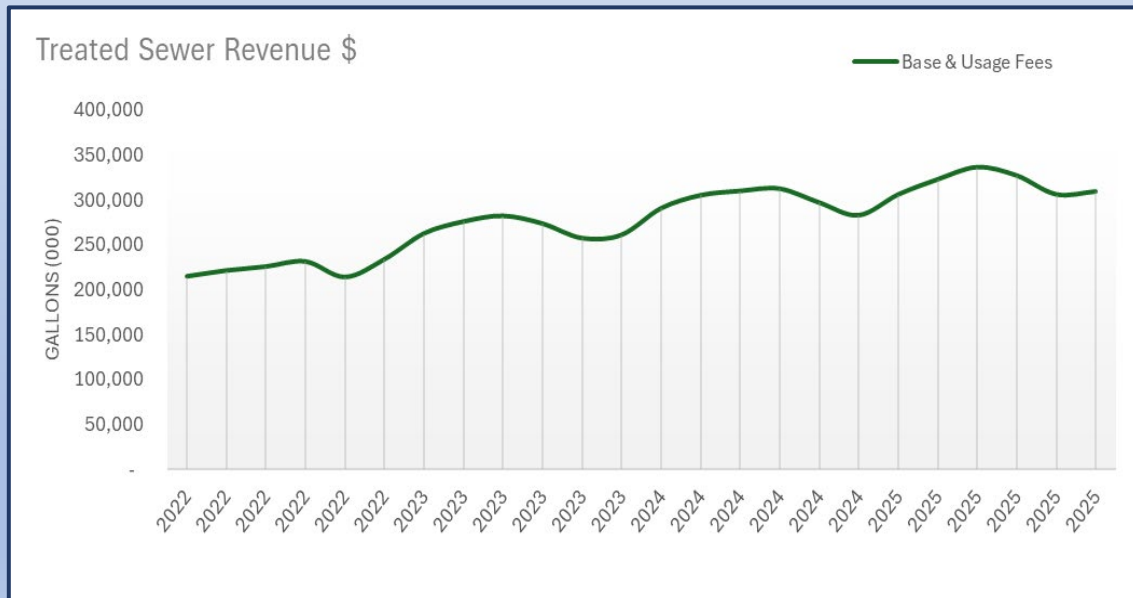
| CATEGORY | FY2024 | FY2025 | April | FY2025 | FY2026 | FY2026 vs FY2025 Budget | |
|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|-----------|
| | Actuals | Budget | FY2025 YTD | Estimate | Proposed | \$ Change | \$ Change |
| CHARGES FOR SERVICES | \$ 1,809,808 | \$ 1,973,647 | \$ 967,884 | \$ 1,939,820 | \$ 2,073,000 | 99,353 | 5.0% |
| GRANTS | - | 410,921 | 230,062 | 230,062 | 230,000 | (180,921) | -44.0% |
| INVESTMENT EARNINGS | 115,099 | 110,000 | 87,822 | 140,394 | 115,000 | 5,000 | 4.5% |
| APPROP FROM RESERVES | - | 168,449 | - | 338,847 | 1,737,500 | 1,569,051 | 463.1% |
| | <u>\$ 1,924,907</u> | <u>\$ 2,663,017</u> | <u>\$ 1,285,768</u> | <u>\$ 2,649,122</u> | <u>\$ 4,155,500</u> | <u>\$ 1,492,483</u> | 56.0% |





Preliminary FY2026 Sewer Fund (Revenue Data)

- Compared to the prior year (FY2024), Sewer Treatment (Usage) Increased up by 1.2% through the first 3 cycles of FY2025.



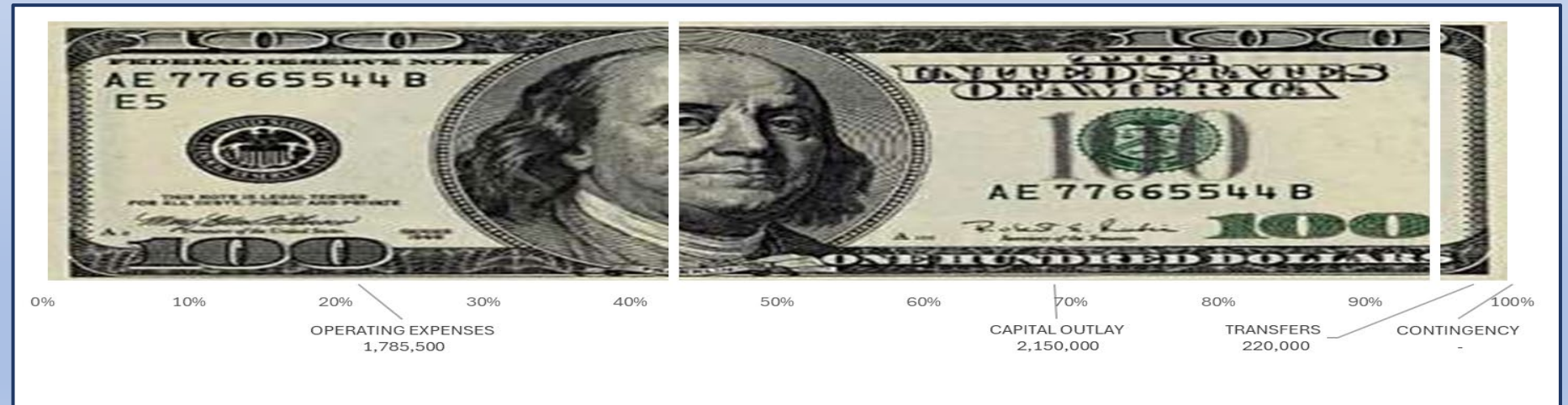
- Compared to the prior year (FY2024), Sewer Revenue increased by 6.6% through the first 3 cycles of FY2025.



Preliminary FY2026 Sewer Fund (Expenditures)

- Increase in Operating Expense based on contract with Delray for Sewer Treatment and general inflationary price increases is offset by decreases in R&R and R&M due to strong history of maintenance
- Increase in CapX expenditures.

| CATEGORY | FY2024 | FY2025 | April | FY2025 | FY2026 | FY2026 vs FY2025 Budget | |
|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|-----------|
| | Actuals | Budget | YTD | Estimate | Proposed | \$ Change | \$ Change |
| OPERATING EXPENSES | \$ 1,117,328 | \$ 1,865,314 | \$ 798,407 | \$ 1,851,419 | \$ 1,785,500 | (79,814) | -4.3% |
| CAPITAL OUTLAY | 128,467 | 528,625 | 377,322 | 528,625 | 2,150,000 | 1,621,375 | 306.7% |
| TRANSFERS | 220,000 | 220,000 | 110,000 | 220,000 | 220,000 | - | 0.0% |
| CONTINGENCY | - | 49,078 | - | 49,078 | - | (49,078) | -100.0% |
| APPROP TO RESERVES | 459,112 | - | - | - | - | - | |
| | <u>\$ 1,924,907</u> | <u>\$ 2,663,017</u> | <u>\$ 1,285,729</u> | <u>\$ 2,649,122</u> | <u>\$ 4,155,500</u> | <u>\$ 1,492,483</u> | 56.0% |





Preliminary FY2026 Sewer Fund Balance

- Net Position decreases due to utilizing excess cash to fund capital needs.
- 125 days of Unrestricted Net Position.

| Net Position | | |
|-------------------------------------|---------------------|-------------------|
| | FY2025 | FY2026 |
| Beg Bal Net Position - Unrestricted | \$ 2,761,782 | \$ 2,422,935 |
| + Approp to Resv | - | |
| - Approp from Resv | (338,847) | (1,737,500) |
| Estimated Ending Balance | <u>\$ 2,422,935</u> | <u>\$ 685,435</u> |
| | | |
| Operating Days Cash | 417 | 125 |
| Fund Days Cash (Includes CapX) | 334 | 60 |

- Sewer Lining Project
- Lift Station # 2 Improvements

| Capital Projects List | | |
|-----------------------|-----------------|---------------------|
| Departme | Proj Descr | Estimated Cos |
| Sewer | LIFT STATION #2 | \$ 300,000 |
| Sewer | Sewer Lining | 1,750,000 |
| Sewer | Other | 100,000 |
| | | <u>\$ 2,150,000</u> |



FY 2026 Budget Summary Revenues (Sources of Funds)

| TOWN OF HIGHLAND BEACH FLORIDA ALL FUNDS SUMMARY REPORT FY2026 | | | | | | | | |
|--|------------------------|---------------|----------------|---------------|--------------|--------------|--------------|------|
| Line No | Estimated Revenues | General Fund | Disc Sales Tax | Building Fund | Water Fund | Sewer Fund | Total | |
| 1 | Taxes: | | | | | | | |
| 2 | Property Taxes | \$ 14,150,000 | \$ - | \$ - | \$ - | \$ - | \$14,150,000 | 46% |
| 3 | Franchise Fees | 577,990 | - | - | - | - | 577,990 | 2% |
| 4 | Sales & Use Tax | 499,844 | 107,000 | - | - | - | 606,844 | 2% |
| 5 | Inter-Governmental | 667,936 | - | - | - | - | 667,936 | 2% |
| 6 | Miscellaneous Revenues | | | | | | | |
| 7 | Misc Revenue | 10,000 | - | - | - | - | 10,000 | 0% |
| 8 | Charges for Service | 1,281,327 | - | 2,283,350 | 3,933,064 | 2,073,000 | 9,570,741 | 31% |
| 9 | Investment Earnings | 510,000 | 30,000 | 110,000 | 120,000 | 115,000 | 885,000 | 3% |
| 10 | Fines & Forfeitures | 30,361 | - | 62,000 | - | - | 92,361 | 0% |
| 11 | Rents & Leases | 58,000 | - | - | - | - | 58,000 | 0% |
| 12 | Total Revenues | \$ 17,785,458 | \$ 137,000 | \$ 2,455,350 | \$ 4,053,064 | \$ 2,188,000 | \$26,618,872 | |
| 13 | Other Resources: | | | | | | | |
| 14 | Grants | 46,292 | - | - | - | 230,000 | 276,292 | 1% |
| 15 | Intra-Governmental | 1,250,000 | - | 55,000 | 220,000 | - | 1,525,000 | |
| 16 | From Reserves | 428,516 | 380,000 | 619,860 | 946,705 | 1,737,500 | 4,112,581 | 13% |
| 17 | Total Sources | \$ 19,510,266 | \$ 517,000 | \$ 3,130,210 | \$ 5,219,769 | \$ 4,155,500 | \$32,532,745 | 100% |



FY 2026 Budget Summary Expenditures (Uses of Funds)

| TOWN OF HIGHLAND BEACH FLORIDA ALL FUNDS SUMMARY REPORT FY2026 | | | | | | | |
|--|---------------------------------|---------------|-------------------|------------------|--------------|--------------|-------------------|
| Line No | | General Fund | Disc Sales Tax | Building Fund | Water Fund | Sewer Fund | Total |
| | Expenditures, Uses | | | | | | |
| 18 | General Government | \$ 2,982,730 | - | - | - | - | \$ 2,982,730 10% |
| 19 | Public Safety | 10,162,900 | - | 1,723,710 | - | - | 11,886,610 38% |
| 20 | Culture / Recreation | 529,350 | - | - | - | - | 529,350 2% |
| 21 | Public Works | 1,347,000 | - | - | - | - | 1,347,000 4% |
| 22 | Sanitation / Solid Waste | 1,150,625 | - | - | - | - | 1,150,625 4% |
| 23 | Enterprise Funds (Utilities) | - | - | - | 3,184,000 | 1,785,500 | 4,969,500 16% |
| 24 | Capital Outlay | 2,604,700 | 517,000 | 706,500 | 675,000 | 2,150,000 | 6,653,200 21% |
| 25 | Total Expenditures | \$ 18,777,305 | \$ 517,000 | \$ 2,430,210 | \$ 3,859,000 | \$ 3,935,500 | \$29,519,015 |
| 26 | | | | | | | |
| 27 | Other Uses | | | | | | |
| 28 | Debt Service | 677,961 | - | - | 810,769 | - | 1,488,730 5% |
| 29 | To Reserves | - | - | - | - | - | - 0% |
| 30 | Transfers | 55,000 | - | 700,000 | 550,000 | 220,000 | 1,525,000 |
| 31 | Total Expenditures & Other Uses | \$ 19,510,266 | \$ 517,000 | \$ 3,130,210 | \$ 5,219,769 | \$ 4,155,500 | \$32,532,745 100% |



FY 2026 Budget Calendar Events

Today

- Preliminary Budget Presentation



FAB Meeting

- June 24, 2025 Continued budget discussions



July

- July 15th Town Commission Sets Not To Exceed Maximum Millage Rate



August

- Special Budget Meetings (if needed)



September

- Sept 2, 2025 at 5:01 pm. 1st Public Hearing to tentatively adopt proposed millage and proposed budget
- Budget Ad to newspaper
- September 18th at 5:01 pm 2nd Public Hearing. Town Commission adopts final budget, final millage



FY 2026 Budget: Questions



| GL NUMBER | DESCRIPTION | 2022-23 AMENDED BUDGET | 2023-24 AMENDED BUDGET | 2024-25 AMENDED BUDGET | 2025-26 MANAGER REVIEW BUDGET |
|---|-------------------------------------|------------------------------|------------------------------|------------------------------|-------------------------------------|
| Dept 310.000 - REVENUES | | | | | |
| 001-310.000-311.000 | CURRENT AD VALOREM TAXES | 10,773,096 | 12,190,349 | 13,236,591 | 14,150,000 |
| 001-310.000-311.100 | DELINQUENT AD VALOREM TAXES | 1,200 | 7,000 | 7,000 | |
| 001-310.000-312.000 | LOCAL OPTIONAL GAS TAX | 33,049 | 35,000 | 37,500 | 36,320 |
| 001-310.000-313.100 | FRANCHISE FEES-FPL | 735,000 | 382,313 | 500,000 | 547,626 |
| 001-310.000-313.400 | FRANCHISE FEES-FPU | (29,000) | 31,000 | 25,000 | 30,364 |
| 001-310.000-313.600 | COMMUNICATIONS SERVICE TAX | 240,000 | 260,000 | 265,000 | 226,517 |
| 001-310.000-314.100 | UTILITY SERVICE TAX-ELECTRIC | | 183,142 | 250,000 | 273,327 |
| 001-310.000-334.300 | FIRE GRANT REVENUE-STATE | | | | 24,000 |
| 001-310.000-335.120 | STATE REVENUE SHARING PROCEEDS | 106,600 | 130,000 | 160,000 | 160,669 |
| 001-310.000-335.150 | ALCOHOLIC BEVERAGE LICENSES | 1,000 | 1,000 | 800 | 636 |
| 001-310.000-335.180 | LOCAL GOVT HALF-CENT SALES TAX | 410,000 | 450,000 | 475,000 | 456,592 |
| 001-310.000-335.190 | MOTOR FUEL TAX REBATE | 1,500 | 1,500 | 1,600 | 1,613 |
| 001-310.000-335.195 | RECYCLING REVENUE SHARING PROG | 2,300 | | | |
| 001-310.000-335.210 | FDOT- STREETLIGHT SUBSIDY | 19,230 | 19,230 | 22,000 | 22,292 |
| 001-310.000-337.720 | ARPA FEDERAL GRANT FUNDS | | | 461,324 | |
| 001-310.000-338.000 | SHARE COUNTY OCCUPATIONAL LIC. | 7,000 | 13,000 | 12,000 | 12,106 |
| 001-310.000-341.900 | ZONING FEES, BOARD REVIEW FEES | 2,000 | 1,000 | 1,000 | |
| 001-310.000-341.920 | CERTIFICATION,COPIES,LIEN SEARCH | 50,000 | 50,000 | 30,000 | 30,000 |
| 001-310.000-342.550 | FIRE INSEPECTION/REINSEPECTION FEES | | | | 65,000 |
| 001-310.000-343.400 | GARBAGE/SOLID WASTE REVENUE | 580,000 | 1,029,000 | 1,050,000 | 1,061,327 |
| 001-310.000-351.000 | COURT FINES | 2,000 | 2,000 | 2,000 | 1,247 |
| 001-310.000-351.100 | MISC POLICE INCOME | 1,000 | 500 | 800 | 12,000 |
| 001-310.000-352.000 | LIBRARY FINES & FEES | 2,000 | 2,000 | 2,000 | 2,114 |
| 001-310.000-354.200 | VIOLATION OF LOCAL ORDINANCES | 500 | 10,000 | 10,000 | 15,000 |
| 001-310.000-361.000 | INTEREST ON INVESTMENTS | 80,000 | 125,000 | 500,000 | 500,000 |
| 001-310.000-361.100 | INVESTMENT EARNINGS- TAX COLL. | 500 | 8,000 | 5,000 | 10,000 |
| 001-310.000-362.000 | RENT- U.S. POSTAL STATION | 25,000 | 26,000 | | |
| 001-310.000-362.200 | LEASE-SPRINT PCS | 50,000 | 54,000 | 56,000 | 58,000 |
| 001-310.000-364.000 | DISPOSITION OF FIXED ASSETS | 3,000 | | | |
| 001-310.000-366.400 | FIRE DEPT DONATIONS | | | 10,000 | |
| 001-310.000-366.450 | POLICE DEPT DONATIONS | | | 10,000 | |
| 001-310.000-369.100 | ADMINISTRATIVE REIMBURSEMENTS | 900,000 | 1,050,000 | 1,050,000 | 1,250,000 |
| 001-310.000-369.300 | INSURANCE REIMBURSEMENTS | 500 | | | |
| 001-310.000-369.400 | OTHER MISCELLANEOUS REVENUES | 5,000 | 5,000 | 10,000 | 10,000 |
| 001-310.000-369.700 | EMS TRANSPORT FEES | 30,000 | 30,000 | 30,000 | 125,000 |
| 001-310.000-384.500 | PROCEEDS-SYNOVUS LINE OF CREDIT | | 4,990,000 | | |
| 001-310.000-389.900 | APPROPRIATION FROM RESERVE | 6,551,382 | 1,771,228 | 214,317 | 428,516 |
| NET OF REVENUES/APPROPRIATIONS - 310.000 - REVENUES | | 20,583,857 | 22,857,262 | 18,434,932 | 19,510,266 |
| Dept 511.000 - TOWN COMMISSION | | | | | |
| 001-511.000-511.000 | EXECUTIVE SALARIES AND WAGES | 63,000 | 63,000 | 63,000 | 63,000 |
| 001-511.000-521.000 | FICA TAXES | 4,820 | 5,000 | 6,000 | 6,000 |
| 001-511.000-522.000 | RETIREMENT CONTRIBUTIONS | 22,774 | 35,000 | 23,000 | 30,000 |
| 001-511.000-524.000 | WORKERS' COMPENSATION | 2,352 | 3,300 | 1,000 | 1,000 |
| 001-511.000-531.000 | PROFESSIONAL FEES | 3,500 | 12,000 | 12,000 | 7,500 |
| 001-511.000-540.000 | TRAVEL AND PER DIEM | 1,000 | 12,000 | 30,000 | 25,000 |
| 001-511.000-541.100 | POSTAGE & FREIGHT | 12,500 | 15,000 | 15,000 | 7,500 |
| 001-511.000-545.000 | INSURANCE & BONDS | 2,825 | 6,715 | 7,185 | 9,000 |
| 001-511.000-549.001 | OTH CURR CHG-ADVERTISING | 3,500 | | | |
| 001-511.000-549.005 | OTH CURR CHG-PRINTING & PUBS | 25,000 | 20,000 | 20,000 | 12,500 |
| 001-511.000-549.008 | OTH CURR CHG-GIFTS & AWARDS | 5,000 | 5,000 | 5,000 | 5,000 |
| 001-511.000-549.010 | OTH CURR CHG-PROMOTIONS | 52,500 | 50,000 | 150,000 | 194,000 |
| 001-511.000-552.000 | OPERATING SUPPLIES | 4,500 | 1,000 | 1,000 | 1,200 |
| 001-511.000-552.005 | EXP ACCT. MAYOR | 500 | 500 | 500 | 500 |
| 001-511.000-552.010 | EXP ACCT. VICE MAYOR | 500 | 500 | 500 | 500 |
| 001-511.000-552.015 | EXP ACCT. COMMISSIONER 1 | 500 | 500 | 500 | 500 |
| 001-511.000-552.020 | EXP ACCT. COMMISSIONER 2 | 500 | 500 | 500 | 500 |
| 001-511.000-552.025 | EXP ACCT. COMMISSIONER 3 | 500 | 500 | 500 | 500 |
| 001-511.000-552.100 | UNIFORMS | 375 | 375 | | 500 |
| 001-511.000-554.000 | BOOKS, DUES, EDUCATION, SUBSCRIPT | 7,500 | 8,122 | 8,000 | 14,500 |
| NET OF REVENUES/APPROPRIATIONS - 511.000 - TOWN COMMISS | | (213,646) | (239,012) | (343,685) | (379,200) |
| Dept 512.000 - TOWN MANAGER | | | | | |
| 001-512.000-512.000 | REGULAR SALARIES & WAGES | 320,887 | 330,000 | 316,000 | 349,000 |
| 001-512.000-512.111 | BONUS | 8,929 | | | |
| 001-512.000-515.200 | EDUCATION INCENTIVE PAY | 8,000 | 8,000 | 6,000 | 6,000 |
| 001-512.000-521.000 | FICA TAXES | 19,592 | 28,000 | 26,000 | 29,000 |
| 001-512.000-521.111 | BONUS FICA TAXES | 288 | | | |
| 001-512.000-522.000 | RETIREMENT CONTRIBUTIONS | 12,698 | 13,500 | 8,000 | 9,211 |
| 001-512.000-522.100 | DEFERRED COMP CONTRIBUTIONS | 35,000 | 48,000 | 53,000 | 57,289 |
| 001-512.000-523.000 | HEALTH INSURANCE/ALLOWANCE | 66,808 | 66,330 | 62,000 | 48,000 |
| 001-512.000-524.000 | WORKERS' COMPENSATION | 3,762 | 3,500 | 1,000 | 1,000 |
| 001-512.000-531.000 | PROFESSIONAL FEES | 42,500 | 108,460 | 51,695 | 40,000 |
| 001-512.000-531.100 | PROFESSIONAL FEES- GEN LEGAL | | | 125,000 | 125,000 |
| 001-512.000-531.200 | PROFESSIONAL FEES- LITIGATION | | | 25,000 | 25,000 |
| 001-512.000-531.300 | PROFESIONAL FEES- LEGAL OTHER | | | 35,000 | 35,000 |
| 001-512.000-534.000 | OTHER CONTRACTUAL SERVICES | 3,500 | 4,000 | 2,500 | |

| GL NUMBER | DESCRIPTION | 2022-23 AMENDED BUDGET | 2023-24 AMENDED BUDGET | 2024-25 AMENDED BUDGET | 2025-26 MANAGER REVIEW BUDGET |
|---|--------------------------------|------------------------------|------------------------------|------------------------------|-------------------------------------|
| Dept 512.000 - TOWN MANAGER | | | | | |
| 001-512.000-540.000 | TRAVEL AND PER DIEM | 7,000 | 7,000 | 6,500 | 7,200 |
| 001-512.000-540.100 | TRAINING & DEVELOPMENT | 2,500 | 3,000 | 3,000 | 3,000 |
| 001-512.000-541.100 | POSTAGE & FREIGHT | 350 | 350 | 350 | 500 |
| 001-512.000-545.000 | INSURANCE & BONDS | 5,640 | 12,000 | 12,840 | 15,000 |
| 001-512.000-546.100 | REPAIRS & MAINTENANCE- VEHICLE | 1,500 | 2,500 | 1,500 | 1,200 |
| 001-512.000-549.008 | OTH CURR CHG-GIFTS & AWARDS | 3,500 | 2,500 | 2,500 | 2,500 |
| 001-512.000-552.000 | OPERATING SUPPLIES | 6,500 | 8,000 | 5,000 | 5,000 |
| 001-512.000-552.400 | OPERATING SUPPLIES-GASOLINE | 3,671 | 3,000 | 3,000 | 2,500 |
| 001-512.000-554.000 | BOOKS,DUES,EDUCATION,SUBSCRIPT | 10,912 | 7,500 | 7,500 | 6,500 |
| NET OF REVENUES/APPROPRIATIONS - 512.000 - TOWN MANAGER | | (563,537) | (655,640) | (753,385) | (767,900) |
| Dept 512.100 - TOWN CLERK | | | | | |
| 001-512.100-512.000 | REGULAR SALARIES & WAGES | 196,261 | 188,000 | 218,000 | 195,000 |
| 001-512.100-512.111 | BONUS | 4,456 | | | |
| 001-512.100-514.000 | OVERTIME | 500 | 500 | 2,000 | |
| 001-512.100-515.200 | EDUCATION INCENTIVE PAY | 12,000 | 8,000 | 8,000 | 8,000 |
| 001-512.100-521.000 | FICA TAXES | 15,932 | 15,700 | 19,000 | 17,000 |
| 001-512.100-521.111 | BONUS FICA TAXES | 337 | | | |
| 001-512.100-522.000 | RETIREMENT CONTRIBUTIONS | 46,231 | 52,000 | 57,000 | 55,000 |
| 001-512.100-522.111 | BONUS RETIREMENT CONTRIBUTION | 844 | | | |
| 001-512.100-523.000 | HEALTH INSURANCE/ALLOWANCE | 77,434 | 48,000 | 66,000 | 61,000 |
| 001-512.100-524.000 | WORKERS' COMPENSATION | 5,645 | 2,000 | 1,000 | 1,000 |
| 001-512.100-534.000 | OTHER CONTRACTUAL SERVICES | 2,500 | 18,535 | 51,263 | 51,000 |
| 001-512.100-540.000 | TRAVEL AND PER DIEM | 4,400 | 4,200 | 7,200 | 7,800 |
| 001-512.100-540.100 | TRAINING & DEVELOPMENT | 2,200 | 4,000 | 4,000 | 6,000 |
| 001-512.100-541.100 | POSTAGE & FREIGHT | 3,500 | 3,500 | 3,500 | 2,000 |
| 001-512.100-545.000 | INSURANCE & BONDS | 6,779 | 5,000 | 5,350 | 7,000 |
| 001-512.100-549.001 | OTH CURR CHG-ADVERTISING | 7,500 | 8,888 | 8,000 | 1,500 |
| 001-512.100-549.009 | OTH CURR CHG-ELECTIONS | 25,000 | 7,165 | 23,000 | 23,000 |
| 001-512.100-552.000 | OPERATING SUPPLIES | 4,350 | 2,500 | 2,500 | 2,500 |
| 001-512.100-554.000 | BOOKS,DUES,EDUCATION,SUBSCRIPT | 13,363 | 8,443 | 5,000 | 4,130 |
| 001-512.100-564.000 | MACHINERY AND EQUIPMENT | 2,767 | 1,700 | 1,700 | 4,200 |
| NET OF REVENUES/APPROPRIATIONS - 512.100 - TOWN CLERK | | (431,999) | (378,131) | (482,513) | (446,130) |
| Dept 513.000 - FINANCE | | | | | |
| 001-513.000-512.000 | REGULAR SALARIES & WAGES | 345,436 | 351,000 | 235,000 | 135,000 |
| 001-513.000-512.111 | BONUS | 9,400 | | | |
| 001-513.000-515.200 | EDUCATION INCENTIVE PAY | 8,000 | 10,000 | 10,000 | 4,000 |
| 001-513.000-521.000 | FICA TAXES | 25,485 | 29,000 | 30,000 | 12,500 |
| 001-513.000-521.111 | BONUS FICA TAXES | 509 | | | |
| 001-513.000-522.000 | RETIREMENT CONTRIBUTIONS | 78,571 | 85,000 | 81,000 | 20,000 |
| 001-513.000-523.000 | HEALTH INSURANCE/ALLOWANCE | 48,288 | 46,000 | 52,000 | 13,000 |
| 001-513.000-524.000 | WORKERS' COMPENSATION | 5,645 | 3,800 | 1,000 | 1,000 |
| 001-513.000-532.000 | ACCOUNTING AND AUDITING | 50,000 | 40,000 | 170,000 | 191,000 |
| 001-513.000-534.000 | OTHER CONTRACTUAL SERVICES | 25,000 | 20,000 | 20,000 | 30,000 |
| 001-513.000-540.000 | TRAVEL AND PER DIEM | 4,500 | 10,000 | 10,000 | 5,000 |
| 001-513.000-540.100 | TRAINING & DEVELOPMENT | 4,500 | 5,000 | 5,000 | 3,500 |
| 001-513.000-541.100 | POSTAGE & FREIGHT | 3,850 | 4,000 | 8,000 | 7,500 |
| 001-513.000-544.000 | RENTALS AND LEASES | 3,061 | 3,000 | | |
| 001-513.000-545.000 | INSURANCE & BONDS | 6,779 | 5,000 | 5,350 | 7,500 |
| 001-513.000-552.000 | OPERATING SUPPLIES | 3,791 | 6,000 | 4,000 | 2,250 |
| 001-513.000-554.000 | BOOKS,DUES,EDUCATION,SUBSCRIPT | 2,000 | 2,000 | 2,500 | 3,000 |
| 001-513.000-571.150 | PRINCIPAL - COPIER LEASE | | | 2,100 | 2,500 |
| 001-513.000-572.150 | INTEREST - COPIER LEASE | | | 50 | |
| NET OF REVENUES/APPROPRIATIONS - 513.000 - FINANCE | | (624,815) | (619,800) | (636,000) | (437,750) |
| Dept 514.000 - LEGAL COUNSEL | | | | | |
| 001-514.000-531.100 | PROFESSIONAL FEES- GEN LEGAL | 139,111 | 144,165 | | |
| 001-514.000-531.300 | PROFESSIONAL FEES- LEGAL OTHER | 7,235 | 50,000 | | |
| NET OF REVENUES/APPROPRIATIONS - 514.000 - LEGAL COUNSE | | (146,346) | (194,165) | | |
| Dept 519.000 - PUBLIC WORKS | | | | | |
| 001-519.000-512.000 | REGULAR SALARIES & WAGES | 78,525 | 47,000 | 46,000 | 51,000 |
| 001-519.000-512.111 | BONUS | 1,571 | | | |
| 001-519.000-514.000 | OVERTIME | 5,957 | 11,000 | 3,000 | 3,000 |
| 001-519.000-515.100 | SHIFT DIFFERENTIAL PAY | 1,810 | 2,250 | | |
| 001-519.000-521.000 | FICA TAXES | 6,233 | 8,000 | 4,000 | 5,000 |
| 001-519.000-521.111 | BONUS FICA TAXES | 119 | | | |
| 001-519.000-522.000 | RETIREMENT CONTRIBUTIONS | 9,927 | 13,000 | 7,000 | 8,000 |
| 001-519.000-523.000 | HEALTH INSURANCE/ALLOWANCE | 58,715 | 39,000 | 31,000 | 23,000 |
| 001-519.000-524.000 | WORKERS' COMPENSATION | 3,762 | 4,000 | 5,000 | 5,000 |
| 001-519.000-531.000 | PROFESSIONAL FEES | 15,000 | 56,425 | 50,000 | 45,000 |
| 001-519.000-534.000 | OTHER CONTRACTUAL SERVICES | 91,790 | 182,704 | 180,000 | 205,000 |
| 001-519.000-540.000 | TRAVEL AND PER DIEM | 1,500 | 1,500 | 2,000 | 2,500 |
| 001-519.000-540.100 | TRAINING & DEVELOPMENT | 1,000 | 1,000 | 2,000 | 2,000 |
| 001-519.000-545.000 | INSURANCE & BONDS | 6,019 | 3,000 | 3,210 | |
| 001-519.000-546.000 | REPAIRS & MAINTENANCE- GENERAL | 33,082 | 85,445 | 111,150 | 150,000 |

| GL NUMBER | DESCRIPTION | 2022-23 AMENDED BUDGET | 2023-24 AMENDED BUDGET | 2024-25 AMENDED BUDGET | 2025-26 MANAGER REVIEW BUDGET |
|---|-----------------------------------|------------------------------|------------------------------|------------------------------|-------------------------------------|
| Dept 519.000 - PUBLIC WORKS | | | | | |
| 001-519.000-546.100 | REPAIRS & MAINTENANCE- VEHICLE | 5,000 | 5,000 | 8,000 | 7,200 |
| 001-519.000-549.003 | OTH CURR CHG-LICENSE & PERMITS | 300 | 300 | 300 | |
| 001-519.000-552.000 | OPERATING SUPPLIES | 22,500 | 30,000 | 50,000 | 40,000 |
| 001-519.000-552.250 | OPERATING SUPPLIES- SAFETY | 1,000 | 1,000 | 1,000 | 1,000 |
| 001-519.000-552.400 | OPERATING SUPPLIES-GASOLINE | 1,500 | 1,500 | 3,000 | 4,000 |
| 001-519.000-562.000 | BUILDINGS | | | | 1,200,000 |
| 001-519.000-563.000 | IMPROVEMENTS OTHER THAN BLDG. | 3,000 | | 1,000,000 | |
| 001-519.000-564.000 | MACHINERY AND EQUIPMENT | | 30,000 | | |
| NET OF REVENUES/APPROPRIATIONS - 519.000 - PUBLIC WORKS | | (398,310) | (522,124) | (1,506,660) | (1,751,700) |
| Dept 519.100 - POST OFFICE | | | | | |
| 001-519.100-512.000 | REGULAR SALARIES & WAGES | 99,503 | 94,000 | | |
| 001-519.100-512.111 | BONUS | 2,700 | | | |
| 001-519.100-515.200 | EDUCATION INCENTIVE PAY | 2,000 | 2,000 | | |
| 001-519.100-521.000 | FICA TAXES | 7,765 | 7,700 | | |
| 001-519.100-521.111 | BONUS FICA TAXES | 198 | | | |
| 001-519.100-522.000 | RETIREMENT CONTRIBUTIONS | 12,487 | 13,800 | | |
| 001-519.100-523.000 | HEALTH INSURANCE/ALLOWANCE | 19,105 | 23,000 | | |
| 001-519.100-524.000 | WORKERS' COMPENSATION | 2,822 | 4,000 | | |
| 001-519.100-544.000 | RENTALS AND LEASES | 3,500 | 3,000 | | |
| 001-519.100-545.000 | INSURANCE & BONDS | 3,390 | 5,000 | | |
| 001-519.100-552.000 | OPERATING SUPPLIES | 3,000 | 3,000 | | |
| 001-519.100-552.100 | UNIFORMS | 502 | 500 | | |
| NET OF REVENUES/APPROPRIATIONS - 519.100 - POST OFFICE | | (156,972) | (156,000) | | |
| Dept 519.300 - SHARED SUPPORT SERVICES | | | | | |
| 001-519.300-512.000 | REGULAR SALARIES & WAGES | 155,938 | 138,000 | 86,000 | 218,000 |
| 001-519.300-512.111 | BONUS | 4,400 | | | |
| 001-519.300-515.200 | EDUCATION INCENTIVE PAY | 8,000 | 8,000 | 4,000 | 6,000 |
| 001-519.300-521.000 | FICA TAXES | 12,541 | 15,000 | 8,000 | 18,750 |
| 001-519.300-521.111 | BONUS FICA TAXES | 265 | | | |
| 001-519.300-522.000 | RETIREMENT CONTRIBUTIONS | 19,972 | 49,000 | 13,000 | 31,000 |
| 001-519.300-523.000 | HEALTH INSURANCE/ALLOWANCE | 30,027 | 29,000 | 12,000 | 36,000 |
| 001-519.300-524.000 | WORKERS' COMPENSATION | 3,762 | 3,000 | 1,000 | 1,000 |
| 001-519.300-534.000 | OTHER CONTRACTUAL SERVICES | 126,250 | 165,079 | 165,000 | 161,000 |
| 001-519.300-541.000 | COMMUNICATIONS | 107,400 | 121,200 | 125,000 | 131,000 |
| 001-519.300-543.000 | UTILITY SERVICES | 61,000 | 71,000 | 78,100 | 37,000 |
| 001-519.300-544.000 | RENTALS AND LEASES | 18,027 | | 7,000 | 5,000 |
| 001-519.300-545.000 | INSURANCE & BONDS | 29,519 | 3,000 | 3,210 | 5,000 |
| 001-519.300-549.000 | OTHER CURRENT CHARGES-GENERAL | 22,800 | 26,092 | 25,000 | 30,000 |
| 001-519.300-549.006 | OTH CURR CHG-TAXES & ASSESSMNT | | 10,000 | | |
| 001-519.300-552.000 | OPERATING SUPPLIES | 26,000 | 25,000 | 30,000 | 13,000 |
| 001-519.300-564.000 | MACHINERY AND EQUIPMENT | | | | 85,000 |
| 001-519.300-566.100 | SOFTWARE | 70,350 | 89,043 | 129,274 | 99,000 |
| 001-519.300-571.150 | PRINCIPAL - COPIER LEASE | | | 3,900 | |
| 001-519.300-572.150 | INTEREST - COPIER LEASE | | | 150 | |
| NET OF REVENUES/APPROPRIATIONS - 519.300 - SHARED SUPPO | | (696,251) | (752,414) | (690,634) | (876,750) |
| Dept 521.000 - POLICE DEPARTMENT | | | | | |
| 001-521.000-512.000 | REGULAR SALARIES & WAGES | 1,599,153 | 1,855,300 | 1,578,000 | 1,602,000 |
| 001-521.000-512.111 | BONUS | 40,844 | | | |
| 001-521.000-514.000 | OVERTIME | 49,175 | 30,000 | 88,000 | 72,000 |
| 001-521.000-515.000 | SPECIAL PAY | 25,080 | 21,000 | 106,000 | 127,000 |
| 001-521.000-515.100 | SHIFT DIFFERENTIAL PAY | 28,468 | 70,000 | 562,000 | 836,000 |
| 001-521.000-515.200 | EDUCATION INCENTIVE PAY | 28,000 | 31,700 | 36,000 | 40,000 |
| 001-521.000-521.000 | FICA TAXES | 128,532 | 159,400 | 190,000 | 215,000 |
| 001-521.000-521.111 | BONUS FICA TAXES | 2,837 | | | |
| 001-521.000-522.000 | RETIREMENT CONTRIBUTIONS | 466,984 | 570,000 | 747,000 | 815,000 |
| 001-521.000-523.000 | HEALTH INSURANCE/ALLOWANCE | 335,470 | 321,000 | 506,000 | 521,000 |
| 001-521.000-524.000 | WORKERS' COMPENSATION | 31,513 | 25,000 | 75,000 | 83,000 |
| 001-521.000-531.000 | PROFESSIONAL FEES | 7,500 | 9,000 | 10,000 | 7,500 |
| 001-521.000-534.000 | OTHER CONTRACTUAL SERVICES | 81,666 | 10,500 | 27,637 | 32,600 |
| 001-521.000-540.000 | TRAVEL AND PER DIEM | 6,000 | 9,000 | 10,000 | 13,000 |
| 001-521.000-540.100 | TRAINING & DEVELOPMENT | 11,600 | 15,000 | 30,000 | 25,500 |
| 001-521.000-541.000 | COMMUNICATIONS | | 82,000 | 138,000 | 154,000 |
| 001-521.000-541.100 | POSTAGE & FREIGHT | 200 | 500 | 500 | 500 |
| 001-521.000-543.000 | UTILITY SERVICES | 13,000 | 15,000 | 16,500 | 17,500 |
| 001-521.000-545.000 | INSURANCE & BONDS | 63,865 | 65,500 | 82,089 | 90,000 |
| 001-521.000-546.000 | REPAIRS & MAINTENANCE- GENERAL | 1,500 | 1,500 | 2,000 | 2,000 |
| 001-521.000-546.100 | REPAIRS & MAINTENANCE- VEHICLE | 22,000 | 28,000 | 50,000 | 82,000 |
| 001-521.000-546.150 | MARINE MAINTENANCE | 21,045 | 27,600 | 30,000 | 30,000 |
| 001-521.000-549.013 | OTH CURR CHG-ANNUAL PHYSICALS | 1,500 | 1,500 | 2,500 | 3,000 |
| 001-521.000-552.000 | OPERATING SUPPLIES | 14,300 | 18,000 | 30,000 | 26,000 |
| 001-521.000-552.100 | UNIFORMS | 12,462 | 22,000 | 24,000 | 25,000 |
| 001-521.000-552.400 | OPERATING SUPPLIES-GASOLINE | 5,200 | 25,000 | 45,000 | 61,000 |
| 001-521.000-552.450 | MARINE GASOLINE | 2,000 | 12,054 | 15,000 | 12,000 |
| 001-521.000-554.000 | BOOKS, DUES, EDUCATION, SUBSCRIPT | 6,231 | 6,000 | 6,000 | 8,000 |

| GL NUMBER | DESCRIPTION | 2022-23 AMENDED BUDGET | 2023-24 AMENDED BUDGET | 2024-25 AMENDED BUDGET | 2025-26 MANAGER REVIEW BUDGET |
|--|-----------------------------------|------------------------------|------------------------------|------------------------------|-------------------------------------|
| Dept 521.000 - POLICE DEPARTMENT | | | | | |
| 001-521.000-563.000 | IMPROVEMENTS OTHER THAN BLDG. | | | | 1,200,000 |
| 001-521.000-564.000 | MACHINERY AND EQUIPMENT | | 54,000 | 905,000 | |
| 001-521.000-571.150 | PRINCIPAL - COPIER LEASE | | | 1,328 | 1,800 |
| 001-521.000-572.150 | INTEREST - COPIER LEASE | | | 25 | |
| NET OF REVENUES/APPROPRIATIONS - 521.000 - POLICE DEPAR' | | (3,046,125) | (3,485,554) | (5,313,579) | (6,102,400) |
| Dept 522.000 - FIRE RESCUE | | | | | |
| 001-522.000-512.000 | REGULAR SALARIES & WAGES | 295,422 | 1,538,000 | 2,688,000 | 2,637,000 |
| 001-522.000-512.111 | BONUS | 785 | | | |
| 001-522.000-514.000 | OVERTIME | | 112,000 | 100,000 | 226,000 |
| 001-522.000-515.000 | SPECIAL PAY | | 140,000 | 280,000 | 280,000 |
| 001-522.000-515.200 | EDUCATION INCENTIVE PAY | 462 | 4,000 | 95,000 | 95,000 |
| 001-522.000-515.300 | UNIFORMS ALLOWANCE | | 4,200 | | |
| 001-522.000-521.000 | FICA TAXES | 27,253 | 144,000 | 253,000 | 259,000 |
| 001-522.000-521.111 | BONUS FICA TAXES | 58 | | | |
| 001-522.000-522.000 | RETIREMENT CONTRIBUTIONS | 86,839 | 550,000 | 1,008,000 | 1,049,000 |
| 001-522.000-523.000 | HEALTH INSURANCE/ALLOWANCE | 64,189 | 380,000 | 696,000 | 782,000 |
| 001-522.000-524.000 | WORKERS' COMPENSATION | 1,800 | 19,000 | 123,000 | 125,000 |
| 001-522.000-531.000 | PROFESSIONAL FEES | 518,849 | 138,728 | 126,371 | 40,000 |
| 001-522.000-531.500 | PROFESSIONAL FEES-FIRE PREVENTION | | | | 50,000 |
| 001-522.000-534.000 | OTHER CONTRACTUAL SERVICES | 5,353,067 | 3,276,000 | 21,000 | 96,800 |
| 001-522.000-540.000 | TRAVEL AND PER DIEM | 2,500 | 8,000 | 8,000 | 19,800 |
| 001-522.000-540.100 | TRAINING & DEVELOPMENT | 12,500 | 17,500 | 30,000 | 19,700 |
| 001-522.000-541.000 | COMMUNICATIONS | | 3,000 | 2,500 | 2,500 |
| 001-522.000-541.100 | POSTAGE & FREIGHT | | 500 | 3,000 | 3,000 |
| 001-522.000-543.000 | UTILITY SERVICES | 1,500 | 4,000 | 4,400 | 44,400 |
| 001-522.000-545.000 | INSURANCE & BONDS | 25,000 | 10,000 | 100,700 | 100,700 |
| 001-522.000-546.000 | REPAIRS & MAINTENANCE- GENERAL | 15,000 | 5,000 | 5,000 | 1,300 |
| 001-522.000-546.100 | REPAIRS & MAINTENANCE- VEHICLE | 1,000 | 10,000 | 76,000 | 137,800 |
| 001-522.000-549.000 | OTHER CURRENT CHARGES-GENERAL | | 5,000 | 5,000 | 5,000 |
| 001-522.000-549.013 | OTH CURR CHG-ANNUAL PHYSICALS | | 42,000 | 50,000 | 50,000 |
| 001-522.000-552.000 | OPERATING SUPPLIES | 20,500 | 25,000 | 105,000 | 142,000 |
| 001-522.000-552.100 | UNIFORMS | 7,000 | 26,400 | 24,000 | 20,000 |
| 001-522.000-552.150 | UNIFORMS ALLOWANCE | 500 | | | |
| 001-522.000-552.400 | OPERATING SUPPLIES-GASOLINE | 1,500 | 3,500 | 15,000 | 15,000 |
| 001-522.000-554.000 | BOOKS,DUES,EDUCATION,SUBSCRIPT | 1,500 | 1,600 | 7,500 | 59,000 |
| 001-522.000-562.000 | BUILDINGS | 4,185,165 | 4,913,072 | | |
| 001-522.000-562.100 | FIRE (CIP)- DIRECT ORDERS | 160,000 | 392,748 | | |
| 001-522.000-564.000 | MACHINERY AND EQUIPMENT | 1,614,674 | 1,166,558 | 13,306 | |
| 001-522.000-566.100 | SOFTWARE | 20,000 | 1,500 | 129 | 500 |
| 001-522.000-575.100 | INTEREST-SYNOVUS LOAN (FIRE DEPT) | 14 | | | |
| NET OF REVENUES/APPROPRIATIONS - 522.000 - FIRE RESCUE | | (12,417,077) | (12,941,306) | (5,839,906) | (6,260,500) |
| Dept 534.000 - SOLID WASTE | | | | | |
| 001-534.000-534.000 | OTHER CONTRACTUAL SERVICES | 485,235 | 1,005,000 | 1,075,350 | 1,150,625 |
| 001-534.000-552.000 | OPERATING SUPPLIES | 15,300 | 10,000 | | |
| NET OF REVENUES/APPROPRIATIONS - 534.000 - SOLID WASTE | | (500,535) | (1,015,000) | (1,075,350) | (1,150,625) |
| Dept 571.000 - LIBRARY | | | | | |
| 001-571.000-512.000 | REGULAR SALARIES & WAGES | 235,936 | 239,000 | 259,000 | 273,000 |
| 001-571.000-512.111 | BONUS | 6,750 | | | |
| 001-571.000-515.200 | EDUCATION INCENTIVE PAY | 8,000 | 8,000 | 8,000 | 8,000 |
| 001-571.000-521.000 | FICA TAXES | 18,661 | 20,000 | 22,000 | 23,000 |
| 001-571.000-521.111 | BONUS FICA TAXES | 508 | | | |
| 001-571.000-522.000 | RETIREMENT CONTRIBUTIONS | 50,808 | 56,100 | 61,000 | 64,000 |
| 001-571.000-523.000 | HEALTH INSURANCE/ALLOWANCE | 50,913 | 53,000 | 54,000 | 60,000 |
| 001-571.000-524.000 | WORKERS' COMPENSATION | 7,526 | 5,500 | 1,000 | 1,000 |
| 001-571.000-531.000 | PROFESSIONAL FEES | 2,000 | 1,000 | 1,000 | 500 |
| 001-571.000-540.000 | TRAVEL AND PER DIEM | 2,500 | 2,500 | 3,000 | 3,000 |
| 001-571.000-540.100 | TRAINING & DEVELOPMENT | 600 | 800 | 800 | 800 |
| 001-571.000-541.100 | POSTAGE & FREIGHT | 200 | 200 | 100 | 50 |
| 001-571.000-543.000 | UTILITY SERVICES | 3,500 | 4,000 | 4,400 | 4,600 |
| 001-571.000-544.000 | RENTALS AND LEASES | 34 | | | |
| 001-571.000-545.000 | INSURANCE & BONDS | 9,039 | 7,000 | 7,490 | 8,500 |
| 001-571.000-552.000 | OPERATING SUPPLIES | 8,500 | 10,000 | 10,000 | 10,000 |
| 001-571.000-552.100 | UNIFORMS | 375 | 300 | 300 | 300 |
| 001-571.000-552.900 | OPERATING EXP-CHILDRENS PROG | 1,500 | 1,000 | 500 | 500 |
| 001-571.000-554.000 | BOOKS,DUES,EDUCATION,SUBSCRIPT | 52,642 | 55,000 | 55,000 | 55,000 |
| 001-571.000-564.000 | MACHINERY AND EQUIPMENT | | | 5,000 | 16,000 |
| 001-571.000-571.150 | PRINCIPAL - COPIER LEASE | | | 1,036 | 1,100 |
| 001-571.000-572.150 | INTEREST - COPIER LEASE | | | 25 | |
| NET OF REVENUES/APPROPRIATIONS - 571.000 - LIBRARY | | (459,992) | (463,400) | (493,651) | (529,350) |
| Dept 581.000 - INTERFUND TRANSFERS | | | | | |
| 001-581.000-581.300 | TRANSFER TO WATER FD-DEBT SERV | 5,519 | 451,753 | | |
| 001-581.000-581.800 | TRFR TO BUILDING FUND 106 | 55,000 | 55,000 | 55,000 | 55,000 |
| NET OF REVENUES/APPROPRIATIONS - 581.000 - INTERFUND TR | | (17,000,519) | (506,753) | (55,000) | (55,000) |

| GL NUMBER | DESCRIPTION | 2022-23 AMENDED BUDGET | 2023-24 AMENDED BUDGET | 2024-25 AMENDED BUDGET | 2025-26 MANAGER REVIEW BUDGET |
|--|------------------------------------|------------------------------|------------------------------|------------------------------|-------------------------------------|
| Dept 582.000 - DEBT SERVICE | | | | | |
| 001-582.000-574.100 | PRINCIPAL-SYNOVUS LOAN (FIRE DEPT) | | 519,227 | 536,291 | 553,917 |
| 001-582.000-575.100 | INTEREST-SYNOVUS LOAN (FIRE DEPT) | | 158,735 | 141,669 | 124,044 |
| NET OF REVENUES/APPROPRIATIONS - 582.000 - DEBT SERVICE | | | (677,962) | (677,960) | (677,961) |
| Dept 590.000 - RESERVE FOR CONTINGENCY | | | | | |
| 001-590.000-599.000 | RESERVE FOR CONTINGENCY | | | 19,000 | 75,000 |
| 001-590.000-599.200 | APPROPRIATION TO RESERVE | | 250,000 | 585,125 | |
| NET OF REVENUES/APPROPRIATIONS - 590.000 - RESERVE FOR (| | | (250,000) | (604,125) | (75,000) |
| ESTIMATED REVENUES - FUND 001 | | 20,583,857 | 22,857,262 | 18,434,932 | 19,510,266 |
| APPROPRIATIONS - FUND 001 | | 20,656,124 | 22,857,261 | 18,472,448 | 19,510,266 |
| NET OF REVENUES/APPROPRIATIONS - FUND 001 | | (72,267) | 1 | (37,516) | |
| BEGINNING FUND BALANCE | | 10,596,959 | 7,054,149 | 8,290,555 | |
| FUND BALANCE ADJUSTMENTS | | 30 | 250,000 | | |
| ENDING FUND BALANCE | | 10,524,722 | 7,304,150 | 8,253,039 | |

| GL NUMBER | DESCRIPTION | 2022-23 AMENDED BUDGET | 2023-24 AMENDED BUDGET | 2024-25 AMENDED BUDGET | 2025-26 MANAGER REVIEW BUDGET |
|--|-------------------------------|------------------------------|------------------------------|------------------------------|-------------------------------------|
| Dept 310.000 - REVENUES | | | | | |
| 103-310.000-335.110 | DISCRETIONARY SALES TAX | 287,915 | 412,000 | 415,000 | 107,000 |
| 103-310.000-389.900 | APPROPRIATION FROM RESERVE | 142,085 | 219,500 | 260,000 | 380,000 |
| NET OF REVENUES/APPROPRIATIONS - 310.000 - REVENUES | | 430,000 | 631,500 | 675,000 | 487,000 |
| Dept 360.000 - MISCELLANEOUS | | | | | |
| 103-360.000-361.000 | INTEREST ON INVESTMENTS | | 14,000 | 36,000 | 30,000 |
| NET OF REVENUES/APPROPRIATIONS - 360.000 - MISCELLANEOUS | | | 14,000 | 36,000 | 30,000 |
| Dept 519.000 - PUBLIC WORKS | | | | | |
| 103-519.000-531.000 | PROFESSIONAL FEES | | | 63,295 | |
| 103-519.000-563.000 | IMPROVEMENTS OTHER THAN BLDG. | | | 351,990 | |
| 103-519.000-564.000 | MACHINERY AND EQUIPMENT | | | 25,000 | |
| NET OF REVENUES/APPROPRIATIONS - 519.000 - PUBLIC WORKS | | | | (440,285) | |
| Dept 521.000 - POLICE DEPARTMENT | | | | | |
| 103-521.000-563.000 | IMPROVEMENTS OTHER THAN BLDG. | | | 150,000 | |
| 103-521.000-564.000 | MACHINERY AND EQUIPMENT | | | 106,000 | 117,500 |
| NET OF REVENUES/APPROPRIATIONS - 521.000 - POLICE DEPARTMENT | | | | (256,000) | (117,500) |
| Dept 535.000 - SEWER SYSTEM OPERATIONS | | | | | |
| 103-535.000-563.000 | IMPROVEMENTS OTHER THAN BLDG. | | | | 300,000 |
| NET OF REVENUES/APPROPRIATIONS - 535.000 - SEWER SYSTEM | | | | | (300,000) |
| Dept 571.000 - LIBRARY | | | | | |
| 103-571.000-563.000 | IMPROVEMENTS OTHER THAN BLDG. | | | 100,000 | |
| NET OF REVENUES/APPROPRIATIONS - 571.000 - LIBRARY | | | | (100,000) | |
| Dept 574.000 - DISCRETIONARY SALES TAX- IST | | | | | |
| 103-574.000-531.000 | PROFESSIONAL FEES | | 56,000 | | |
| 103-574.000-562.000 | BUILDINGS | 50,285 | | | |
| 103-574.000-563.000 | IMPROVEMENTS OTHER THAN BLDG. | 220,000 | 220,000 | | |
| 103-574.000-564.000 | MACHINERY AND EQUIPMENT | 237,549 | 369,500 | | |
| 103-574.000-599.000 | RESERVE FOR CONTINGENCY | | | | 99,500 |
| NET OF REVENUES/APPROPRIATIONS - 574.000 - DISCRETIONARY | | (507,834) | (645,500) | | (99,500) |
| ESTIMATED REVENUES - FUND 103 | | 430,000 | 645,500 | 711,000 | 517,000 |
| APPROPRIATIONS - FUND 103 | | 507,834 | 645,500 | 796,285 | 517,000 |
| NET OF REVENUES/APPROPRIATIONS - FUND 103 | | (77,834) | | (85,285) | |
| BEGINNING FUND BALANCE | | 395,450 | 671,676 | 691,338 | |
| FUND BALANCE ADJUSTMENTS | | | (25,000) | | |
| ENDING FUND BALANCE | | 317,616 | 646,676 | 606,053 | |

| GL NUMBER | DESCRIPTION | 2022-23 AMENDED BUDGET | 2023-24 AMENDED BUDGET | 2024-25 AMENDED BUDGET | 2025-26 MANAGER REVIEW BUDGET |
|---|-----------------------------------|------------------------------|------------------------------|------------------------------|-------------------------------------|
| Dept 310.000 - REVENUES | | | | | |
| 106-310.000-322.000 | BUILDING PERMITS | 1,286,988 | 1,200,000 | 1,200,000 | 1,450,000 |
| 106-310.000-322.100 | ADDITIONAL PERMIT FEES | 40,000 | 60,000 | 40,000 | 40,000 |
| 106-310.000-322.200 | PERMIT DISCOUNT | (128,698) | (140,000) | (110,000) | |
| 106-310.000-322.210 | PRIVATE PROVIDER DISCOUNT | | (3,000) | | |
| 106-310.000-322.230 | PRIVATE PROVIDER DISCOUNT-GS | | (1,000) | | |
| 106-310.000-322.300 | BUIDLING PERMITS-GS | 447,044 | 608,570 | 750,000 | 700,000 |
| 106-310.000-322.400 | ADDITIONAL PERMIT FEES-GS | | 2,000 | 7,000 | 7,000 |
| 106-310.000-341.900 | ZONING FEES, BOARD REVIEW FEES | 24,000 | 30,000 | 37,000 | 37,000 |
| 106-310.000-341.940 | DCA-PERMIT SURCH COMMISSION | 1,800 | 1,800 | 2,200 | 2,200 |
| 106-310.000-341.950 | DCA-PERMIT SURCH COMMISSION-GS | | 120 | 120 | 120 |
| 106-310.000-342.500 | BCAIB-PERMIT SURCH COMMISSION | 2,700 | 2,700 | 2,850 | 2,850 |
| 106-310.000-342.501 | BCAIB-PERMIT SURCH COMMISSION-GS | | 180 | 180 | 180 |
| 106-310.000-342.510 | PENALTIES | 60,000 | 20,000 | 35,000 | 50,000 |
| 106-310.000-342.520 | RE-INSPECTION FEES | | 40,000 | 44,000 | 44,000 |
| 106-310.000-342.530 | PENALTIES-GS | | 1,000 | 1,000 | 5,000 |
| 106-310.000-342.540 | RE-INSPECTION FEES-GS | | 1,200 | 7,000 | 7,000 |
| 106-310.000-361.000 | INTEREST ON INVESTMENTS | 18,000 | 40,000 | 110,000 | 110,000 |
| 106-310.000-381.100 | TRANSFER FROM GENERAL FUND | 55,000 | 55,000 | 55,000 | 55,000 |
| 106-310.000-389.900 | APPROPRIATION FROM RESERVE | 16,600 | | 179,900 | 619,860 |
| NET OF REVENUES/APPROPRIATIONS - 310.000 - REVENUES | | 1,823,434 | 1,918,570 | 2,361,250 | 3,130,210 |
| Dept 524.000 - BUILDING DEPARTMENT | | | | | |
| 106-524.000-512.000 | REGULAR SALARIES & WAGES | 483,903 | 476,000 | 583,000 | 675,000 |
| 106-524.000-512.111 | BONUS | 13,200 | | | |
| 106-524.000-514.000 | OVERTIME | 2,300 | 3,600 | 16,000 | 6,000 |
| 106-524.000-515.200 | EDUCATION INCENTIVE PAY | 8,000 | 8,000 | 12,000 | 12,000 |
| 106-524.000-521.000 | FICA TAXES | 37,631 | 39,000 | 49,000 | 60,000 |
| 106-524.000-521.111 | BONUS FICA TAXES | 934 | | | |
| 106-524.000-522.000 | RETIREMENT CONTRIBUTIONS | 86,970 | 95,000 | 115,000 | 137,500 |
| 106-524.000-523.000 | HEALTH INSURANCE/ALLOWANCE | 117,754 | 77,000 | 106,000 | 108,000 |
| 106-524.000-524.000 | WORKERS' COMPENSATION | 11,288 | 8,000 | 1,000 | 1,000 |
| 106-524.000-531.000 | PROFESSIONAL FEES | 12,500 | 32,500 | 20,000 | 24,000 |
| 106-524.000-534.000 | OTHER CONTRACTUAL SERVICES | 123,781 | 64,400 | 81,778 | 90,000 |
| 106-524.000-535.000 | SUB-CONTRACTED INSPECTIONS | 300,000 | 315,000 | 262,950 | 350,000 |
| 106-524.000-535.100 | SUB-CONTRACTED INSPECTIONS-GS | 196,500 | 135,000 | 120,000 | 152,000 |
| 106-524.000-540.000 | TRAVEL AND PER DIEM | 8,000 | 8,000 | 10,500 | 12,000 |
| 106-524.000-540.100 | TRAINING & DEVELOPMENT | 4,200 | 4,800 | 4,800 | 14,000 |
| 106-524.000-541.000 | COMMUNICATIONS | 1,620 | 1,620 | 2,200 | 2,000 |
| 106-524.000-541.100 | POSTAGE & FREIGHT | 3,500 | 4,800 | 4,800 | 6,000 |
| 106-524.000-543.000 | UTILITY SERVICES | 1,666 | 2,000 | 2,200 | 2,200 |
| 106-524.000-544.000 | RENTALS AND LEASES | 2,800 | 2,800 | 2,800 | 2,800 |
| 106-524.000-545.000 | INSURANCE & BONDS | 8,695 | 35,000 | 37,450 | 37,450 |
| 106-524.000-546.000 | REPAIRS & MAINTENANCE- GENERAL | 3,500 | 4,000 | 3,000 | 3,000 |
| 106-524.000-546.100 | REPAIRS & MAINTENANCE- VEHICLE | 4,000 | 5,500 | 6,000 | 5,600 |
| 106-524.000-549.100 | ADMINISTATIVE CHARGES | 350,000 | 500,000 | 500,000 | 700,000 |
| 106-524.000-552.000 | OPERATING SUPPLIES | 12,673 | 12,600 | 12,000 | 10,000 |
| 106-524.000-552.400 | OPERATING SUPPLIES-GASOLINE | 8,500 | 4,000 | 4,000 | 4,000 |
| 106-524.000-554.000 | BOOKS, DUES, EDUCATION, SUBSCRIPT | 6,060 | 5,200 | 5,000 | 6,160 |
| 106-524.000-562.000 | BUILDINGS | 9,000 | 9,000 | 400,000 | 690,000 |
| 106-524.000-564.000 | MACHINERY AND EQUIPMENT | 53,140 | 60,000 | 10,000 | 12,500 |
| 106-524.000-566.100 | SOFTWARE | 2,400 | 2,600 | 8,400 | 4,000 |
| 106-524.000-571.150 | PRINCIPAL - COPIER LEASE | | 3,000 | 3,000 | 3,000 |
| 106-524.000-572.150 | INTEREST - COPIER LEASE | | 150 | 150 | |
| NET OF REVENUES/APPROPRIATIONS - 524.000 - BUILDING DEP | | (1,874,515) | (1,918,570) | (2,383,028) | (3,130,210) |
| ESTIMATED REVENUES - FUND 106 | | 1,823,434 | 1,918,570 | 2,361,250 | 3,130,210 |
| APPROPRIATIONS - FUND 106 | | 1,874,515 | 1,918,570 | 2,383,028 | 3,130,210 |
| NET OF REVENUES/APPROPRIATIONS - FUND 106 | | (51,081) | | (21,778) | |
| BEGINNING FUND BALANCE | | 1,983,038 | 2,892,624 | 3,598,986 | |
| ENDING FUND BALANCE | | 1,931,957 | 2,892,624 | 3,577,208 | |

| GL NUMBER | DESCRIPTION | 2022-23 AMENDED BUDGET | 2023-24 AMENDED BUDGET | 2024-25 AMENDED BUDGET | 2025-26 MANAGER REVIEW BUDGET |
|---|------------------------------------|------------------------------|------------------------------|------------------------------|-------------------------------------|
| Dept 533.000 - WATER SYSTEM OPERATIONS | | | | | |
| 401-533.000-343.300 | WATER UTILITY REVENUE | 2,451,615 | 2,747,000 | 2,985,973 | 3,167,894 |
| 401-533.000-343.310 | FIRE HYDRANT- MAINTENANCE FEE | 31,000 | 30,720 | 30,720 | 40,738 |
| 401-533.000-343.350 | IRRIGATION UTILITY REVENUE | 583,360 | 597,000 | 685,703 | 724,432 |
| 401-533.000-361.000 | INTEREST ON INVESTMENTS | 29,000 | 140,000 | 125,000 | 120,000 |
| 401-533.000-369.100 | ADMINISTRATIVE REIMBURSEMENTS | 220,000 | 220,000 | 220,000 | 220,000 |
| 401-533.000-381.100 | TRANSFER FROM GENERAL FUND | 945,519 | 451,753 | | |
| 401-533.000-389.810 | APPROP FROM RESERVE - PRIOR CONNEC | 296,880 | | | |
| 401-533.000-389.900 | APPROPRIATION FROM RESERVE | 285,766 | 812,927 | 865,343 | 946,705 |
| 401-533.000-512.000 | REGULAR SALARIES & WAGES | 692,860 | 760,000 | 522,000 | 623,000 |
| 401-533.000-512.111 | BONUS | 18,938 | | | |
| 401-533.000-514.000 | OVERTIME | 32,259 | 15,000 | 18,000 | 25,000 |
| 401-533.000-515.100 | SHIFT DIFFERENTIAL PAY | 23,023 | 30,000 | 325,000 | 296,000 |
| 401-533.000-515.200 | EDUCATION INCENTIVE PAY | 6,000 | 6,000 | 8,000 | 8,000 |
| 401-533.000-521.000 | FICA TAXES | 57,383 | 65,000 | 70,000 | 77,000 |
| 401-533.000-521.111 | BONUS FICA TAXES | 1,425 | | | |
| 401-533.000-522.000 | RETIREMENT CONTRIBUTIONS | 113,255 | 120,000 | 130,000 | 141,000 |
| 401-533.000-523.000 | HEALTH INSURANCE/ALLOWANCE | 170,682 | 172,000 | 249,000 | 316,000 |
| 401-533.000-524.000 | WORKERS' COMPENSATION | 16,933 | 12,000 | 47,000 | 55,000 |
| 401-533.000-531.000 | PROFESSIONAL FEES | 16,240 | 70,000 | 75,000 | 85,000 |
| 401-533.000-534.000 | OTHER CONTRACTUAL SERVICES | 41,000 | 45,000 | 48,150 | 35,000 |
| 401-533.000-540.000 | TRAVEL AND PER DIEM | 3,745 | 5,000 | 5,350 | 10,000 |
| 401-533.000-540.100 | TRAINING & DEVELOPMENT | 2,700 | 5,671 | 6,000 | 10,000 |
| 401-533.000-541.000 | COMMUNICATIONS | 225 | | | |
| 401-533.000-541.100 | POSTAGE & FREIGHT | 300 | 1,100 | 1,000 | 1,000 |
| 401-533.000-543.000 | UTILITY SERVICES | 315,988 | 325,000 | 357,500 | 305,000 |
| 401-533.000-545.000 | INSURANCE & BONDS | 130,997 | 221,000 | 236,470 | 260,000 |
| 401-533.000-546.000 | REPAIRS & MAINTENANCE- GENERAL | 177,334 | 229,457 | 245,550 | 225,000 |
| 401-533.000-546.100 | REPAIRS & MAINTENANCE- VEHICLE | 2,500 | 5,000 | 5,000 | 6,000 |
| 401-533.000-546.200 | RENEWALS & REPLACEMENTS | 98,125 | 122,349 | 150,000 | 175,000 |
| 401-533.000-549.003 | OTH CURR CHG-LICENSE & PERMITS | 5,450 | 6,500 | 6,500 | 7,500 |
| 401-533.000-549.100 | ADMINISTATIVE CHARGES | 550,000 | 550,000 | 550,000 | 550,000 |
| 401-533.000-552.000 | OPERATING SUPPLIES | 338,218 | 81,463 | 100,000 | 100,000 |
| 401-533.000-552.100 | UNIFORMS | 6,000 | 6,600 | 5,000 | 7,500 |
| 401-533.000-552.250 | OPERATING SUPPLIES- SAFETY | 3,500 | 3,500 | 14,000 | 15,000 |
| 401-533.000-552.260 | OPERATING SUPPLIES - CHEMICALS | | 289,000 | 336,341 | 325,000 |
| 401-533.000-552.400 | OPERATING SUPPLIES-GASOLINE | 17,321 | 17,750 | 20,000 | 22,000 |
| 401-533.000-554.000 | BOOKS,DUES,EDUCATION,SUBSCRIPT | 3,000 | 3,000 | 3,000 | 4,000 |
| 401-533.000-562.000 | BUILDINGS | 38,618 | 30,000 | | 200,000 |
| 401-533.000-563.000 | IMPROVEMENTS OTHER THAN BLDG. | | 215,000 | 593,028 | 150,000 |
| 401-533.000-564.000 | MACHINERY AND EQUIPMENT | 628,003 | 381,025 | 211,591 | 325,000 |
| 401-533.000-571.500 | PRINCIPAL-DWSRF502901 RO | 712,602 | 363,989 | | |
| 401-533.000-571.800 | PRINCIPAL-R.O. EXPANSION | 242,981 | 250,695 | 259,388 | 268,384 |
| 401-533.000-571.830 | PRINCIPAL-DWSRF500201 A1A | 42,645 | 43,766 | 44,915 | 46,095 |
| 401-533.000-571.850 | PRINCIPAL-DWSRF500200 ARRA | 159,627 | 164,160 | 168,822 | 173,616 |
| 401-533.000-571.900 | SRF LOAN PRINCIPAL- WIIP 2017 | 220,199 | 222,806 | 225,442 | 228,110 |
| 401-533.000-572.200 | INTEREST- DWSRF502901 RO | 25,822 | 5,224 | | |
| 401-533.000-572.800 | INTEREST-R.O. EXPANSION | 53,868 | 46,155 | 37,461 | 28,465 |
| 401-533.000-572.830 | INTEREST-DWSRF500201 A1A | 9,491 | 8,371 | 7,221 | 6,041 |
| 401-533.000-572.850 | INTEREST-DWSRF500200 ARRA | 38,684 | 35,152 | 29,489 | 24,695 |
| 401-533.000-572.900 | SRF LOAN INTERST- WIIP 2017 | 43,273 | 40,667 | 38,031 | 35,363 |
| 401-533.000-599.000 | RESERVE FOR CONTINGENCY | | 25,000 | 25,000 | 50,000 |
| NET OF REVENUES/APPROPRIATIONS - 533.000 - WATER SYSTEM | | (218,074) | | (261,510) | |
| ESTIMATED REVENUES - FUND 401 | | 4,843,140 | 4,999,400 | 4,912,739 | 5,219,769 |
| APPROPRIATIONS - FUND 401 | | 5,061,214 | 4,999,400 | 5,174,249 | 5,219,769 |
| NET OF REVENUES/APPROPRIATIONS - FUND 401 | | (218,074) | | (261,510) | |
| BEGINNING FUND BALANCE | | 9,241,658 | 9,730,025 | 9,762,971 | |
| FUND BALANCE ADJUSTMENTS | | 4,052 | (812,927) | | |
| ENDING FUND BALANCE | | 9,027,636 | 8,917,098 | 9,501,461 | |

| GL NUMBER | DESCRIPTION | 2022-23 AMENDED BUDGET | 2023-24 AMENDED BUDGET | 2024-25 AMENDED BUDGET | 2025-26 MANAGER REVIEW BUDGET |
|---|--------------------------------|------------------------------|------------------------------|------------------------------|-------------------------------------|
| Dept 535.000 - SEWER SYSTEM OPERATIONS | | | | | |
| 402-535.000-337.720 | ARPA FEDERAL GRANT FUNDS | | 250,000 | 140,921 | |
| 402-535.000-337.750 | GRANTS | | | 270,000 | 230,000 |
| 402-535.000-343.500 | SEWER UTILITIES REVENUE | 1,524,334 | 1,775,000 | 1,973,647 | 2,073,000 |
| 402-535.000-361.000 | INTEREST ON INVESTMENTS | 21,000 | 120,000 | 110,000 | 115,000 |
| 402-535.000-389.900 | APPROPRIATION FROM RESERVE | 237,358 | 351,505 | | 1,737,500 |
| 402-535.000-531.000 | PROFESSIONAL FEES | 208,911 | 150,000 | 344,824 | 300,000 |
| 402-535.000-534.000 | OTHER CONTRACTUAL SERVICES | 25,000 | 32,130 | 30,000 | 25,000 |
| 402-535.000-543.000 | UTILITY SERVICES | 38,750 | 45,000 | 49,500 | 52,000 |
| 402-535.000-543.100 | SEWAGE TREATMENT-CITY OF DELRA | 985,000 | 975,000 | 1,072,500 | 1,148,000 |
| 402-535.000-545.000 | INSURANCE & BONDS | 2,942 | 7,000 | 7,490 | 8,500 |
| 402-535.000-546.000 | REPAIRS & MAINTENANCE- GENERAL | 50,000 | 221,375 | 240,000 | 175,000 |
| 402-535.000-546.200 | RENEWALS & REPLACEMENTS | 120,000 | 120,000 | 120,000 | 75,000 |
| 402-535.000-549.100 | ADMINISTRATIVE CHARGES | 220,000 | 220,000 | 220,000 | 220,000 |
| 402-535.000-552.000 | OPERATING SUPPLIES | 1,000 | 1,000 | 1,000 | 2,000 |
| 402-535.000-563.000 | IMPROVEMENTS OTHER THAN BLDG. | 225,000 | 550,000 | 300,000 | 2,050,000 |
| 402-535.000-564.000 | MACHINERY AND EQUIPMENT | | 150,000 | 228,625 | 100,000 |
| 402-535.000-599.000 | RESERVE FOR CONTINGENCY | | 25,000 | 49,078 | |
| NET OF REVENUES/APPROPRIATIONS - 535.000 - SEWER SYSTEM | | (93,911) | | (168,449) | |
| ESTIMATED REVENUES - FUND 402 | | 1,782,692 | 2,496,505 | 2,494,568 | 4,155,500 |
| APPROPRIATIONS - FUND 402 | | 1,876,603 | 2,496,505 | 2,663,017 | 4,155,500 |
| NET OF REVENUES/APPROPRIATIONS - FUND 402 | | (93,911) | | (168,449) | |
| BEGINNING FUND BALANCE | | 2,408,085 | 2,840,701 | 3,428,280 | |
| FUND BALANCE ADJUSTMENTS | | (4,048) | | | |
| ENDING FUND BALANCE | | 2,310,126 | 2,840,701 | 3,259,831 | |
| ESTIMATED REVENUES - ALL FUNDS | | 29,463,123 | 32,917,237 | 28,914,489 | 32,532,745 |
| APPROPRIATIONS - ALL FUNDS | | 29,976,290 | 32,917,236 | 29,489,027 | 32,532,745 |
| NET OF REVENUES/APPROPRIATIONS - ALL FUNDS | | (513,167) | 1 | (574,538) | |
| BEGINNING FUND BALANCE - ALL FUNDS | | 24,625,190 | 23,189,176 | 25,772,130 | |
| FUND BALANCE ADJUSTMENTS - ALL FUNDS | | 34 | (587,927) | | |
| ENDING FUND BALANCE - ALL FUNDS | | 24,112,057 | 22,601,250 | 25,197,592 | |

File Attachments for Item:

A. Approval of Meeting Minutes

June 03, 2025 Town Commission Meeting Minutes

DRAFT



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

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

Date: June 03, 2025
Time: 1:30 PM

1. CALL TO ORDER

Vice Mayor Stern 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
Town Manager Marshall Labadie
Town Attorney Leonard Rubin
Town Clerk Lanelda Gaskins

ABSENT
Mayor Natasha Moore

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/Peters - A motion was made and seconded to approve the Consent Agenda as presented, which passed unanimously 4 to 0.

6. PRESENTATIONS / PROCLAMATIONS

A. Palm Beach County Commission on Ethics Presentaton by Rhonda Giger, Esquire, General Counsel

Rhonda Giger, General Counsel with the Palm Beach County Commission on Ethic, was present to answer questions. She noted it was the Palm Beach County Commission on Ethics 15th anniversary; the agency has jurisdiction over every

municipality in the county as well as all county officials and employees. The agency emphasizes training and being available for questions. The agency also wants to work collaboratively with everybody, to reward people for asking first. The agency's motto is to "Act First, Ask Later."

Vice Mayor Stern opened the item for public comments.

Mr. Timothy Routolo provided comments.

B. 2025 Hurricane Preparedness Presentation by Fire Chief Glenn Joseph

Fire Chief Joseph reminded everyone about hurricane season.

Community Risk Reduction/Assistant Fire Chief Welhaf provided an update of the town's Hurricane Preparation Manual 2025, noting the National Oceanic and Atmospheric Administration (NOAA) predictions; the National Hurricane Center in Coral Gables, Florida predicts storm movements 72 hours in advance and usually gives 72 hours' notice for hurricane watch and 36 hours' notice for hurricane warning. The town will evaluate for a category 2 hurricane or stronger. The Hurricane Preparation Manual 2025 will be posted on the Town's website and emailed the subscribers.

The Fire Rescue Department and essential staff are prepared for the hurricane season. The Palm Beach County Emergency Operations Center runs the shelter program in the county and requires pre-registration for high level care (special needs shelter).

Ask the Condominium Managers to provide the Fire Rescue Department with a list of residents who want to stay in the home and not evacuate before a hurricane. Also emphasize the Condominium Managers about removal of the electric vehicles.

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

Timothy Rutolou provided comments.

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

None.

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

A. Building Department Recertification Program Update

Katerina Jaddaoui, Administrative Assistant/Permit Technician, provided an update on the Milestone Recertification Program.

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

There was a discussion regarding drainage improvement, the walk path, whether bike riders are permitted on the walk path, and shared use of the walk path. Town Manager Labadie talked about the non-motorized shared use pathways. He explained that the pathways are not built to a standard to be divided into lanes. Additional concerns were raised bicycles and electric bikes on the walk path, the safety of hearing impaired residents on the path, the design of the turn lane at Linton Blvd., the need for smooth transitions at driveways, and the projected timeline for completing the road construction.

- 10. 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 04, 2025 Town Commission Meeting Minutes

May 06, 2025 Town Commission Meeting Minutes

B. Resolution No. 2025-014

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

Vice Mayor Stern opened public comments. Hearing none, he closed public comments.

MOTION: Goldberg/Peters - A motion was made and seconded to approve the Consent Agenda, which passed unanimously 4 to 0.

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

A. Approve and authorize the Mayor to execute an agreement with the Hinterland Group, Inc. in an amount not to exceed \$100,000 for utility construction and repair services on an as-needed basis, pursuant to and Invitation to Bid issued by Loxahatchee River Environmental Control District (ITB No. 24-001-00131).

Vice Mayor Stern read the title followed by Public Works Director Roman presenting this item.

Vice Mayor Stern opened the item for comments. There were no public comments.

MOTION: Goldberg/Peters - A motion was made and seconded to approve the agreement with Hinterland Group, Inc., which passed unanimously 4 to 0.

- B. Approve and authorize the Mayor to execute an agreement with the G3 Contracting, Inc. d/b/a Industry Standard in an amount not to exceed \$100,000 for utility installation and repair services on an as-needed basis, pursuant to a Request for Proposals issued by Indian River County (No. 2025005).**

Vice Mayor Stern read the title followed by Public Works Director Roman presenting this item.

Vice Mayor Stern opened the item for comments. There were no public comments.

MOTION: Goldberg/Peters - A motion was made and seconded to approve the agreement with G3 Contracting, Inc., which passed unanimously 4 to 0.

12. TOWN COMMISSION COMMENTS

Commissioner Jason Chudnofsky inquired about the possibility of bypassing the bid process in the future. Public Works Director Roman responded by explaining that the bidding process was done for the Hinterland Group, Inc. project. The Town utilized a piggyback contract from another agency that had already undergone a thorough bidding process. He commented about the advisory board vacancies and recruitment.

Commissioner Judith M. Goldberg commended Mr. David Axelrod for his service on numerous town advisory boards and thanked him for his service. She noted that she would be interested to hear how the Special Magistrate is working out for code enforcement at a future meeting.

Commissioner Donald Peters echoed Commissioner Goldberg regarding Mr. David Axelrod's service on numerous town advisory boards. He reminded everyone that it was turtle season and lights down. He gave kudos to Joanne Ryan, Turtle Permit Holder, and the Highland Beach Sea Turtle Team.

Vice Mayor David Stern had no comments.

13. TOWN MANAGER'S REPORT

The Town Manager began his report by commending the Fire Department B-Shift for their continued dedication to the Town, highlighting a recent letter of appreciation from the property manager of the Townhouses of Highland Beach. The letter recognized the department's prompt response and assistance with a water leak caused by a broken pipe. He mentioned that he had emailed the estimated values

to the Town Commission, and he spoke about the estimated values. Ms. Dorothy Jacks, Palm Beach County Property Appraiser, will deliver a presentation at the July 17 Town Commission meeting. He also shared that staff was diligently working budget for the upcoming fiscal year and will present the preliminary budget at the June 17 Town Commission meeting. Lastly, he reaffirmed that the Town's financial health remains exceptionally strong.

14. TOWN ATTORNEY'S REPORT

Town Attorney Rubin had nothing to report.

15. ANNOUNCEMENTS

Vice Mayor Stern read the announcement as follows:

Board Vacancies

Code Enforcement Board One (1) vacancy for a three-year term

Natural Resources Preservation Advisory Board One (1) vacancy for a three-year term

Planning Board One (1) vacancy for a three-year term

Meetings and Events

June 10, 2025 1:30 P.M. Special Magistrate Hearing

June 12, 2025 9:30 A.M. Planning Board Regular Meeting

June 17, 2025 1:30 P.M. Town Commission Meeting

June 19, 2025 **Town Hall Closed in observance of Juneteenth**

June 24, 2025 11:00 A.M. Financial Advisory Board Regular Meeting

Board Action Report

None.

16. ADJOURNMENT

The meeting was adjourned at 2:18 P.M.

APPROVED: June 17, 2025, Town Commission Meeting.

Signed Minutes on file in the
Town Clerk's Office

ATTEST:

Natasha Moore, Mayor

Transcribed by
Lanelda Gaskins

06/17/2025

Lanelda Gaskins, MMC
Town Clerk

Date

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/>.

File Attachments for Item:

A. Resolution No. 2025-016

A Resolution of the Town Commission of the Town of Highland Beach, Florida, authorizing the Mayor to execute Amendment Number Ten to the State of Florida Department of Transportation District Four Landscape inclusive memorandum of agreement on behalf of the Town; providing for conflicts; and providing for an effective date.



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting

MEETING DATE June 17, 2025

SUBMITTED BY: Ingrid Allen, Town Planner, Building Department

SUBJECT: Amendment Number Ten (10) to the Florida Department of Transportation's Landscape Inclusive Memorandum of Agreement for the property located 3515 South Ocean Boulevard

SUMMARY:

On July 20, 2017, the Florida Department of Transportation (FDOT) and the Town of Highland Beach entered into a Landscape Inclusive Maintenance Memorandum of Agreement ("Agreement") for the purpose of maintaining landscape improvements on State Road A1A (South Ocean Boulevard). Since the execution of this Agreement, there have been nine (9) amendments to the Agreement as follows:

| AMENDMENT NUMBER | LOCATION | FDOT PERMIT NO. | DATE OF EXECUTED AMENDMENT |
|------------------|----------------------|------------------|----------------------------|
| 1 | 3615 S. Ocean Blvd. | 2019-L-496-00005 | February 5, 2020 |
| 2 | Several (crosswalks) | 2020-L-496-00002 | February 19, 2020 |
| 3 | 2352 S. Ocean Blvd. | 2020-L-496-00005 | December 21, 2020 |
| 4 | 2500 S. Ocean Blvd. | 2021-L-496-00004 | January 21, 2022 |
| 5 | 4005 S. Ocean Blvd. | 2022-L-496-00008 | September 13, 2022 |
| 6 | 3805 S. Ocean Blvd. | 2023-L-496-00004 | August 26, 2023 |
| 7 | 3521 S. Ocean Blvd. | 2023-L-496-00006 | October 10, 2023 |
| 8 | 3425 S. Ocean Blvd. | 2023-L-496-00009 | January 22, 2024 |
| 9 | 2362 S. Ocean Blvd | 2023-L-496-00005 | December 27, 2023 |

The proposed amendment to the Agreement (No. 10) provides for landscaping improvements to be installed in FDOT's Right-of-Way (ROW) along State Road A1A at 3515 South Ocean Boulevard. While this amendment to the Agreement indicates that the Town will maintain the additional landscape improvements, Section 28-10(a) of the Town Code of Ordinances, requires the property owner to be responsible for the maintenance of all landscaping on adjacent public rights-of way as follows:

Sec. 28-10. - Maintenance standards for cultivated landscape areas.

(a) General: The owner, and/or lessee of land subject to this chapter shall be responsible for the maintenance of all landscaping located on their property and on adjacent public rights-of-way, which shall be maintained in good condition so as to present a healthy, neat and orderly landscape area which shall include, but not be limited to, weeding, mulching, fertilizing, pruning, mowing, and edging as generally set forth in this section.

At the March 13, 2025 Planning Board ("Board") meeting, the Board granted an amendment to a previously approved major modification to an existing building (DO# 24-0002) in order to add a 21 square foot balcony to the west side of the residence, and a landscaping plan. The latter approval was subject to the following conditions given FDOT's approval of the proposed landscaping in their ROW was pending (Note that Town Manager, Marshall Labadie, authorized staff to bring forward to the Planning Board the proposed request with the conditions stated below):

1. FDOT approval of proposed landscaping in right-of-way.
2. Town Commission approval of an amendment to FDOT's Landscape Inclusive Memorandum of Agreement.

On May 23, 2025, FDOT provided Town staff amendment No. 10 to the MMOA thereby agreeing to the proposed landscape improvements in FDOT's ROW for the subject property. The FDOT ROW landscaping plan approved by the Board on March 13, 2025 is consistent with the ROW landscaping plan approved by FDOT (FDOT permit number 2025-L-496-00001).

FISCAL IMPACT:

N/A

ATTACHMENTS:

Aerials

Resolution

Amendment Number Ten (10) to FDOT Landscape Inclusive Memorandum of Agreement.

FDOT Inclusive Landscape Maintenance Memorandum of Agreement – July 20, 2017.

RECOMMENDATION:

At the discretion of the Town Commission



**TOWN OF HIGHLAND BEACH
RESOLUTION NO. 2025-016**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, AUTHORIZING THE MAYOR TO EXECUTE AMENDMENT NUMBER TEN TO THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION DISTRICT FOUR LANDSCAPE INCLUSIVE MEMORANDUM OF AGREEMENT ON BEHALF OF THE TOWN; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on July 20, 2017, the Town of Highland Beach entered into a Landscape Inclusive Maintenance Memorandum of Agreement with the Florida Department of Transportation (FDOT), District Four, for the purpose of maintaining landscape improvements by the Town on State Road A1A (South Ocean Boulevard); and

WHEREAS, since the execution of the Landscape Inclusive Maintenance Memorandum of Agreement, there have been nine (9) amendments to the Agreement which were executed on February 5, 2020 (FDOT Permit No. 2019-L-496-00005); February 19, 2020 (FDOT Permit No. 2020-L-496-00002); December 21, 2020 (FDOT Permit No. 2020-L-496-00005); January 21, 2022 (FDOT Permit No. 2021-L-496-00004); September 13, 2022 (FDOT Permit No. 2022-L-496-00008); August 26, 2023 (FDOT Permit No. 2023-L-496-00004); October 10, 2023 (FDOT Permit No. 2023-L-496-00006); January 22, 2024 (FDOT Permit No. 2023-L-496-00009); December 27, 2023 (FDOT Permit No. 2023-L-496-00005); and

WHEREAS, new landscaping improvements (FDOT Permit No. 2025-L-496-00001) are proposed to be installed in the State Road A1A right-of-way at 3515 South Ocean Boulevard; and

WHEREAS, these new landscaping improvements, as noted above, require an amendment to the Landscape Inclusive Maintenance Memorandum of Agreement whereby the Town and FDOT agree to the installation of the improvements at 3515 South Ocean Boulevard; and

WHEREAS, the purpose of this Resolution is to authorize the Mayor to execute, on behalf of the Town, the amendment to the Landscape Inclusive Maintenance Memorandum of Agreement attached to this Resolution; and

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

Section 1. The recitations set forth above are true, accurate and correct and are incorporated herein.

Section 2. The Mayor is hereby authorized to execute amendment number ten (10) to the State of Florida Department of Transportation Landscape Inclusive Memorandum of Agreement attached to this Resolution and made a part hereof.

Section 3. All resolutions or parts of resolutions in conflict with this Resolution are repealed to the extent of such conflict.

Section 4. 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 _____, 2025.

ATTEST:

Natasha Moore, Mayor

**REVIEWED FOR LEGAL
SUFFICIENCY**

Lanelda Gaskins, MMC
Town Clerk

Leonard G. Rubin, Town Attorney
Town of Highland Beach

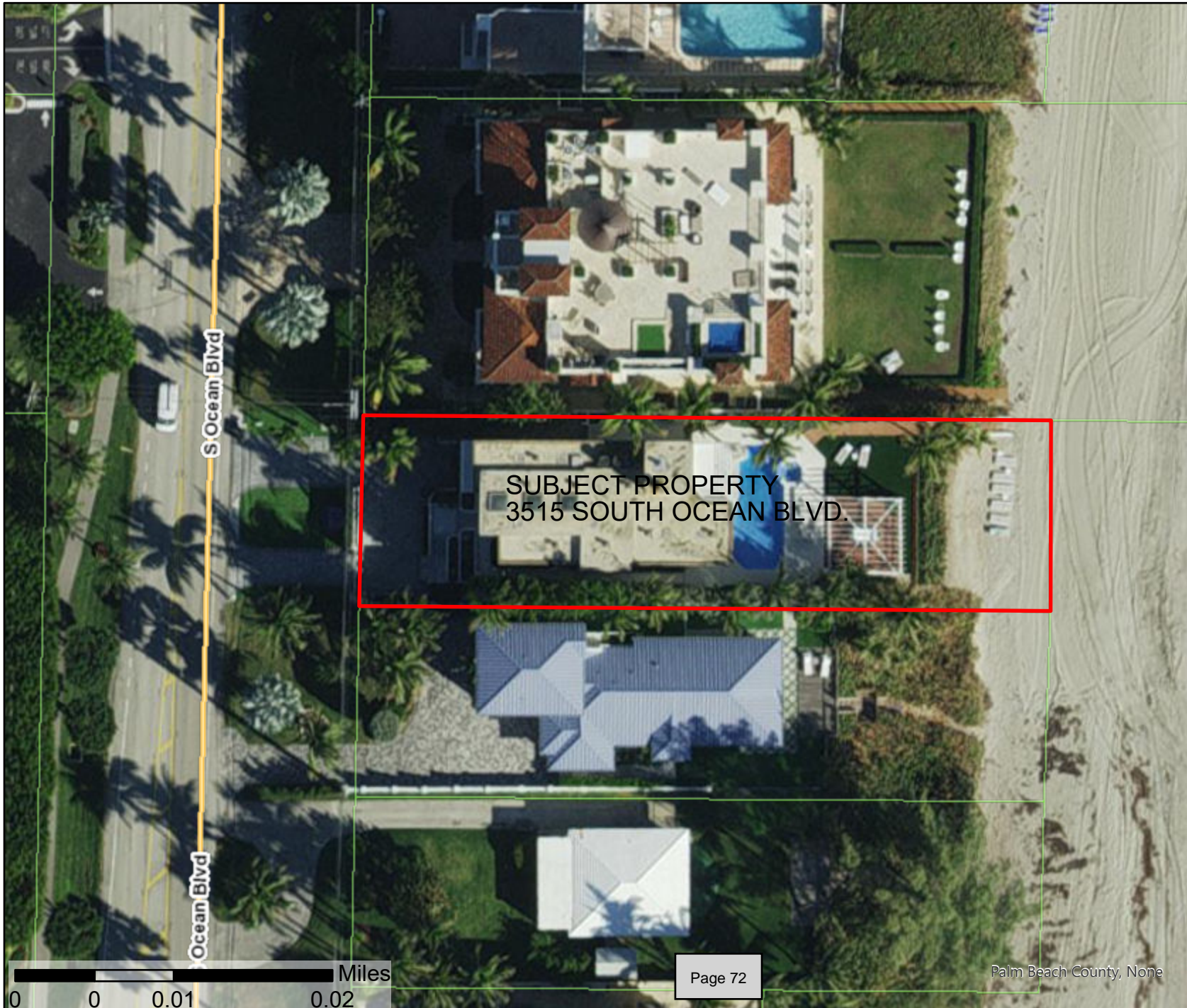
VOTES:

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

YES NO

3515 S. Ocean Blvd.

Legend



Date: 3/28/2024
Time: 10:17 AM
Scale: 1:576



3515 S. Ocean Blvd (front)



**AMENDMENT NUMBER TEN (10) TO
FLORIDA DEPARTMENT OF TRANSPORTATION, DISTRICT 4
LANDSCAPE INCLUSIVE MAINTENANCE MEMORANDUM OF AGREEMENT**

THIS AMENDMENT Number TEN (10) to the Agreement dated July 20, 2017, was made and entered into this _____ day of _____ 20____ by and between the **DEPARTMENT OF TRANSPORTATION**, hereinafter called the **DEPARTMENT**, and the **TOWN OF HIGHLAND BEACH**, a municipal corporation of the State of Florida, hereinafter called the **AGENCY**.

W I T N E S S E T H

WHEREAS, the parties entered into the Landscape Inclusive Maintenance Memorandum of Agreement on July 20, 2017 ("Original Agreement") for the purpose of the AGENCY maintaining the landscape improvements on various roads including **State Road A1A (South Ocean Boulevard)**; and,

WHEREAS, the DEPARTMENT and the AGENCY agree to amend the Original Agreement for the purpose of adding additional landscape improvements ("Additional Improvements") on **State Road A1A (South Ocean Boulevard) from M.P. 6.325 to M.P. 6.337** in accordance with the above referenced Original Agreement; and,

WHEREAS, the parties hereto mutually recognize the need for entering into this Amendment, designating and setting forth the responsibilities of each party for the Additional Improvements.

NOW THEREFORE, for and in consideration of mutual benefits that flow each to the other, the parties covenant and agree as follows:

1. Pursuant to Page 7, Paragraph 9 of the Original Agreement, an Adjacent Property Owner may construct additional landscape improvements or modify an improvement, located as indicated in **Exhibit "A"**, on **State Road A1A (South Ocean Boulevard)** from **M.P. 6.325 to M.P. 6.337**.
2. The Additional Improvements (landscape, irrigation and paver sidewalk) shall be installed according to the plans attached to this Amendment as **Exhibit "B"** and incorporated into the Original Agreement.
3. The parties herein agree to modify the Original Agreement accordingly:
 - a) The following sentence is added to the end of section 4.A. MAINTENANCE OF FACILITIES:

The AGENCY shall be responsible for all maintenance and repairs to FDOT sidewalks directly attributable to tree roots or other AGENCY-maintained improvements.

- b) Section 9.A. AGREEMENT TERM shall be deleted in its entirety and replaced with:

The term of this Agreement commences upon execution by all parties and remains in effect so long as the improvements exist, or until this Agreement is terminated by either party in accordance with section 8.

- c) The following section is hereby added:

19. DEPARTMENT ACCESS TO FACILITIES

The DEPARTMENT will periodically need access to various features within the limits of this Agreement. Upon request of the DEPARTMENT, the AGENCY will have 14 calendar days to provide access to the items noted by the DEPARTMENT. This may require temporary or permanent removal of improvements such as hardscape, landscape or other items conflicting with the items to which the Department needs access.

Should the AGENCY fail to remove or relocate items as requested, the Department may:

- (a) Remove conflicting improvements or any portion thereof.
 - (b) Restore the area with any material meeting Department standards.
 - (c) Restore the improvements at the request and funding of the AGENCY.
4. The AGENCY agrees to maintain the Additional Improvements in accordance with **Exhibit "E"** of the Original Agreement, and with **Exhibit "C"**, Maintenance Plan for Landscape Improvements.

LIST OF EXHIBITS FOR AMENDMENT #10:

Exhibit A - Landscape Improvements Maintenance Boundaries
Exhibit B - Landscape Improvement Plans
Exhibit C – Maintenance Plan for Landscape Improvements
Exhibit D - Resolution

Except as modified by this Amendment, all terms and conditions of the original Agreement and all Amendments thereto shall remain in full force and effect.

In Witness whereof, the parties hereto have executed with this Amendment effective the day year written and approved.

TOWN OF HIGHLAND BEACH

By: _____ Date: _____
Natasha Moore, (or designee)
Mayor

Attest: _____ (SEAL)
Lanelda Gaskins, (or designee)
Town Clerk

Legal Approval: _____

**STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION**

By: _____ Date: _____
John P. Krane, P.E. (or designee)
Director Transportation Development

Attest: _____ (SEAL)
Alia Chanel (or designee, Madeleine Young)
Executive Secretary

Legal Review: _____
Pamela G. Eidelberg (or designee)
Assistant General Counsel, District 4

EXHIBIT A

LANDSCAPE IMPROVEMENTS MAINTENANCE BOUNDARIES

I. LANDSCAPE MAINTENANCE LIMITS FOR AMENDMENT #10:

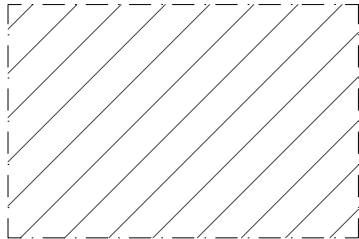
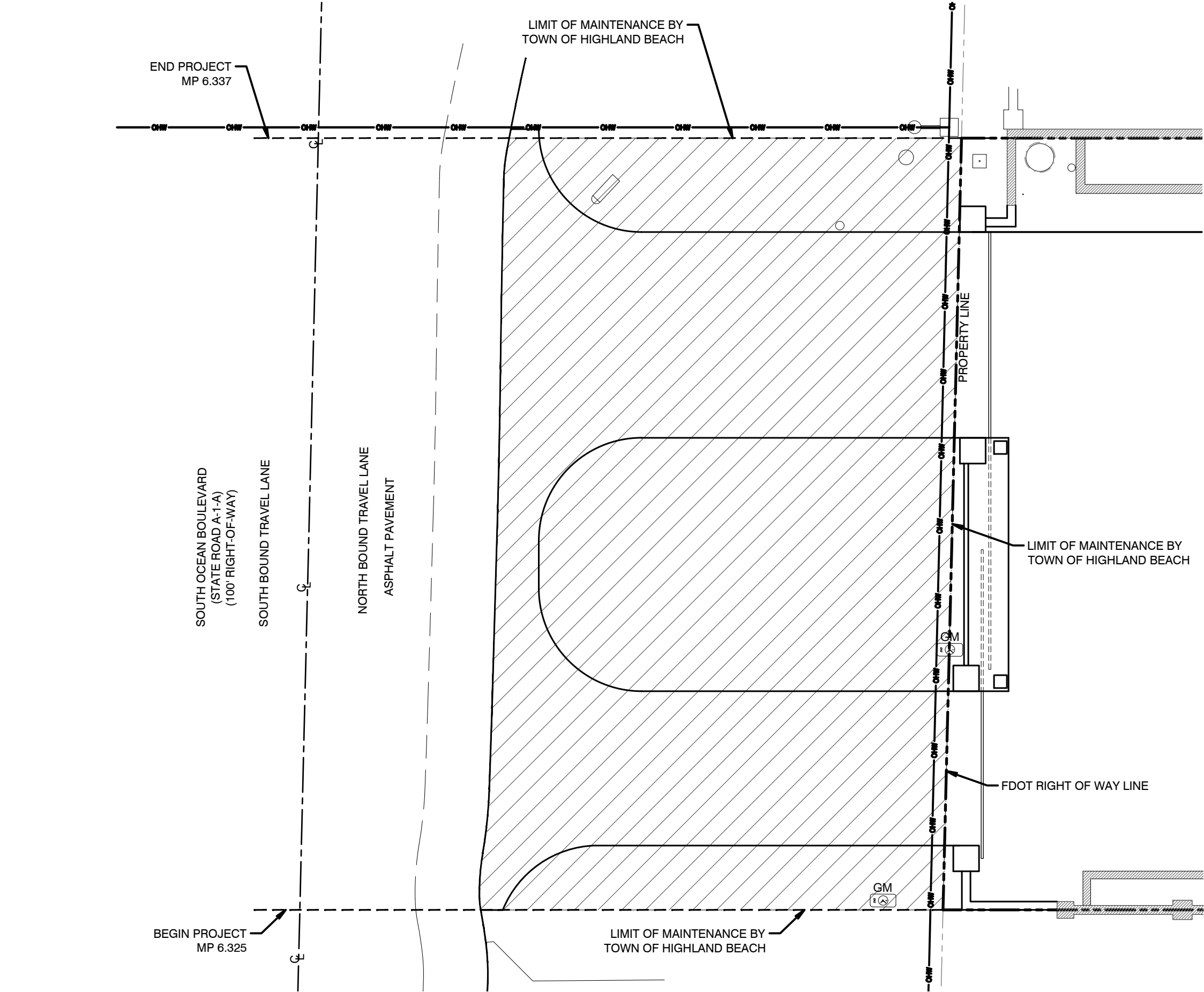
State Road A1A (South Ocean Boulevard) from M.P. **6.325** to M.P. **6.337**.

*See Attached Map**

II. INCLUSIVE LANDSCAPE MAINTENANCE AGREEMENT LIMITS FOR STATE ROAD A1A:

State Road A1A from approximately $\frac{1}{4}$ mile north of Spanish River Boulevard (M.P. 4.868) to approximately $\frac{1}{2}$ mile south of Linton Boulevard (M.P. 7.711).

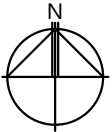
**All limits of the Original Agreement and Amendments shall apply.*



LIMIT OF MAINTENANCE BY
TOWN OF HIGHLAND BEACH

LANDSCAPE IMPROVEMENTS
MAINTENANCE BOUNDARY MAP
TOWN OF HIGHLAND BEACH

FDOT LANDSCAPE PERMIT
NUMBER 2025-L-496-00001



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| 2. ISSUED | 04/10/25 |
| 3. REVISION | 05/20/25 |
| 4. MMOA SUB | |
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MASAREK RESIDENCE

3515 SOUTH OCEAN BLVD.
HIGHLAND BEACH, FL 33487

HIGHLAND BEACH, RML RESIDENTIAL LOW DENSITY

PLA[™] DESIGN
STUDIO

2385 NW EXECUTIVE CENTER DR., STE 240, BOCA RATON, FL 33451
STUDIO@PLADESIGNSTUDIO.COM | OFFICE: 561-318-5256

seal
Stephanie Portus FL Reg LA 6667215
Beth Dawson FL Reg LA 6667273

project number
23-154

drawn by
AM/JS

sheet name

MMOA
PLAN

ISSUED
05/20/25

sheet number
L-1

SECTION: 93060000
PERMIT: 2025-L-496-00001
COUNTY: PALM BEACH
STATE RD: A1A

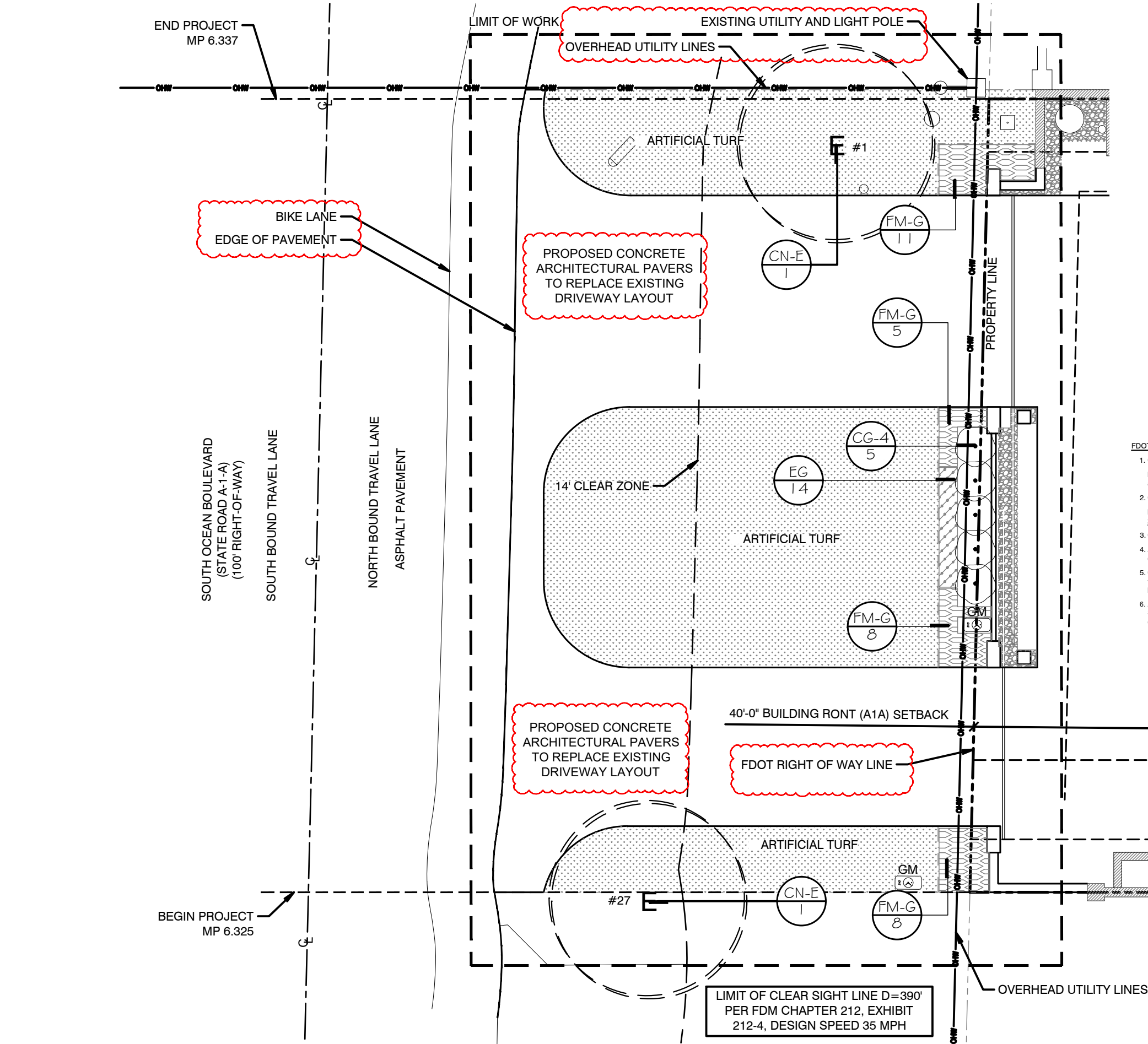
EXHIBIT B

LANDSCAPE IMPROVEMENT PLANS

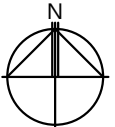
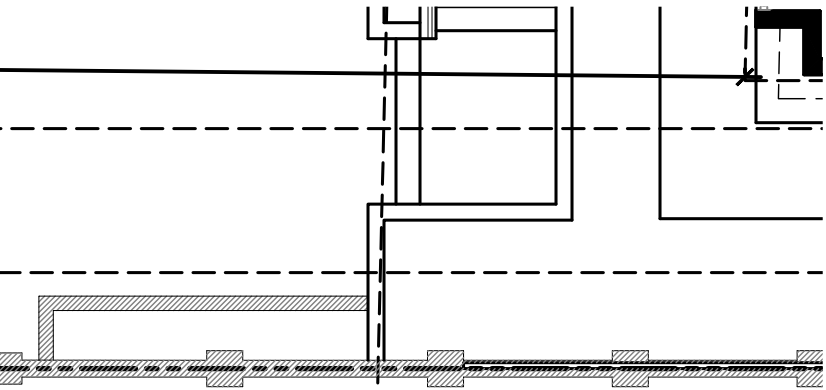
The AGENCY (via Adjacent Property Owner) agrees to install the landscape improvements in accordance with the plans and specifications attached hereto and incorporated herein.

Please see attached plans prepared by: Stephanie Portus,
PLA Design Studio


Dated: April 10, 2025



- FDOT GENERAL NOTES**
- GOVERNING STANDARD PLANS:
Florida Department of Transportation, FY 2025-26 Standard Plans for Road and Bridge Construction and applicable Interim Revisions (IRs) are available at the following website: [Standard Plans - FY 2025-26](#)
 - GOVERNING STANDARD SPECIFICATIONS:
Florida Department of Transportation, FY 2025-26 Standard Specifications for Road and Bridge Construction at the following website: [2025-26-ebook-compressed.pdf](#)
 - Contractor shall repair all damage done to FDOT property during demolition, relocation &/or installation activities at his sole expense.
 - Any plant material substitution within or impacting the FDOT Right of Way whether requested by the Contractor, Owner, Landscape Architect or other will need to get approval from the FDOT District Landscape Architect.
 - Ownership of all suitable excavated materials, as determined by the Department, shall remain in the Department until a final acceptance of the permitted project is fulfilled. Excavated materials shall be hauled by the Permittee, at their cost & expense from the site to the FDOT Palm Beach Operations Center or stockpiled in those areas as directed by the Department, including asphalt millings.
 - Architectural Pavers installation for sidewalks, medians, driveways, or roadways within the FDOT right of way shall comply with current FDOT Standard Specification 526.
Online Reference: [2025-26-ebook-compressed.pdf](#)



DESIGN SPEED = 35 MPH
FDOT LANDSCAPE PERMIT
NUMBER 2025-L-496-00001



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MASAREK RESIDENCE
3515 SOUTH OCEAN BLVD.
HIGHLAND BEACH, FL 33487
HIGHLAND BEACH, RML RESIDENTIAL LOW DENSITY

PLATM DESIGN STUDIO
2385 NW EXECUTIVE CENTER DR. STE 240 BOCA RATON, FL 33451
STUDIO@PLADESIGNSTUDIO.COM | OFFICE 561-318-5256

seal
Stephanie Portus FL Reg LA 6667215
Beth Dawson FL Reg LA 6667273

project number
23-154

drawn by
AM/J

sheet name
LANDSCAPE PLAN

ISSUED
04/10/25

sheet number
L-1

PLANT SCHEDULE PROPOSED

| CODE | QTY | BOTANICAL / COMMON NAME | NATIVE | CONTAINER | HEIGHT | SPREAD | REMARKS |
|------|-----|-------------------------|--------|-----------|--------|--------|---------|
|------|-----|-------------------------|--------|-----------|--------|--------|---------|

PALM TREES

| | | | | | | | |
|------|---|-------------------------------|------------------|--|--|--|--------------------|
| CN-E | 2 | Cocos nucifera / Coconut Palm | FLORIDA FRIENDLY | | | | EXISTING TO REMAIN |
|------|---|-------------------------------|------------------|--|--|--|--------------------|

| CODE | QTY | BOTANICAL / COMMON NAME | NATIVE | CONTAINER | HEIGHT | WIDTH | REMARKS |
|------|-----|-------------------------|--------|-----------|--------|-------|---------|
|------|-----|-------------------------|--------|-----------|--------|-------|---------|

SHRUBS

| | | | | | | | |
|------|---|--------------------------------------|------------------|--------|-------|------|--|
| CG-4 | 5 | Clusia guttifera / Small-Leaf Clusia | FLORIDA FRIENDLY | 7G/14" | 4` HT | 3` W | FULL TO BASE. LOW BRANCHING. DENSE INTACT FOLIAGE. NO VOIDS. |
|------|---|--------------------------------------|------------------|--------|-------|------|--|

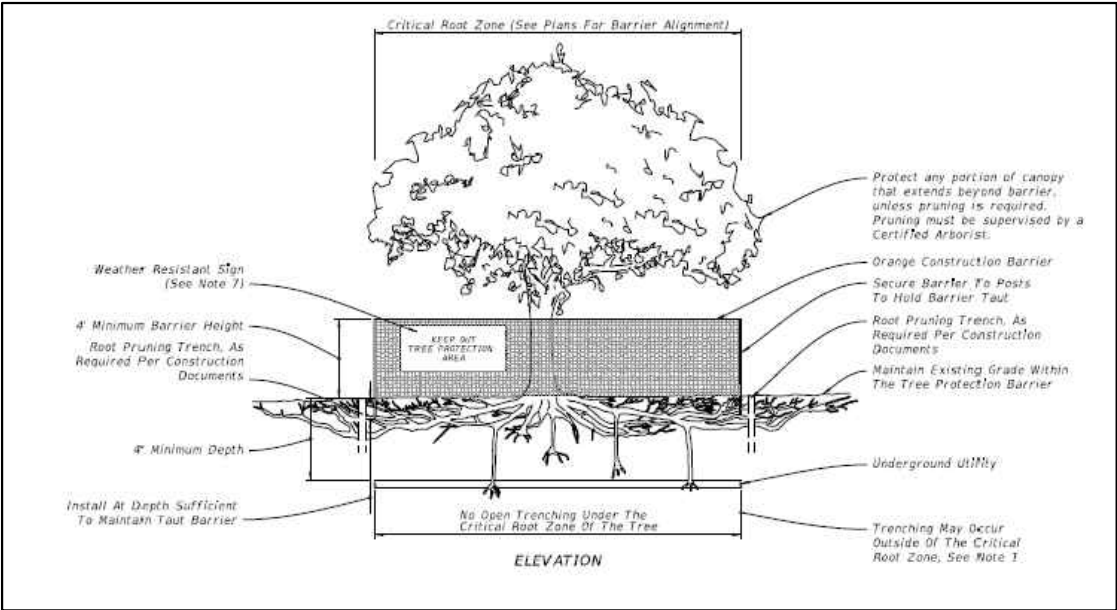
| CODE | QTY | BOTANICAL / COMMON NAME | NATIVE | CONTAINER | HEIGHT | WIDTH | SPACING | REMARKS |
|------|-----|-------------------------|--------|-----------|--------|-------|---------|---------|
|------|-----|-------------------------|--------|-----------|--------|-------|---------|---------|

SHRUB AREAS

| | | | | | | | | |
|------|----|--|------------------|--------|----------|-------|----------|-----------------------------|
| EG | 14 | Evolvulus glomeratus `Blue Daze` / Brazilian Dwarf Morning Glory | FLORIDA FRIENDLY | 1G/6" | 6"-8" HT | 12" W | 12" o.c. | FULL DENSE POTS, GOOD COLOR |
| FM-G | 32 | Ficus microcarpa `Green Island` / Green Island Ficus | NON-NATIVE | 3G/10" | 10" HT | 14" W | 18" o.c. | FULL DENSE FOLIAGE TO BASE. |

| MISC | BOTANICAL NAME / COMMON NAME | QTY | REMARKS | NOTES |
|-------|------------------------------|--------------------------|---|--|
| MULCH | Grade B+ Melaleuca Mulch | Verify quantity in field | MINIMUM 3" DEPTH | TREES OR PALMS PLANTED IN SOD SHALL HAVE MULCH RINGS TO PROTECT THEM FROM LAWN MAINTENANCE EQUIPMENT AND STRING TRIMMERS. |
| SOD | 'Empire' Zoysia | Verify SF in field | MINIMUM 16"X24" PIECES, GRADED #1 OR BETTER, SEE LANDSCAPE SPECIFICATIONS SHEET | ALL PLANT MATERIAL SHALL BE FLORIDA #1 OR BETTER, AS DESCRIBED IN GRADES AND STANDARDS FOR NURSERY PLANTS, STATE OF FLORIDA, DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, TALLAHASSEE FLORIDA, LATEST EDITION. |

★ TREE PROTECTION BARRICADE INSTALLED WITHIN THE FDOT RIGHT OF WAY PER STANDARD PLANS INDEX 110-100 TREE PROTECTION AND PRESERVATION.



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MASAREK RESIDENCE
3515 SOUTH OCEAN BLVD.
HIGHLAND BEACH, FL 33487
HIGHLAND BEACH, RML RESIDENTIAL LOW DENSITY

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seal
Stephanie Portus FL Reg LA 6667215
Beth Dawson FL Reg LA 6667273

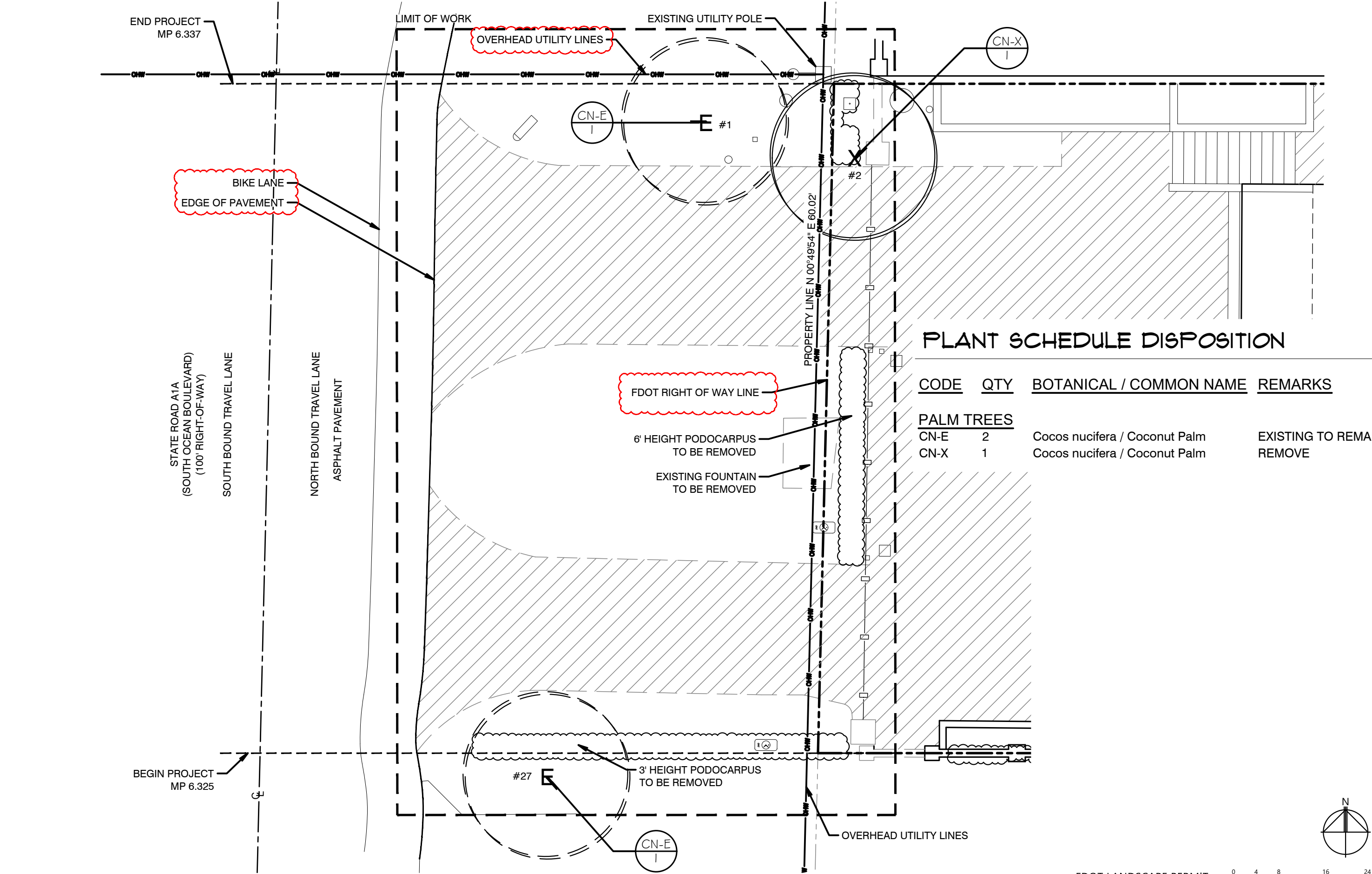
project number
23-154

drawn by
AM/JS

sheet name
LANDSCAPE
SCHEDULE AND
DETAILS

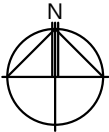
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04/10/25

sheet number
L-2



PLANT SCHEDULE DISPOSITION

| CODE | QTY | BOTANICAL / COMMON NAME | REMARKS |
|------------|-----|-------------------------------|--------------------|
| PALM TREES | | | |
| CN-E | 2 | Cocos nucifera / Coconut Palm | EXISTING TO REMAIN |
| CN-X | 1 | Cocos nucifera / Coconut Palm | REMOVE |





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HIGHLAND BEACH, RML RESIDENTIAL LOW DENSITY

seal
Stephanie Portus FL Reg LA 6667215
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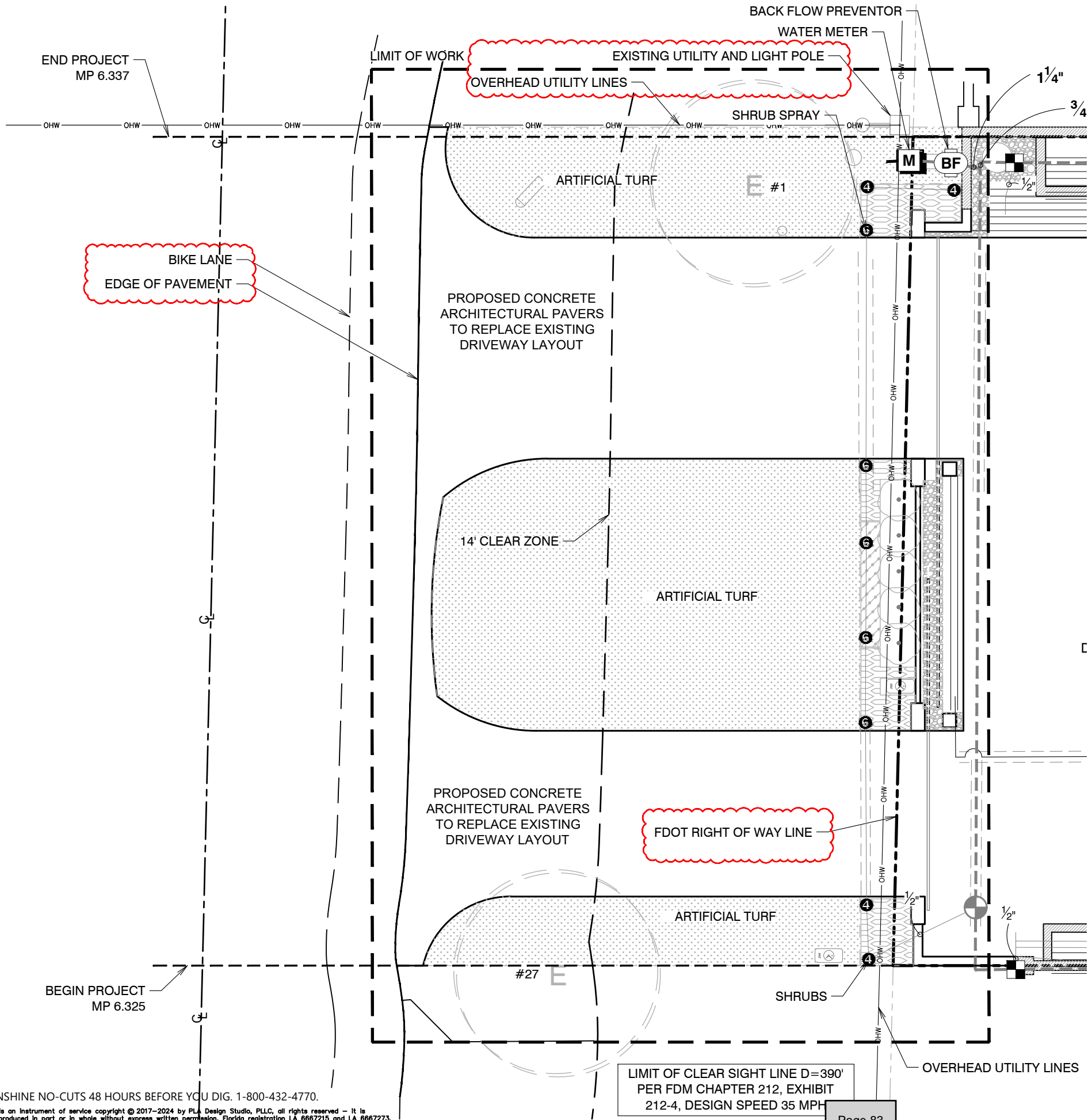
project number 23-154
drawn by AM/JS

sheet name

TREE
DISPOSITION

ISSUED
04/10/25

sheet number
L-3



- FDOT IRRIGATION NOTES**
1. The irrigation system shall use the lowest quality water available, which adequately and safely meets the water needs of the system. Storm water, reclaim water, or grey water irrigation shall be used whenever possible.
 2. FDOT requires 24-hour emergency access to the water source.
 3. The contractor shall provide FDOT District Operations Manager with a set of "As-Built" irrigation plans.

IRRIGATION SCHEDULE

| SYMBOL | MANUFACTURER/MODEL/DESCRIPTION | QTY | PSI |
|--------|---|----------|-----|
| | Rain Bird 1812 5 Series MPR Shrub Spray 12in. Pop-Up Sprinkler with Co-Molded Wiper Seal. Side and Bottom Inlet. 1/2in. NPT Female Threaded Inlet. | 2 | 30 |
| | Rain Bird 1812 10 Series MPR Shrub Spray 12in. Pop-Up Sprinkler with Co-Molded Wiper Seal. Side and Bottom Inlet. 1/2in. NPT Female Threaded Inlet. | 1 | 30 |
| | Rain Bird 1812 12 Series MPR Shrub Spray 12in. Pop-Up Sprinkler with Co-Molded Wiper Seal. Side and Bottom Inlet. 1/2in. NPT Female Threaded Inlet. | 6 | 30 |
| | Rain Bird 1812 ADJ Shrub Spray 12in. Pop-Up Sprinkler with Co-Molded Wiper Seal. Side and Bottom Inlet. 1/2in. NPT Female Threaded Inlet. | 29 | 30 |
| SYMBOL | MANUFACTURER/MODEL/DESCRIPTION | QTY | |
| | Rain Bird LFV-100 1in. Low Flow DV Valve | 2 | |
| | Area to Receive Dripline Rain Bird XFS-06-12 XFS Sub-Surface Pressure Compensating Dripline w/Copper Shield Technology. 0.6 GPH emitters at 12" O.C. Laterals spaced at 12" apart, with emitters offset for triangular pattern. UV Resistant. Specify XF insert fittings. | 633.5 lf | |
| SYMBOL | MANUFACTURER/MODEL/DESCRIPTION | QTY | |
| | Rain Bird DV Electric Remote Control Valve, Standard Configuration. Plastic residential in 3/4in. or 1in.. | 5 | |
| | Watts U009 2" Reduced Pressure Backflow Preventer | 1 | |
| | METER 2" - DOMESTIC WATER METER | 1 | |
| | Irrigation Lateral Line: PVC Class 160 SDR 26 | 687.1 lf | |
| | Irrigation Mainline: PVC Class 200 SDR 21 | 242.8 lf | |
| | Pipe Sleeve: Ductile Iron Pipe- Class 350 | 118.9 lf | |

Valve Callout

Valve Number

Valve Flow

Valve Size

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MASAREK RESIDENCE
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seal
Stephanie Portus FL Reg LA 6667215
Beth Dawson FL Reg LA 6667273

project number
23-154

drawn by
JS

sheet name
IRRIGATION PLAN

ISSUED
04/10/25

sheet number
IP-1

SECTION: 93060000
PERMIT: 2025-L-496-00001
COUNTY: PALM BEACH
STATE RD: A1A

EXHIBIT C
MAINTENANCE PLAN FOR LANDSCAPE IMPROVEMENTS

**See attached description*

Maintenance Plan for Landscape Improvements

Project State Road No(s): SR A1A (M.P. 6.325 to M.P. 6.337) Masarek Residence
Permit or FM No(s): 2025-L-491-00001
RLA of Record: Stephanie Portus, PLA Design Studio
Maintaining Agency: Town of Highland Beach
Date: May 20, 2025

PART I.

GENERAL MAINTENANCE REQUIREMENTS AND RECOMMENDATIONS:

WATERING REQUIREMENTS

Watering is a critical concern for not only the maintenance of healthy plant material but also for observing water conservation practices. The amount of water to apply at any one time varies with the weather, drainage conditions and water holding capacity of the soil. For plant materials that have been established, it is imperative that any mandated water restrictions be fully conformed to on FDOT roadways.

Proper watering techniques should provide even and thorough water dispersal to wet the entire root zone but not saturate the soil or over-spray onto travel lanes.

IRRIGATION SYSTEM

The Agency shall ensure there are no roadway overspray or irrigation activities during daytime hours (most notably "rush hour" traffic periods). It is imperative that the irrigation controller is properly set to run early enough that the watering process will be entirely completed before high traffic periods, while adhering to mandated water restrictions. To ensure water conservation, the Agency shall monitor the system for water leaks and the rain sensors to ensure they are functioning properly so that the system shuts down when there is sufficient rainfall.

MULCHING

Mulch planting beds to prevent weed growth, retain moisture to the plants, protect against soil erosion and nutrient loss, maintain a more uniform soil temperature, and improve the appearance of the planting beds. Do not mound mulch against the trunks of trees, palms, and the base of shrubs to allow air movement which aids in lowering disease susceptibility. Cypress mulch is prohibited on state right of way.

INTEGRATED PLANT MANAGEMENT

An assessment of each planting area's soil is recommended to periodically determine the nutrient levels needed to sustain healthy, vigorous plant growth.

Palms, shrubs, trees, and turf areas shall be fertilized in such a manner and frequency to ensure that the plant material remains healthy and vigorously growing. Please be alert to changes in fertilization types per University of Florida, Institute of Food and Agricultural Services (I.F.A.S.) recommendations. Establishment of an integrated pest management program is encouraged to ensure healthy plants, which are free of disease and pests.

PRUNING

All pruning, and the associated safety criteria, shall be performed according to American National Standard Institute (ANSI) A300 standards and shall be supervised by an International Society of Arboriculture (ISA) Certified Arborist. Pruning shall be carried out with the health and natural growth of plant materials in mind, to achieve the FDOT requirements for maintaining clear visibility for motorists, and provide vertical clearance for pedestrian, bicyclist, and truck traffic where applicable. Visibility windows must be maintained free of view obstructions, and all trees and palms must be maintained to prevent potential roadway and pedestrian hazards. All palms are to be kept fruit free. The understory plant materials selected for use within the restricted planting areas (Limits of Clear Sight) are to be mature height in compliance with the *FDM Window Detail*. Vertical clear zones for vegetation heights over roadways and sidewalks must meet the requirements of the *FDOT Maintenance Rating Program* (MRP) standards. See Reference pages. The R.L.A. of Record will provide the specific pruning heights for mature or maintained height and spread of all plant material to achieve the design intent shall be noted in Part II. Specific Project Site Maintenance Requirements and Recommendations.

STAKING AND GUYING

All staking materials are to be removed after one year or as directed by the RLA of Record.). Any subsequent staking and guying activities by the Agency must adhere to *FDOT Standard Plans* guidelines (See Index 580-001). The Agency shall closely monitor staking and guying attachment materials so that they are securely fastened to avoid potential roadway hazards.

TURF MOWING

All grassy areas are to be mowed and trimmed with sufficient frequency to maintain a deep, healthy root system while providing a neat and clean appearance to the urban landscape. All turf efforts, mowing, curb/sidewalk edging and turf condition, must at a minimum, meet *FDOT Maintenance Rating Program* (MRP).

LITTER CONTROL

The project site shall remain as litter free as practicable. It is recommended to recycle this litter to avoid unnecessary waste by its reuse. Litter removal efforts must meet *FDOT Maintenance Rating Program* (MRP) standards.

WEEDING/HERBICIDE

All planting areas shall be maintained as weed free as practicable by enlisting integrated pest management practices in areas specified on the plans and maintaining proper mulch levels. Extreme care is recommended when using chemical herbicides to avoid overspray onto plant materials. It is the applicator's responsibility to restore any damage resulting from overspray to the plantings, per the approved plans.

PLANT REPLACEMENT

Plant replacement shall be the same species and specifications as the approved plan. Move and replace all plant materials that may conflict with utility relocations and service. Only plants graded Florida #1 or better, per the *Florida Department of Agriculture and Consumer Services, Grades and Standards for Nursery Plants* are permitted on FDOT roadways. Should it become necessary to change the species, a permit is required from FDOT for approval by the FDOT District Landscape Architect.

TREE CELL STRUCTURES

Underground tree cells shall be maintained in such a manner as to prolong the life of the structure and prevent potential safety hazards. If the structures fail or become damaged, they shall be replaced with the same type and specification as the approved plan.

LANDSCAPE ACCENT LIGHTING

Landscape accent lighting shall be maintained in such a manner as to prolong the life of the lighting fixture and prevent potential safety hazards. If the lighting fixtures and their system become damaged, they shall be replaced with the same type and specification as the approved plan. Landscape lighting shall meet requirements for the sea turtle nesting and hatching.

HARDSCAPE (SPECIALTY SURFACING)

All tree grates and specialty surfacing (if applicable) shall be maintained in such a manner as to prevent any potential tripping hazards and protect damage to the surfacing and tree grates. Final surface tolerance from grade elevations shall, at a minimum, meet the most current FDOT Maintenance Rating Program Handbook for a sidewalk; ADA accessible sidewalk; and FDOT Design Standards for Design, Construction, Maintenance and Utility Operations on The State Highway System. If the specialty surfacing or tree grates become damaged, they shall be replaced with the same type and specification as the approved plan.

HARDSCAPE (CONCRETE PAVERS)

All concrete pavers (if applicable) shall be maintained in such a manner as to prevent any potential tripping hazards and protect damage to the pavers. Final surface tolerance from grade elevations shall, at a minimum, meet the most current *Interlocking Concrete Pavement Institute (ICPI), Guide Specifications for Pavers on an Aggregate Base, Section 23 14 13 Interlocking Concrete Pavers*, Part 3.05. If the concrete pavers become damaged, they shall be replaced with the same type and specification as the approved plan.

It shall be the responsibility of the AGENCY to maintain all signs located within a non-standard surfacing area. Such maintenance to be provided by the AGENCY shall include repair and replacement of the sign panel, post, and base.

HARDSCAPE (NON-STANDARD TRAVELWAY SURFACING)

It shall be the responsibility of the AGENCY to restore an unacceptable ride condition of the roadway, including asphalt pavement (if applicable), caused, or contributed by the installation or failure of non-standard surfacing, and/or the header curb, on the Department of Transportation right of way within the limits of this Agreement. Pavement restoration areas or "patches" will have a minimum length of 10-ft, measured from the edge of the header curb, and a width to cover full lanes for each lane affected by the restoration.

Pavement restoration will be performed in accordance with the most current edition of the *FDOT Standard Specifications for Road and Bridge Construction*, and the *FDOT Design Standards for Design, Construction, Maintenance and Utility Operations on the State Highway System*.

SITE FURNISHINGS

Site furnishing such as Trash Receptacles, Benches, Bollards and Bicycle Racks shall be maintained in such a manner as to prolong the life of the fixture and prevent potential safety hazards. If the fixtures and their overall function and mounting systems become damaged, they shall be replaced with the same type and specification as the approved plan.

ARTIFICIAL OUTDOOR TURF/SYNTHETIC GRASS (IF APPLICABLE)

Artificial turf, or synthetic grass, shall be maintained in a clean and orderly condition, free from the accumulation of debris. Spills and stains must be promptly addressed to prevent permanent discoloration, staining, and/or damage to the surface. Animal waste must be promptly removed to prevent staining, odors, and/or compaction through the material. The area should be regularly inspected for signs of wear, tearing, seam separation, or other forms of damage. When such conditions are observed, appropriate remedial action must be taken in a timely manner. Acceptable actions include repair, or replacement installation with like-kind synthetic material or sod (live grass).

MAINTENANCE OF TRAFFIC CONTROL

Reference the FDOT website regarding the selection of the proper traffic control requirements to be provided during routine maintenance and / or new installations of this DOT roadway.

**VEGETATION MANAGEMENT AT OUTDOOR ADVERTISING (ODA)
(IF APPLICABLE)**

To avoid conflicts with permitted outdoor advertising, please reference the State of Florida website regarding the vegetation management of outdoor advertising. This website provides a portal to search the FDOT Outdoor Advertising Inventory Management System Database. The database contains an inventory of outdoor advertising structures, permits and other related information maintained by the Department.

Also, reference the *Florida Highway Beautification Program* website link for *Vegetation Management at ODA signs* Florida Statutes and Florida Administrative Code related to vegetation management at outdoor advertising sign, permit applications for vegetation management and determining mitigation value of roadside vegetation.

PART II.

SPECIFIC PROJECT SITE MAINTENANCE REQUIREMENTS AND RECOMMENDATIONS:

1. The intent of the planting within the R.O.W. is for the existing palms to be maintained trimmed of its fruits and regular maintenance provided in removing dead fronds. The shrubs will be maintained with a manicured look, hedged out at various levels for the different species.
2. To maintain the intended appearance of all palms, apply the latest palm fertilizer recommended by the University of Florida IFAS Extension per the manufacturer's specifications.
3. To maintain the intended appearance of all shrubs or turf grass, apply the latest fertilizer recommended by the University of Florida IFAS Extension per the manufacturer's specifications.
4. Palms with persistent fronds shall only have dead fronds removed, do not remove any green fronds. If it is deemed necessary to prune a palm's fronds, no fronds shall be trimmed above 3 o'clock and 9 o'clock on the horizontal plain.
5. Groundcover and shrub horizontal growth shall be maintained to prevent foliage from growing beyond the limits of the planting areas shown on the plan. Maintain 2"-setback from the foliage to the edge of curb, pavement, sidewalk and/or other hardscape improvements.
6. Maintain the vertical height of:
 - *Ficus microcarpa* between (18)" and (24)", full to ground
 - *Evolvulus glomeratus* 'Blue Daze' between (8)" and (12)", full to ground
 - *Clusia guttifera* between (4)' and (5)' full to ground.
7. Inspect groundcovers and shrubs on quarterly basis for maintaining full ground coverage.
8. Evaluate plant material on a monthly basis for pests, diseases, drought stress or general decline. If required, follow the integrated pest management program established by the Agency to ensure healthy plants.
9. Concrete pavers shall be inspected on a quarterly basis for the aesthetic appearance and safety conditions. Address any issues identified by repairing or replacing those specific locations. To maintain the overall aesthetic appearance and safety of the concrete pavers they shall be cleaned on a yearly basis to prevent mold, dirt, oil, and gum build up. Joints and cracks in concrete, patterned concrete or asphalt, concrete pavers, concrete curbs, expansion joints, catch basins, gutter areas, etc. shall be inspected on a quarterly basis to keep those areas free of weeds.

Inspect the irrigation system performance on a quarterly basis to ensure the system is providing 100% coverage, does not have sections of low pressure, heads and valves are clean and clear of debris and any damaged irrigation components (i.e., spray nozzles, spray heads, valve boxes, etc.) are repaired or replaced.

10. Artificial turf shall be regularly inspected for debris accumulation. Stains or spills should be addressed as early as possible to prevent the stain from settling in. Pet waste should be promptly addressed to avoid stain and odor. Regular inspection for signs of wear, tears, or damage, especially along seams, should be conducted and appropriate action taken.

REFERENCES (Sept. 2024):

This reference list is provided as a courtesy and may not contain the most current websites. The most current references must be accessed for up-to-date information.

Accessible Sidewalk (ADA)

- Accessible Sidewalks and Street Crossings <https://fdotwww.blob.core.windows.net>
- Sidewalks and Trails <https://www.fdot.gov/roadway/ada/sidewalksandtrails.shtm>
- ADA Standards for Accessible Design <https://www.ada.gov/law-and-regs/design-standards/>

American National Standard Institute, ANSI A300, (Part 1) for Tree Care Operations – Trees, Shrub, and Other Woody Plant Maintenance – **Standard Practices (Pruning)**, available for purchase
<http://webstore.ansi.org> / <https://tcimag.tcia.org/training/introducing-the-newly-designed-ansi-a300-tree-care-standards/>

Building Codes & Standards, Florida Department of Community Affairs (DCA),
2017 Florida Building Code, Chapter 11 Florida Accessibility Code for Building Construction Part A
http://www.floridabuilding.org/fbc/workgroups/Accessibility_Code_Workgroup/Documentation/CHAPTER_11_w_fl_a_specifics.htm

Florida Dept. of Agriculture and Consumer Services, Division of Plant Industry, Florida Grades and Standards for Nursery Plants 2022
<https://sfyl.ifas.ufl.edu/media/sfylifasufl.edu/hillsborough/docs/pdf/environmentalhort/grades-and-standards-for-nursery-plants-2022.pdf>

FDOT Maintenance Specifications Workbook <https://www.fdot.gov/programmanagement/maintenance>

- Section 580 Landscape Installation https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/programmanagement/maintenance/fy-2024-25/spm5800000-724-i19425.pdf?sfvrsn=15564aa7_1

FDOT Standard Plans for Design, Construction, Maintenance and Utility Operations on the State Highway System, Standard Plans - FY 2024-25 <https://www.fdot.gov/design/standardplans/current>

- Index Series 102-600 Traffic Control through Work Zones
- Index 580-001 Landscape Installation
- Index 591-001 Landscape Irrigation Sleeves

FDOT Design Manual for Design, Construction, Maintenance and Utility Operations on the State Highway System, <https://www.fdot.gov/roadway/fdm/default.shtm>

- Chapter 212.11 Clear Sight Triangles
- Chapter 215.2.3 Clear Zone Criteria and 215.2.4 Lateral Offset, Table 215.2.1 Clear Zone Width, Table 215.2.2 Lateral Offset Criteria (for Trees)

FDOT Landscape Architecture Website

<https://www.fdot.gov/roadway/landscape-architecture/landscape-architecture-programs>

FDOT Maintenance Rating Program Handbook

<https://www.fdot.gov/maintenance/mainratingprogram.shtm>

FDOT Outdoor Advertising Database <https://www.fdot.gov/rightofway/OutdoorAdvertising.shtm/new-outdoor-advertising-site>

Florida Exotic Pest Plant Council Invasive Plant Lists

<https://www.floridainvasives.org/plant-list/2023-invasive-plant-species/>

Florida Irrigation Society <http://www.fisstae.org>

Florida Power and Light (FPL) - Right Tree, Right Place

http://www.fpl.com/residential/trees/right_tree_right_place.shtml

SECTION: 93060000
PERMIT: 2025-L-496-00001
COUNTY: PALM BEACH
STATE RD: A1A

EXHIBIT D
RESOLUTION

This Exhibit forms an integral part of the LANDSCAPE MAINTENANCE MEMORANDUM OF AGREEMENT between the Florida Department of Transportation and the AGENCY.

Please see attached

(To be provided by Town of Highland Beach)

SECTION No.: 93060
S.R. No.: A1A
COUNTY: PALM BEACH

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DISTRICT FOUR (4) INCLUSIVE LANDSCAPE MAINTENANCE
MEMORANDUM OF AGREEMENT

THIS AGREEMENT, made and entered into this 20th day of July 2017, by and between the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, a component agency of the State of Florida, hereinafter called the DEPARTMENT and the Town of Highland Beach, a municipal corporation of the State of Florida, existing under the Laws of Florida, hereinafter called the AGENCY.

WITNESSETH:

WHEREAS, the DEPARTMENT has jurisdiction over State Road A1A (South Ocean Boulevard) as part of the State Highway System as described in **Exhibit "A"**; and

WHEREAS, the AGENCY or adjacent property owner seeks to install or has installed and the AGENCY maintains certain landscape improvements, as defined in paragraph numbered 2, page 2, within the right of way of State Road A1A (South Ocean Boulevard) as described within **Exhibit "B"** and **"C"**; and

WHEREAS, the AGENCY seeks to install, has installed and maintains certain landscape improvements within the right of way of State Road A1A (South Ocean Boulevard) as described within **Exhibit "B"**, and **"C"**; and

WHEREAS, the AGENCY and the DEPARTMENT have entered into previous agreements for the AGENCY to maintain landscape improvements on DEPARTMENT right of way; and

WHEREAS, as part of the continual updating of the State of Florida Highway System, the DEPARTMENT, for the purpose of safety, protection of the investment and other reasons, has constructed and does maintain the highway facilities as State Road A1A (South Ocean Boulevard) described further in **Exhibit "A"** attached hereto and incorporated by reference herein; and

WHEREAS, the AGENCY is of the opinion that the highway facilities within the AGENCY'S limits that contain landscape improvements shall be maintained by the AGENCY; and

WHEREAS, it is the intent of the AGENCY and the DEPARTMENT that the AGENCY shall maintain all right of way within the medians, outside the travelway and improvements made to the travelway that were made at the request of the AGENCY; and

WHEREAS, as designated to be superseded, the AGENCY and DEPARTMENT intend for this agreement to replace and supersede the landscape agreements described within **Exhibit "D"** designated to be superseded, except as otherwise provided in this Agreement; and

WHEREAS, the parties hereto mutually recognize the need for entering into an Agreement designating and setting forth the responsibilities of each party; and

WHEREAS, the AGENCY by Resolution No. 17-012 R dated July 5, 2017, attached hereto and by this reference made a part hereof, desires to enter into this Agreement and authorizes its officers to do so;

NOW THEREFORE, for and in consideration of the mutual benefits to flow each to the other, the parties covenant and agree as follows:

1. RECITALS

The recitals set forth above are true and correct and are deemed incorporated herein.

2. INSTALLATION OF FACILITIES BY AGENCY

The AGENCY has installed certain *landscape improvements* described herein as: plant materials, irrigation and/or hardscape on the highway facilities substantially as specified in plans and specifications hereinafter referenced to as the Project(s) and incorporated herein as **Exhibit "C"**. *Hardscape* shall mean, but not be limited to, site furnishings, landscape accent lighting, fountain, tree grates, decorative free standing or retaining wall(s), and/or any sidewalk, median and roadway specialty surfacing, such as concrete pavers, color stained stamped concrete, and/or asphalt patterned pavement, but excludes standard concrete sidewalk.

When the AGENCY is installing or will install the PROJECT, they shall comply with the following criteria.

- (a) All plant materials shall be installed and maintained in strict accordance with sound nursery practice prescribed by the International Society of Arboriculture (ISA). All plant materials installed shall be Florida #1 or better according to the most current edition of Florida Department of Agriculture, Florida Grades and Standards for Nursery Stock; and all trees shall meet Florida Power & Light, Right Tree, Right Place, South Florida.
- (b) Trees and palms within the right of way shall be installed and pruned to prevent encroachment to roadways, clear zones and sidewalks. Definition of these criteria is included in the most current editions of FDOT standards for design, construction, maintenance, and utility operations on the state highway system and the Maintenance Plan, **Exhibit "E"**.
- (c) Tree and palm pruning shall be supervised by properly trained and certified personnel and shall meet the most current standards set forth by the International Society of Arboriculture (ISA) and the American National Standard Institute (ANSI) Part A-300.

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- (d) Irrigation installation and maintenance activities shall conform to the most current standards set forth by the Florida Irrigation Society (FIS), Standards and Specifications for Turf and Landscape Irrigation Systems.
- (e) The AGENCY shall provide the DEPARTMENT accurate as-built plans of the irrigation system so in the future, if there is a need for the DEPARTMENT to perform work in the area, the system can be accommodated as much as possible.
- (f) If it becomes necessary to provide utilities (water/electricity) to the median or side areas, for these improvements it shall be the AGENCY'S responsibility to obtain a permit for such work through the local maintenance office and the AGENCY shall be responsible for all associated fees for the installation and maintenance of these utilities.
- (g) Patterned Pavement (if applicable) shall be installed and maintained as described in Exhibit "F" and Exhibit "G".
- (h) All hardscape shall be installed and maintained in strict accordance with the most current edition of the Florida Accessibility Code for Building Construction and the Interlocking Concrete Pavement institute (ICPI).
- (i) All activities, including landscape improvements installation and future maintenance operations performed on State highway right of way, must be in conformity with the most current edition of the Manual on Uniform Traffic Control (MUTCD) and FDOT Design Standards, Index 600 Series, Traffic Control through Work Zones.
- (j) The most current edition of FDOT Design Standards (Sight Distance at Intersections), Index 546 must be adhered to.
- (k) Horizontal and Clear Zone as specified in the FDOT Plans Preparation Manual, Volume 1, Chapters 2 and 4 and FDOT Design Standards, Index 700 must be adhered to in all activities performed on the State Highway right of way.
- (l) Landscape improvements shall not obstruct roadside signs, traffic signals or permitted outdoor advertising signs (see Florida Administrative Code [F.A.C.] Rule Chapter 14-40, Part I and Part III.)
- (m) The AGENCY shall provide the local FDOT Operation Center, Palm Beach Operations, 7900 Forest Hill Boulevard, West Palm Beach 33413 (561) 432-4966 a twenty-four (24) hour telephone number and the name of a responsible person that the DEPARTMENT may contact. The AGENCY shall notify the local FDOT Operations Center forty-eight (48) hours prior to the start of the project.
- (n) If there is a need to restrict the normal flow of traffic, it shall be done on off-peak hours (9 AM to 3 PM), and the party performing such work shall give notice to the local law enforcement agency within whose jurisdiction such road is located prior to commencing work on the project. The DEPARTMENT'S Public Information Office shall also be notified.

- (o) The AGENCY shall be responsible to clear all utilities within the landscape improvement limits before construction commences.
- (p) The AGENCY shall follow the minimum level of maintenance guidelines as set forth in FDOT's Rule Chapter 14-40 *Highway Beautification and Landscape Management*, the FDOT *Guide to Roadside Mowing and Maintenance Management System*, FDOT *Maintenance Rating Program Standards* and **Exhibit "E"**, the Maintenance Plan for maintenance activities for landscape improvements as well as the superseded landscape agreement's Maintenance Plan's Part II, **Exhibit "E"**, and **Exhibit "G"**, the Patterned Pavement Maintenance.

3. MAINTENANCE OF FACILITIES

- A. The AGENCY agrees to maintain the landscape improvements, as existing and those to be installed, within the physical limits described in **Exhibit "A"**. The landscape improvements outside the travelway shall be maintained by the AGENCY regardless if the said improvement was made by the DEPARTMENT, the AGENCY, or others authorized pursuant to Section 7, by periodic mowing, pruning, fertilizing, weeding, curb and sidewalk edging, litter pickup, necessary replanting, irrigation system repair and/ or repair of any median concrete replacement associated with the specialty surfacing (if applicable) following the DEPARTMENT'S landscape safety and maintenance guidelines, **Exhibit "E"**, the Maintenance Plan and **Exhibit "G"** the Patterned Pavement Maintenance. The AGENCY'S responsibility for maintenance shall include all landscaped, turf and hardscape areas within the median and areas outside the travelway to the right of way and areas within the travelway containing non-standard surfacing. It shall be the responsibility of the AGENCY to restore an unacceptable ride condition of the roadway caused by the differential characteristics of non-standard travelway surfacing and the associated header curb and concrete areas (if applicable) on DEPARTMENT right of way within the limits of this Agreement.
- B. Such maintenance to be provided by the AGENCY is specifically set out as follows: to maintain, which means to properly water and fertilize all plants; to keep them as free as practicable from disease and harmful insects; to properly mulch the planting beds; to keep the premises free of weeds; to mow the turf to the proper height; to properly prune all plants which at a minimum includes: (1) removing dead or diseased parts of plants, (2) pruning such parts thereof to provide clear visibility to signage and permitted outdoor advertising signs (per Florida Statute 479.106), and for those using the roadway and/or sidewalk; (3) preventing any other potential roadway hazards. *Plant materials* shall be those items which would be scientifically classified as plants and include trees, palms, shrubs, groundcover and turf. To maintain also means to remove or replace dead or diseased plants in their entirety, or to remove or replace those that fall below original project standards. Palms shall be kept fruit free year round. To maintain also means to keep the header curbs that contain the specialty surfacing treatment, in optimum condition. To maintain also means to keep the hardscape areas clean, free from weeds and to repair said hardscape as is necessary to prevent a safety hazard. To maintain also means to keep litter removed from the median and areas outside the travel way to the right of way line. All plants removed for whatever reason shall be replaced by plants of the same species type, size, and

grade as specified in the original plans and specifications. Any changes to the original plans shall be submitted by permit application to the DEPARTMENT for review and approval.

- C. If it becomes necessary to provide utilities (water/electricity) to the medians or areas outside the travelway for these improvements, all costs associated with the utilities associated with landscape accent lighting and/or irrigation including, but not limited to the impact and connection fees, and the on-going cost of utility usage for water and electrical, are the maintaining AGENCY'S responsibility.

(1) The AGENCY shall be directly responsible for impact and connection fees.

AND

- (2) If installed by the DEPARTMENT the AGENCY shall become responsible for the above named utility costs upon final acceptance of the construction project by the DEPARTMENT and thereafter. The construction project is accepted prior to the start of the Specification 580 Plant Establishment Period.

AND

- (3) The AGENCY shall be responsible for all the improvements immediately after final acceptance of the construction project by the DEPARTMENT except for the plant materials. The AGENCY shall be responsible for the maintenance of all landscape improvements after the completion of the Specification 580 Plant Establishment Period.
- D. The above named functions to be performed by the AGENCY may be subject to periodic inspections by the DEPARTMENT at the discretion of the DEPARTMENT. Such inspection findings will be shared with the AGENCY and shall be the basis of all decisions regarding, repayment, reworking or Agreement termination. The AGENCY shall not change or deviate from said plans without written approval of the DEPARTMENT.

4. NOTICE OF MAINTENANCE DEFICIENCIES

- A. If at any time after the AGENCY has undertaken the landscape improvement installation and/or maintenance responsibility mentioned above, it shall come to the attention of the DEPARTMENT'S District Secretary that the limits, or a part thereof, are not properly maintained pursuant to the terms of this Agreement, said District Secretary, may at his/her option, issue a written notice that a deficiency or deficiencies exist(s), by sending a certified letter to the AGENCY, to placing said AGENCY on notice thereof. Thereafter, the AGENCY shall have a period of thirty (30) calendar days within which to correct the cited deficiencies. If said deficiencies are not corrected within this time period, the DEPARTMENT may, at its option, proceed as follows:

- (1) Complete the installation, or part thereof, with DEPARTMENT or Contractor's personnel and deduct the cost of such work from the final payment for said work or part thereof, or,
- (2) Maintain the landscape improvements or any part thereof, with the DEPARTMENT or Contractor's personnel and invoice the AGENCY for expenses incurred, and / or,
- (3) At the discretion of the DEPARTMENT terminate the Agreement in accordance with Paragraph 10, and remove, by the DEPARTMENT or private Contractor's personnel, all of the landscape improvements installed under this Agreement or any preceding Agreements except as to trees and palms, and charge the AGENCY the reasonable cost of such removal.

5. FUTURE DEPARTMENT IMPROVEMENTS

In the event the DEPARTMENT decides to construct additional landscape improvements or modify these improvements within the limits of the rights of way herein previously identified, the DEPARTMENT and the AGENCY shall agree in writing and require signature from the AGENCY'S Town Mayor or designee approval signature, who will have approval signature for the new landscape improvements and maintenance plan thereof. If the AGENCY and the DEPARTMENT are unable to come to an agreement, the DEPARTMENT, in its sole discretion, may install sod and the agency shall be required, pursuant to this Agreement, to continue maintaining said landscape improvements.

It is understood between the parties hereto that the landscape improvements covered by this Agreement may be removed, relocated, or adjusted at any time in the future, as determined to be necessary by the DEPARTMENT in order that the adjacent state road(s) be widened, altered, or otherwise changed to meet with future criteria or planning of the DEPARTMENT.

The AGENCY shall be given sixty (60) calendar days notice to remove said landscape improvements after which time the DEPARTMENT may remove same. All permits (including tree permits), fees, and any mitigation associated with the removal, relocation or adjustments of these improvements are the maintaining AGENCY'S responsibility.

6. FUTURE AGENCY IMPROVEMENTS

The AGENCY may construct additional landscape improvements within the limits of the rights of ways identified as a result of this document, subject to the following conditions:

- (a) Plans for any new landscape improvements shall be subject to approval by the DEPARTMENT. The AGENCY shall not change or deviate from said plans without written approval by the DEPARTMENT.
- (b) The AGENCY shall procure a permit from the DEPARTMENT.
- (c) All landscape improvements shall be developed and implemented in accordance with appropriate state safety and roadway design standards.

- (d) The AGENCY agrees to comply with the requirements of this Agreement with regard to any additional landscape improvements it chooses to have installed and there will be no cost to the DEPARTMENT.
- (e) If the AGENCY'S landscape improvements include additional maintenance requirements, the DEPARTMENT and the AGENCY shall agree in writing and require signature from the responsible AGENCY'S City Manager or designee approval signature, and the DEPARTMENT shall enter into an Agreement Amendment describing the additional requirements.

7. ADJACENT PROPERTY OWNER IMPROVEMENTS

The DEPARTMENT may allow an adjacent property owner to construct additional landscape improvements within the limits of the right of way identified in **Exhibit "A"** of this Agreement that the AGENCY shall be responsible for maintaining under this Agreement subject to the following conditions:

- (a) Plans for any new landscape improvements shall be subject to approval by the DEPARTMENT and shall require a valid permit attached with a letter of consent to said plans by the AGENCY. The plans shall not be changed or deviated from without written approval by the DEPARTMENT and the AGENCY.
- (b) All landscape improvements shall be developed and implemented in accordance with appropriate state safety and roadway design standards.
- (c) The AGENCY agrees to comply with the requirements of the Agreement with regard to any additional landscape improvements installed by an adjacent owner.
- (d) If the Adjacent Property Owner's landscape improvements include additional maintenance requirements, the DEPARTMENT and the AGENCY shall agree in writing and require signature from the responsible AGENCY'S Town Mayor or designee approval signature, and the DEPARTMENT shall enter into an Agreement Amendment describing the additional requirements.

8. AGREEMENT TERMINATION

In addition to those conditions otherwise contained herein, this Agreement may be terminated under any one (1) of the following conditions:

- (a) By the DEPARTMENT, if the AGENCY fails to perform its duties under this Agreement, following ten (10) days written notice.
- (b) By the DEPARTMENT, for refusal by the AGENCY to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the AGENCY in conjunction with this Agreement.

11. E-VERIFY REQUIREMENTS

The AGENCY shall:

- (a) Utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the AGENCY during the term of the contract; and
- (b) Expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

12. SUPERSEDED PRECEDING LANDSCAPE AGREEMENTS

This Agreement shall replace and supersede any and all preceding landscape agreements as listed in **Exhibit "D"** except as specifically excepted out. The landscape improvement plans and the associated Maintenance Plan Part II attached to the referenced agreements and project costs shall by reference become a part of this agreement as if they were attached hereto unless superseded by later plans. The AGENCY shall have the same duty to maintain those landscape improvements under this Agreement as the AGENCY did under the previous landscape agreements, and as more specifically detailed in this Agreement.

This writing embodies the entire Agreement and understanding between the parties hereto and there are no other Agreements and understanding, oral or written, with reference to the subject matter hereof that are not merged herein.

13. FISCAL TERMS

The DEPARTMENT, during any fiscal year, shall not expend money, incur any liability, nor enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The DEPARTMENT shall require a statement from the Comptroller of the DEPARTMENT that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding one (1) year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the DEPARTMENT which are for an amount in excess of TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) and which have a term for a period of more than one year.

14. DISPUTES

The DEPARTMENT'S District Secretary shall decide all questions, difficulties, and disputes of any nature whatsoever that may arise under or by reason of this Agreement, the prosecution or fulfillment of the service hereunder and the character, quality, amount and value thereof; and his decision upon all claims, questions, and disputes shall be final and conclusive upon the parties hereto.

15. ASSIGNMENT

This Agreement may not be assigned or transferred by the AGENCY, in whole or in part, without the prior written consent of the DEPARTMENT.

16. LAWS GOVERNING

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. In the event of a conflict between any portion of the contract and Florida law, the laws of Florida shall prevail. The Agency agrees to waive forum and venue and that the Department shall determine the forum and venue in which any dispute under this agreement is decided.

17. EXCEPTION TO SUPERSEDED PRECEDING LANDSCAPE AGREEMENTS

This Agreement constitutes the complete and final expression of parties with respect to the subject matter hereof and supersedes all prior landscape agreements, understandings, or negotiations with respect thereto, with the exception of the landscape improvements plans and the associated Maintenance Plan, Part II.

FDOT MMOA - July 20, 2017

18. NOTICES

Any and all notices given or required under this Agreement shall be in writing and either personally delivered with receipt acknowledgement or sent by certified mail, return receipt requested. All notices shall be sent to the following addresses:

If to the DEPARTMENT:

**State of Florida Department of Transportation
3400 West Commercial Blvd.
Ft. Lauderdale, FL 33309-3421
Attention: Elisabeth A. Hassett, R.L.A.
FDOT District IV Landscape Architect**

If to the AGENCY:

**Town of Highland Beach
3614 South Ocean Boulevard
Highland Beach, Florida
Attention: Valarie Oakes
Title: Town Manager**

LIST OF EXHIBITS

- | | |
|-------------------|---|
| Exhibit A: | Landscape Improvements Limits & Maintenance Boundaries List, Table and Graphic |
| Exhibit B: | Pending Permit Project Landscape Agreement(s) |
| Exhibit C: | Pending Permit Projects Landscape Improvement Plans |
| Exhibit D: | Preceding Landscape Agreement Description(s) and Other Agreement Descriptions |
| Exhibit E: | Maintenance Plan for Landscape Improvements |
| Exhibit F: | Agency Patterned Pavement Installation |
| Exhibit G: | Patterned Pavement Maintenance |

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective the day and year first above written.

TOWN OF HIGHLAND BEACH

By:

Cal Feldman
Chairperson/Mayor/Manager

Attest:

Lanell Gaski
Clerk

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

By:

Stacy H. Otter
Transportation Development Director

Attest:

Annexa Hine
Executive Secretary

Legal Review

Date

[Signature]

7-5-17

Legal Review

Date

David Raduaw
Office of the General Counsel

7/18/2017

**SECTION No.: 93060
S.R. No.: A1A
COUNTY: PALM BEACH**

EXHIBIT A

TOWN OF HIGHLAND BEACH

LANDSCAPE IMPROVEMENT

LIMITS AND MAINTENANCE BOUNDARIES LIST

All state rights of way within the limits of the **TOWN OF HIGHLAND BEACH** to be maintained are from:

State Road A1A from approximately 1/4 mile North of Spanish River Boulevard (M.P. 4.868) to approximately 1/2 mile South of Linton Boulevard (M.P. 7.711)

SECTION No.: 93060
S.R. No.: A1A
COUNTY: PALM BEACH

EXHIBIT A

TOWN OF HIGHLAND BEACH

LANDSCAPE MAINTENANCE LIMITS TABLE

**The following are State Road(s) to be maintained within the limits of the
Town of Highland Beach**

| STATE ROAD | BEGIN ROAD NAME | BEGIN MILEPOST | END ROAD NAME | END MILEPOST | MAINTENANCE LIMITS |
|---|--|---------------------------|---|-------------------------|--|
| A1A (S. Ocean Boulevard) | ¼ mile North of Spanish River Blvd. | 4.868 | ½ mile South of Linton Blvd. | 7.711 | ROW to ROW according to the Town Limits |

Areas to be maintained by the Agency pursuant to this Landscape Maintenance Memorandum of Agreement (MOA).

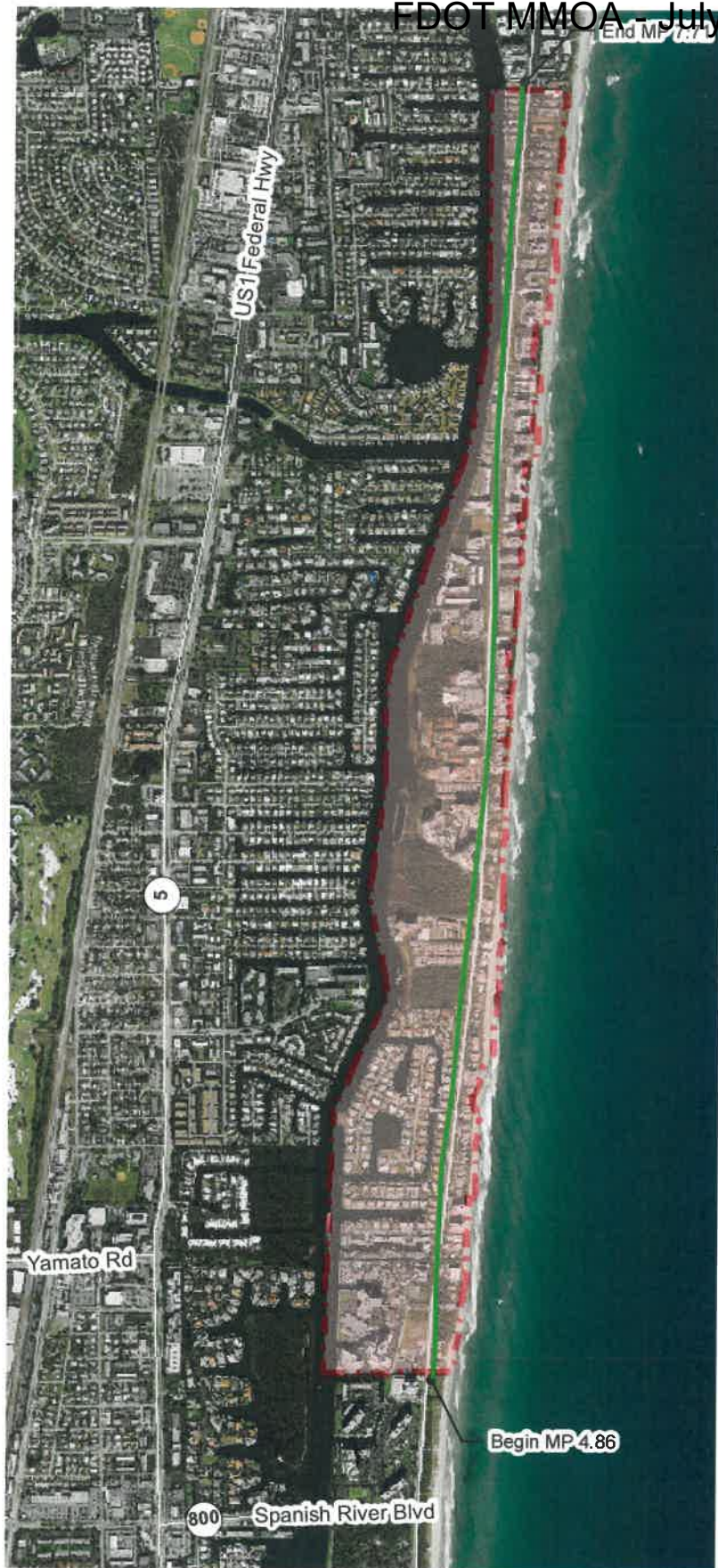
SECTION No.: 93060
S.R. No.: A1A
COUNTY: PALM BEACH

EXHIBIT A

TOWN OF HIGHLAND BEACH

LANDSCAPE MAINTENANCE LIMITS GRAPHIC

***See Attached Graphic of State Road(s) to be maintained within the limits of the
Town of Highland Beach***



Legend

-  Highland Beach City Limits
-  Inclusive Agreement

Town of Highland Beach

Inclusive Landscape Maintenance Memorandum of Agreement

Maintenance Boundary Graphic

0 500 1,000 2,000 3,000 4,000 Feet
1 inch = 2,000 feet

SECTION No.: 93060
S.R. No.: A1A
COUNTY: PALM BEACH

EXHIBIT B

PENDING PERMIT PROJECTS

LANDSCAPE AGREEMENT(S)

PERMIT PROJECTS DESCRIPTION:

Permit 2016-L-496-0014

4111 S. Ocean Drive

State Road A1A (S. Ocean Boulevard) from (M.P. 5.46) to (M.P. 5.665)

Permit 2016-A-496-0093 and 2016-L-496-0015

2624 South Ocean Boulevard

State Road A1A (S. Ocean Boulevard) from (M.P. 7.327) to (M.P. 7.342)

Permit 2017-L-496-0001

2445 S. Ocean Boulevard

State Road A1A (S. Ocean Boulevard) from (M.P. 7.513) to (M.P. 7.538)

SECTION No.: 93060
S.R. No.: A1A
COUNTY: PALM BEACH

EXHIBIT C
PENDING PERMIT PROJECT
LANDSCAPE IMPROVEMENT PLANS

Please see attached plans by:

Permit Projects Plans

Permit 2016-L-496-0014

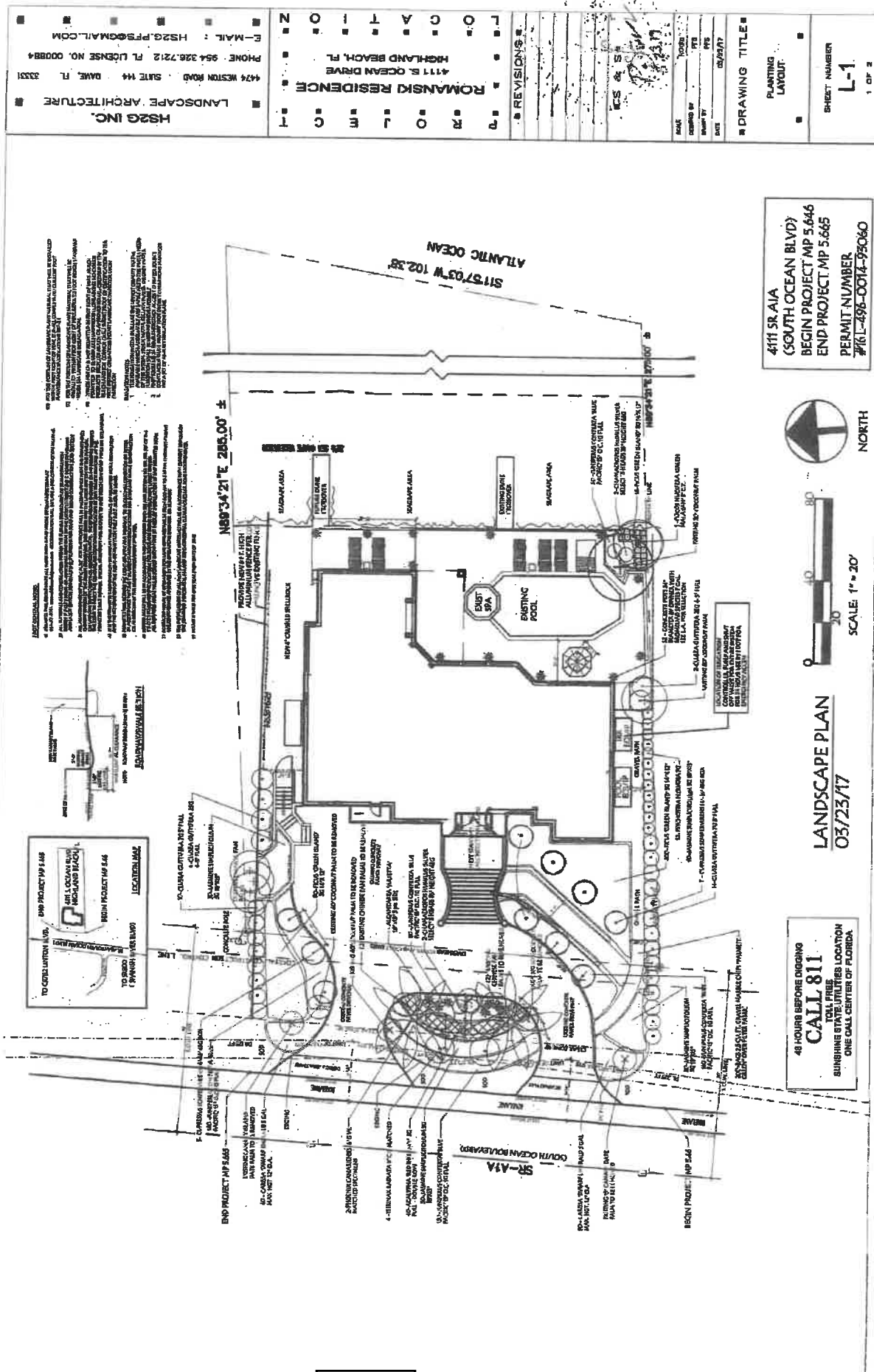
***Romanski Residence**
4111 S. Ocean Drive
State Road A1A (S. Ocean Boulevard) from (M.P. 5.46) to (M.P. 5.665)
Peter Strelkow, LA
HS2G, Inc., Landscape Architecture
Date: March 23, 2017
Sheet L-1

Permit 2016-A-496-0093 and 2016-L-496-0015

***Ogilbee Residence**
2624 South Ocean Boulevard
State Road A1A (S. Ocean Boulevard) from (M.P. 7.327) to (M.P. 7.342)
Louis Vlahos, LA
Majestic View Landscape Architects
Date: March 3, 2017
Sheets CO- 1 & 2, LP- 1 to 5 & IR – 1 & 2

Permit 2017-L-496-0001

***Hamister Residence**
2445 S. Ocean Boulevard
State Road A1A (S. Ocean Boulevard) from (M.P. 7.513) to (M.P. 7.538)
Krent L. Wieland, LA
KWD Landacape Architecture
Date: May 4, 2017
Sheets L – 1 to 4



| | | |
|--|---|--------------------|
| MAJESTIC VIEWS LANDSCAPE ARCHITECTS Landscape Architecture - Construction Management 4711 Cypress Drive South, Boynton Beach, FL 33436 Phone: (561) 752-9835 Fax: (561) 752-4110 | OGILBEE RESIDENCE 2624 SOUTH OCEAN BOULEVARD, HIGHLAND BEACH, FL | D.O.T. COVER SHEET |
| | | |
|  | | |
| REV. NO. # 1 DATE 03.05.17 | JOB NO.: DRAWN BY: LV DATE: 02.08.17 SCALE: NTS SHEET NO. CO-1 | |

F.D.O.T. SUBMITTAL DOCUMENTS

2624 SOUTH OCEAN BOULEVARD, HIGHLAND BEACH, FLORIDA
 FDOT PERMIT NO. 16L-496-0015-83080



| | | | | | |
|--|--|--|--|---|--|
| MAJESTIC VIEWS LANDSCAPE ARCHITECTS Landscape Architecture - Construction Management 4711 Cypress Drive South, Boynton Beach, FL 33436 Phone (561) 752-9535 Fax (561) 752-4110 | | OGILBEE RESIDENCE 2624 SOUTH OCEAN BOULEVARD, HIGHLAND BEACH, FL | | D.O.T. COVER SHEET, GENERAL NOTES | |
|  | |  | | REV. NO. 1 DATE 03.03.17 JOB NO. DRAWN BY: LY DATE: 02.06.17 SCALE: NTS SHEET NO. CO-2 | |

MAINTENANCE AGREEMENT NOTES

- Any non-standard component specified on FDOT right of way in addition to trees and soil such as planting structures, groundcover, hardscape, and/or an irrigation system requires an executed Maintenance Memorandum of Agreement (MMOA) prior to final permit approval for this project. Please submit MMOA documents with next submittal and contact Mary Ann Hendon (MaryAnn.Hendon@dot.state.fl.us - 904-677-7887) for the MMOA process and submittal requirements.

F.D.O.T. SAFETY NOTES

- Design speed for South Ocean Blvd. SR-41A (South Ocean Blvd.) is indicated as 35 MPH.
- Clear Sight Limits is indicated on plans per FDOT Design Standard Index 546.
Reference: <http://www.fdot.state.fl.us/rdosdesign/SDS/13/DO0546.pdf>

F.D.O.T. PLANTING NOTES

- Landscape installation shall comply with current FDOT Standard Specifications 680. Reference: <http://www.fdot.state.fl.us/rdosdesign/SDS/13/DO0546.pdf>
- Planting details use FDOT Standard Index 544 Details. Online Reference: <http://www.fdot.state.fl.us/rdosdesign/SDS/13/DO0544.pdf>
- Sod areas are existing and proposed as part of this project.
- Sodded areas will be in accordance with Standard Index 105 and sections 192, 575, 981, 982, 983, 987 of the Department's Standard Specifications for Road and Bridge Construction, latest edition. All disturbed areas will be sodded within one (1) week of installation of said permitted work.

F.D.O.T. IRRIGATION NOTES

- The irrigation system shall use the lowest quality water available which adequately and safely meets the water needs of the system. Storm water, recirculated water, or grey water irrigation shall be used whenever possible.
- Irrigation and its water source must be indicated for proposed landscapes. Irrigation contractor will provide as built irrigation plan prior to final inspection.
- COOT requires 24 hour emergency access to water source.
- Irrigation plan need to indicate water connection points and electrical connection for proposed controllers and pumps.
- Verify that above-ground irrigation items such as backflow preventers, pumps and controllers are not located within the Horizontal Clearance Zone.
- Contractor shall provide FDOT District Operations Manager with a set of "As-Built" irrigation plans.

DISCLAIMER

- The Landscape Architects plans and calculation are based on information provided by the Surveyor, Civil Engineer and Architect. See Engineering Plans for any roadway & driveway construction, grading & drainage, utilities, etc. The Landscape Plans are solely for approval of landscape and irrigation improvements and their relationship w/ exist elements within the ROW, required DOT Sight Lines and FPL, Right Tree Right Place requirements.

F.D.O.T. GENERAL NOTES

- All materials and construction within the Florida Department of Transportation Design (F.D.O.T.) Right-of-Way shall conform to the latest edition F.D.O.T. Design Standards & latest edition Standard Specifications for Road and Bridge Construction 2016.
- Contractor shall repair any and all damage done to FDOT property during demolition, relocation &/or installation activities at his sole expense.
- Ownership of all suitable excavated materials, as determined by the Department, shall remain in the Department until a final acceptance of the permitted project is fulfilled. Excavated materials shall be hauled by the Permittee, at their cost & expense from the site to the Palm Beach Operations Center or stockpiled in those areas as directed by the Department, including asphalt millings.
- Maintenance of Traffic M.O.T. for this project will comply with the FDOT Standard Index (600 series) and the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD). Special attention will be given to FDOT Design Standard Index 611, 612, 613, and 660.
- It is the Permittee's responsibility to obtain final acceptance of permitted work (completed) and the restoration of the Right-of-Way from the FDOT prior to usage. Permittee will restore the Right-of-Way as a minimum, to its original condition or better in accordance with FDOT's latest Standard Specifications for Road & Bridge Construction or as directed by the Resident Operations Engineer.
- Sodded areas will be in accordance with Standard Index 105 and sections 192, 981, 982, 983, 987 of the FDOT's Standard Specifications and Bridge Construction, latest edition 2016. All disturbed areas will be sodded within one (1) week of installation of said permitted work.
- For the portion of landscape plant material that will be installed within the FDOT Right of Way landscape installation shall comply w/ current FDOT Maintenance Specifications 580-2.1. Online Reference: <http://www.fdot.state.fl.us/rdosdesign/SDS/13/DO0546.pdf>
- For the portion of landscape plant material that will be installed within the FDOT Right of Way refer to FDOT Design Standard Index 644 Landscape Installation. Online Reference: <http://www.fdot.state.fl.us/rdosdesign/SDS/15/DO0344.pdf>
- Architectural Features Installation for sidewalks and/or driveways within FDOT Right of Way shall comply with current FDOT Standards Specifications 680. Online Reference: <http://www.fdot.state.fl.us/rdosdesign/SDS/13/DO0546.pdf>
- Restricted hours of operation will be from 8:00am-3:30pm, (Monday-Friday), unless otherwise approved by the Operations Engineer, or designee.
- Permittee will coordinate all work with David Moore of Transfield Services at 954-317-8044, dmoores@transfieldusa.com. Coordination will include a Pre-Construction meeting.

PERMITTEE: PLEASE NOTE:

- Permittee's contractors that are performing permitted work activities shall provide the FDOT (Permit Office) proof of a proper state contractor's license and certification of liability insurance prior to any commencement of permitted work.
- The installation of all new landscape materials will be in accordance with current editions 2016 of the Standard Index 546, 544 and 700 (horizontal clearance/clearance zone requirements).
- Permittee will provide the FDOT with certified "As-Built" plans prior to final



FDOT PERMIT NO. 16L-496-0015-93060



GENERAL NOTES:

REQUIRED NOTES FOR LANDSCAPE PLANS

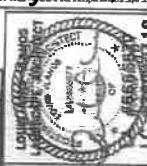
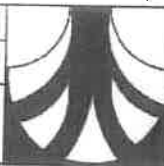
1. All the plant material shall be Florida #1 or better, as set forth by the current edition of the Florida Department of Agriculture grades and standards for nursery plants.
2. All plantings shall be done in accordance with municipal codes and use sound horticultural practices, as provided by the International Society of Arboriculture (ISA). All plants shall be installed so that the top of the root ball remains even with the soil grade. All trees and palms are to be banded in with water at the time of installation to eliminate any air pockets. Trees and palms shall be properly banded and for staked at the time of planting as per detail. Stakes and braces are to remain for a minimum of 12 months. The Contractor is responsible for the maintenance and removal of stakes and braces after a 12-month period. When applicable, existing trees to be saved should be banded prior to the construction as per detail. Protected areas shall remain clear of construction debris, vehicles, storage of materials and chemicals, etc., and barricades are to remain until final job acceptance. The Contractor is responsible for the maintenance and removal of the barricades.
3. The project's Landscapes Contractor shall contact the Town of Highland Beach Landscape Inspector to schedule a Pre-Construction Meeting prior to the landscape installation. Landscaping and Irrigation permits are required prior to the issuance of any commercial (i.e., non-residential) building permits. For residential projects, landscape and irrigation permits must be issued prior to the commencement of any landscaping installation and the work must be approved through a Final Landscape Field Inspection, prior to the issuance of a Final Certificate of Occupancy (CO) for the entire project. Tree Relocation/Removal permits, if necessary, are required prior to the issuance of any building permits.
4. Planting soil shall be a weed-free and debris-free 60/40 mix, to be mixed with existing soil, free from rocks and debris, and backfilled into planting pits by winning it.
 - Shrub shall receive 6" of planting soil around the root ball.
 - Trees shall receive 12" of planting soil around the root ball.
 - Sodded areas shall receive 2" of planting soil beneath the sod.
 - All arid palms are to be backfilled with sand.
5. All landscape islands in parking lots and around buildings shall be excavated to a depth of 3' and backfilled with weed- and debris-free 60/40 planting soil, to the top of the curb.
6. All trees and palms in sodded areas shall have a minimum of 36" in diameter ring, covered with a 3" layer of mulch over the surface of the root ball and pulled back to avoid touching the crown of the trunk. Cover the entire hedge and shrub beds with a 3" layer of mulch. Avoid piling around the trunk areas. Pine trees shall have pine needle mulch covering all trees in groupings. Where planting areas include a catch basin, install erosion control matting (or *per manufacturer's specs*) 25' from the inner side fabric to basal shrubs and apply 3" layer of mulch. Mulch shall be Grade A, weed-free, *Eucalyptus* or *Melaleuca*.
7. All landscape material shall maintain clearance around all fire hydrants, check valves, backflow preventers, Fire Department Equipment, etc., of at least 7' in the front and on the sides and 4' in the rear.
8. All shade trees shall be planted a minimum of 15' clearance from light poles; and may be 7'-6" away for small trees and palms only.
9. Site preparation shall include the eradication and removal of any exotic nuisance vegetation, weeds, grasses and the clean-up of any dead material, debris and rubbish.
10. All synthetic burlap, synthetic string/cords or wire baskets shall be removed before any trees are planted. All synthetic tape (i.e. *tagging tape, nursery tape*) shall be removed from the trunks, branches, etc. before inspection. The top 1/3 of any natural burlap shall be removed or tucked into the planting hole, before the trees are backfilled.
11. All ground cover requires 75% coverage at the time of planting and 100% within 3 months of installation.
12. All trees installed within 6' of curbs shall be installed with root barriers.
13. Substitutions of plant material shall be permitted only after written approval of the Landscape Architect and the Town of Highland Beach Landscape Inspector. For any substitutions of plant material within the SR-ALIA right of way will also need written approval by the FDOT District Operations Manager.
14. All owners of the land or their agents shall be responsible for the maintenance of all landscaping pursuant to LDC Sections 901.14-901.15.
15. All plant material shall be guaranteed for a period of 12 months after final inspection by the Town of Highland Beach Landscape Inspector and the owner's acceptance.

16. All landscaped areas will be provided with a 100% irrigation coverage, 50% overlap, from a fully automatic irrigation system with a rain sensor shut-off, and pump and rust control and rust inhibitor devices. Adjust the system to avoid overspray onto structures or paving. Preserved ecological communities shall not be irrigated. All watering restrictions shall conform to restrictions and regulations of the South Florida Water Management District and local watering restrictions. Landscape landscape principles shall be applied in all sites as specified in the South Florida Water Management District's *Landscape Plant Guide II*, updated as required.
17. The Contractor is required to submit certified as-built of the landscape to the Engineering Services Department for review and approval. Prior to planting the soil and installing the trees, the as-builts must include the design elevations and subsoil elevations, taken at least every 50' of the berm. The right-of-way lines, property lines and landscape buffer, etc., must be labeled on the as-built plan. Cross-sections must be provided at least every 50' of the berm and must indicate the slope, width and height of the berm and also label the right-of-way line, buffer width and property line. No sod or trees/palms shall be placed on the berm until the Engineering Services Department approves the as-built.
18. The Landscape Contractor shall be aware of the location of all easements and utilities above and below the ground and shall call for Utility Statement forty-eight (48) hours before any digging operations begin. All plant pits located in the easements shall be hand dug. The Landscape Contractor shall repair all the damage to the underground utilities caused by digging, at no cost to the owner.
19. All trees will be located a minimum of 4' from underground utility lines.
20. The Landscape Contractor shall verify estimated quantities of the material shown on the drawing prior to submitting his bid. The City-approved Planting Plan shall take precedence over the Plant List.
21. All plant material symbols shown on the Landscape Plan shall be considered diagrammatic and should be adjusted in the field by the Contractor to avoid all utilities and any other obstructions.
22. All areas disturbed during the construction shall be sodded with *St. Augustine "Phonetic"*, unless otherwise noted, i.e., sodded, gravel.
23. All sizes shown for the plant material on the plan are to be considered minimum. All plant material must meet or exceed these minimum requirements for both height and spread. Any other requirements for specific shapes or other as noted on the plan shall also be required for acceptance. All the trees shall be single-trunk, unless otherwise noted on the plans. All Royal Palms must be *Florida Fancy*.
24. The scope of work includes all plants, materials, equipment and labor necessary to fulfill these plans and specifications. All work associated with staking, guying, banded, fertilization, overwatering, top-soil layer, mulch, water source, watering, pruning, removal of excess construction material and work-site clean-up, are to be included in the price. Unless otherwise indicated, any other requirements necessary for complete acceptance of the job shall be considered incidental to the work involved. Pruning of all trees shall meet standards set forth by the *National Arborist Association, Inc.*
25. All mechanical equipment, air conditioning units, generators, irrigation pumps, FPL transmitters, pool pumps, etc., must be removed on June 30th with landscaping. If a fence or wall is also required, then the landscaping shall be installed on the outside of the fence/wall. Plant material shall be to the height of each above ground element, with branches touching each other.
26. Trees and shrubs shall be fertilized with a general purpose fertilizer with a 1:1:1 ratio of Nitrogen, Phosphorus, and Potassium Fertilizer. Application rates are to be according to manufacturer's recommendations for installation of newly-established plant material. Palms shall be fertilized with a palm special fertilizer that is 100% Organic, a 2:1:1 ratio, containing Nitrogen, Phosphorus, and Potassium as major elements and containing minor elements, including Iron, Manganese, Magnesium, and Zinc. Application shall be according to the manufacturer's specifications for newly-established plant material. Areas to be sodded shall be fertilized with a 100% Organic General Purpose Fertilizer at a ratio of 1:1:1, containing Nitrogen, Phosphorus, and Potassium analysis with Iron, Magnesium and Manganese as minor elements. Application shall be at the rate of 1 pound of actual Nitrogen per one thousand square feet and shall be fully incorporated into the top two inches of soil. There will be no fertilization during the winter months of December, January, and February.
27. The Landscape Contractor shall be responsible for the maintenance of the landscaped area until the final job has been issued. The owner or his agent shall do watering to keep the plant root masses and planting soil uniformly moist to maintain a healthy growing condition until final job acceptance. The plant beds shall be free of debris and mowed. Sod shall be maintained between 3" and 5".
28. Final acceptance of this planting plan will not be given until:
 - a. A final walk-through by the Landscape Architect is performed (for commercial properties only).
 - b. Completion of all punch list items.
 - c. Submission of a written guarantee has been obtained and reviewed.
 - d. All FDOT Standards have been met and FDOT acceptance has been issued.

FDOT PERMIT NO. 16L-498-0015-93060

MAJESTIC VIEWS LANDSCAPE ARCHITECTS
Landscape Architecture - Construction Management
4711 Cypress Drive South, Boynton Beach, FL 33436
Phone: 561-238-9898 Fax: 561-753-4110

OGILBEE RESIDENCE
2824 SOUTH OCEAN BOULEVARD, HIGHLAND BEACH, FL



| REV. NO. | DATE |
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| # 2 | 03.24.17 |

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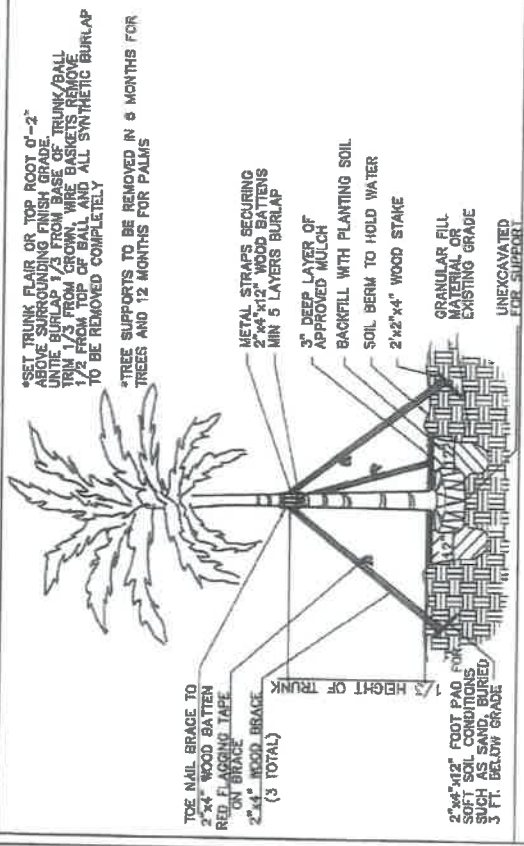
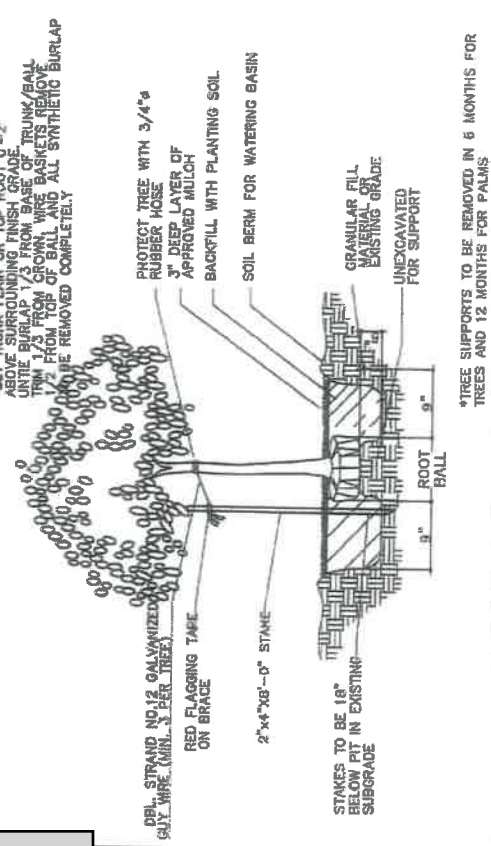
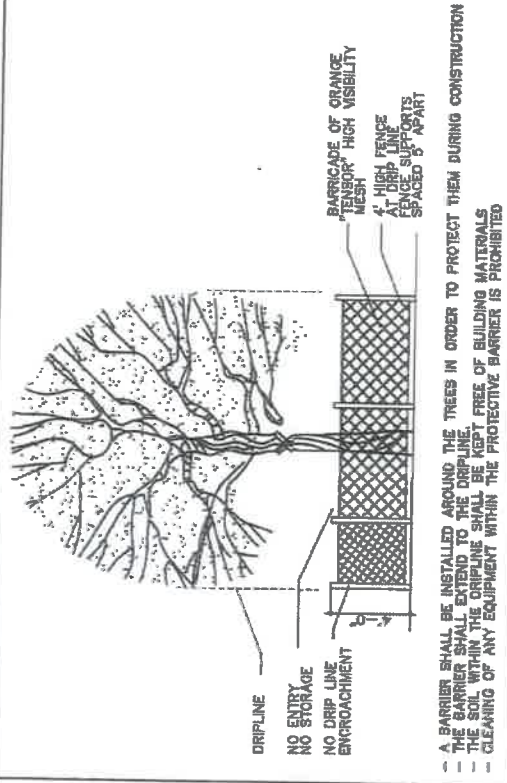
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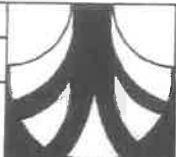
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LP-2

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| <p>MAJESTIC VIEWS LANDSCAPE ARCHITECTS Landscape Architecture - Construction Management 4711 Cypress Drive South, Boynton Beach, FL 33436 Phone: (561) 732-8885 Fax: (561) 732-4110</p> <p>OGBEE RESIDENCE 3524 SOUTH OCEAN BOULEVARD, NIGHT AND BEACH, FL D.O.T. PLANTING DETAILS</p> | <div style="text-align: center;">  <p>LOUISIANA STATE SEAL OFFICE OF THE ATTORNEY GENERAL JULY 18, 1806</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>REV. NO.</td> <td>DATE</td> </tr> <tr> <td># 1</td> <td>03.05.17</td> </tr> </table> <p>JOB NO.:</p> <p>DRAWN BY: LV</p> <p>DATE: 02.06.17</p> <p>SCALE: NTS</p> <p>SHEET NO. LP-4</p> | REV. NO. | DATE | # 1 | 03.05.17 |
| REV. NO. | DATE | | | | |
| # 1 | 03.05.17 | | | | |
|  <p>PALM PLANTING DETAIL</p> <p>*SET TRUNK FLAIR OR TOP ROOT 6"-2" ABOVE SURROUNDING FINISH GRADE. *REMOVE 1/2" FROM BASE OF TRUNK/BALL UNTIL 1/3 FROM CROWN. WIRE BASKETS REMOVE 1/2" FROM TOP OF BALL AND ALL SYNTHETIC BURLAP TO BE REMOVED COMPLETELY</p> <p>*TREE SUPPORTS TO BE REMOVED IN 6 MONTHS FOR TREES AND 12 MONTHS FOR PALMS</p> <p>TOE NAIL BRACE TO 2"x4" WOOD BATTEN RED FLAGGING TAPE ON BRACE 2"x4" WOOD BRACE (3 TOTAL)</p> <p>1/3 HEIGHT OF TRUNK</p> <p>2"x4"x12" FOOT PAD ON EXISTING GRADE SUCH AS SAND, BURIED 3 FT. BELOW GRADE</p> <p>METAL STRAPS SECURING 2"x4"x12" WOOD BATTENS MIN 5 LAYERS BURLAP</p> <p>3" DEEP LAYER OF APPROVED MULCH</p> <p>BACKFILL WITH PLANTING SOIL</p> <p>SOIL BERM TO HOLD WATER</p> <p>2"x2"x4" WOOD STAKE</p> <p>GRANULAR FILL BASKET OR EXISTING GRADE</p> <p>UNEXCAVATED FOR SUPPORT</p> |  <p>SMALL TREE (2" cal. and under) PLANTING DETAIL.</p> <p>*SET TRUNK FLAIR OR TOP ROOT 6"-2" ABOVE SURROUNDING FINISH GRADE. *REMOVE 1/2" FROM BASE OF TRUNK/BALL UNTIL 1/3 FROM CROWN. WIRE BASKETS REMOVE 1/2" FROM TOP OF BALL AND ALL SYNTHETIC BURLAP TO BE REMOVED COMPLETELY</p> <p>*TREE SUPPORTS TO BE REMOVED IN 6 MONTHS FOR TREES AND 12 MONTHS FOR PALMS</p> <p>DBL. STRAND NO.12 GALVANIZED (GUY WIRE, MIN. 3 PER TREE)</p> <p>RED FLAGGING TAPE ON BRACE</p> <p>2"x4"x8'-0" STAKE</p> <p>PROTECT TREE WITH 3/4" RUBBER HOSE</p> <p>3" DEEP LAYER OF APPROVED MULCH</p> <p>BACKFILL WITH PLANTING SOIL</p> <p>SOIL BERM FOR WATERING BASIN</p> <p>GRANULAR FILL BASKET OR EXISTING GRADE</p> <p>UNEXCAVATED FOR SUPPORT</p> <p>ROOT BALL</p> | | | | |
|  <p>TREE PRESERVATION BARRICADE FENCING DETAIL</p> <p>*PLANTING HOLES TO BE 3 TIMES THE DIAMETER OF ROOT BALL AT THE SURFACE AND 2 TIMES THE DIAMETER OF ROOT BALL AT THE BOTTOM/DEPTH PER CITY OF WEST PALM BEACH REQUIREMENTS</p> <p>*A BARRIER SHALL BE INSTALLED AROUND THE TREES IN ORDER TO PROTECT THEM DURING CONSTRUCTION - THE BARRIER SHALL EXTEND TO THE DRIPLINE. - THE SOIL WITHIN THE DRIPLINE SHALL BE KEPT FREE OF BUILDING MATERIALS - CLEANING OF ANY EQUIPMENT WITHIN THE PROTECTIVE BARRIER IS PROHIBITED</p> <p>DRIPLINE</p> <p>NO ENTRY</p> <p>NO DRIPLINE ENCROACHMENT</p> <p>BARRICADE OF ORANGE "TENSOR" HIGH VISIBILITY MESH</p> <p>4' HIGH FENCE AT DRIPLINE</p> <p>4' HIGH FENCE AT DRIPLINE SPACED 6' APART</p> | <p>sunshine state ONE CALL 811 florida</p> <p>Call before you dig</p> <p>FDOT PERMIT NO. 16L-486-0015-93060</p> | | | | |

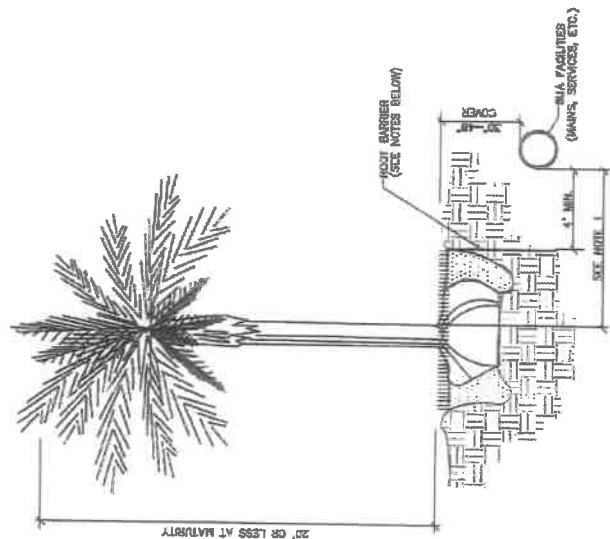
MAJESTIC VIEWS LANDSCAPE ARCHITECTS
Landscape Architecture - Construction Management
4711 Cypress Drive South, Boynton Beach, FL 33436
Phone: (561) 728-8833 Fax: (561) 728-1170

OGLBEE RESIDENCE
2824 SOUTH OCEAN BOULEVARD, HIGHWAY AND BEACH, FL
D.O.T. PLANTING DETAILS

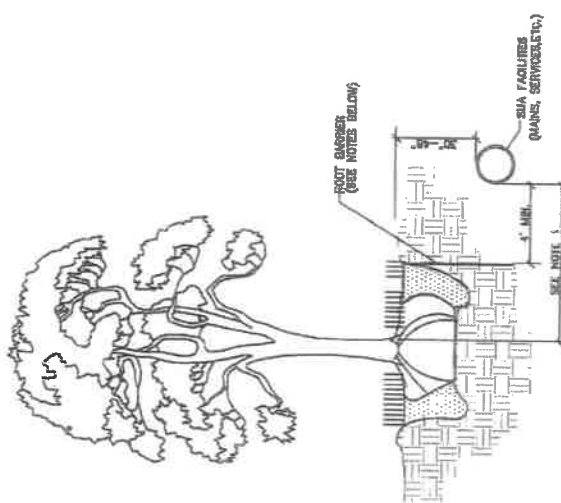


LANDSCAPE ARCHITECT
L.A. 17
03/03/17
REV. NO. DATE
1. 03.03.17

JOB NO:
DRAWN BY: LV
DATE: 02.06.17
SCALE: NTS
SHEET NO.
LP-5



- NOTES: (PLEASE REFER TO WRITTEN SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS)
1. THIS DISTANCE SHALL BE 7' MINIMUM WITH ROOT BARRIER AND 10' MINIMUM IF NO ROOT BARRIER IS USED.
 2. ALL ROOT BARRIERS SHALL BE 4" MINIMUM FROM ALL SIDEWALK FACILITIES.
 3. THE INSTALLATION OF ROOT BARRIERS SHALL BE COORDINATED WITH SEAWOAST AND INSPECTED BY SEAWOAST PRIOR TO BACKFILLING. ALL ROOT BARRIERS SHALL EXTEND UP TO FINISHED GRADE.
 4. ROOT BARRIERS SHALL BE MINIMUM 36" DEEP. APPROVED PRODUCTS INCLUDE "DEEP ROOT" AND "ROOT SOLUTIONS". FLEXIBLE BARRIERS SHALL BE 36" PANELS MANUFACTURED BY EMBARRAS.
 5. ALL ROOT BARRIERS SHALL BE INSTALLED IN ACCORDANCE WITH MANUFACTURERS WRITTEN INSTRUCTIONS.



- NOTES: (PLEASE REFER TO WRITTEN SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS)
1. THIS DISTANCE SHALL BE 10' MINIMUM WITH ROOT BARRIER AND 15' MINIMUM IF NO ROOT BARRIER IS USED.
 2. ALL ROOT BARRIERS SHALL BE 4" MINIMUM FROM ALL SIDEWALK FACILITIES.
 3. THE INSTALLATION OF ROOT BARRIERS SHALL BE COORDINATED WITH SEAWOAST AND INSPECTED BY SEAWOAST PRIOR TO BACKFILLING. ALL ROOT BARRIERS SHALL EXTEND UP TO FINISHED GRADE.
 4. ROOT BARRIERS SHALL BE MINIMUM 36" DEEP. APPROVED PRODUCTS INCLUDE "DEEP ROOT" AND "ROOT SOLUTIONS". FLEXIBLE BARRIERS SHALL BE 36" PANELS MANUFACTURED BY EMBARRAS.
 5. ALL ROOT BARRIERS SHALL BE INSTALLED IN ACCORDANCE WITH MANUFACTURERS WRITTEN INSTRUCTIONS.
 6. LARGE PALM TREES INCLUDE ROYAL PALM, WASHINGTONIA, BISMARCK AND SIMILAR SIZED SPECIES.

Typical Small Tree or Palm Tree with Root Barrier Typ. Canopy Tree, Large or Exotic Palm Tree with Root Barrier



FDOT PERMIT NO. 16L-496-0015-93060



NOTES

GENERAL

irrigation design based on Majestic Views, dated 03.03.17. Contractor shall refer to the landscape plan to coordinate sprinkler location and pipe routing with new and existing landscaping.

Contractor shall adjust sprinkler locations to insure proper coverage in common areas between new and existing landscaping.

irrigation plan is for bid, permit purposes, and shall not be utilized as a construction document.

A licensed contractor who installs or performs work on an automatic landscape irrigation system must install system per manufacturers specifications and test for the correct operation of each component. The contractor must not install, alter, or tamper with any existing system, or inhibit or interrupting device or switch on the system. If such devices are not installed, or are not functioning properly, the contractor must install new devices or repair the existing ones and insure that each is operating properly before completing other work on the system.

PIPING

which shall be scheduled 40 PVC,

standards sized F shall be SDR 21, Class 200.

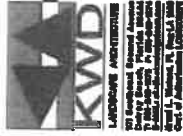
rockfill shall be of suitable material free of rocks, stones, or other debris that would damage filtration systems components.

Rainbird ESP-MC series automatic outdoor controller will be exterior wall mount or equivalent / Rainbird ET-Manager in ground soil moisture sensor. Verify location on site. Rainfall or moisture sensing devices shall be used to avoid operation of the system during periods of increased rainfall. Evapotranspiration-based (ET) controllers are recommended but optional on any automatic landscape irrigation system will be installed per manufacturers specifications. All electrical connections to be made by a licensed electrician.

| PIPE DIAMETER (INCH) | LOW |
|----------------------|------|
| 3 | 3 |
| 3 | 3 |
| 3-18 | 3-18 |
| 28 | 28 |
| 40 | 40 |
| 5-60 | 5-60 |

Automatic underground irrigation with Rainbird ET—Manager in ground soil moisture sensor shall be designed and installed in compliance with the South Florida Building Code and city code requirements. The system shall provide a minimum coverage of 100% with 50% overlap.

FDOT PERMIT NO. 16L-496-0015-93060



Harnister Residence
3445 S Ocean Boulevard
Hyland Beach, FL 33447

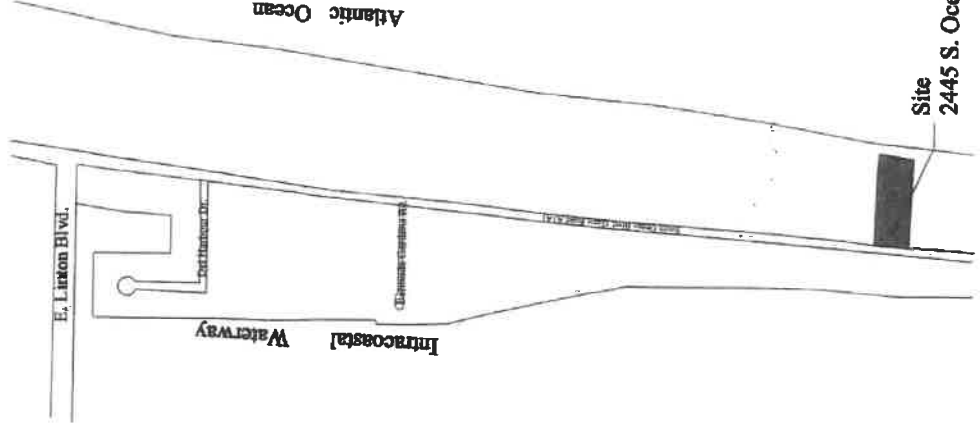
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DESIGNED BY: KWD
CHECKED BY: KWD
DATE: 08/30/2017

| | |
|-------------|---------------------------------|
| PROJECT NO. | ROW, Landscape, Plans And Notes |
| SHEET NO. | L-1 |

FDOT Submission
08/30/2017

PROJECT ADDRESS: 3445 S OCEAN BLVD, HYLAND BEACH, FL 33447



FDOT GENERAL NOTES

NOTE: CHECKS DUE FOR ENTIRE PROJECT TO JUNE 1 LANE INDICATED

NOTES

1. It is the responsibility of the contractor to prepare a work zone traffic control plan. This plan shall be reviewed by FDOT and the owner prior to the start of construction.

2. All work shall be completed within the time frame specified in the contract. The contractor shall be responsible for obtaining all necessary permits and for obtaining all necessary approvals from the appropriate agencies.

3. The contractor shall be responsible for obtaining all necessary permits and for obtaining all necessary approvals from the appropriate agencies.

4. The contractor shall be responsible for obtaining all necessary permits and for obtaining all necessary approvals from the appropriate agencies.

5. The contractor shall be responsible for obtaining all necessary permits and for obtaining all necessary approvals from the appropriate agencies.

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9. The contractor shall be responsible for obtaining all necessary permits and for obtaining all necessary approvals from the appropriate agencies.

10. The contractor shall be responsible for obtaining all necessary permits and for obtaining all necessary approvals from the appropriate agencies.

CAUTION: PLEASE NOTE

THE DRAWINGS AND NOTICES ARE PREPARED BY A PROFESSIONAL ENGINEER. ANY CHANGES TO THE DRAWINGS OR NOTICES SHALL BE MADE BY THE ENGINEER OR HIS/HERS AUTHORIZED REPRESENTATIVE. ANY CHANGES TO THE DRAWINGS OR NOTICES SHALL BE MADE BY THE ENGINEER OR HIS/HERS AUTHORIZED REPRESENTATIVE.

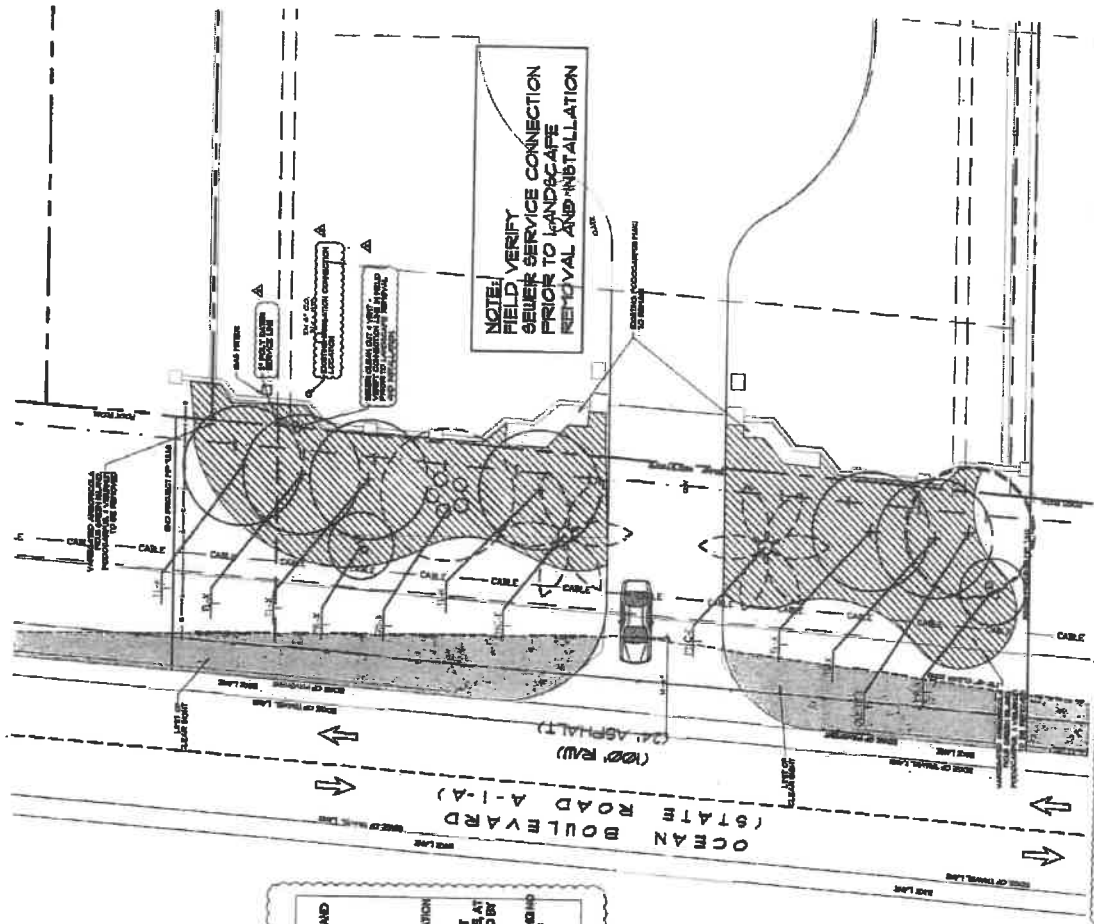


Hamister Residence
 2445 S Ocean Boulevard
 Highland Beach, FL 33480

Handwritten signature: J. Hamister

REVISIONS
 1. 03/30/2017
 2. 04/10/2017
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ROW Landscape Plan
 Sheet **L-2**



FDOT Submission
 03/30/2017

PERMIT NUMBER: PL-485-007-45000 HAMISTER RESIDENCE

Scale: 1" = 10'
 0 4 8 12 16 20

North Arrow
 NORTH

Call 811 or www.surecall1.com
 before any excavation or drilling to locate underground utilities.

PLANT SCHEDULE EXISTING LANDSCAPE TO BE REMOVED

| PLANT NAME | QUANTITY | REMARKS | DATE |
|------------------|----------|------------------------|------------|
| 1. 10' DBH PALM | 1 | EXISTING TO REMAIN | 03/30/2017 |
| 2. 10' DBH PALM | 1 | EXISTING TO BE REMOVED | 03/30/2017 |
| 3. 10' DBH PALM | 1 | EXISTING TO BE REMOVED | 03/30/2017 |
| 4. 10' DBH PALM | 1 | EXISTING TO BE REMOVED | 03/30/2017 |
| 5. 10' DBH PALM | 1 | EXISTING TO BE REMOVED | 03/30/2017 |
| 6. 10' DBH PALM | 1 | EXISTING TO BE REMOVED | 03/30/2017 |
| 7. 10' DBH PALM | 1 | EXISTING TO BE REMOVED | 03/30/2017 |
| 8. 10' DBH PALM | 1 | EXISTING TO BE REMOVED | 03/30/2017 |
| 9. 10' DBH PALM | 1 | EXISTING TO BE REMOVED | 03/30/2017 |
| 10. 10' DBH PALM | 1 | EXISTING TO BE REMOVED | 03/30/2017 |

FOOT GENERAL NOTES

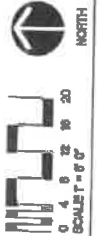
1. ALL MATERIALS AND CONSTRUCTION WITHIN THE FOOT RIGHT-OF-WAY SHALL CONFORM TO THE LATEST FDOT DESIGN STANDARDS AND THE LATEST STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION.
2. REFER TO FOOT STANDARD NO. 644 FOR INSTALLATION OF VEGETATION.
3. REFER TO FOOT STANDARD NO. 644 FOR INSTALLATION OF VEGETATION.
4. CONTRACTOR SHALL REPAIR ANY AND ALL DAMAGE DONE TO FOOT PROPERTY DURING CONSTRUCTION, RELOCATION AND/OR INSTALLATION ACTIVITIES AT HIS SOLE EXPENSE.
5. CONSTRUCTION OF ALL EXISTING EXCAVATED MATERIALS, AS DETERMINED BY THE DEPARTMENT, SHALL REMAIN IN THE DEPARTMENT UNITS. A FINAL AS-BUILT DRAWING SHALL BE SUBMITTED TO THE DEPARTMENT WITHIN 30 DAYS OF COMPLETION OF THE PROJECT. THE DEPARTMENT SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF THE EXISTING EXCAVATED MATERIALS. THE DEPARTMENT SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF THE EXISTING EXCAVATED MATERIALS. THE DEPARTMENT SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF THE EXISTING EXCAVATED MATERIALS.
6. EXISTING MALLON IS NOT PERMITTED ON FOOT RIGHT-OF-WAY. MALLON PERMITTED TO BE USED ARE HANDMADE MALLON/CONCRETE/CEMENTATION TO THE FOOT DISTRICT OPERATIONS PERMIT LANDSCAPE INSPECTOR UPON INSPECTION.

NOTE: PERSON ORDERED FOR NOTING PROJECT IS SHOWN. 2 LANE UNIDIRECTIONAL

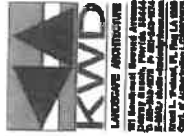
FOOT IRRIGATION NOTES

1. FOOT REQUIRED 24 HOUR EMERGENCY ACCESS TO WATER SOURCE.
2. CONTRACTOR SHALL PROVIDE FOOT DISTRICT OPERATIONS MANAGER WITH A SET OF 1/8" BUILT IRRIGATION PLAN.

CAUTION: PLEASE NOTE
 THIS DRAWING HAS NOT BEEN REVISIONED BY A STRUCTURAL ENGINEER. VERIFY WITH STRUCTURAL ENGINEER PRIOR TO CONSTRUCTION.



- 1) All *Am. Dendr. Sauri* (Sauri) groundcover to be maintained at 30% N.
- 2) All *Picea microcarpa* (Green Island) groundcover to be maintained at 25% N, maximum.
- 3) All *Am. Birch* to be maintained at 30% N, maximum.
- 4) All *Am. Spruce*, *Colorado White Pine* (Weg) groundcover to be maintained at 30% N, maximum.
- 5) All *Am. Fir* (Fir) to be maintained at 30% N, maximum.
- 6) All *Am. Fir* (Fir) to be maintained at 30% N, maximum.



Hamister Residence
2465 S Ocean Boulevard
Hyland Beach, FL 33407

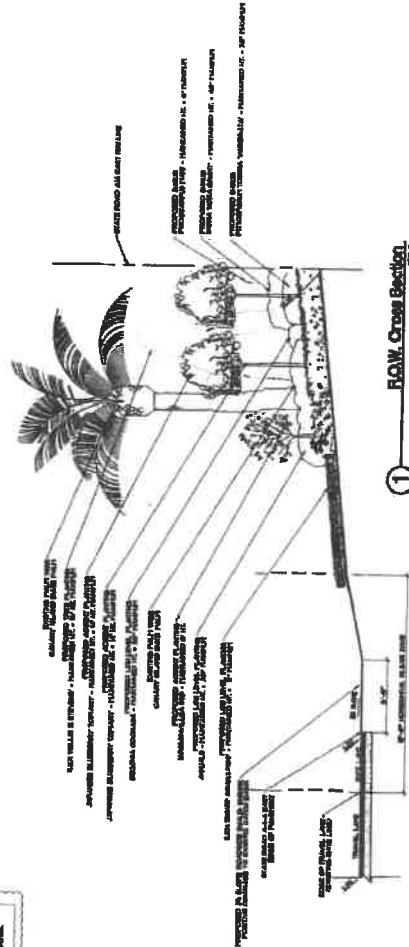
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CONTRACT NO. 17-0000000000000000
PROJECT NO. 17-0000000000000000
SHEET NO. 17-0000000000000000
DATE: 03/30/2017
DRAWN BY: [Name]
CHECKED BY: [Name]



FDOT Submission
03/30/2017

PERMIT NUMBER: 17L-489-001-0000 HAMISTER RESIDENCE



1 — **ROW Cross Section**

NOTES:
1. All materials and construction within the FOOT RIGHT-OF-WAY SHALL CONFORM TO THE LATEST FDOT DESIGN STANDARDS AND THE LATEST BROWARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION.

- 2. REFER TO FOOT BROWARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION SECTION 800 FOR LANDSCAPE INSTALLATION SPECIFICATIONS.
- 3. CONTRACTOR SHALL REPAIR ANY AND ALL DAMAGE DONE TO FOOT PROPERTY DURING DEMOLITION, RELOCATION AND/OR INSTALLATION ACTIVITIES AT THE SOLE EXPENSE.
- 4. CONVEYANCE OF ALL SITESIDE EXCAVATION MATERIALS, AS DETERMINED BY THE DEPARTMENT, SHALL REMAIN IN THE DEPARTMENT UNTIL A FINAL ACCEPTANCE OF THE PERMITTED PROJECT IS GRANTED. EXCAVATION MATERIALS SHALL BE STOCKPILED IN THOSE AREAS AS DETERMINED BY THE DEPARTMENT, INCLUDING AIRPORT MILLS.
- 5. CITY-OWNED MULCH IS NOT PERMITTED ON FOOT RIGHT-OF-WAY. MULCH PERMITTED TO BE USED ARE HANDWOOD MULCH/CHIPPING NO OTHERS. RECYCLED MULCH OR APPROVED SOIL MULCH IS NOT PERMITTED. MULCH SHALL BE COVERED WITH A PLASTIC OR OTHER MATERIAL TO PREVENT EROSION AND SOIL LOSS.

CAUTION: PLEASE NOTE
THIS DRAWING HAS NOT BEEN VERIFIED BY A STRUCTURAL ENGINEER PRIOR TO CONSTRUCTION.
Call 811 or www.floridaclearing.com for utility locations before digging to avoid utilities located and marked.
Check for underground utility lines before digging.

FOOT GENERAL NOTES

NOTES:
1. ALL MATERIALS AND CONSTRUCTION WITHIN THE FOOT RIGHT-OF-WAY SHALL CONFORM TO THE LATEST FDOT DESIGN STANDARDS AND THE LATEST BROWARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION.

2. REFER TO FOOT BROWARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION SECTION 800 FOR LANDSCAPE INSTALLATION SPECIFICATIONS.

3. CONTRACTOR SHALL REPAIR ANY AND ALL DAMAGE DONE TO FOOT PROPERTY DURING DEMOLITION, RELOCATION AND/OR INSTALLATION ACTIVITIES AT THE SOLE EXPENSE.

4. CONVEYANCE OF ALL SITESIDE EXCAVATION MATERIALS, AS DETERMINED BY THE DEPARTMENT, SHALL REMAIN IN THE DEPARTMENT UNTIL A FINAL ACCEPTANCE OF THE PERMITTED PROJECT IS GRANTED. EXCAVATION MATERIALS SHALL BE STOCKPILED IN THOSE AREAS AS DETERMINED BY THE DEPARTMENT, INCLUDING AIRPORT MILLS.

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FOOT IRRIGATION NOTES

NOTES:
1. FOOT IRRIGATION SHALL BE PROVIDED BY THE DEPARTMENT. THE DEPARTMENT SHALL PROVIDE A SET OF "AS-BUILT" IRRIGATION PLANS.

**SECTION No.: 93060
S.R. No.: A1A
COUNTY: PALM BEACH**

EXHIBIT D

**PRECEDING LANDSCAPE AGREEMENT DESCRIPTION(S)
AND OTHER AGREEMENT DESCRIPTIONS**

The following Landscape agreements have previously been executed for projects that have been installed in accordance with the plans and specifications attached thereto and incorporated herein but not exclusive to the following agreement descriptions:

LANDSCAPE AGREEMENTS SUPERSEDED BY THIS AGREEMENT

7/10/08 - State Road A1A from 1/2 Mile north of Spanish River Boulevard to 1/2 mile South of Linton Boulevard, from (M.P. 4.540) to (M.P. 7.441). (\$400,006.03) Landscape improvements which include plant material and hardscape pavers. Section No. 93060, FM No.: 423845-1-58-01, Connected Contract No. AP751, Resolution No. 08-004 (6/9/08).

3/2/07 - State Road A1A (Town limits of Highland Beach) from (M.P. 4.540) to (M.P. 7.441). (\$202,138.00) Plant material only. Section No. 93060, FM# 421216-1-58-01, Connected Contract No. AOP79, Resolution No. 07-002R (2/6/07).

7/2/02 - State Road A1A from (M.P. 4.54) to (M.P. 7.41). (\$283,000.00) Landscape improvements not described. Section 93060, FM No. 229785-1-52-01, Resolution No. 792 (7/2/02).

This Agreement, pursuant to paragraph number 14, page 9., shall supersede all other above agreements except as to the actual landscape plans and project cost that have not been replanted by subsequent FDOT approved projects and those that are "excepted out". The terms of this agreement shall apply to those landscape plans.

SECTION No.: 93060
S.R. No.: A1A
COUNTY: PALM BEACH

EXHIBIT E
MAINTENANCE PLAN
FOR LANDSCAPE IMPROVEMENTS

This Exhibit forms and integral part of the DISTRICT FOUR (4) LANDSCAPE MAINTENANCE MEMORANDUM OF AGREEMENT between the State of Florida, Department of Transportation and the AGENCY

Please See Attached

MAINTENANCE PLAN

Landscape Improvements

I. GENERAL MAINTENANCE REQUIREMENTS AND RECOMMENDATIONS:

The purpose of a plan for the landscape improvements maintenance practices is to allow the plant material on your project to thrive in a safe and vigorous manner while fulfilling their intended purpose and conserving our natural resources. Plantings and all other landscape improvements shall be maintained to avoid potential roadway hazards and to provide required clear visibility, accessibility, clearance, and setbacks as set forth by Florida Department of Transportation (FDOT) governing standards and specifications: *FDOT Design Standards*, *FDOT Plans Preparation Manual Vol. 1, Chapter 2.11* and *FDOT Standard Specifications for Road and Bridge Construction*, as amended by contract documents, and all other requirements set forth by the District 4 Operations Maintenance Engineer. The initial portion of the Maintenance Plan describes general maintenance requirements and recommendations. **The concluding section provides recommendations prepared by the Registered Landscape Architect of Record specific to the attached approved plans.**

WATERING REQUIREMENTS

Watering is a critical concern for not only the maintenance of healthy plant material but also for observing water conservation practices. The amount of water to apply at any one time varies with the weather, drainage conditions and water holding capacity of the soil. For plant materials that have been established, it is imperative that any mandated water restrictions be fully conformed to on FDOT roadways.

Proper watering techniques should provide even and thorough water dispersal to wet the entire root zone, but not saturate the soil or over-spray onto travel lanes.

IRRIGATION SYSTEM

The Agency shall ensure there are no roadway overspray or irrigation activities during daytime hours (most notably "rush hour" traffic periods). It is imperative the irrigation controller is properly set to run early enough that the watering process will be entirely completed before high traffic periods, while adhering to mandated water restrictions. To ensure water conservation, the Agency shall monitor the system for water leaks and the rain sensors to ensure they are functioning properly so that the system shuts down when there is sufficient rainfall.

INTEGRATED PLANT MANAGEMENT

An assessment of each planting area's soil is recommended to periodically determine the nutrient levels needed to sustain healthy, vigorous plant growth.

Palms, shrubs, trees and turf areas shall be fertilized in such a manner and frequency to ensure that the plant material remains healthy and vigorously growing. Please be alert to changes in fertilization types per University of Florida, Institute of Food and Agricultural Services (I.F.A.S.) recommendations. Establishment of an integrated pest management program is encouraged to ensure healthy plants, which are free of disease and pests.

MULCHING

Mulch planting beds in such a manner as to prevent weed growth, retain moisture to the plants, protect against soil erosion and nutrient loss, maintain a more uniform soil temperature, and improve the appearance of the planting beds. Avoid mulch mounded up on the trunks of trees, palms, and the base of shrubs to encourage air movement in this area which aids in lowering disease susceptibility. Cypress mulch is prohibited on state right of way.

PRUNING

All pruning, and the associated safety criteria, shall be performed according to American National Standard Institute (ANSI) A300 standards and shall be supervised by an International Society of Arboriculture (ISA) Certified Arborist. Pruning shall be carried out with the health and natural growth of plant materials in mind, to specific pruning heights maintaining clear visibility for motorists, and provide vertical clearance for pedestrian, bicyclist, and truck traffic where applicable. Visibility windows must be maintained free of view obstructions, and all trees and palms must be maintained to prevent potential roadway and pedestrian hazards, all palms are to be kept fruit free. The specific pruning heights are determined by understanding the designer's intent when selecting and placing the plants. The intended mature maintained height and spread of plants are noted on the plans (See Exhibit B.) and see Part II. Specific Requirements and Recommendations for guidelines. The understory plant materials selected for use within the restricted planting areas (Limits of Clear Sight) are to be maintained at a height in compliance with *FDOT Design Standards* Index 546; Page 6 of 6, Window Detail. Vertical tree heights must meet *FDOT Maintenance Rating Program* (MRP) standards.

STAKING AND GUYING

All staking materials, except for replacements, are to be removed by the completion of FDOT warranty period or at one year (whichever comes first). Any subsequent staking and guying activities by the Agency must adhere to *FDOT Design Standards* guidelines (See Index 544). The Agency shall closely monitor staking and guying attachment materials so that they are securely fastened to avoid potential roadway hazards.

TURF MOWING:

All grassed areas are to be mowed and trimmed with sufficient frequency to maintain a deep, healthy root system while providing a neat and clean appearance to the urban landscape. All turf efforts, mowing, curb/sidewalk edging and turf condition, must at a minimum, meet *FDOT Maintenance Rating Program* (MRP).

LITTER CONTROL:

The project site shall remain as litter free as practicable. It is recommended to recycle this litter to avoid unnecessary waste by its reuse. Litter removal efforts must meet *FDOT Maintenance Rating Program* (MRP) standards.

WEEDING/HERBICIDE

All planting areas shall be maintained as weed free as practicable by enlisting integrated pest management practices in areas specified on the plans and maintaining proper mulch levels. Extreme care is recommended when using a chemical herbicide to avoid overspray onto plant materials. It is the applicator's responsibility to restore any damage, resulting from overspray to the plantings, per the approved plans.

PLANT REPLACEMENT

Plant replacement shall be the same species and specification as the approved plan. Move and replace all plant materials that may conflict with utility relocations and service. Only plants graded Florida #1 or better, per the *Florida Department of Agriculture and Consumer Services, Grades and Standards for Nursery Plants* are permitted on FDOT roadways. Should it become necessary to change the species, a permit is required from FDOT for approval by the FDOT District Landscape Architect.

HARDSCAPE (SPECIALTY SURFACING)

All tree grates and specialty surfacing shall be maintained in such a manner as to prevent any potential tripping hazards and protect damage to the surfacing and tree grates. Final surface tolerance from grade elevations shall, at a minimum, meet the most current FDOT Maintenance Rating Program Handbook Pages 43-47; ADA accessible sidewalk; and FDOT Design Standards for Design, Construction, Maintenance and Utility Operations on The State Highway System. If the specialty surfacing or tree grates become damaged, they shall be replaced with the same type and specification as the approved plan.

Or Use When Concrete Pavers

All tree grates and specialty surfacing (if applicable) shall be maintained in such a manner as to prevent any potential tripping hazards and protect damage to the pavers and tree grates. Final surface tolerance from grade elevations shall, at a minimum, meet the most current *Interlocking Concrete Pavement Institute (ICPI), Guide Specifications for Pavers on an Aggregate Base, Section 23 14 13 Interlocking Concrete Pavers, Part 3.05*. If the specialty surfacing or tree grates become damaged, they shall be replace with the same type and specification as the approved plan.

HARDSCAPE (NON-STANDARD) TRAVELWAY SURFACING

It shall be the responsibility of the AGENCY to restore an unacceptable ride condition of the roadway, including asphalt pavement (if applicable), caused or contributed by the installation or failure of non-standard surfacing, and/or the header curb, on the Department of Transportation right of way within the limits of this Agreement. Pavement restoration areas or "patches" will have a minimum length of 10-ft, measured from the edge of the header curb, and a width to cover full lanes for each lane affected by the restoration.

Pavement restoration will be performed in accordance with the most current edition of the *FDOT Standard Specifications for Road and Bridge Construction*, and the *FDOT Design Standards for Design, Construction, Maintenance and Utility Operations on the State Highway System*.

It shall be the responsibility of the AGENCY to maintain all signs located within a non-standard surfacing area. Such maintenance to be provided by the AGENCY shall include repair and replacement of the sign panel, post, and base.

**HARDSCAPE (LANDSCAPE ACCENT LIGHTING)
(IF APPLICABLE)**

Landscape accent lighting shall be maintained in such a manner as to prolong the life of the lighting fixture and prevent potential safety hazards. If the lighting fixtures and their system become damaged, they shall be replaced with the same type and specification as the approved plan. Landscape lighting shall meet requirements for the sea turtle nesting and hatching.

MAINTENANCE OF TRAFFIC CONTROL

Reference the FDOT website regarding the selection of the proper traffic control requirements to be provided during routine maintenance and / or new installations of this DOT roadway.

**VEGETATION MANAGEMENT AT OUTDOOR ADVERTISING (ODA)
(IF APPLICABLE)**

To avoid conflicts with permitted outdoor advertising, please reference the State of Florida website regarding the vegetation management of outdoor advertising. This website provides a portal to search the FDOT Outdoor Advertising Inventory Management System Database. The database contains an inventory of outdoor advertising structures, permits and other related information maintained by the Department.

Also, reference the *Florida Highway Beautification Program* website link for “*Vegetation Management at ODA signs*” “*Florida Statutes*” and “*Florida Administrative Code*” related to vegetation management at outdoor advertising sign, permit applications for vegetation management and determining mitigation value of roadside vegetation.

II. SPECIFIC PROJECT SITE MAINTENANCE REQUIREMENTS AND RECOMMENDATIONS

Superseded agreements' Maintenance Plans and any specific project site maintenance requirements continue to apply.

REFERENCES

This reference list is provided as a courtesy. The list may not contain the most current websites. The most current references must be accessed for up to date information.

Accessible Sidewalk (ADA)

<http://www.access-board.gov/guidelines-and-standards/streets-sidewalks>

Americans with Disabilities Act (ADA) (ADAAG)

http://www.ada.gov/2010ADAstandards_index.htm

American National Standard Institute, *ANSI A300, (Part 1) for Tree Care Operations – Trees, Shrub, and Other Woody Plant Maintenance – Standard Practices (Pruning)*, available for purchase

<http://webstore.ansi.org>

Florida Department of Agriculture and Consumer Services, Division of Plant Industry, *Florida Grades and Standards for Nursery Plants 2015*

<http://www.freshfromflorida.com/Divisions-Offices/Plant-Industry/Bureaus-and-Services/Bureau-of-Plant-and-Apiary-Inspection>

Florida Department of Community Affairs (DCA), *Florida Board of Building Codes & Standards, 2010 Florida Building Code, Chapter 11 Florida Accessibility Code for Building Construction Part A*

http://www2.iccsafe.org/states/florida_codes/

Florida Department of Transportation, *FDOT Design Standards for Design, Construction, Maintenance and Utility Operations on the State Highway System, Index 544 Landscape Installation*

<http://www.dot.state.fl.us/rddesign/DS/16/IDx/00544.pdf>

Florida Department of Transportation, *FDOT Design Standards for Design, Construction, Maintenance and Utility Operations on the State Highway System, Index 546 Sight Distance at Intersections*

<http://www.dot.state.fl.us/rddesign/DS/16/IDx/00546.pdf>

Florida Department of Transportation, *FDOT Design Standards for Design, Construction, Maintenance and Utility Operations on the State Highway System, Index 600 Traffic Control through Work Zones*

<http://www.dot.state.fl.us/rddesign/DS/16/IDx/00600.pdf>

Florida Department of Transportation, *FDOT Design Standards for Design, Construction, Maintenance and Utility Operations on the State Highway System, Index 700 Roadside Offsets*
Florida Department of Transportation, *FDOT Plans Preparation Manual (PPM) Vol. I Chapter 2.11 Lateral Offset*

Table 2.11.5 Lateral Offset Clearance to Trees

Table 2.11.11 Recoverable Terrain

<http://www.dot.state.fl.us/rddesign/PPMManual/2016PPM.shtm>

FDOT MMOA - July 20, 2017

Florida Department of Transportation, *FDOT Standard Specifications for Road and Bridge Construction, Section 580 Landscape Installation*

<http://www.dot.state.fl.us/specificationsoffice/Maintenance/Jul14/Files/SS5800000.doc>

<http://www.dot.state.fl.us/specificationsoffice/Implemented/Workbooks/JulWorkbook2014/Files/S5800000FA.pdf>

Florida Department of Transportation, Landscape Architecture Website
www.MyFloridaBeautiful.com

Florida Department of Transportation, *Maintenance Rating Program Handbook*
<http://www.dot.state.fl.us/statemaintenanceoffice/MaintRatingProgram.shtm>

Florida Department of Transportation Outdoor Advertising Database
<http://www2.dot.state.fl.us/rightofway/>

Florida Exotic Pest Plant Council Invasive Plant Lists
<http://www.fleppc.org/list/iist.htm>

Florida Irrigation Society
<http://www.fisstaterg.org>

Florida Power and Light (FPL), *Plant the Right Tree in the Right Place*
http://www.fpl.com/residential/trees/right_tree_right_place.shtml

A Guide to Roadside Vegetation Management
[http://www.dot.state.fl.us/statemaintenanceoffice/RDW/DOT%20Final%20\(3\)Turf%20Management%20Guide%20UF.pdf](http://www.dot.state.fl.us/statemaintenanceoffice/RDW/DOT%20Final%20(3)Turf%20Management%20Guide%20UF.pdf)

Interlocking Concrete Pavement Institute (ICPI)
<http://www.icpi.org/>

International Society of Arboriculture (ISA)
www.isa-arbor.com

UF IFAS: *Selecting Tropical and Subtropical Tree Species for Wind Resistance*
<http://edis.ifas.ufl.edu/pdf/FR/FR17500.pdf>

UF IFAS: *Fertilization of Field-grown and Landscape Palms in Florida*
<http://edis.ifas.ufl.edu/ep261>

U.S. Department of Transportation, Federal Highway Administration, *Manual on Uniform Traffic Control Devices*
<http://www.mutcd.fhwa.dot.gov>

SECTION No.: 93060
S.R. No.: A1A
COUNTY: PALM BEACH

EXHIBIT F

PATTERNED PAVEMENT INSTALLATION

(If Applicable)

This Exhibit forms an integral part of the DISTRICT FOUR (4) MAINTENANCE MEMORANDUM OF AGREEMENT between the State of Florida, Department of Transportation and the AGENCY.

- (1) Prior to acceptance by the DEPARTMENT, all lanes for each of the stamped asphalt crossings projects shall be tested for friction in accordance with ASTM E 274-06. All costs for friction testing will be the responsibility of the AGENCY. The initial friction resistance shall be at least 35 obtained at 40 mph with a ribbed test tire (FN40R) or equivalent. Failure to achieve this minimum resistance shall require all deficient crosswalk areas to be removed to their full extent (lane-by-lane) and replaced with the same product installed initially. If more than 50% of the lanes in the intersection require replacement, the entire intersection installation may be reconstructed with a different product on the Qualified Products List (QPL). All lanes receiving new installations shall again be friction tested within 60-90 days of their acceptance by the local AGENCY. The initial friction resistance of each new installation shall be at least 35 (FN40R) or equivalent. Failure to achieve this minimum resistance shall require all deficient areas be removed to their full extent (lane-by-lane) and replaced with the same product installed initially. If more than 50% of the lanes in the intersection require replacement, the entire intersection installation may be reconstructed with a different product on the DEPARTMENT 'S Qualified Products List (QPL), or replaced with conventional pavement.
- (2) The results of all friction tests and condition surveys shall be sent to the **Operations Engineer** at the local FDOT District Four Operations Center located at Palm Beach Operations, 7900 Forest Hill Boulevard, West Palm Beach 33413 (561) 432-4966, with a cover letter either certifying that the crosswalks comply with the above stated requirements; or what remedial action will be taken to restore the friction and/or integrity of the crosswalk area.
- (3) When remedial action is required in accordance with the above requirements, the local AGENCY at its own expense shall complete all necessary repairs within 90 days of the date the deficiency was identified.

- (4) Should the local AGENCY fail to satisfactorily perform any required remedial work or testing in accordance with this agreement, the DEPARTMENT reserves the right to replace the patterned pavement with conventional pavement and bill the local AGENCY for this cost. No more than two full stamped asphalt pavement depth repairs shall be made to an area without first resurfacing the pavement to its full depth.

SECTION No.: 93060
S.R. No.: A1A
COUNTY: PALM BEACH

EXHIBIT G

PATTERNED PAVEMENT MAINTENANCE

(When Applicable)

This Exhibit forms an integral part of the DISTRICT FOUR (4) MAINTENANCE MEMORANDUM OF AGREEMENT between the State of Florida, Department of Transportation and the AGENCY.

"Maintenance" of all patterned pavement crosswalks in these Agreements shall be defined, as a minimum, to include its frictional characteristics and integrity as follows:

- (1) Within 60 days of project acceptance by the Department, all lanes of each patterned crosswalk shall be evaluated for surface friction. The friction test shall be conducted using either a locked wheel tester in accordance with **FM 5-592 (Florida Test Method for Friction Measuring Protocol for Patterned Pavements)** or Dynamic Friction Tester in accordance with **ASTM E1911**. **All costs for friction testing are the responsibility of the AGENCY.**
- (2) The initial friction resistance shall be at least 35 obtained at 40 mph with a ribbed tire test (FN40R) or equivalent (FM 5-592 attached). Failure to achieve this minimum resistance shall require all deficient crosswalk areas to be removed to their full extent (land-by-land) and replaced with the same product installed initially. The AGENCY is responsible for all costs associated with the removal and replacement of the crosswalk. If the Department determines that more than 50% of the lanes in the intersection require replacement, the entire intersection installation may be reconstructed with a different product on the Qualified Products List (QPL) or replaced with conventional pavement.
- (3) Approximately **one year** after project acceptance and **one year** thereafter and for the life of the adjacent pavement, only the outside traffic lane areas of each patterned crosswalk shall be tested for friction resistance in accordance with **ASTM E274** or **ASTME 1911**. Friction resistance shall, at a minimum, have a FN40R value of 35 (or equivalent).
- (4) The results of all friction tests shall be sent to the **Operations Engineer** at the local FDOT District Four Operations Center located at Palm Beach Operations, 7900 Forest Hill Boulevard, West Palm Beach 33413 (561) 432-4966, with a cover letter either certifying, that the crosswalks comply with the minimum friction criteria, or stating what remedial action will be taken to restore the friction.

- (5) Failure to achieve the minimum resistance shall require all lanes of the crosswalk to be friction tested to determine the extent of the deficiency. All deficient areas shall be removed to their full extent (lane-by-lane) and replaced with the same product installed initially. If the Department determines that more than 50% of the lanes in the intersection require replacement, the entire intersection installation may be reconstructed with a different product on the QPL, or replaced with conventional pavement.
- (6) When remedial action is required in accordance with the above requirements, the local agency shall complete all necessary repairs at its own expense within 90 days of the date when the deficiency was identified. No more than two full depth patterned pavement repairs shall be made to an area without first resurfacing the underlying pavement to 1" minimum depth.
- (7) The Department will not be responsible for replacing the treatment following any construction activities by the Department in the vicinity of the treatment, or any costs for testing.
- (8) Should the local agency fail to satisfactorily perform any required remedial work or testing in accordance with this agreement, the Department reserves the right to replace the patterned pavement with conventional pavement (matching the adjacent pavement) and bill the local agency for this cost.



RESOLUTION NO. 17-012 R

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, AUTHORIZING THE MAYOR TO EXECUTE THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION DISTRICT FOUR INCLUSIVE LANDSCAPE MAINTENANCE MEMORANDUM OF AGREEMENT ON BEHALF OF THE TOWN OF HIGHLAND BEACH, FLORIDA, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Florida Department of Transportation (FDOT) has advised the Town that in order for landscaping to be placed in the FDOT right-of-way the Town must execute the attached State of Florida Department of Transportation District Four Inclusive Landscape Maintenance Memorandum of Agreement; and

WHEREAS, the purpose of this Resolution is to authorize the Mayor to execute on behalf of the Town the Agreement attached to this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Town Commission of the Town of Highland Beach, Florida, that:

Section 1. The recitations set forth above are true, accurate and correct and are incorporated herein.

Section 2. That the Mayor is authorized to execute the State of Florida Department of Transportation District Four Inclusive Landscape Maintenance Memorandum of Agreement attached to this Resolution and made a part hereof.

Section 3. That all resolutions or parts of resolutions in conflict with this Resolution are repealed to the extent of such conflict.

FDOT MMOA - July 20, 2017

Resolution No. 17-012 R

Section 4. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS 5TH DAY OF JULY, 2017.



Carl Feldman, Mayor



William Weitz, Vice Mayor



Rhoda Zelniker, Commissioner



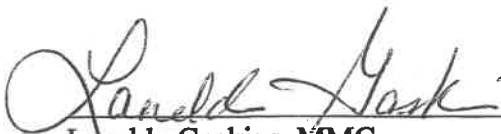
George Kelvin, Commissioner



Elyse Riesa, Commissioner

ATTEST:

REVIEWED FOR LEGAL SUFFICIENCY



Lanelda Gaskins, MMC
Town Clerk



Glen J. Torcivia, Town Attorney
Florida Bar No. 343374

Approved as to form and legal sufficiency

File Attachments for Item:

B. Introduction of amendments to the Town's Comprehensive Plan based on the evaluation and appraisal review.



TOWN OF HIGHLAND BEACH

AGENDA MEMORANDUM

MEETING TYPE: Town Commission

MEETING DATE June 17, 2025

SUBMITTED BY: Ingrid Allen, Town Planner, Building Department

SUBJECT: Introduction of amendments to the Town's Comprehensive Plan based on the evaluation and appraisal review.

SUMMARY:

The proposed amendments are being processed as part of the evaluation and appraisal review of the Town's Comprehensive Plan. Pursuant to Section 163.3191, Florida Statutes (F.S.), at least once every 7 years, each local government in the state shall evaluate its Comprehensive Plan to determine if plan amendments are necessary to reflect changes in state requirements. Local governments shall also evaluate and, as necessary, update the Comprehensive Plan to reflect changes in local conditions. Updating of the Comprehensive Plan based on the evaluation and appraisal review requires compliance with the State Coordinated Review Process as provided in Section 163.3184(4), F.S.

On December 19, 2024, staff notified the State Land Planning Agency (FloridaCommerce) that amendments to the Town Comprehensive Plan were necessary since the Town's last update of the Comprehensive Plan in 2018. The Town is required to transmit such Comprehensive Plan amendments to the State land planning agency and corresponding state reviewing agencies within one (1) year of this notification date. The Town's Comprehensive Plan currently contains the following nine (9) Elements, over 200 Goals, Objectives and Policies (GOPs), and a map series:

- Future Land Use Element
- Transportation Element
- Housing Element
- Infrastructure Element
- Coastal Management/Conservation Element
- Recreation and Open Space Element
- Intergovernmental Coordination Element
- Capital Improvements Element
- Property Rights Element

The Town's Planning consultant, Inspire Placemaking Collective ("Inspire"), has conducted an evaluation and appraisal review of the Town Comprehensive in compliance with the requirements of Sections 163.3191 and 163.3177, F.S. The proposed amendments to the Comprehensive Plan include a new Data and Analysis section, and changes to both the map

series and GOPs. Note that the proposed changes to the GOPs are denoted by an underline for additional language and a ~~striketrough~~ for deleted language. Inspire will present the proposed amendments at the Planning Board hearing and at both Commission hearings (transmittal and adoption).

According to the Town's Ordinance process flowchart, the Commission will consider the introduction of the proposed Comprehensive Plan amendments and determine whether to approve them in concept. Following conceptual approval, the proposed Plan amendments will go before the Planning Board for a recommendation. The Plan amendments will then come back before the Town Commission for a transmittal hearing (as noted above) and if approved, the Comprehensive Plan amendments will be transmitted to the State Land Planning Agency and other state agencies for review. The State Land Planning Agency will provide the Town with an Objections, Recommendations, and Comments (ORC) report regarding the proposed plan amendments within 60 days after receipt. Inspire along with Town staff will address any ORC accordingly and then the Town Commission will hold its second public hearing to determine whether to adopt the amendments to the Comprehensive Plan.

ATTACHMENTS:

Ordinance.

Town Ordinance Process Flowchart.

Florida Commerce Notification Acknowledgement Letter (December 19, 2024).

Town Notification letter to Florida Commerce (December 19, 2024).

RECOMMENDATION:

At the discretion of the Town Commission.

ORDINANCE NO.

AN ORDINANCE OF THE TOWN COMMISSION OF THE HIGHLAND BEACH, FLORIDA, AMENDING THE TOWN'S COMPREHENSIVE PLAN TO IMPLEMENT THE TOWN'S EVALUATION AND APPRAISAL REVIEW; ADDING A DATA AND ANALYSIS SECTION; MODIFYING THE GOALS, OBJECTIVES AND POLICIES OF THE FUTURE LAND USE ELEMENT, THE TRANSPORTATION AND MOBILITY ELEMENT, THE HOUSING ELEMENT, THE INFRASTRUCTURE ELEMENTS, THE COASTAL MANAGEMENT/CONSERVATION ELEMENT, THE RECREATION AND OPEN SPACE ELEMENT, THE INTERGOVERNMENTAL COORDINATION ELEMENT, CAPITAL IMPROVEMENTS ELEMENT, AND THE PROPERTY RIGHTS ELEMENT; MODIFYING THE MAP SERIES IN ACCORDANCE WITH STATUTORY REQUIREMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 163.3191, Florida Statutes, requires that each local government evaluate its Comprehensive Plan at least once every seven (7) years to determine if plan amendments are necessary to reflect changes in state requirements and/or local conditions since the last update of the comprehensive plan, and notify the state planning agency as to its determination; and

WHEREAS, on December 19, 2024, the Town provided a notification letter to the state land planning agency expressing its intent to update the Comprehensive Plan to reflect changes to State law since the last major update of the comprehensive plan in 2018; and

WHEREAS, on December 19, 2024, the state land planning agency provided the Town with a letter acknowledging receipt of the Town's notification letter; and

WHEREAS, the Planning Board, sitting as the Local Planning Agency, conducted a public hearing to review the proposed amendments to the Town's Comprehensive Plan and provide a recommendation to the Town Commission; and

WHEREAS, having conducted all of the duly advertised public hearings required by Chapter 163, Florida Statutes, the Town Commission wishes to amend its Comprehensive Plan and determines that the adoption of this Ordinance is in the interests of the health, safety and welfare of the residents of the Town of Highland Beach.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA that:

SECTION 1. The foregoing facts and recitations contained in the preamble to this Ordinance are hereby adopted and incorporated.

SECTION 2. The Town Commission hereby amends the Comprehensive Plan as set forth in Exhibit “A” attached hereto and incorporated herein (additional language is underlined and deleted language is ~~stricken through~~).

SECTION 3. In accordance with Section 163.3184(4), Florida Statutes, Town staff is hereby directed to transmit the Comprehensive Plan amendment documents to the state land planning agency and other review agencies within ten (10) working days after the first public hearing.

SECTION 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 5. Should any section or provision of this Ordinance or any portion thereof, any paragraph, sentence, or word be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder of this Ordinance.

SECTION 6. This Ordinance shall become effective pursuant to the state land planning agency’s notice of intent. If timely challenged, this Ordinance shall become effective when the state land planning agency or the Administration Commission enters a final order determining the adopted amendment to be in compliance.

The forgoing Ordinance, on first reading, was moved by Commissioner _____, seconded by Commissioner _____, and upon being put to a vote, the vote was as follows:

| | |
|-------------------------------|-------|
| Mayor Natasha Moore | _____ |
| Vice Mayor David Stern | _____ |
| Commissioner Judith Goldberg | _____ |
| Commissioner Don Peters | _____ |
| Commissioner Jason Chudnofsky | _____ |

_____ on first reading at the Regular Commission meeting held on the ____ day of _____, 2025.

The forgoing Ordinance, on second reading, was moved by Commissioner _____, seconded by Commissioner _____, and upon being put to a vote, the vote was as follows:

Mayor Natasha Moore _____
Vice Mayor David Stern _____
Commissioner Judith Goldberg _____
Commissioner Don Peters _____
Commissioner Jason Chudnofsky _____

_____ on second and final reading at the Regular Commission meeting held on the ____ day
of _____, 2025.

ATTEST:

Natasha Moore, Mayor

REVIEWED FOR LEGAL SUFFICIENCY

Lanelda Gaskins, MMC
Town Clerk

Leonard G. Rubin, Town Attorney
Town of Highland Beach



Exhibit "A"

2045 Comprehensive Plan EAR Amendments *Data & Analysis Memorandum*

Introduction

This Evaluation and Appraisal Review (EAR) Memorandum supplies the necessary Data and Analysis for amendments to the Town of Highland Beach's Comprehensive Plan to be consistent with recent changes to the Florida Statutes. The most significant change proposed within this amendment package is the update to the plan's horizon year to 2045 – establishing 10 and 20 year planning periods.

The purpose of this report is to demonstrate that the Town of Highland Beach has successfully taken into consideration its future, including its projected 2045 population, the capacities of its utilities, and other considerations. The topics described below include the Town's future land use and carrying capacity, transportation, housing, infrastructure, coastal management and conservation, recreation and open space, intergovernmental coordination, and capital improvements - the elements of the comprehensive plan.

1. Population

Florida Statutes §163.3177(1)(f)3 states that comprehensive plans shall be based upon the jurisdiction's projected permanent and seasonal populations within the identified planning horizon. For the Town of Highland Beach, the planning horizon year is 2045.

Population growth trends can reliably be based on historic trends or more algorithmic projections and their future planning falls into ranges of low, medium and high growth. Florida Statute §163.3177(1)(f)3 typically requires a minimum projection of medium population growth "absent physical limitations on population growth." The Town of Highland Beach is one such community with physical limitations on its population growth. As a barrier island which has very limited vacant land, the Town cannot accommodate medium growth under its current development regulations. Therefore, the population growth projection for this EAR is based on the maximum growth the land area allows under the Town's current future land use policies.

Current Population

The University of Florida's Bureau of Economic and Business Research (BEBR) provides population projections for the state and counties and annual estimates for each jurisdiction in the state. In 2024¹, BEBR estimated that the Town of Highland Beach had 4,287 permanent residents. The Town also had a seasonal population of approximately 3,564 (45.5%) meaning the Town's total

¹ BEBR April 1, 2024



population was 7,851. Because there has been no known development since that time, this study uses the April 1, 2024 population estimate as its base.

Projected Population

Typically, populations are projected using metrics related to a share of the overall population of a county. Under this methodology, the Town of Highland Beach's population growth would be tied either to historical population share estimated over a period of the past 50 years at .299% of Palm Beach County's population or by current trends, estimated at a .277% share of the Palm Beach County's population. However, because there is such limited vacant land in the Town of Highland Beach, these standard projection methods were determined not to apply.

Though it is anticipated by the Town that over time a greater percentage of the seasonal population may become permanent, it is impossible with the available vacant land area for the Town to accommodate more than a few additional dwelling units under any planning horizon. **Table 1.1** shows that under current regulations and with the current developable land available, it is anticipated that an additional 23 people will move into the Town over the next 20 years. Please see the *carrying capacity analysis* in the next section for further explanation.

Table 1.1: Population Projections with available developable land

| Year | Permanent | Seasonal | Projected Population |
|---------------|-----------|----------|----------------------|
| April 1, 2024 | 4,287 | 3,564 | 7,851 |
| 2035 | 4,293 | 3,570 | 7,863 |
| 2045 | 4,299 | 3,574 | 7,873 |

Source: BEBR base population modified by Town of Highland Beach vacant land restrictions

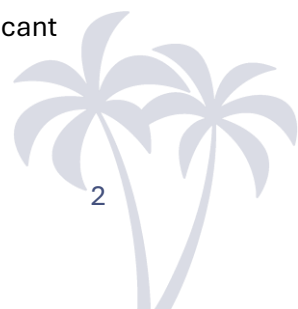
Future Considerations

Many of the Town's buildings were constructed with development regulations which allowed greater density than what is currently allowed by the adopted future land use map. Many of these large, coastal, residential buildings were built several decades ago, and some will need to be heavily renovated or rebuilt, conceivably within the 2045 planning horizon. If existing buildings are to be rebuilt under lower density allowances, the Town is facing the possibility of population decline and may need to consider impacts of the regulations; these may include difficulties attracting developers or the costs associated with providing the same services to fewer people.

2. Impacts on Land Use

Carrying Capacity Analysis

One common planning tool utilized to understand a community's ability to successfully accommodate anticipated growth is a *carrying capacity analysis*, which requires a close examination of the spatial relationships between existing land uses, environmentally significant





features, and Future Land Use Map designations. This analysis was conducted using the following four-step process:

1. Using the Department of Revenue (DOR) use codes included within the latest Palm Beach County Property Appraiser's parcel data, each property within the Town was assigned a generalized existing land use designation (e.g., low density residential, commercial, vacant, etc.). The result of this effort is shown in **Map 2. Existing Land Use** and **Table 2.1** below.

Table 2:1 Existing Land Use

| Existing Land Use | Acres (2009) | Percent (2009) | Acres (2025) | Percent (2025) |
|--|--------------|----------------|------------------|----------------|
| Multi-Family Residential | 154.3 | 40.3% | 154.9 | 37.0% |
| Single Family Residential | 91.3 | 23.8% | 96 | 23.0% |
| Water | 74 | 19.3% | 83.5 | 20.0% |
| Transportation ROW | N/A | N/A | 31.4 | 7.5% |
| Conservation | N/A | N/A | 19.8 | 4.7% |
| Recreation and Open Space | N/A | N/A | 12.1 | 2.9% |
| Vacant | 36.3 | 9.5% | 9.8 ¹ | 2.3% |
| Governmental | 19.1 | 5.0% | 4.7 | 1.1% |
| Institutional | 5 | 1.3% | 3.2 | 0.8% |
| Commercial | 2.9 | 0.8% | 2.9 | 0.7% |
| Total | 382.9 | 100.0% | 418.3 | 100.0% |
| ¹ Includes Milani Park and Milani development parcels | | | | |

Source: Highland Beach EAR, 2009 and Palm Beach County Property Appraiser

2. All lands not possessing a 'vacant' generalized existing land use designation were removed as they are less likely to be developed for future residential activity compared to currently vacant land.
3. Any portions of 'vacant' lands which contained a wetlands feature (as determined by the latest National Wetlands Inventory (NWI) shapefile) were removed, as these lands are not considered suitable for future development activity.
4. Finally, the carrying capacity of the leftover vacant land was determined by assuming each remaining property will develop to the maximum density permitted by its underlying future land use designation (see **Map 3**).
5. N.B.- Existing Land Use acreages vary somewhat from the 2009 EAR analysis for several reasons, including the data sets used and the fewer land use categories used, DOR code updates, etc. Table 2.1 aims to neutralize discrepancies to the maximum extent possible to show the land use changes over time.

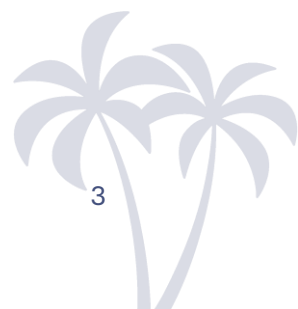




Table 2.2: Carrying Capacity for the Town of Highland Beach

| Future Land Use Category | Acres | Vacant Acres | Vacant Wetlands Acres | Max Density DU/Acre | Carrying Capacity DU |
|---|-------|--------------|-----------------------|---------------------|----------------------|
| Single Family | 62.3 | 1.5 | 0.2 | 4 | 5 |
| Multiple Family (Low) | 163.3 | 8.1 | 7.2 | 6 | 5 |
| Multiple Family (Medium) | 34.6 | 0.2 | 0.0 | 12 | 3 |
| Multiple Family (High) | 36.6 | 0.0 | 0.0 | 16 | 0 |
| Government | 4.7 | 0.0 | 0.0 | N/A | 0 |
| Recreational Open Space | 14.8 | 0.0 | 0.0 | N/A | 0 |
| Conservation | 0.8 | 0.0 | 0.0 | N/A | 0 |
| Non-Future Land Use Categories | | | | | |
| Water | 69.8 | N/A | N/A | N/A | N/A |
| Transportation ROW | 31.4 | N/A | N/A | N/A | N/A |
| Total | 418.3 | 9.8 | 7.4 | N/A | 13 |
| Total Residents ¹ | | | | | 23 |
| ¹ Calculated by multiplying the total dwelling units by the person per household of Highland Beach (1.84) ² The carrying capacity run on vacant acres includes the Milani park site and Milani development parcels, which total 6.5 of the 9.8 acres. Currently, it is not expected that there would be any dwelling units in the park and six dwelling units were submitted for development review on January 23, 2025. Therefore, the number of dwelling units may be lower. | | | | | |

Sources: Palm Beach County Property Appraiser, 2024; Town of Highland Beach, 2024

Future Considerations

As shown above, the Town of Highland Beach only has approximately 9.8 acres of land that is vacant and not within a wetland. This analysis shows extremely minimal population growth which could be offset into negative population growth should any existing buildings be rebuilt at lower densities. The Town should consider whether it is comfortable with little, no, or negative population growth. Implications could include limits to services and increases to taxes if current services are supported by fewer residents.

3. Impacts on Housing

The Town of Highland Beach is a small primarily residential barrier island community. As noted above, there is limited land available for new development and few opportunities to expand housing options within its boundaries. The data does not indicate a need for more housing; however, the age of the existing housing stock combined with a limited ability to rebuild at current densities under the current regulations deserves consideration. The information provided in this chapter is primarily derived from the 2018-2022 American Community Survey 5-year Estimates and data from the Florida Housing Data Clearinghouse.





Table 3.1: Projected Housing Demand

| Year | Permanent Population | | Seasonal Population | | Total Population | |
|---|----------------------|-----------------------------------|---------------------|-----------------------------------|---------------------|-----------------------------------|
| | Projected Residents | Housing Units Needed ¹ | Projected Residents | Housing Units Needed ¹ | Projected Residents | Housing Units Needed ¹ |
| 2035 | 4,293 | 2,333 | 3,570 | 1,940 | 7,863 | 4,273 |
| 2045 | 4,299 | 2,336 | 3,574 | 1,943 | 7,873 | 4,279 |
| ¹ Assuming an average of 1.84 persons per household. For more information on how this number was derived, see Attachment A). | | | | | | |

Source: Florida Housing Data Clearinghouse, 2025.

Housing Supply

In 2022, the Town of Highland Beach had a total of approximately 4,519 housing units, where nearly 85 percent is composed of multi-family housing units (2 or more units) (ACS, 2022; FDCH, 2024). This includes duplexes, condos, and apartments. The remaining units consist of single-family detached homes, townhomes, and oceanfront estates (ACS, 2022; FDCH, 2024).

Of the total housing inventory, approximately 2,325 units were occupied, while 2,194 units were vacant (ACS, 2022; FHDC, 2024). The high vacancy rate can be attributed to the significant seasonal population, as 1,931 units (42%) remained vacant for seasonal, recreational, or occupational purposes (ACS, 2022). The average household size was 1.84 persons per unit (Inspire, 2024). Of the occupied units, 94.7% were owner-occupied, while 5.3% were rental properties (ACS, 2022; FHDC, 2024).

Housing Affordability

“Housing cost burden” refers to the percentage of a household’s income spent on housing expenses. It is commonly used to assess the affordability of housing. To be considered affordable, total housing costs should not surpass 30 percent of a household’s income. “Area Median Income (AMI)” reflects the median income distribution within a given area.

In 2022, Palm Beach County had a median income of \$76,066, while the Town of Highland Beach had a significantly higher median income of \$140,045 (ACS, 2022). This data indicates that residents in Highland Beach likely have greater financial means, which could make housing more affordable for them relative to the rest of the County. In 2023, the median value of an owner-occupied unit in the Town was \$825,200, with a median monthly owner cost of \$3,849 (ACS, 2023). Meanwhile, the median gross rent was \$3,500 (ACS, 2023).

The Florida Housing Data Clearinghouse provides information on households that are cost burdened by municipality. The data shows that about 62.5% of households earn above 100% of the AMI and are not cost-burdened, allocating less than 30% of their income toward housing. Whereas, 2.5% of households earn 30% or less of the AMI and are considered severely cost-burdened, spending more than 50% of their income on housing. While the data indicates that a small but significant portion of low-income households face a much higher housing cost burden, the majority



of households in the area experience a manageable housing cost burden. This highlights that there are affordability challenges faced by the lowest-income residents. **Table 3.2** outlines cost-burdened households by income estimates in 2022 for the Town of Highland Beach.

Table 3.2: All Households, Cost Burden by Income, 2022 (Estimate)

| Household Income (% of Area Median Income (AMI)) | Housing Cost Burden (% of income spent on housing) | | |
|--|---|-------------------------------|---|
| | Non-Cost Burdened (30% or less) | Cost Burdened (30.1 – 50%) | Severely Cost Burdened (More than 50%) |
| 30% AMI or less | | | 2.5% |
| 30.01% – 50% AMI | 1.3% | 3.1% | 3.2% |
| 50.01% – 80% | 1.8% | 5.4% | 6.2% |
| 80.01% – 100% | 1.1% | 0.7% | 1.0% |
| Greater than 100% AMI | 62.5% | 5.7% | 5.3% |

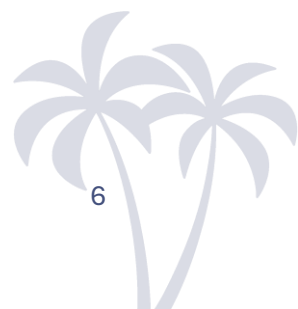
Source: “All Households, Cost Burden by Income, 2022 Estimates” from FDCH, 2024

Highland Beach’s Comp plan provides for adequate and affordable housing in its Housing Element Policies 1.5.1 –Policy 1.5.4. More specifically, Policy 1.5.3 requires the Town to “coordinate with the private sector to encourage new housing developments to provide for a range of housing types that are affordable to all income groups in a proportion that is reflective of demand.” And Policy 1.5.4 states “the Town will coordinate as appropriate with other agencies to ensure that its income qualified residents are made aware of affordable housing and housing assistance programs and will support regional affordable housing efforts through such mechanisms as letters of support, lobbying, and the dissemination of information.”

Future Considerations for Housing

The median age in the town is 70.1, with approximately 63.3% of the population above the age of 65 years old (ACS, 2023). Around 17.3% of the population is between the ages of 80 and 84 (ACS, 2023). In addition to an elderly population, over 75 percent of the housing stock was built prior to 1989, nearly 40 years ago (ACS, 2023). Together, this raises questions about the maintenance of these older buildings, as well as type of future housing development in the area.

The rebuilding of housing is complicated as many of the properties are non-conforming and generally, with the exception of a catastrophic event, cannot be rebuilt with the same number of dwelling units that they contain today. Specifically, the Town’s code Sec. 30-105 a(2) states that should a “nonconforming structure or nonconforming portion of a structure be destroyed or damaged by any means to an extent of more than fifty (50) percent of the assessed value of the structure at the time of destruction, or damage, it shall not be reconstructed except in conformity with the provisions of this article.” While some buildings could be rebuilt with fewer units at higher price points, decreasing the number of units allowed during reconstruction or substantial renovation could also *disincentivize* investment in the redevelopment of others.





4. Recreation and Open Space

The Town meets its adopted level of service standards for public recreation facilities and open space, which are: “one library and community room for every 10,000 permanent and seasonal residents, and one mile of bicycling trail for every 5,000 people.”

The Highland Beach Library serves as a key venue for Town residents and includes a community room that hosts events focused on education, social interaction, and group recreational and other activities. It also features a reading rotunda, screen porches overlooking the Intracoastal waterway, and public computers accessible to the public. Additionally, a 2.8 mile bicycle trail runs along A1A and a sidewalk runs along the west side of A1A. There is a current project on A1A, widening the road to include 5 feet bike lanes in each direction (not protected, but striped). The bike lanes will stretch from Grand Court to Linton Blvd, and the project is expected to be completed in Summer of 2025.

In addition to these public options, many residents have access to private recreational facilities within their residential complexes, which often include amenities such as pools, fitness centers, sports courts, and also have private beachfront access. Additionally, Milani Park, located within the Town but now owned by Palm Beach County, is planned for future design and construction, offering potential for expanded recreational opportunities.

Future Considerations

The Town is currently meeting its Level of Service standards. It could consider enhancing the pedestrian path and biking trail, including working to maintain a consistently-shaded path and including benches, water facilities, and improved signage, and clearly demarcated separation and increased width. These would contribute to a safer experience, particularly for seniors, while promoting health and wellness and sustainability. The Town could also consider how Milani Park might benefit its residents and be involved with County decision-making.

5. Coastal Management and Conservation

The Coastal Management/Conservation Element addresses the Town of Highland Beach's natural environment, including coastal resources, and related issues such as hurricane evacuation and emergency management. The Town has designated 23.45 acres (6.4%) of its land area as "Conservation" on the Future Land Use Map, thereby preserving their use and function for conservation purposes. Additionally, within the Town limits of Highland Beach, there are additionally 41.5 acres of Estuarine and Marine wetlands.

The Town protects its natural and coastal environment through the administration and enforcement of the Resource Protection Standards in its Code of Ordinances (Chapter 20, Article IV.) as well as coordination with other agencies having jurisdiction and regulatory authority over the natural environment, including: the U.S. Army Corps of Engineers, the South Florida Water





Management District, the Florida Department of Environmental Protection, and Palm Beach County.

Southeast Palm Beach County Coastal Resilience Partnership (CRP)

In 2019, the Town entered an Interlocal agreement with the City of Boca Raton, the City of Boynton Beach, the City of Delray Beach, the City of Lake Worth Beach, the Town of Lantana, and the Town of Ocean Ridge, formally creating the Southeast Palm Beach County Coastal Resilience Partnership (CRP). The goal of the CRP is to advance resiliency efforts within its geographical area. The CRP was awarded a \$72,000 Resilience Planning Grant to develop a regional framework to assess climate vulnerability and prioritize adaptation strategies. In 2021, the Coastal Resilience Partnership Multi-Jurisdictional Climate Change Vulnerability Assessment Report was completed. Included in the report is a suggested list of recommendations specific to the Town of Highland Beach to increase resiliency and sustainability in the face of increased storm frequency and strength.

Beach Restoration

To further promote conservation and responsible land stewardship, the Town provides guidelines for beach and dune management and maintenance, a list of recommended dune plants, and informational resources for dune restoration on its website².

In 2023, the Town of Highland Beach conducted a Beach Restoration Feasibility Study to evaluate options for protecting and restoring the beach within the Town. The feasibility study yielded two main recommendations for the Town: the first is a dune toe repair project and/or dry beach nourishment to restore the storm protective capacity of the beach and dune system; the second recommendation is a larger scale beach nourishment project to be pursued long term. The large-scale beach nourishment project involves dredging sand from offshore and placing it along the southern 2 miles of the Town's beach.

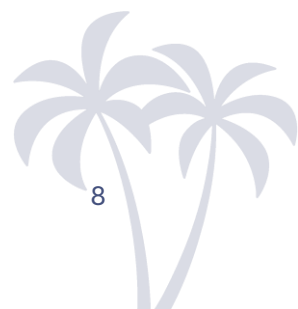
The cost of construction is estimated at \$14 million (in 2024 dollars). A local funding plan is needed to execute the project. Because access to the dunes and beach is largely private, County, State or Federal funding is likely unavailable. Other options for funding suggested in the study include an Ad Valorem Tax, Erosion Prevention District, or Municipal Service Benefit Unit.

Coastal/Natural Hazards

The Coastal Management/Conservation Element also addresses the Town's hurricane evacuation and emergency management strategies and plans, and coastal area planning requirements.

Flooding and storm surge from severe weather events are two potential hazards for the Town of Highland Beach. According to FIRM maps from 2024, 300 acres or 82% of the Town's land falls within a Special Flood Hazard Area. The Special Flood Hazard Area (SFHA), also known as the 100-

² <https://highlandbeach.us/263/Dune-Restoration-Preservation>





year floodplain, has a 1% chance of flooding in any given year and is shown as Zone A or Zone V on FEMA maps. An additional 5.7 acres (1.5%) of the Town falls within the 500-year floodplain, an area of minimal flood hazard. While the 500-year floodplain has only a 0.2% annual chance of flooding, the risk of flooding is lower, but still present.

Highland Beach also contains 40.8 acres of land designated as Coastal High Hazard Areas. Coastal High Hazard Areas are defined by Section 163.3178(2)(h)9 of the Florida Statutes as “the area below the elevation of the category 1 storm surge line as established by a Sea, Lake, and Overland Surges from Hurricanes (SLOSH) computerized storm surge model.” To discourage further population concentrations in Coastal High Hazard Areas, Florida's growth management requirements discourage density, and intensity increases in these locations. Comprehensive Plan Amendments that increase density in these areas must be reviewed for impacts on evacuation level of service. Additionally, reductions in land use densities should not impair the rights of current residents.

In 2024, the Town passed a FEMA approved Flood Plain Ordinance (Ordinance No. 2024-002). This ordinance expands the applicability of stricter building codes to ensure development in flood-prone areas meets higher standards for better flood resilience.

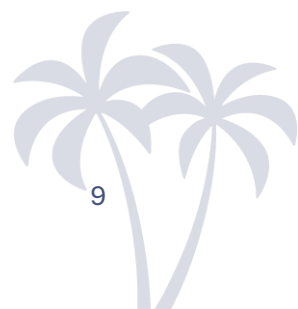
Runoff and Stormwater Management

Considering the Town of Highland Beach is surrounded by the Intracoastal Waterway and the Atlantic Ocean, stormwater runoff from the Town into these waterways can impact their quality and safety. Impervious surfaces, such as roads, driveways, and roofs, contribute to increased runoff, which may pick up pollutants like metals and oil, sediment, fertilizers, and pesticides and carry these substances into local waterways. Observations in the surrounding region indicate that harmful algal blooms (HABs) and water impairments are already occurring and are likely to increase as oceanic temperatures rise and hydrology changes.³

Various measures can be implemented to minimize the impact of stormwater runoff, such as the installation of permeable surfaces, rain gardens, and improved stormwater management systems. Additionally, promoting the use of native landscaping and reducing the application of chemical fertilizers and pesticides can help minimize pollutant runoff. Regular maintenance and upgrading of stormwater infrastructure are also crucial to ensure effective water flow and pollutant filtration. Enhanced monitoring capabilities and water quality models can inform more targeted mitigation strategies. By implementing these measures, the Town can reduce the risk of water quality degradation and protect local ecosystems and waterways.

The Town of Highland Beach is the only jurisdiction within the Coastal Resilience Partnership that does not have guidance to use “Florida Friendly” landscape principles in its fertilizer regulation ordinance. The Town may consider updating this ordinance.

³ Coastal Resilience Partnership Multi-Jurisdictional Climate Change Vulnerability Assessment





Palm Beach County's Environmental Resources Management Department monitors the presence of pollutants in surface waters within the County and the Town of Highland Beach has an interlocal agreement with the County to maintain compliance with the Palm Beach County Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) permit.

Emergency Management

Storm Events

Emergency management in the Town of Highland Beach is coordinated on a regional scale. The transportation network must provide for safe and timely evacuation of residents in the case of a severe storm event. The Town coordinates with other governmental and non-governmental agencies to provide many essential services to residents before, during, and after major storm events (i.e. emergency shelter, emergency services, emergency operation center, post disaster recovery).

The Town provides its residents with a Hurricane Preparation Manual that provides essential information to residents about hurricane planning and disaster preparedness.⁴ Additionally, the Town provides information regarding evacuation orders, regulates access into and out of the Town, ensures continuity of operations, and spearheads post-disaster recovery efforts within its boundaries, including curfew enforcement and the provision of post-disaster security.⁵

Future Considerations

Evacuation or rescue during storm events is currently reliant entirely on A1A remaining passable and bridges to the mainland remaining open. Identifying facilities within the Town that could serve in times of emergency as shelters or distribution points, potentially the future Milani Park in the south and the government buildings in the middle, could help. Additionally identifying docks on the intracoastal side of the Town with connections to the mainland could provide an additional temporary means of connection should bridges or A1A be impassable.

Following the recent studies, there are several updates that should be incorporated into The Coastal Management and Conservation Element to:

- Integrate the strategies outlined in the Climate Change Vulnerability Assessment Report
- Include the goals identified by the Beach Restoration Feasibility Study
- Update dates and references
- Reflect the current implementation status of policies.
- Encourage green infrastructure, such as permeable pavements and rain gardens, and promoting sustainable landscaping practices to reduce runoff, protect natural resources, and maintain the health of local waterways and ecosystems.

⁴ <https://highlandbeach.us/DocumentCenter/View/612/2024-Hurricane-Preparation-Manual?bidId=>

⁵ Town of Highland Beach Evaluation and Appraisal Report (2009)



- Incorporate Florida-friendly fertilizer landscape principles

6. Infrastructure Capacity

Wastewater Service

As mentioned in the Infrastructure Element, the Town of Highland Beach maintains a sanitary sewer collection system that delivers wastewater to the South Central County Wastewater Treatment Plant located in Delray Beach. The Town has no septic and does not need to plan for septic to sewer conversion. The Town of Highland Beach has an adopted LOS for wastewater of 68 gallons per capita per day. Highland Beach's wastewater capacity is 1.95 mgd. **Table 6.1** summarizes the Town's wastewater needs into the 2045 planning horizon.

Table 6.1: Projected Wastewater Demand

| Year | Projected Population | Demand in gpd | Demand based on LOS (MGD) | % capacity used |
|------|----------------------|---------------|---------------------------|-----------------|
| 2025 | 7,851 | 533,868 | 0.533868 | 27.4% |
| 2035 | 7,863 | 534,684 | 0.534684 | 27.4% |
| 2045 | 7,873 | 535,364 | 0.535364 | 27.5% |

Source: Town of Highland Beach, 2024

As shown in **Table 6.1**, the projected level of service for wastewater in 2045 (0.535 mgd) is within the Town's wastewater capacity (1.95 mgd).

Solid Waste

The Town of Highland Beach provides solid waste collection and disposal services through a contract with the Palm Beach County Solid Waste Authority (SWA). The Town maintains an adopted level of service of 5 lbs per day per capita, which is compatible with disposal facility capacities and operational policies of the SWA. The Town seeks to continue reducing solid waste requiring disposal through participation in the SWA's recycling program.

Table 6.2 summarizes the solid waste collection necessary to maintain the Town's adopted level of service standard into the 2045 planning horizon, based on population projections.

Table 6.2: Projected Solid Waste Demand

| Year | Projected Population | Demand based on LOS (lbs.) |
|------|----------------------|----------------------------|
| 2025 | 7,851 | 39,255 |
| 2035 | 7,863 | 39,315 |
| 2045 | 7,873 | 39,365 |

Source: Town of Highland Beach, 2024





Stormwater Management

State Road A1A has a 100-foot right-of-way and relies on swales to manage stormwater run-off, retention, and groundwater infiltration. Otherwise, most drainage facilities in the Town are on-site private systems that discharge stormwater to the Atlantic Ocean or Intracoastal Waterway. The Town requires that all new construction projects provide effective stormwater management which prevents flooding and avoids estuarine pollution, consistent with County and State water quality standards. The Town also maintains and enforces provisions within its land development regulations requiring all future development to meet stormwater quality standards as set forth by the South Florida Water Management District.

The Town of Highland Beaches Drainage LOS for stormwater drainage is a three-year design storm: 10-minute concentration with one foot freeboard below gutter elevation. The Town has been able to meet its Level of Service Standard for drainage in previous years and anticipates continuing to meet those standards through the planning horizon.

Potable Water Service

The Town of Highland Beach provides potable water services through their Reverse Osmosis Water Treatment Plant. The Town of Highland Beach's adopted Level of Service (LOS) for potable water is 100 gallons per day (gpd) per capita⁶. The Town's maximum potable water capacity is 3.0 million gallons a day (mgd). Based on the adopted 100 gpd LOS, **Table 6.3** summarizes the potable water needs of Highland Beach into the 2045 planning horizon.

Table 6.3: Projected Potable Water Demand

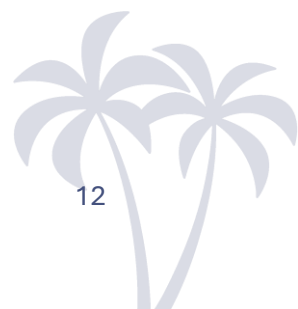
| Year | Projected Population | Demand in gpd | Demand based on LOS (mgd) | % capacity used |
|------|----------------------|---------------|---------------------------|-----------------|
| 2025 | 7,851 | 785,100 | 0.7851 | 26.17% |
| 2035 | 7,863 | 786,300 | 0.7863 | 26.21% |
| 2045 | 7,873 | 787,300 | 0.7873 | 26.24% |

Source: Town of Highland Beach, 2024

As shown in **Table 6.3**, the projected Level of Service for potable water in 2045 (0.7873 mgd) is within the Town's potable water capacity (3.0 mgd) and the Town is expected to continue meeting LOS standards for potable water through the 2045 planning horizon. Therefore, the only potable water improvements listed in the Capital Improvements Plan relate to maintenance of the water treatment plant, but do not include improvements that will increase capacity.

The Town has an existing bulk water agreement in place with Delray Beach and Boca Raton. Water is not regularly provided to the Town through either of these interconnections; however, they are available and are regularly maintained for use in the event of an emergency or scheduled maintenance.

⁶ Town of Highland Beach Public Works Department





The costs of operating, maintaining, and upgrading the water system are offset through utility fees, water sales, and ad valorem taxes. The water system operates as an enterprise fund, independent of the Town's other funds, and is managed by the Public Works Department.

Future Considerations

The Town of Highland Beach is projected to meet all LOS requirements. Challenges could arise if the Town's population declines and measures are not taken to ensure the revenues which fund the Town's services do not also decline. Additionally, the Town is reliant on neighboring municipalities, such as the City of Delray Beach for wastewater and Palm Beach County for solid waste disposal. Should either of these municipalities lose sufficient capacity, the Town would have to secure other means.

7. Capital Improvements Element

The Capital Improvements Element (CIE) aims to compile and prepare the capital improvement needs identified in the other elements for the County's budgeting and project financing. State statutes mandate addressing only projects that impact the adopted Level of Service (LOS) standards; however, the CIE may also include additional projects that enhance public facilities without affecting LOS. **Table 7.1** summarizes planned improvements for the Town.

Table 7.1 Planned Improvements Summary Table

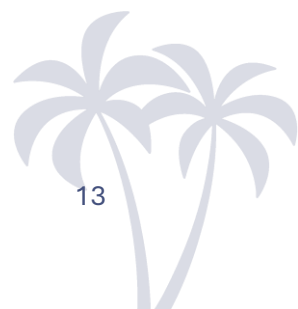
| Utility | Planned Improvements |
|---------------------------|---|
| Transportation | None/maintenance only |
| Potable Water | None/maintenance only |
| Wastewater | Updating aging infrastructure, pipe rehabilitation and lift station improvements. |
| Solid Waste | None, handled by SWA of Palm Beach County |
| Drainage and Stormwater | None, maintenance |
| Recreation and Open Space | None, maintenance |

Transportation

There are no planned transportation improvement projects included in the Town of Highland Beach's current Capital Improvements Plan besides maintenance of existing roads and bridges.

Potable Water

The Town is expected to continue meeting LOS standards for potable water through the 2045 planning horizon. Therefore, the only potable water improvements listed in the Capital Improvements Plan relate to maintenance of the water treatment plant, but do not include improvements that will increase capacity.





Wastewater

The Town of Highland Beach has enough wastewater capacity to meet projected demand for 2045. Therefore, the planned improvements for wastewater services pertain to maintenance aging infrastructure of the existing system and will not increase capacity. This includes piping rehabilitation and lift station improvements.

Solid Waste

The Town of Highland Beach provides solid waste collection and disposal services through a contract with the Palm Beach County Solid Waste Authority (SWA). The SWA is considering multiple options to increase their capacity in order to handle greater expected demand as the County continues to grow. This does not prompt capital expenditures within the Town of Highland Beach itself.

Drainage and Stormwater

The Town anticipates continuing to meet its LOS standards through the planning horizon. Thus, no major projects, besides maintenance of existing systems, is listed in the Capital Improvements Plan.

Recreation and Open Space

The Town is currently meeting its level of service standards for parks and recreational facilities, which currently include the Town Library and a bicycle path.

Public School Facilities

Public school services for the Town of Highland Beach are provided externally by other government and private agencies. The Town is exempt from public school planning and concurrency requirements as limited new residential buildings permits are issued, there have been no annexations, and there are no school facilities within the Town's boundaries. Thus, no level of service standards are defined for public schools, and no capital improvements regarding schools are planned.

8. Impacts on Transportation

Transportation Facilities

The Town of Highland Beach has a limited transportation network, consisting of one collector road, State Road A1A, multiple local roads, and a sidewalk running along the west side of State Road A1A.

State Road A1A is the only roadway in Highland Beach with an adopted level of service and is projected to maintain this level of service through the 2045 planning horizon.

Transportation plays a critical role in shaping how residents of Highland Beach live, work, and enjoy their community. The Town's transportation system is essential for supporting economic growth,



facilitating the movement of people, goods, and services efficiently. This section offers insights into the current state of the Town’s transportation network—covering roadways, public transportation, pedestrian and bicycle facilities, and transportation improvement projects.

Functional Classifications

The Florida Department of Transportation (FDOT) uses the Federal Functional Classification System, which is common to all states. Each functional classification is based on the type of service the road provides to the motoring public. Design standards are tied to the functional classification assigned to the facility. Each classification has a range of allowable lane widths, shoulder widths, curve radii, etc. The functional classifications are listed below in **Table 8.1**. A1A is classified as Urban Collector and the smaller roads as local roads. These are displayed on **Map 15**.

Table 8.1: Functional Classification Descriptions

| Functional Classification | Description | Typical Speed Limits |
|---------------------------------------|---|----------------------|
| Interstates (Limited Access Highways) | The highest classification of roadways in the United States. These arterial roads provide the highest level of mobility and the highest speeds over the longest uninterrupted distance. | 55-75 mph |
| Other Arterials | These include freeways, multilane highways, and other important roadways that supplement the Interstate System. They connect, as directly as practicable, the Nation’s principal urbanized areas, cities, and industrial centers. Land access is limited. | 50-70 mph |
| Collectors | Major and minor roads that connect local roads and streets with arterials. Collectors provide less mobility than arterials at lower speeds and for shorter distances. They balance mobility with land access. | 35-55 mph |
| Local roads | Local roads provide limited mobility and are the primary access to residential areas, businesses, farms, and other local areas. | 20-45 mph |

Source: Federal Highway Administration, 2020

Context Classifications

Florida Department of Transportation’s (FDOT) context classification system describes the general characteristics of the land use, development patterns, and roadway connectivity along a roadway, providing cues as to the types of uses and user groups that will likely utilize the roadway. Context classification is a system based on the complete streets initiative of identifying roads according to their context in the built or natural environment and is a step in the planning and design processes for establishing more comprehensive design criteria and standards for multiple modes of transportation. The eight different context classifications used by the FDOT are described below in **Table 8.2**. A1A is classified as C4-Urban General. These are displayed on **Map 16**.





Table 8.2: Context Classification Descriptions

| Context Classification | Descriptions |
|--------------------------|---|
| C1-Natural | Lands preserved in a natural or wilderness condition, including lands unsuitable for settlement due to natural conditions. |
| C2-Rural | Sparsely settled lands; may include agricultural land, grassland, woodland, and wetlands. |
| C2T-Rural Town | Small concentrations of developed areas immediately surrounded by rural and natural areas; includes many historic towns. |
| C3R-Suburban Residential | Mostly residential uses within large blocks and a disconnected or sparse roadway network |
| C3C-Suburban Commercial | Mostly non-residential uses with large building footprints and large parking lots within large blocks and a disconnected or sparse roadway network. |
| C4-Urban General | Mix of uses set within small blocks with a well-connected roadway network. May extend long distances. The roadway network usually connects to residential neighborhoods immediately along the corridor or behind the uses fronting the roadway. |
| C5-Urban Center | Mix of uses set within small blocks with a well-connected roadway network. Typically concentrated around a few blocks and identified as part of a civic or economic center of a community, town, or city. |
| C6-Urban Core | Areas with the highest densities and building heights, and within FDOT classified Large Urbanized Areas (population greater than one million). Many are regional centers and destinations. Buildings have mixed uses, are built up to the roadway, and are within a well-connected roadway network. |

Source: Florida Department of Transportation, 2022

Adopted Level of Service

Roadway performance within the Town of Highland Beach is measured using adopted Level of Service (LOS) standards, which identifies the minimum acceptable operating conditions of a roadway. LOS conditions are generally classified into six categories which are outlined in **Table 8.3**. State Road A1A is the only roadway in Highland Beach that has an adopted Level of Service. The adopted Level of Service for State Road A1A is D.

Table 8.3: Level of Service Descriptions

| Level of Service | Descriptions |
|------------------|---|
| LOS A | Users are practically unaffected by the presence of other vehicles on a road section. The choice of speed and the maneuverability are free. The level of comfort is excellent, as drivers need minimal attention. |
| LOS B | The presence of other vehicles begins to affect the behavior of individual drivers. The choice of the speed is free, but the maneuverability has somewhat decreased. The comfort is excellent, as drivers simply need to keep an eye on nearby vehicles. |
| LOS C | The presence of other vehicles affects drivers. The choice of speed is affected and maneuvering requires vigilance. The level of comfort decreases quickly at this level, because drivers have a growing impression of being caught between other vehicles. |



| Level of Service | Descriptions |
|------------------|---|
| LOS D | The speed and the maneuverability are severely reduced. Low level of comfort for drivers, as collisions with other vehicles, must constantly be avoided. A slight increase in the traffic risks causing some operational problems and saturating the network. |
| LOS E | Low but uniform speed. Maneuverability is possible only under constraint for another vehicle. Users are in a state of frustration. |
| LOS F | Unstable speed with the formation of waiting lines at several points. Cycles of stop and departure with no apparent pattern because created by the behavior of other drivers. A high level of vigilance is required for the user with practically no comfort. |

Source: Transportation Research Board, 2023

Current and Projected Transportation Level of Service

Level of service was determined using FDOT's Multimodal Quality/Level of Service Handbook which uses roadway characteristics (e.g. functional classification, context classification, number of lanes, etc.) and traffic counts to determine a roadways level of service. Current Annual Average Daily Traffic (AADT) counts from Florida's Department of Transportation (FDOT) were used to calculate current Level of Service for State Road A1A. Historic AADT counts provided by FDOT were utilized to calculate the average annual growth rate (AAGR) for traffic. These were used to project future level of services for 2035 and 2045. The adopted, current, and projected (2035 & 2045) level of service can be seen in **Table 8.4** and on **Maps 12 & 13**.

Table 8.4: Current and Projected LOS for A1A

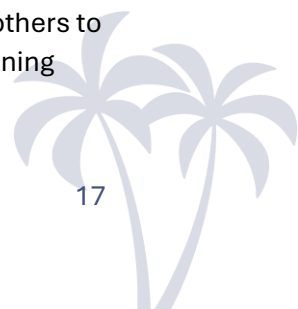
| Name | From/To | Functional Class | Context Class | Lanes | Adopted LOS | AAGR | Current | | 2035 | | 2045 | |
|------|-----------------------------|------------------|---------------|-------|-------------|-------|---------|-----|--------|-----|--------|-----|
| | | | | | | | AADT | LOS | AADT | LOS | AADT | LOS |
| A1A | NE Spanish Boulevard to N/A | Urban Collector | Urban General | 2 | D | 1.56% | 12,479 | D | 14,563 | D | 16,994 | D |
| A1A | N/A to Linton Boulevard | Urban Collector | Urban General | 2 | D | 0.93% | 11,918 | D | 13,074 | D | 14,341 | D |

Source: Florida Department of Transportation, 2024

As **Table 8.4** shows above the two sections of State Road A1A that have AADT counts from FDOT are expected to maintain their adopted level of service through the 2045 planning horizon.

Public Transit

The only form of public transportation available in the Town of Highland Beach is paratransit services provided by the Palm Tran Connection (PTC). PTC is a ride share, door-to-door paratransit service that provides transportation to eligible residents and visitors in Palm Beach County. The service is available to individuals who cannot transport themselves and are dependent on others to access health care, employment, education, shopping, social activities, or other life-sustaining





activities. PTC travels everywhere within Palm Beach County. The paratransit service operates under three different programs that differ in eligibility, operating times, and service areas. **Table 8.5** provides a summary of these three programs and their eligibility requirements, standard operating times, and service areas.

Table 8.5: Paratransit Programs

| Paratransit Program | Eligibility Requirements | Standard Operating Times | Service Area |
|---|---|---|---|
| Americans with Disabilities Act Program | Individuals must have a disability which prevents them from riding the fixed-route bus. | Mon.-Fri. 4:45am to 11:00pm Sat. 6:00am to 10:35 pm Sun. 7:45am. to 8:15pm | 3/4 of a mile of a Palm Tran bus route |
| Transportation Disadvantaged | Persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at risk. | Mon.-Fri. 4:45am to 11:00pm Sat. 6:00am to 10:35 pm Sun. 7:45am. to 8:15pm | Anywhere in Palm Beach County |
| Division of Senior Services | Individuals who are age 60 or older. | Mon.-Fri. 8:00am to 5:00pm Sat. & Sun. No Service | Transportation provided to approved nutrition/meal sites. |

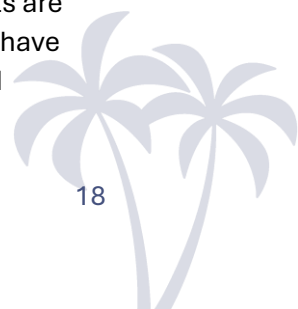
Source: PalmTran, 2024

Pedestrian Facilities

The only sidewalks and bicycle lanes in the Town of Highland Beach are on State Road A1A. A sidewalk runs parallel to the west of the State Road and two bike lanes run parallel to the State Road, one on the east and one on the west. These facilities can be seen on **Map 4**.

Transportation Improvements

There are currently no funded transportation improvement projects in the Town of Highland Beach. However, there is one illustrative project along State Road A1A in the Palm Beach County Transportation Planning Agency's (TPA) Long Range Transportation Plan. Illustrative Projects are projects that align with TPA goals and objectives but may not have cost estimates, may not have available funding for implementation, and may not have funding for ongoing operations and





maintenance. The illustrative project is the completion of the SUN Trail and East Coast Greenway, a complete street project generally along US1 or A1A corridor, from Broward County to Martin County.

9. Intergovernmental Coordination

The Intergovernmental Coordination Element (ICE) serves two main purposes: (1) to assess and analyze the existing interlocal agreements established between the Town and its local, regional, state, and federal partners, and (2) to explore potential opportunities for agreements between the Town, and its partners, that could help advance the community's health, safety, and welfare. The ICE functions as a way to facilitate the implementation of programs, grants, and assistance at the local level.

Existing Intergovernmental Coordination Mechanisms

At present, the Town of Highland Beach maintains open communication by sharing its Comprehensive Plan with adjacent local governments and regulatory agencies. Specifically-identified coordination is listed in **Table 9.1** below.

Table 9.1 Planning Coordination

| Policy | Entity to Coordinate with | Type of Coordination |
|--------|---|---|
| 1.1.8 | Palm Beach County Water Utilities Department, Palm Beach County Department of Environmental Resources Management, South Florida Water Management District, and through the Lower East Coast Water Supply Plan Update, as necessary. | Planning of potable water and sanitary sewer facilities, water supply sources, demands, and other services and LOS standards |
| 1.4.1 | Coastal Resilience Partnership | Coastal Natural Resources, Vulnerability |
| 1.1.9 | FDOT | When SR A1A may be impacted by development or redevelopment activities in Town |
| 1.1.10 | FDOT | When state may be planning, designing, or constructing transportation facilities within the Town boundaries |
| 1.1.11 | Schools | Should a school exist, follow Section 240.155, F.S. |
| 1.1.12 | Treasure Coast RPC | Utilize the professional resources and services it offers |
| 1.1.13 | Dept Community Affairs | Utilize professional services and resources. Comprehensive Plan shall maintain consistency with the goals and policies of the State Comprehensive Plan and more specifically with the goals pertaining to coastal, marine and |



| | | |
|--------|-------------------|---|
| | | natural resources, land use, urban revitalization, public facilities, transportation and plan implementation. |
| 1.1.14 | DEP | Coordinate planning and permitting activities |
| 1.1.15 | FL Dept of State | As Needed, Division of Historical Resources |
| 1.1.19 | South County Area | Joint Planning for equitable potable water needs |

Sources: <https://www.pbco-npdes.org/InterlocalAgreements/HighlandBeach,Townof-InterlocalAgreement.pdf>, Town of Highland Beach 2022 Comprehensive Plan, <https://discover.pbc.gov/resilience/Documents/191217%20EXECUTED%20ILA.pdf>

As shown in **Table 9.2**, the Town will formally request certain entities to share any amendments to their level of service standards, as shown in the Table below

Table 9.2 Town to request Formal Amendments to Comprehensive Plans from the following

| Jurisdiction | Type of Coordination |
|----------------------|---|
| City of Boca Raton | Potable Water, Traffic (S.R. A1A only), Recreation and Open Space |
| City of Delray Beach | Sanitary Sewer (Wastewater Transportation), Traffic (S.R. A1A only), Recreation and Open Space, Potable Water |
| Palm Beach County | Sanitary Sewer, (Wastewater Treatment), Solid Waste |

Sources: Town of Highland Beach Comprehensive Plan

Future Considerations

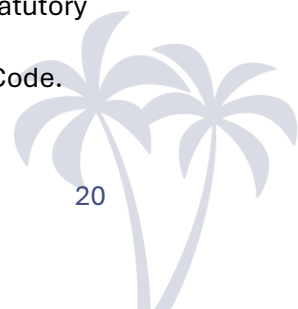
To support clarity, accountability, and maintain effective intergovernmental coordination, the Town should consider maintaining a detailed matrix of coordination efforts. This matrix should include: the entities the Town maintains coordination and/or agreements with, the frequency by which coordination shall be maintained, and the departments that shall be responsible for the coordination efforts.

Proposed Amendments

Perhaps the most pressing takeaway from this Evaluations and Appraisals Report is that the Town of Highland Beach is now effectively built out: it cannot accommodate new growth on vacant land, it can only redevelop; however, most of its older buildings were built at densities higher than those allowed by current development regulations. The Town is therefore likely to face population plateau and perhaps decline, the repercussions of which the Town should consider with priority.

The other significant change since the last EAR report has been to Coastal Management and Conservation where several actions will be reflected in the updated the Goals Objectives and Policies (GOPs).

The updated 2025 Comprehensive Plan update will reflect the results of this analysis as well as changes to the Florida Statutes, including updating references to agencies and outdated statutory references. These updates, based on the best data available at the time, will make the Comprehensive Plan compliant with current Florida Statutes and Florida's Administrative Code.





Comprehensive Plan Maps

The Maps on the following pages reflect the best data available, including from GIS and from the Town of Highland Beach directly.



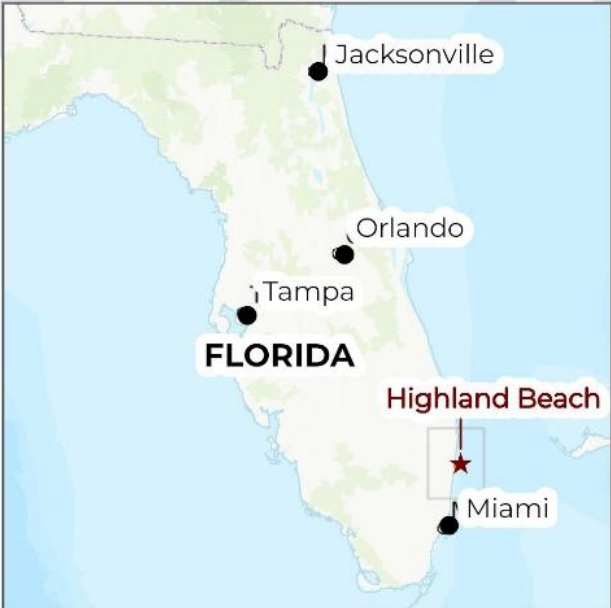
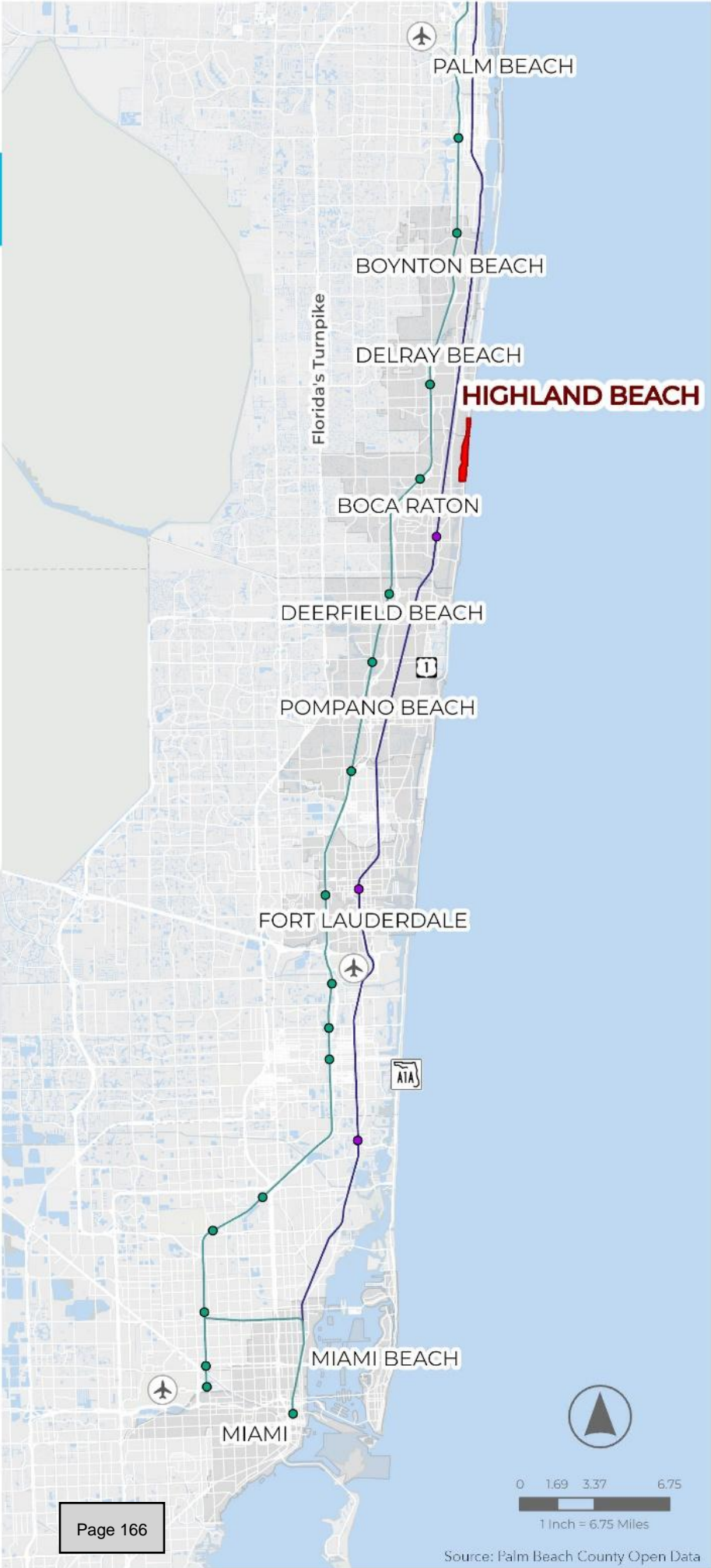
REGIONAL CONTEXT

2045 Comprehensive Plan
Map 1



Legend

- Highland Beach
- Municipality
- Major Road
- International Airport
- Brightline Route
- Brightline Station
- TriRail Route
- TriRail Station



EXISTING LAND USE

2045 Comprehensive Plan
Map 2



Legend

Town Limit

Parcel

Major Road

Existing Land Use

Single Family Residential

Multi-Family Residential

Commercial

Recreation and Open Space

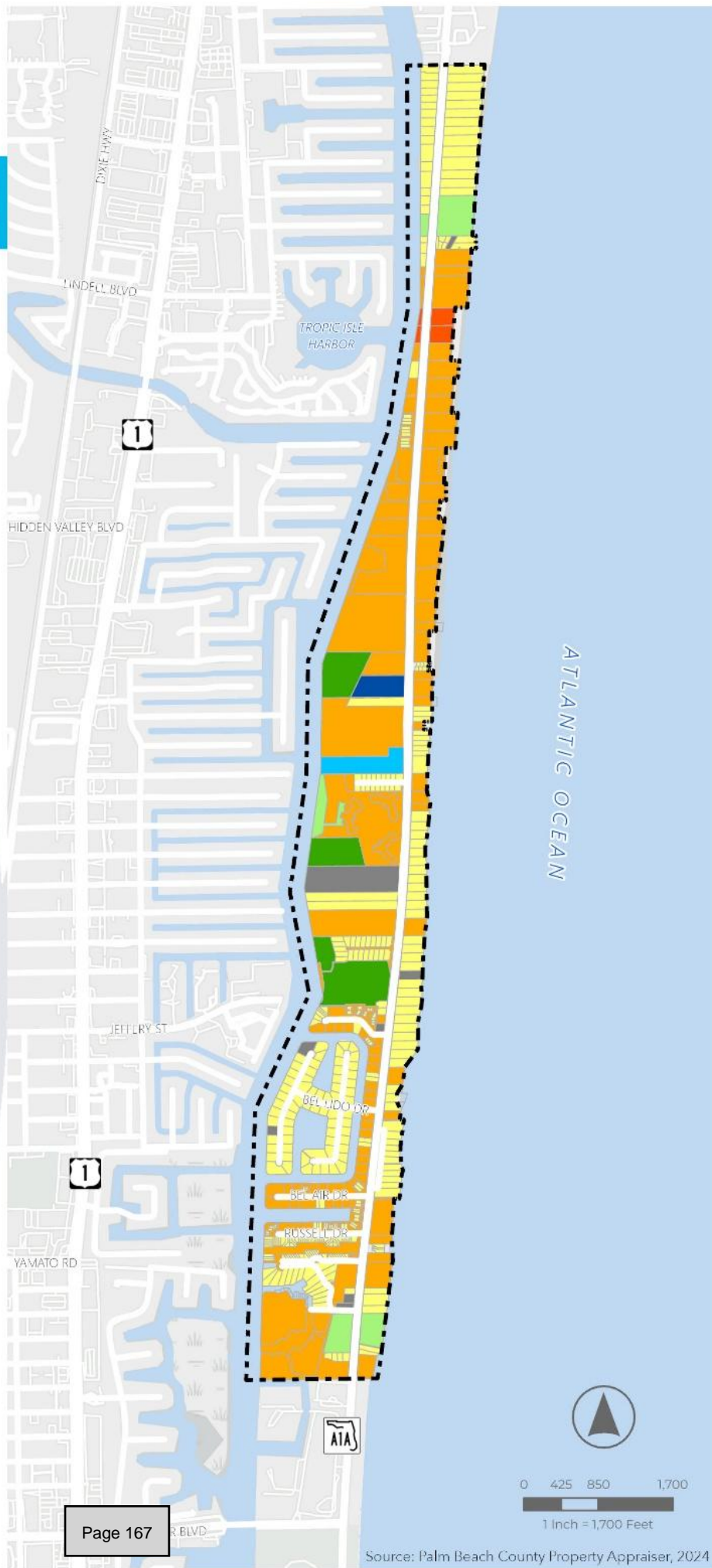
Governmental

Institutional

Conservation

Vacant

Water



FUTURE LAND USE

2045 Comprehensive Plan
Map 3

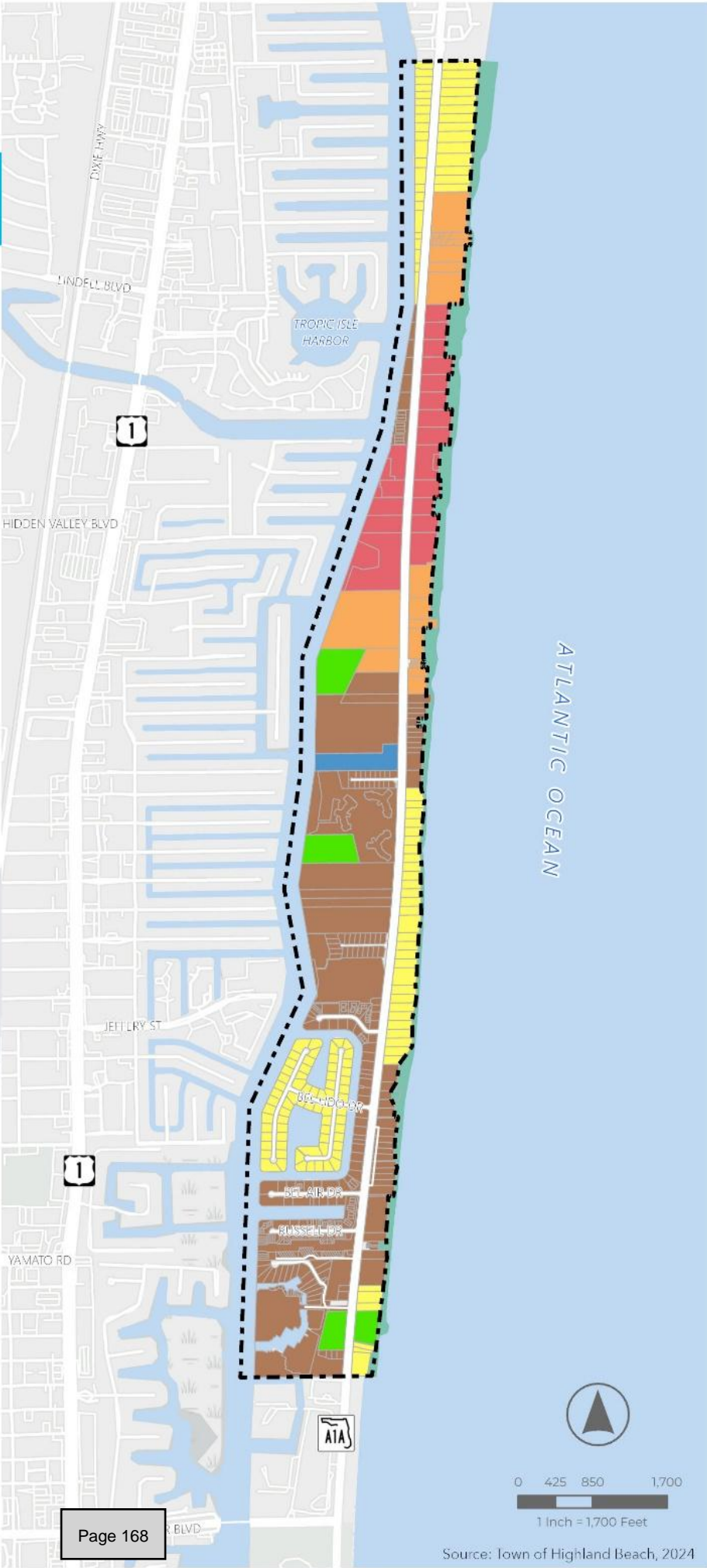


Legend

- Town Limit
- Parcel
- Major Road

Future Land Use

- Single Family
- Multi Family Low Density
- Multi Family Medium Density
- Multi Family High Density
- Government
- Recreational Open Space
- Conservation



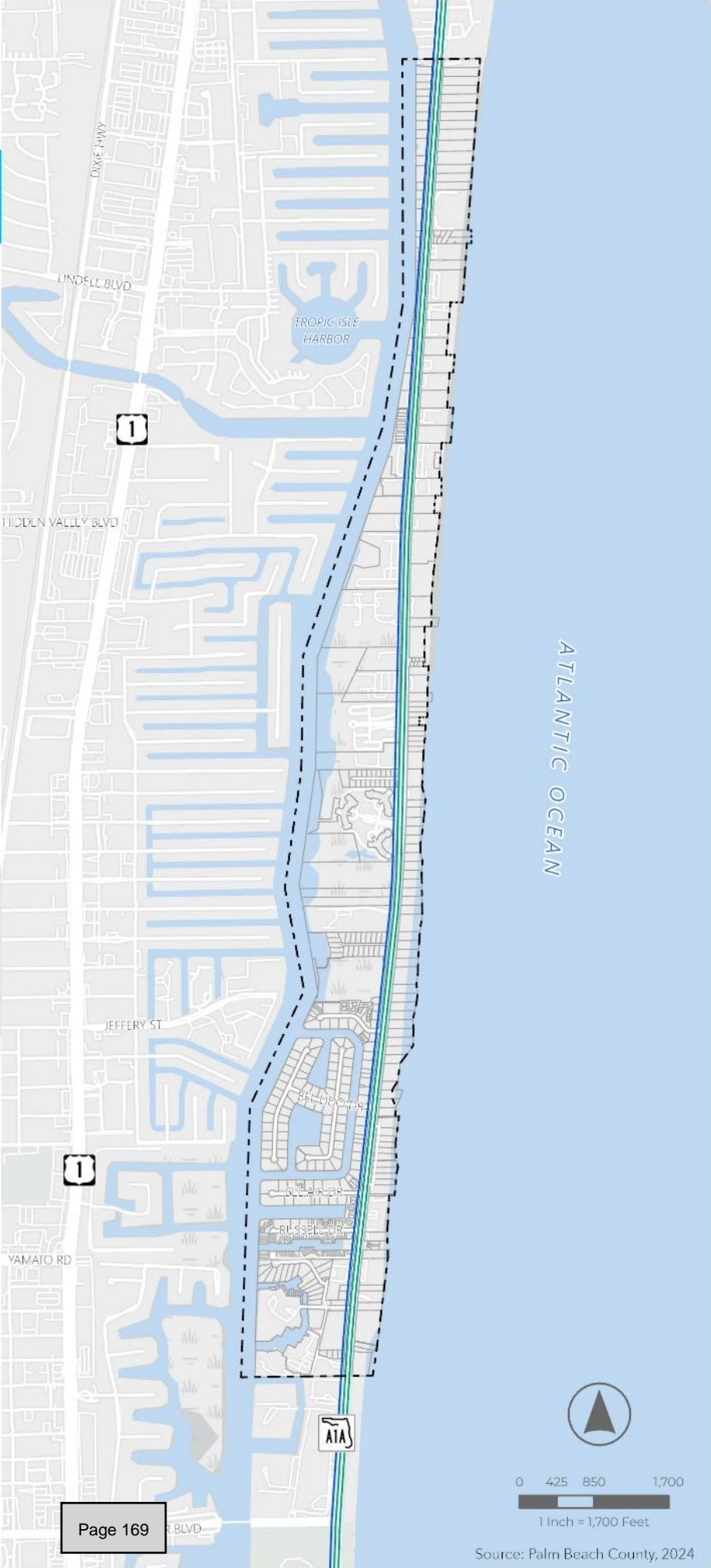
SIDEWALKS AND BIKE LANES

2045 Comprehensive Plan
Map 4



Legend

- Town Limit
- Parcel
- Sidewalk
- Road with two way bike lanes
- Major Road



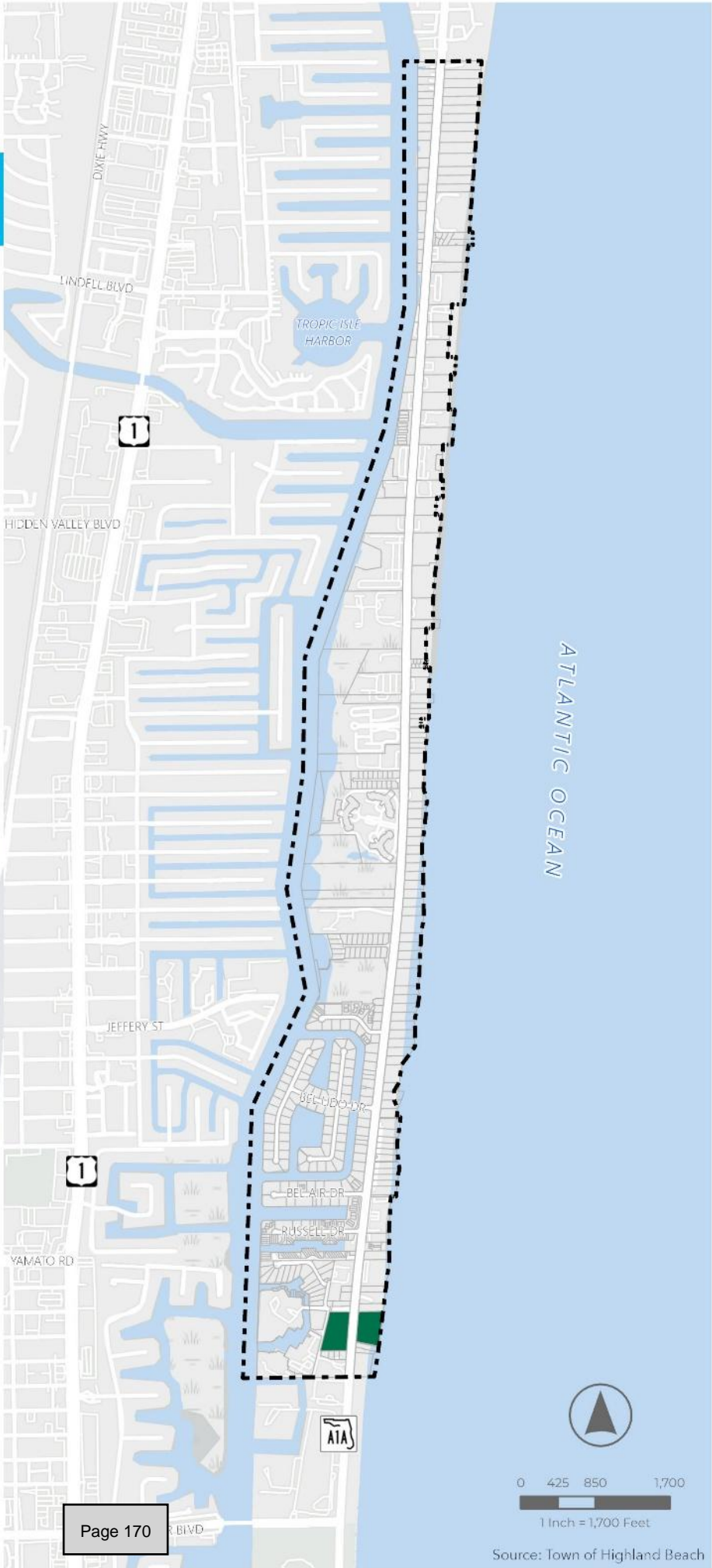
PARK FACILITIES

2045 Comprehensive Plan
Map 5



Legend

- Town Limit
- Parcel
- Major Road
- Milani Park



SOIL PERMEABILITY

2045 Comprehensive Plan

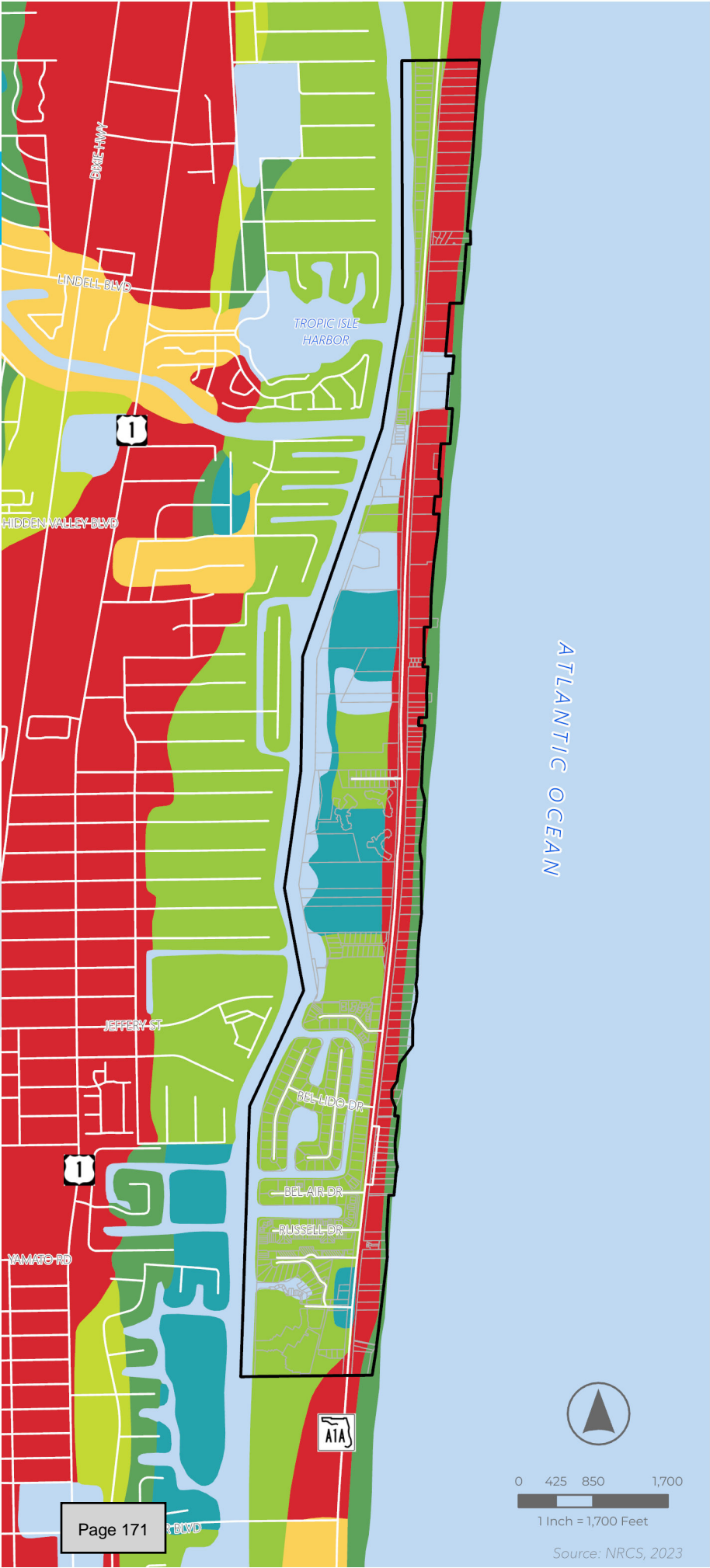


Legend

- City Limit
- Parcel
- Major Road

Soil Permeability

- Excessively Drained
- Somewhat Excessively Drained
- Well Drained
- Moderately Well Drained
- Somewhat Poorly Drained
- Poorly Drained
- Very Poorly Drained
- Water



FLOODPLAINS

2045 Comprehensive Plan
Map 6



Legend

Town Limit

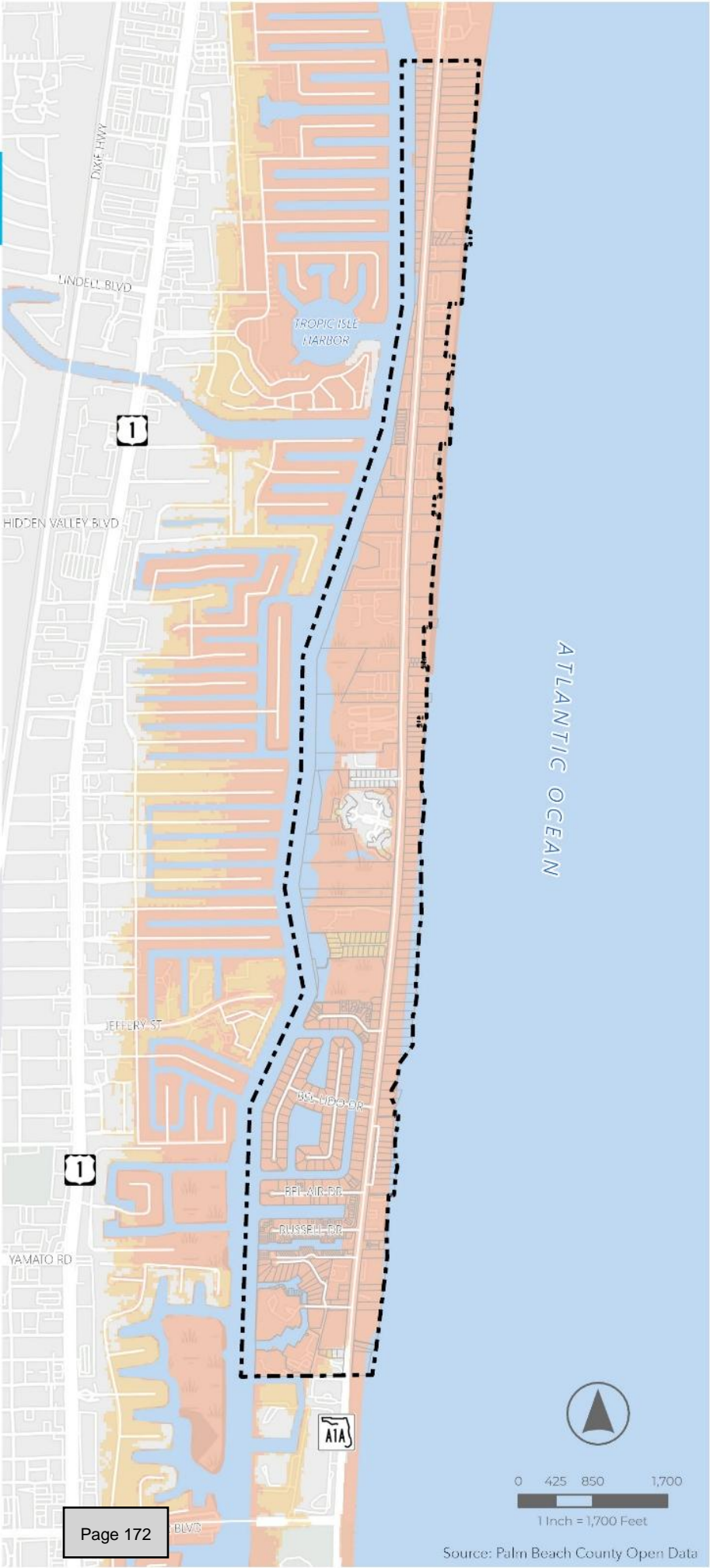
Parcel

Major Road

Floodplain

Special Flood Hazard Area (100-year floodplain)

Area of Minimal Flood Hazard (500-year floodplain)



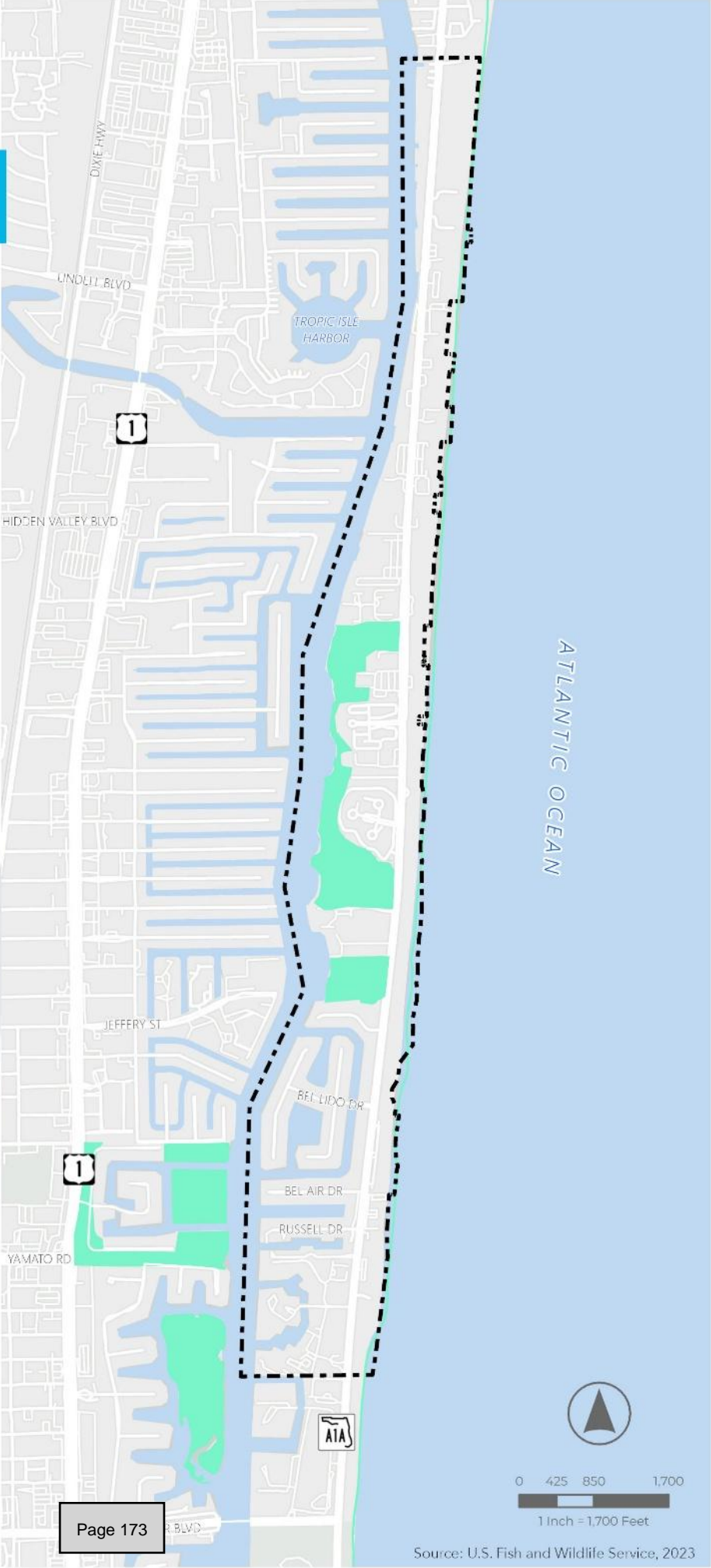
WETLANDS

2045 Comprehensive Plan
Map 7



Legend

- Town Limit
- Major Road
- Estuarine and Marine Wetland



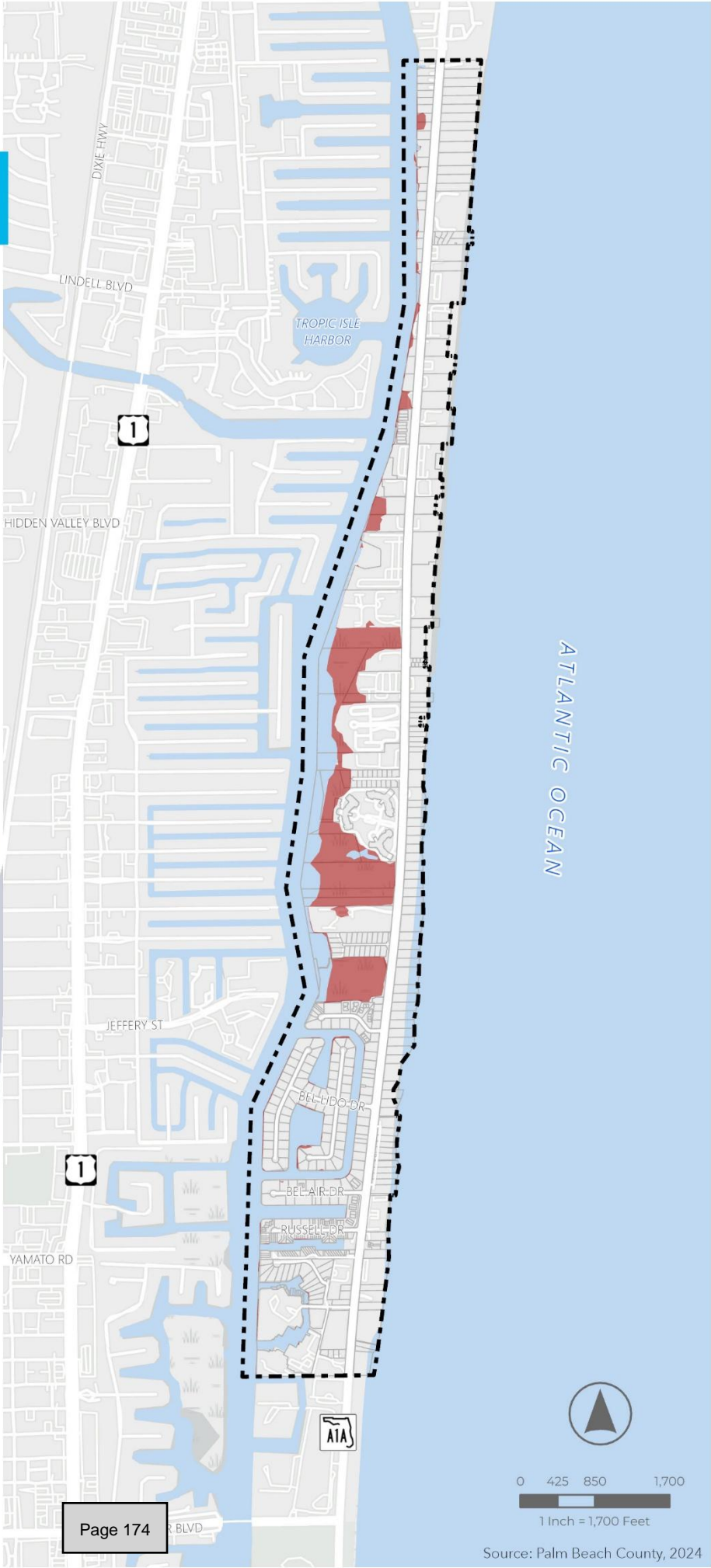
COASTAL HIGH HAZARD AREA

2045 Comprehensive Plan
Map 8



Legend

- Town Limit
- Parcel
- Major Road
- Coastal High Hazard Area (CHHA)



SEA, LAKE, AND OVERLAND SURGES FROM HURRICANES (SLOSH)

2045 Comprehensive Plan
Map 9

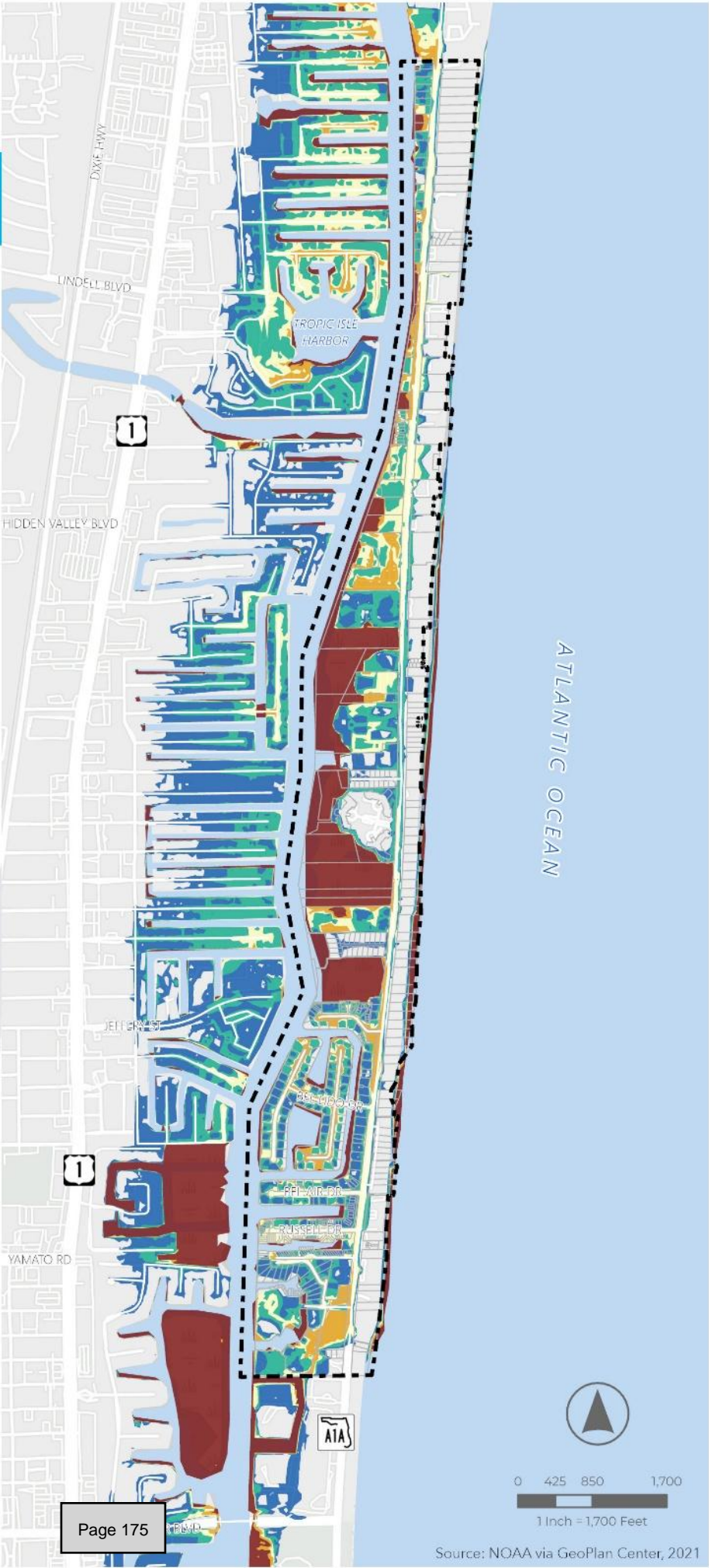


Legend

- Town Limit
- Parcel
- Major Road

Hurricane Category

- Category 1
- Category 2
- Category 3
- Category 4
- Category 5



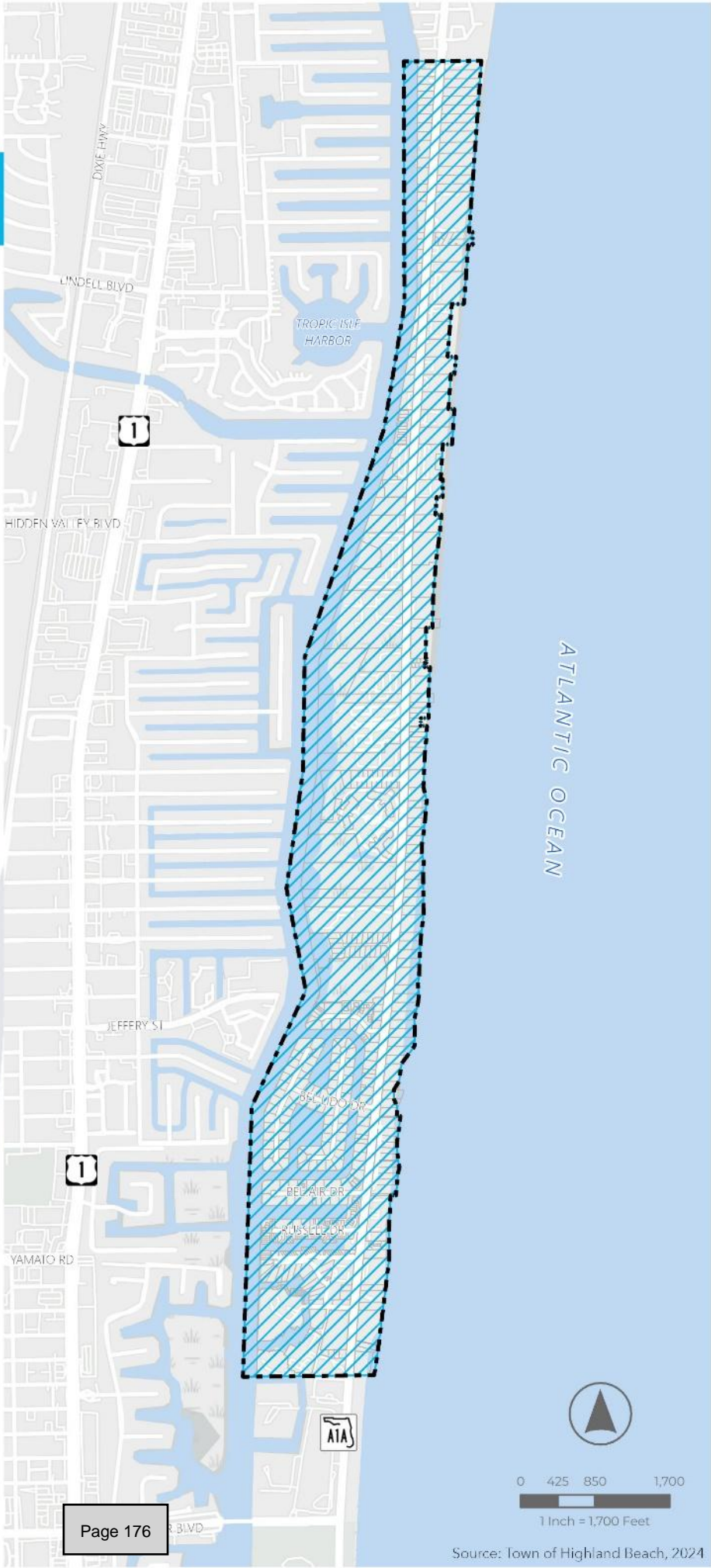
UTILITY SERVICE AREA

2045 Comprehensive Plan
Map 10



Legend

- Town Limit
- Parcel
- Utility Service Area
- Major Road



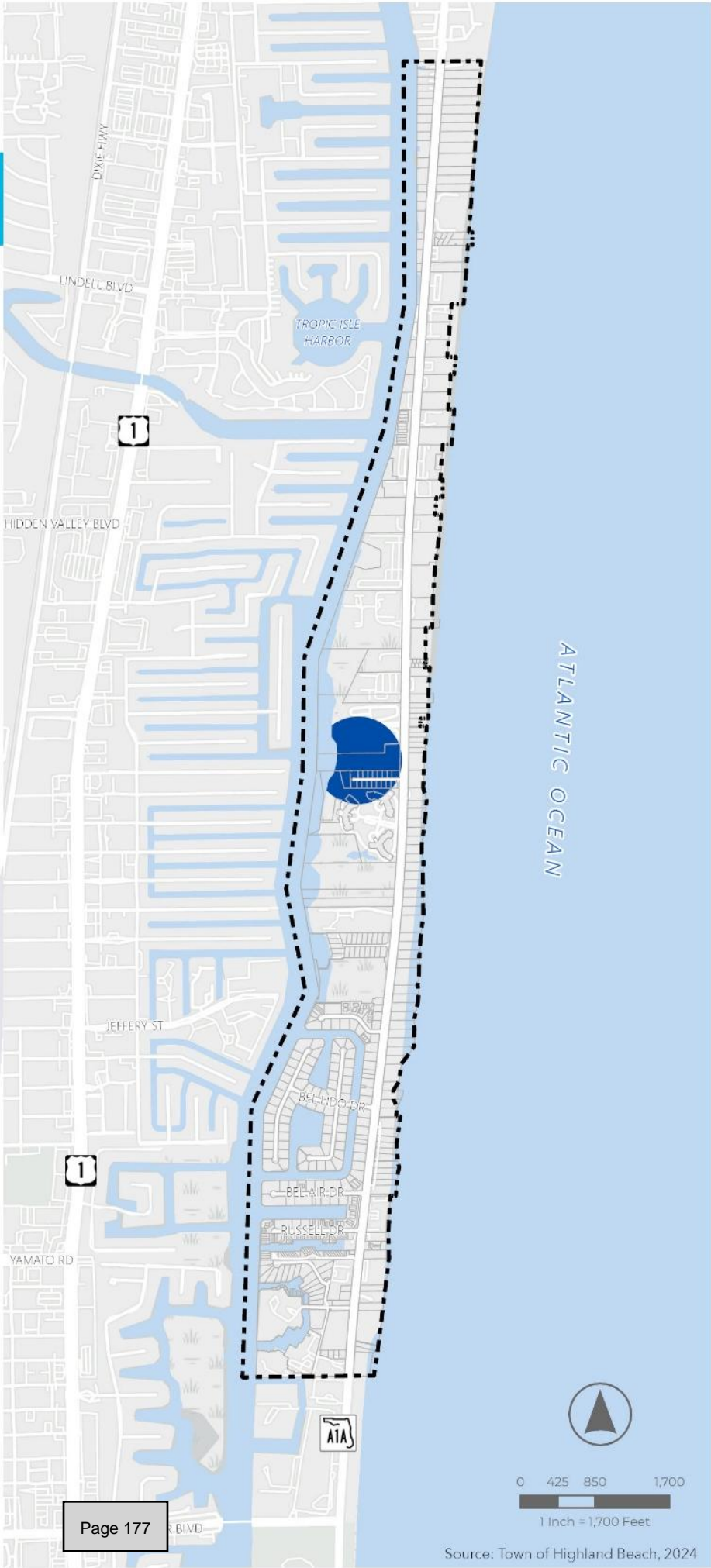
WELLFIELD PROTECTION AREA

2045 Comprehensive Plan
Map 11



Legend

- Town Limit
- Parcel
- Wellfield Protection Area
- Major Road



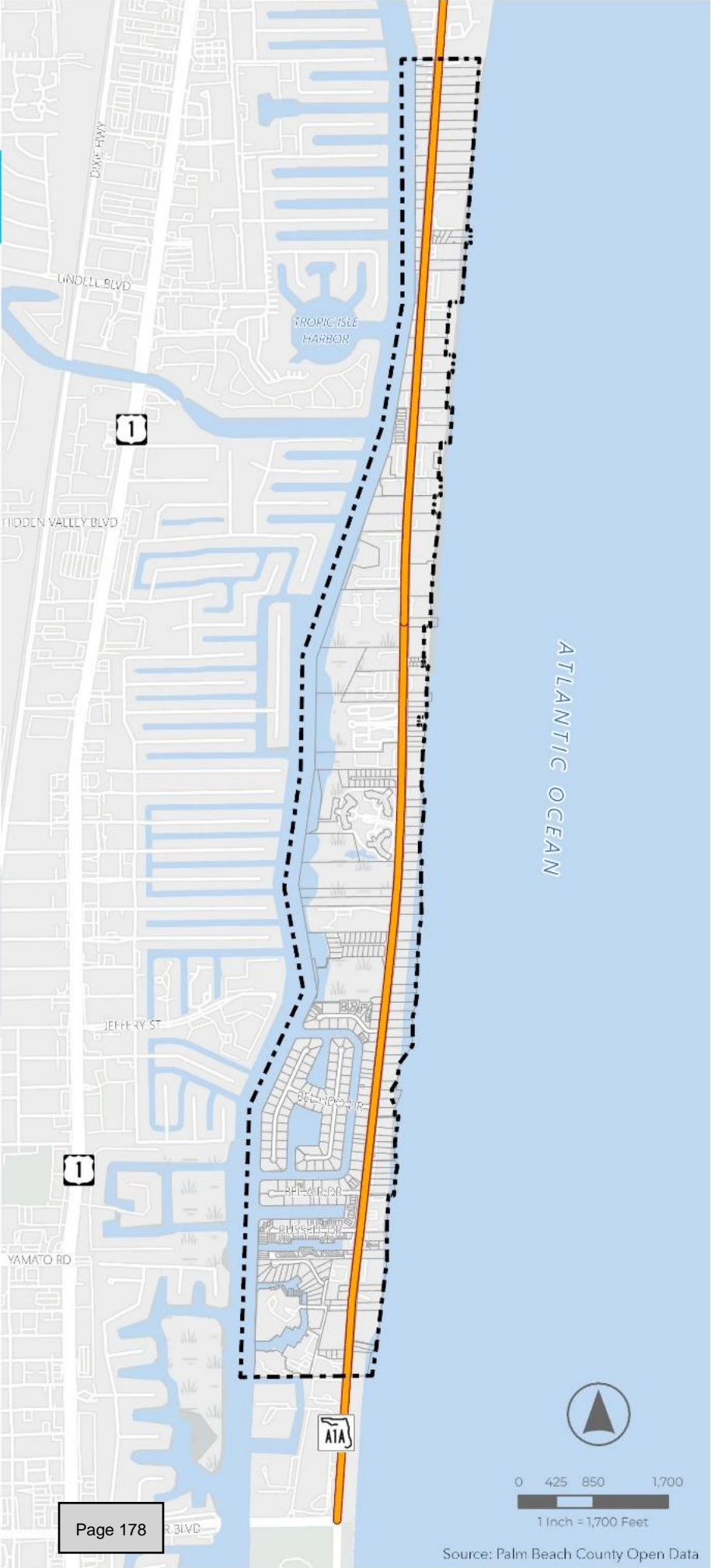
ADOPTED LEVEL OF SERVICE

2045 Comprehensive Plan
Map 12



Legend

- Town Limit
- Parcel
- Level of Service D



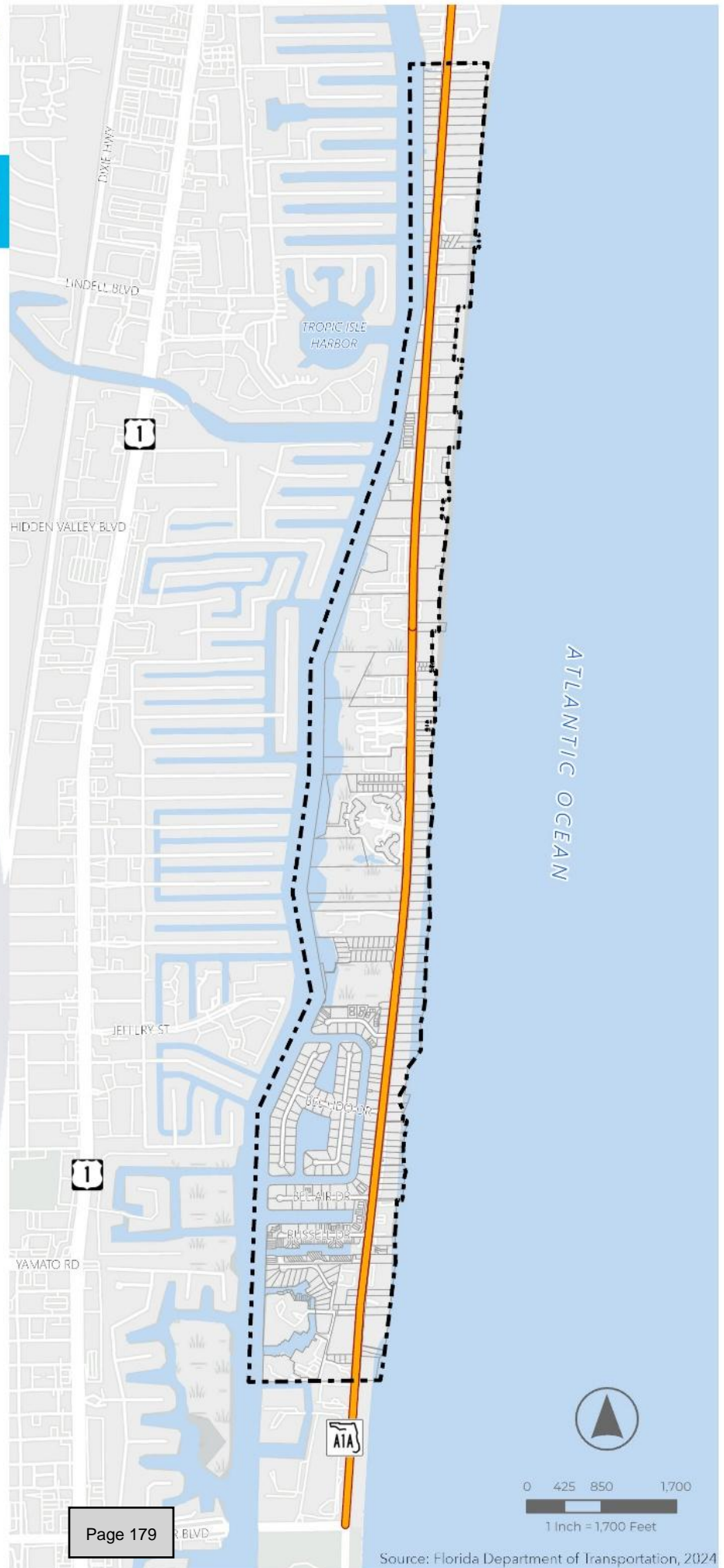
CURRENT & PROJECTED LEVEL OF SERVICE (2035 & 2045)

2045 Comprehensive Plan
Map 13



Legend

- Town Limit
- Parcel
- Level of Service D



ROADWAY MAINTENANCE RESPONSIBILITY

2045 Comprehensive Plan
Map 14



Legend

Town Limit

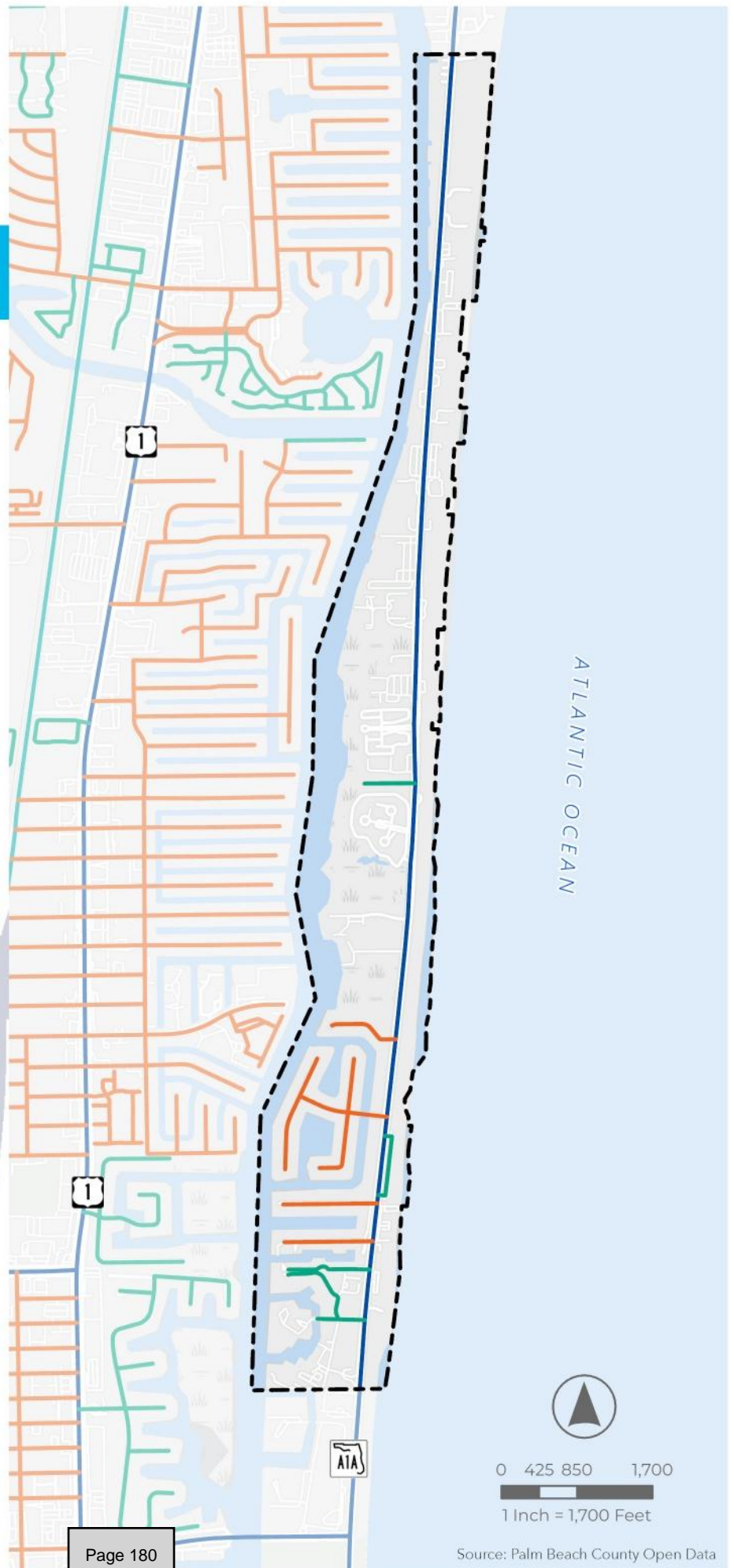
Roadway Maintenance Responsibility

FDOT

Palm Beach County

Municipality

Private



FUNCTIONAL CLASSIFICATIONS

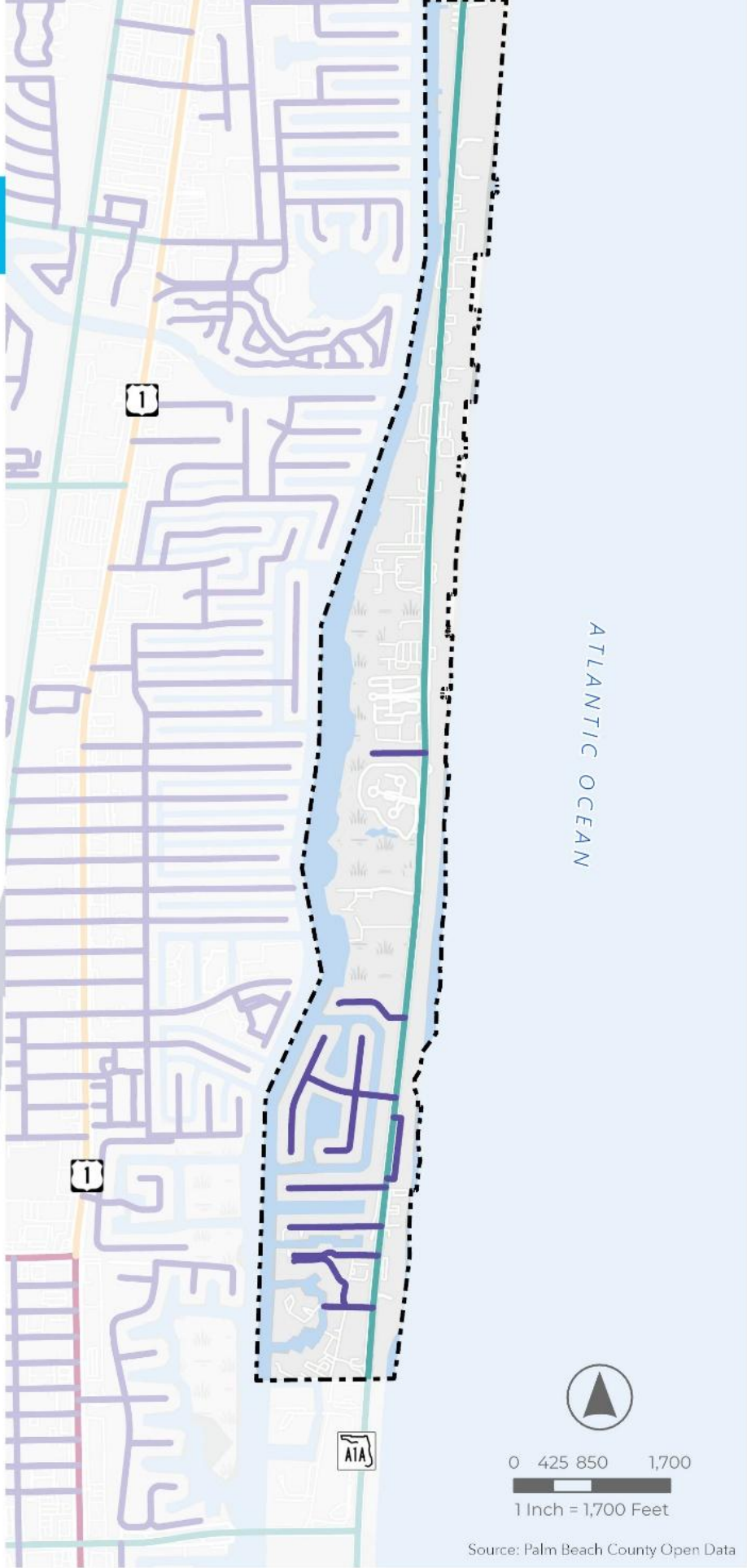
Legend

 Town Limit

Functional Classification

-  Urban Principal Arterial
-  Rural Principal Arterial
-  Urban Major Arterial
-  Rural Major Arterial
-  Rural Minor Arterial
-  Urban Collector
-  Local Road*

** Please note that the functional classification does not reflect ownership (public or private) or roadway maintenance responsibilities. “Local Road” thoroughfares may therefore include private roads such as Ocean Place, Boca Cove Lane, and Grand Court.*



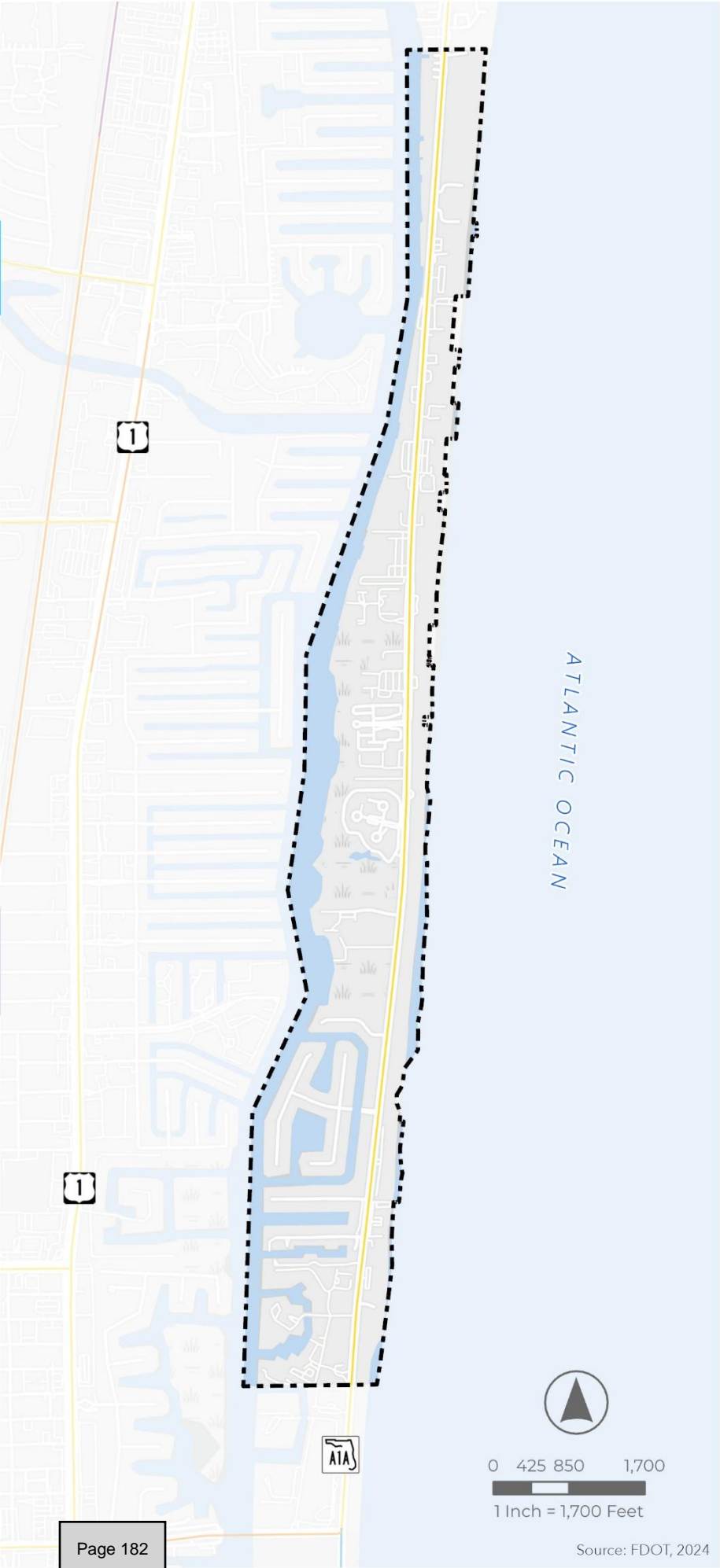
ROADWAY CONTEXT CLASSIFICATIONS

2045 Comprehensive Plan
Map 16



Legend

- Town Limit
- Context Classification**
- C2-Rural
- C3C-Suburban Commercial
- C3R-Suburban Residential
- C4-Urban General



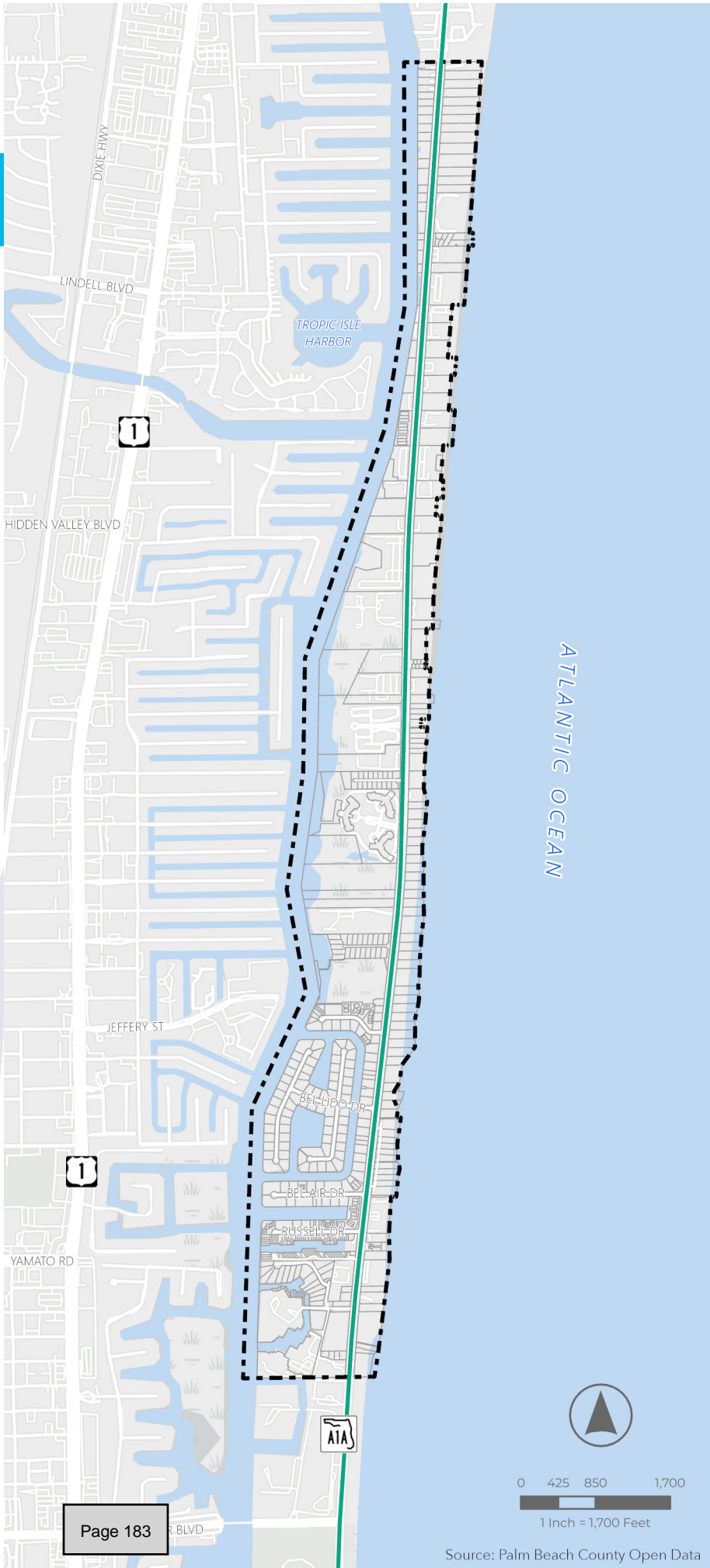
TRANSPORTATION IMPROVEMENT PROJECTS

2045 Comprehensive Plan



Legend

- Town Limit
- Parcel
- Major Road
- Complete Street



Horizon Year 2045

| | |
|---|----|
| Future Land Use Element..... | 0 |
| Transportation and Mobility Element | 7 |
| Housing Element | 10 |
| Infrastructure Elements | 14 |
| Coastal Management/Conservation Element | 21 |
| Recreation and Open Space Element | 38 |
| Intergovernmental Coordination Element..... | 40 |
| Capital Improvements Element..... | 45 |
| Property Rights Element | 53 |

DRAFT

Future Land Use Element

Goal FLU-1

The Town of Highland Beach shall ~~foster~~ adopt a pattern of land uses and residential densities that fosters a wholesome, safe and attractive physical environment, ~~It shall~~ avoid blighting influences, ~~shall~~ protect natural resources, ~~and shall~~ has the potential to be served ~~provide~~ with public facilities and services in a timely and cost-effective manner.

Objective FLU-1.1 Implement Appropriate Land Development Regulations

The Town shall implement residential density regulations, non-residential intensity standards, and land development regulations to achieve the following purposes:

1. ~~Adherence to a policy of encouraging development which enhances~~ Enhance the Town's living environment through prohibition of types of intensity of land development which lead to obstruction of views, overcrowding of land, and reduction in light and air.
2. Ensure energy-efficient land use patterns that are consistent with existing and future energy electric power generation and transmission systems.
3. Assure development which is compatible with topography and soil conditions.
4. Discourage and reduce urban sprawl.
5. Address greenhouse gas reduction strategies.
6. ~~Reduction in~~ Reduce the potential for loss of life, beach and dune erosion, and ~~loss of life and~~ property damage associated with landfall of tropical storms.
7. ~~Reduction in~~ the total future demand upon the potable water supply to be provided by the Town.
8. ~~Retention of~~ ain endangered and threatened plant and animal species.
9. ~~Avoidance of~~ a decline in the level of traffic service on S.R. A1A with resulting increases in vehicular accidents, noise levels and air pollution which together cause a general decline in the quality of the Town's living environment.

Policy FLU-1.1.1

The Town ~~will~~ shall ~~take the following steps to~~ establish reasonable and appropriate residential density standards and otherwise enable the Town to protect environmental features, achieve harmonious development patterns, provide for compatibility between adjacent land uses and maintain safe and healthful living conditions.

Horizon Year 2045**Policy [FLU-1.1.25](#)**

The Town's ~~adopts~~-[adopted](#) residential density standards for each residential land use classification designated on the Future Land Use Map are as follows:

Residential Land Use Classification

Single Family
Multiple Family (Low)
Multiple Family (Medium)
Multiple Family (High)

Density Standard

up to 4 Dwelling Units Per Acre
up to 6 Dwelling Units Per Acre
6.1-12 Dwelling Units Per Acre
12.1-16 ~~D12.1-16~~ Dwelling Units Per Acre

Policy [FLU-1.1.31-1.1](#)

A mapped land use zone having at least half of the land area within the zone developed at a dwelling unit density which meets the density requirements of a lower density classification, shall be considered for reclassification to such lower density.

[Policy FLU-1.1.4](#)

[The Town may work towards allowing existing buildings to redevelop or substantially renovate at their original densities in order to: 1\) maintain a stable population and tax base; and 2\) to encourage its older building stock to rebuild or substantially renovate to meet current building code and safety standards. Additional standards such as maintaining existing heights or footprints may be considered in the land development code.](#)

Policy [FLU-1.1.56](#)

The Town's non-residential intensity standards for each non-residential land use classification designated on the Future Land Use Map are as follows:

Non-Residential Land Use Classification

Government
Recreational Open Space
Conservation

Intensity Standard

Floor Area Ratio (FAR) of 2.0
FAR of .10
FAR of .10

Policy [FLU-1.1.68](#)

Public schools shall be permitted in all future land use districts except Conservation.

[Policy FLU-1.1.7](#)

[The Town shall consider allowing additional Land Use Classifications which support the needs of its aging population demographic. Such uses may include: continuing care or assisted living, or a small market. These would help limit the necessity of seniors to drive out of Town frequently and are consistent with FLU Objectives 1.1.4, 1.1.5 and 1.1.9, and Housing Policy H-1.4.1](#)

Policy FLU-1.1.8

The Town shall adopt, amend, and enforce land development regulations consistent with the Comprehensive Plan within one year after the Plan's submission or any amendments, in accordance with **Section 163.3202(1), Florida Statutes (F.S.)**.

Policy FLU-1.1.9

The Town shall evaluate and appraise the Comprehensive Plan at least once every 7 years, modifying any necessary provisions, in accordance with **Section 163.3191(1)-(14), F.S.**

Policy FLU-1.1.10

The Town shall recognize and take appropriate actions to protect resiliency facilities as defined by **Section 163.3210, F.S.** as a permitted use in the Government land use classification.

Policy FLU-1.1.11

The Town shall allow floating solar facilities on stormwater treatment ponds or other water storage reservoirs in specified future land use categories, such as Government, Recreation and Open Space, and Multi Family High Density, and shall develop land development regulations to promote the expanded use of these facilities.

Objective FLU-1.2 Protect and Preserve Environmentally Sensitive Areas

The Town shall implement policies and regulations to protect and preserve environmentally sensitive areas.

Policy ~~FLU-1.2.1.17~~

The Town will maintain and administer effectively local codes and ordinances so as to prevent beach and dune erosion and property damage resulting from flooding.

Policy FLU-1.2.2~~1.1.1~~

The Town shall ~~support~~ ~~s and will cooperate in achieving compliance through the local permitting process all regulations and requirements of state and county agencies directed toward~~ mangrove protection and protection of other threatened and endangered plant species as well as environmentally sensitive lands in conjunction with any land clearing or other development activities as follows:

1. The Town shall cooperate in achieving compliance through the local permitting process and all regulations and requirements of state and county agencies.
- ~~1-2.~~ 2. The Town ~~will~~ shall enforce its tree ordinance and nuisance ordinance as a means of protecting mangroves.

Policy FLU-1.2.3~~1.1.3~~

The Town shall continue to require as a condition of development that all new construction projects provide effective stormwater management which prevents flooding and avoids estuarine pollution conditions consistent with County and State water quality standards;~~and provide safe on-site vehicular circulation and off-street parking.~~

Policy FLU-1.2.4

In all applications seeking Future Land Use Map amendments and/or rezoning requests, the petitioner shall provide the Town with a drainage plan that addresses the impact of sea level rise and on-site stormwater retention on the subject site. The drainage statement shall incorporate the latest sea level rise information from the Army Corps of Engineers, NOAA or other respected agency~~ies~~. The provision of this drainage and stormwater retention statement shall be in addition to the other application requirements.

Objective FLU-1.3 Maintain Public Services

The Town shall maintain a system to ensure that public facilities meet the adopted LOS when development occurs, in accordance with all requirements and exemptions provided in the Town's Code of Ordinances.

Policy FLU-1.3.1~~1.1.2~~

The Town shall continue to implement ~~the following~~a Concurrency Management System ~~to~~ which ensures that ~~the its~~ facilities and services meet the established levels of services adopted in this Comprehensive Plan and that they ~~will be~~are available concurrently with the impacts of development. The Concurrency Management System is located in the Capital Improvements Element of this Comprehensive Plan.

~~CONCURRENCY MANAGEMENT SYSTEM~~

~~Sanitary Sewer, Solid Waste, Drainage and Potable Water~~

~~Prior to the issuance of any development order for new development or redevelopment, sanitary sewer, solid waste, drainage and potable water facilities needed to support the development at adopted LOS standards must meet one of the following timing requirements: the necessary facilities are in place, or; the necessary facilities will be in place when the impacts of the development occurs, or; the necessary facilities are guaranteed in an enforceable development agreement which includes the provisions of Rules 9J-5.0055(2)(a)1-3, Florida Administrative Code. The enforceable development agreement may include, but is not limited to, the development agreements pursuant to Section 163.3220, Florida Statutes (F.S.), or an agreement or development order issued pursuant to Chapter 380, F.S.~~

~~Recreation and Open Space~~

~~Prior to the issuance of any development order for new development or redevelopment impacting recreational and open space facilities, recreation and open space public facilities needed to support the development at adopted level of service standards must meet one of the following timing requirements: the necessary facilities and services are in place, or; the necessary facilities and services will be in place when the impacts of the development occurs, or; the necessary facilities and services are the subject of a binding executed contract which provides for the commencement of actual construction of the required facilities or the provision of services within one year, or; the necessary facilities and services are guaranteed in an enforceable development agreement which requires the commencement of the actual construction of the facilities or provision of services within one year. The enforceable development agreement may include, but is not limited to, the development agreements pursuant to Section 163.3220, Florida Statutes (F.S.), or an agreement or development order issued pursuant to Chapter 380, F.S.~~

~~Transportation~~

~~Prior to the issuance of any development order for new development or redevelopment (excepting development and redevelopment determined to have a de minimus impact of transportation facilities in accordance with State requirements), transportation facilities needed to support the development at adopted LOS standards must meet one of the following timing requirements: the necessary facilities are in place, or; the necessary facilities will be in place when the impacts of the development occurs, or; the necessary facilities are under construction, or; the necessary facilities and services are guaranteed in an enforceable development agreement which requires the commencement of the actual construction of the facilities or provision of services within three years of the date of the development order. The enforceable development agreement may include, but is not limited to, the development agreements pursuant to Section 163.3220, Florida Statutes (F.S.), or an agreement or development order issued pursuant to Chapter 380, F.S. In addition, transportation concurrency is demonstrated if improvements necessary to achieve the Level of Service Standard are included in the Five Year Capital Improvements Schedule, and are scheduled to commence within three years of the date of the development order.~~

~~In addition, a development permit or development order may be issued subject to the satisfaction of transportation currency requirements through the payment or contribution of the calculated proportionate fair share for transportation, pursuant~~

~~to all rules and requirements of Chapter 163.3180, F.S.~~

Policy FLU-1.3.2~~1.1.1~~

The Town shall review all residential development permit applications in relation to the latest available data indicating remaining capacity of public facilities in accordance with adopted level of service standards and promptly enact appropriate permitting rules and regulations to avoid exceeding level of service standards. These applications shall be in accordance with all requirements and exemptions provided in the Town's Code of Ordinances.

~~Policy 1.1.3~~

~~The Town shall continue to require as a condition of development that all new construction projects provide effective stormwater management which prevents flooding and avoids estuarine pollution conditions consistent with County and State water quality standards; and provide safe on-site vehicular circulation and off-street parking.~~

Policy FLU-1.3.3~~1.1.4~~

The Town of Highland Beach, through its Land Development Regulations, shall~~will~~ coordinate current land uses and any future land use changes with the availability of water supplies and water supply facilities.

Objective FLU-1.4~~1.2~~ Coordinate During Hazards

The Town shall~~will~~ cooperate with adjacent communities and the Palm Beach County Emergency Preparedness Office to assure inter-community coordination of population growth and development patterns so as to avoid adverse effects on hurricane evacuation times or increases in potential hazards during storm conditions.

Policy FLU-1.4.1~~1.2.1~~

The Town shall support~~s~~ all efforts to reduce the potential threat to human life and property which may occur as a result of storms, flooding and other emergencies.

Objective FLU-1.5~~1.3~~ Protect Historic Resources

The Town ~~will~~shall protect historic resources which may be identified through future surveys, construction activities, or other means.

Policy FLU-1.5.1~~1.3.1~~

Properties of historic interest which may be so determined by recognized authorities following careful study and reasonable verification shall be preserved or otherwise protected in accordance with the adopted Land Development Regulations.

Objective ~~FLU-1.6.1.4~~ Rebuild Post Disaster to Reduce Dependence on Automobiles, Conserve Natural Resources, Prevent Property Damage and Threats to Human Safety

The Town ~~will~~shall encourage innovative land development approaches and concepts in the event of post-disaster redevelopment which will have the effect of reducing dependence on automobile travel, conserving valuable natural resources, and preventing property damage as well as threats to human safety and security.

Policy FLU-1.6.1~~1.4.1~~

The Town shall continue to pursue opportunities for encouraging the use of innovative land development regulations.

Objective FLU-1.7 Accommodate Other Systems, as Needed

The Town shall accommodate and support the development of necessary systems and infrastructure to meet evolving community needs and comply with applicable state and federal requirements.

Policy FLU-1.7.1~~1.1.9~~

Although there are no existing substations or power generation systems the Town shall implement land development regulations to accommodate, regulate, and protect existing and future ~~energy efficient~~-electric power generation and transmission systems. This includes protecting designated~~, including~~ rights-of-way for future energy infrastructure and updating land development regulations to~~protection,~~ allowing substations and transmission lines in appropriate Future Land Use and zoning districts.

Policy FLU-1.7.2~~1.1.10~~

Although there are no military installations within or proximate to the Town at present, the Town ~~will~~shall adhere to State statutory requirements to ensure compatibility of new development and redevelopment with military operations if a military installation is located within or within one-half mile of its boundaries in the future.

Transportation and Mobility Element

Goal TME-1

To provide for the safe and efficient movement of people and goods, at minimum cost and minimum detriment to the environment.

Objective TME-1.1 Achieve and Maintain Transportation Level of Service

The Town shall cooperate with the State of Florida, Palm Beach County, the Palm Beach County Transportation Planning Agency and adjacent communities to achieve coordinated planning of land uses, transportation programs and traffic circulation so as to achieve and maintain service levels adopted by each local unit of government and to protect the necessary rights of way through development permitting.

Policy TME-1.1.1

The Town shall assist the County in undertaking transportation and mobility improvements and services which are consistent with this Comprehensive Plan, the Treasure Coast Regional Policy Plan and State and County transportation plans.

Policy TME-1.1.2

The Town shall protect the present ~~100~~80-foot right of way for S.R. A1A and 50-foot local rights of ways through its development permitting processes but the Town opposes the widening of S.R. A1A as a means of accommodating substantial increases in average daily traffic. The Town favors minor improvements which may be proposed by Florida Department of Transportation (FDOT) to improve safety and efficiency.

Policy TME-1.1.3

The Town ~~will~~shall review any development request that will increase residential density or non-residential intensity to determine impacts on the transportation and mobility Level of Service, and ensure that such impacts are addressed through the Concurrency Management System and associated proportionate fair share contribution requirements.

Policy TME-1.1.4

The Town supports expansion of present area transit service to include service along S.R. A1A and ~~will promote~~would encourage transit its usage to Town residents by disseminating ~~on of~~ schedule information, route maps, and bus stop locations ~~and by other means as may be appropriate.~~

Policy [TME-1.1.5](#)

The Town shall coordinate with the City of Boca Raton, City of Delray Beach, Palm Beach County, the Palm Beach County Transportation Planning Agency, the Florida Department of Transportation and other agencies in order to ensure the use of consistent Level of Service standards and common methodologies for evaluating transportation and mobility impacts.

Policy [TME-1.1.6](#)

The Town shall limit greenhouse gas emissions through the implementation of strategies to reduce the number of vehicle miles travelled. These strategies include promoting the use of alternate transportation modes including ~~mass~~-transit, bicycles, and pedestrian facilities ~~, and requiring Transportation Demand Management Programs~~ as a condition for development approvals.

Objective [TME-1.2 Use Level of Service to Analyze Development Impacts](#)

The Town's adopted peak season/peak hour level of service standard for S.R. A1A is "D". This standard shall serve as the basis for analyzing traffic impacts prior to the Town issuing a development order.

Policy [TME-1.2.1](#)

The Town shall not permit developments which will result in traffic impacts which will cause the established level of service to be exceeded in accordance with the Concurrency Management System described in Policy [CI-1.4.1 1.2](#) of the ~~Future Land Use Element~~ [Capital Improvements Element](#).

Objective [TME-1.3 Maintain and Administer Construction Standards](#)

The Town ~~will~~[shall](#) maintain and administer design and construction standards for driveways and on-site traffic flow, local streets, driveways, ~~paved~~[marked](#) shoulders and sidewalks to assure safe and efficient traffic movements.

Policy [TME-1.3.1](#)

The Town ~~will~~[shall](#) maintain and enforce its regulations regarding driveway/street intersections, sight distance requirements and other relevant regulations to assure that accepted design standards are met for onsite traffic flow and parking, access drives to public thoroughfares, and pedestrian circulation facilities prior to authorizing specific development projects.

Objective [TME-1.4 Ensure Safe Conditions for Bicyclists and Pedestrians](#)

The Town ~~will~~[shall](#) assist FDOT in achieving improved safety conditions for bicyclists and pedestrians who travel on the [marked](#) ~~paved~~ shoulder located within the S.R. A1A right of way and who desire to cross the roadway. [The Town recognizes that S.R. A1A is under the jurisdiction of the Florida Department of Transportation \(FDOT\).](#)

Horizon Year 2045

Policy TME-1.4.1

The Town ~~will~~shall coordinate with FDOT and other appropriate agencies in order to maintain and improve the existing ~~paved~~marked shoulder.

Policy TME-1.4.2

Improvements to the existing ~~paved~~marked shoulder, and the provision of additional public bicycle facilities, shall be included in the Capital Improvements Element Five Year Capital Improvements schedule

Housing Element

Goal H-1

To provide a community where the build-out level of residential development results in a safe and desirable living environment and where housing is maintained and conserved to ensure wholesome and healthful neighborhoods.

Objective H-1.1 Require Compatible Development

The Town ~~will~~shall require that future housing development be compatible with adjacent existing developments.

Policy H-1.1.1

The ~~town~~Town ~~will review periodically~~shall periodically review ordinances, codes, regulations, and the permitting process to ~~ensure~~determine the requirements ~~for insuring~~result in ~~compatibility of~~compatible developments.

Policy H-1.1.2

Where compatibility requirements are lacking in the codes, the Town shall~~will~~ institute more specific requirements.

Objective H-1.2 Require Safe On-Site Circulation

The ~~town~~Town ~~will~~shall require that future housing development provide safe and efficient means for handling on-site pedestrian and vehicular circulation.

Policy H-1.2.1

The Town ~~will~~shall periodically review ordinances, codes, regulations, and the permitting process to determine appropriate provisions for resolving pedestrian and vehicular conflicts and the means for connecting ~~the two~~on-site circulation with the public circulation system.

Policy H-1.2.2

Where sufficient means for resolving pedestrian and vehicular conflicts do not exist and where providing appropriate access to the public circulation system are lacking, the Town ~~will~~shall institute more specific requirements.

Objective H-1.3 Eliminate Sub-Standard Housing and Blight

The Town ~~will~~shall seek to rehabilitate or eliminate all sub-standard housing through effective code enforcement and other programs to conserve housing.

Policy H-1.3.1~~1-3.2~~

The Town shall maintain standards for the quality of housing and the stabilization of neighborhoods as required to prevent blight and structural deterioration.

Policy H-1.3.2~~1-3.1~~

The Town ~~will~~shall identify substandard housing and enforce the appropriate codes and regulations to correct all deficiencies.

Policy H-1.3.3

The Town shall manage its housing resources so as to conserve stable housing, require adequate maintenance and upgrading of housing when rehabilitation is economically feasible, and require demolition of housing when it is determined to be uneconomical for continued use or when its removal will remove a blighting influence, safety hazard or an incompatible and inappropriate land use.

Objective H-1.4 Ensure Sufficient Low & Moderate Income Housing

The Town ~~will~~shall enable use of a sufficient supply of housing sites to meet demonstrated needs for low and moderate income housing and for development of community residential facilities ~~group homes and foster homes~~ as well as mobile homes with standards and criteria which assure compatible land development problems.

Policy H-1.4.1

The Town shall make necessary provisions in its land development regulations to permit ~~group~~ community residential homes ~~and foster care facilities~~ which foster non-discrimination as well as mobile homes in areas of comparable density and intensity so as to assure meeting the needs of all populations and such housing shall be provided with appropriate supporting infrastructure.

Policy H-1.4.2

The Town ~~will~~shall implement strategies to remove regulatory barriers to achieving affordable housing and otherwise ensure efficient housing production.

Objective H-1.5 Ensure Adequate Affordable and Special Needs Housing

The Town ~~will~~shall ensure that adequate and affordable housing is provided to meet the needs of its existing population and future population, as well as households with special housing needs ~~as may be identified~~.

Policy H-1.5.1

The Town ~~will~~shall consider utilizing federal, state, and local subsidy programs to meet demonstrated needs for such assistance.

Policy H-1.5.2

The Town shall continue to support~~s~~ non-discrimination in housing~~in~~ through the provision of both conventional housing and housing for special population groups and to endorse the Federal and State regulations to advance fair housing and elimination of discrimination in housing.

Policy H-1.5.3

The Town shall coordinate with the private sector to encourage new housing developments to provide for a range of housing types that are affordable to all income groups in a proportion that is reflective of demand.

Policy H-1.5.4

The Town ~~will~~shall coordinate as appropriate with other agencies to ensure that its income-qualified residents~~s~~ are made aware of affordable housing and housing assistance programs, and ~~will~~shall support regional affordable housing efforts through such mechanisms as letters of support, lobbying, and the dissemination of information.

Policy H-1.5.5

The Town shall coordinate with the US Department of Housing and Development, Florida State Housing Initiatives Partnership Program (SHIP), and other agencies regarding the development of affordable and workforce housing when necessary.

Policy H-1.5.6

The Town shall implement specific criteria regarding application and processing procedures for affordable housing development as identified in the land development regulations.

Policy H-1.5.7

The Town recognizes the benefits of affordable workforce housing and shall continue to implement its current housing programs including the Live Local Act as applicable.

Objective H-1.6 New Housing Shall be Sustainably Developed

The Town shall promote sustainable residential development that reduces energy consumption, enhances resilience, and contributes to a healthier, more sustainable community.

Policy H-1.6.1~~1.5.5~~

The Town shall require new residential development and redevelopment to incorporate energy saving design and construction features, such as adequate insulation, solar power, less heat-absorbent roofing materials, and increased tree canopies, into design, construction and site development plans.

Policy H-1.6.2~~1.5.6~~

The Town shall require the use of renewable building materials in the construction of new or redevelopment of existing housing.

Policy H-1.6.3~~1.5.7~~

The Town shall consider developing and implementing a green building certification program, with associated regulations, incentives and standards, in order to implement policies 1.5.5 and 1.5.6 above.

Objective H-1.7~~1.6~~ Protect Historic, Archaeological and Cultural Resources

The Town shall strive to identify, designate and protect historic, archaeological and cultural resources that may be located within its boundaries by conducting surveys to identify such resources.

Policy H-1.7.1~~1.6.1~~

The Town ~~will~~shall be alert to events, personalities, and circumstances which provide a worthy basis for declaring any housing structures to be of historical significance.

Infrastructure Elements

Solid Waste Subelement

Goal ISW-1

To provide a reliable ~~sewage~~ solid waste collection and transport system to meet the present and future needs of the Town of Highland Beach.

Objective ISW-1.1 Establish Level of Service

The Town ~~will~~ shall utilize a ~~level~~ Level of ~~service~~ Service (LOS) standard for solid waste generation which is compatible with disposal facility capacities and operational policies of The Palm Beach County Solid Waste Authority (SWA).

Policy ISW-1.1.1

The Town of Highland Beach's adopted ~~level of service~~ LOS standard for solid waste ~~shall be as shown in the Capital Improvements Element LOS Policy CI 1.3.1 is 5 lbs per person per day~~. The Town shall continue to seek the reduction of solid waste requiring disposal through support of and participation in the recycling program of the Solid Waste Authority of Palm Beach County.

Policy ISW-1.1.2

The Town shall cooperate with the SWA in any resource separation programs (e.g., newspaper, glass, and aluminum) and shall assist the SWA in implementing its recycling program.

Objective ISW-1.2 Maintain Accurate Data

The Town ~~will~~ shall continue to maintain accurate data relating to the amount of solid waste generated.

Policy ISW 1.2.1

The Town ~~will~~ shall continue to require its solid waste collection contractor to provide waste tonnage records.

Sanitary Sewer Subelement

Goal ISS-1

To provide a reliable sewage collection and transport system to meet the present and future needs of the Town of Highland Beach.

Objective ISS-1.1 Ensure Adequate Sanitary Sewer Capacity

The Town ~~will~~ shall take necessary steps to ~~assure~~ ensure that both existing deficiencies and future demands will be met in a cost-effective manner while maintaining adequate reserve capacity.

Policy ISS-1.1.1

The Town ~~will~~shall maintain a systematic inspection and rehabilitation/ replacement program for sewer lines and manholes to reduce the amount of increased sewage flow due to groundwater infiltration and stormwater inflow.

Policy ISS-1.1.2

The Town ~~will~~shall maintain its practice of using PVC, SDR 35 pipe and precast manholes for all new wastewater collection systems.

Policy ISS-1.1.3

The Town's adopted ~~the following level~~Level of ~~service~~Service standards for sanitary sewer are as shown in Policy CI-1.3.1 follows:

~~a. Average wastewater contribution — 68 GPCD.~~

~~b~~a. Gravity sewers, force mains and pump stations ~~will~~shall be sized for peak flows determined by using the following peaking factors.

| Avg. Daily Flow (MGD) | Peaking Factor |
|-----------------------|----------------|
| 0.01 to 0.05 | 3.5 |
| 0.05 to 0.25 | 3.0 |
| 0.25 to 2.00 | 2.5 |

Objective ISS-1.2 Ensure All Future Development Connects To Sanitary Sewer

The Town shall ensure the proper management and provision of sanitary sewer services, maintaining consistency with Florida Statutes and ensuring that both existing and new developments within the Town limits are connected to the sanitary sewer system.

Policy ISS-1.2.1

The Town shall continue to require that any new development or redevelopment projects will connect to the sanitary sewer system at the owner/developer's expense.

Policy ISS-1.2.2

Existing development within the Town limits shall be required to remain connected to sanitary sewer.

Potable Water Subelement

Goal IPW-1

To operate and maintain ~~A~~a reliable and adequate source of potable water for present and future needs of the Town of Highland Beach.

Objective IPW-1.1 Potable Water Supply

Policy ~~1.1.4~~

The Town ~~will~~shall maintain a water supply sufficient as required to maintain or exceed the level of service standards set forth in this Element. This will be achieved through; the operation and maintenance of the Reverse Osmosis Water Treatment Plant, the use of finished water storage facilities; ~~and the~~ water distribution system, and if necessary, through agreements with other providers ~~as may be deemed necessary~~.

Policy IPW-1.1.1 ~~Objective 1.1~~

The Town ~~will~~shall maintain access to raw water supply systems to meet the Town's future potable water needs and maintain adequate reserve capacity to meet all Federal and State drinking water regulations.

Policy IPW-1.1.2 ~~1.1.1~~

The Town shall continue to maintain and operate its Reverse Osmosis Water Treatment Plant at the capacity shown in Policy CI-1.3.1.

Policy IPW-1.1.3 ~~1.1.2~~

The Town shall continue to maintain and operate its finished water storage facilities and the water distribution system in accordance with its adopted Level of Service standard.

Policy IPW-1.1.4 The Town's adopted LOS standard shall be as shown in Policy CI-1.3.1.

Policy IPW-1.1.5 ~~1.1.3~~

The Town shall maintain the following technical standards:

- a. Water mains ~~must~~shall be a minimum of 8-inches in diameter.
- b. All water service shall be looped. ~~The Town's LOS standards shall be as shown in below the following adopted level of service standards:~~

- a. ~~Water mains must be a minimum of 8-inches in diameter.~~
- b. ~~All water service shall be looped.~~
- c. ~~Minimum flow:~~

| | |
|-----------------|-----------|
| Single Family | 500 GPD |
| Multi Family | 750 GPD |
| Non-Residential | 2,000 GPD |
- d. ~~Average daily per capita~~
~~(year-round and seasonal)~~ ~~consumption~~

| | |
|--|---------|
| | 372 GPD |
|--|---------|

Policy IPW-1.1.6~~1.1.3~~

Before issuance of a development order or permit, the Town ~~will~~shall determine that service can be supplied to the proposed development without reducing the ~~level~~Level of ~~service~~Service for potable water.

Objective IPW-1.2 Maintain Facility Conditions

The Town ~~will~~shall ensure that existing facilities are kept in good operating condition.

Policy IPW-1.2.1

The Town ~~will~~shall maintain and operate the Reverse Osmosis Water Treatment Plant, finished water storage facilities, water distribution system, valves and fire hydrants.

Policy IPW-1.2.2

The Town shall maintain existing bulk water agreements with Delray Beach and Boca Raton for use in the event of an emergency or scheduled maintenance.

Objective IPW-1.3 Maintain or reduce water consumption

The Town ~~will~~shall continue to maintain and reduce its current rate of water consumption to the maximum extent feasible.

Policy IPW-1.3.1

The Town ~~will~~shall continue to maintain and enforce its *Florida-Friendly Landscaping* ordinance.

Policy IPW-1.3.2

The Town ~~will~~shall continue to require all new development to include water-saving plumbing fixtures and prohibit installation of non-recirculating water-cooled air conditioning systems.

Policy IPW-1.3.3

The Town ~~will~~shall continue to maintain its ~~three tiered~~tiered rate structure in accordance with Ordinance 09-004-0 in order to ~~maintain its current rate of water consumption of 372 gallons per capita per day, and~~ achieve water conservation goals.

Policy IPW-1.3.4

The Town ~~will~~shall continue its community awareness program regarding water conservation, the necessity of *Florida-Friendly Landscaping* concepts and temporary water use restrictions when imposed by the Town through coordination with condominium association managers, the Town newsletter and website ~~(bi-monthly)~~, and public service messages ~~on the public information access channel of cable television.~~

Objective IPW-1.4 10-Year Water Supply Work Plan

The Town of Highland Beach shall comply with its adopted 10-year Water Supply Work Plan. The Town of Highland Beach's Water Supply Work Plan is designed to: assess current and projected potable water demands; evaluate the sources and capacities of available water supplies; and, identify those water supply projects, using all available technologies, necessary to meet the Town's water demands for a 10-year period.

Policy IPW-1.4.1

The Town shall incorporate the 10-Year Water Supply Work Plan, dated July 31, 2020, by reference into ~~the Town of Highland Beach's~~ its Comprehensive Plan, ~~the 10-Year Water Supply Work Plan, dated July 31, 2020.~~

Policy IPW-1.4.2

The Town shall c~~o~~ordinate appropriate aspects of the Town of Highland Beach Comprehensive Plan with the 2023-2024 ~~South Florida Water Management District's Lower East Coast Water Supply Plan Update adopted November 8, 2018~~ and with the *Palm Beach County 10-Year Water Supply Work Plan adopted March 26, 2020*. The Town shall amend its Comprehensive Plan and *Water Supply Plan* as required to provide consistency with the District and County plans.

Policy IPW-1.4.3 - Monitoring Measure for Objective IPW- 1.4

The Work Plan shall remain consistent with the Palm Beach County 10-Year Water Supply Work Plan, which is compatible with the Palm Beach County Water Use Permit renewals and with the projects listed in the South Florida Water Management District's Lower East Coast Regional Water Supply Plan.

The Town of Highland Beach shall update the Work Plan as required by ~~section~~ Section 163.3177(6)(c), F.S. at least every 5 years within 18 months after the governing board of the water management district approves an updated Regional Water Supply Plan. The last Lower East Coast Water Supply Plan Update was approved on September 23, 2024 ~~November 8, 2018~~. Any changes affecting the Work Plan shall be included in the annual Capital Improvements Plan update to ensure consistency between the Work Plan and the Capital Improvements Element.

Drainage Subelement

Goal ID-1

To provide ~~A~~adequate stormwater drainage ~~will be provided~~ for protection against flooding and to prevent the degradation of the quality of the receiving waters.

Objective ID-1.1 Drainage System

The Town ~~will~~shall maximize the use of the existing system, and make necessary improvements to meet future needs.

Policy ID-1.1.1

The Town, on an ongoing basis, ~~will~~shall monitor existing drainage conditions and the stormwater management system under the jurisdiction of the Town to determine needed improvements to the system and its operating condition in accordance with the adopted level of service standard.

Policy ID-1.1.2

The Town's adopted level of service standards for the stormwater system capacity is as follows: Design Storm: 3 year frequency, 10 minute concentration with 1 foot freeboard below gutter elevation.

Policy ID-1.1.3

The Town ~~will~~shall provide routine maintenance to drainage facilities under its jurisdiction so as to maintain optimum capacity and prolong their service life.

Policy ID-1.1.4

The Town ~~will~~shall establish priorities for correcting existing problems and deficiencies and implement programs to ensure the identified problems are resolved.

Policy ID-1.1.5

The Town shall continue to ensure that stormwater management and drainage systems comply with existing State and Federal stormwater management ordinances and regulations. The Town shall be responsible solely for the maintenance and operation of public catch basins and drainage systems under its jurisdiction.

Objective ID-1.2 Preserve Environmentally-Sensitive Lands

The Town ~~will~~shall achieve maximum feasible preservation of marshes and environmentally sensitive lands through stormwater management practices.

Policy ID-1.2.1

The Town ~~will~~shall require, prior to permitting, that any future development within the Town comply with all requirements of the *Department of Natural Resources, Department of Environmental Protection, South Florida Water Management District, and Palm Beach County Department of Environmental Resources Management.*

Policy [ID-1.2.2](#)

The Town ~~will~~[shall](#) coordinate with State and County regulatory agencies and the *South Florida Water Management District* to ensure that all existing and future developments within the Town provide and maintain stormwater management facilities in accordance with regulations and requirements of such agencies and that existing conditions which are in conflict with such regulations and requirements be mitigated in accordance therewith.

Policy [ID-1.2.3](#)

The Town ~~will~~[shall](#) maintain and enforce necessary regulations within its land development regulations including requirements that on-site retention achieve a level of treatment equivalent to retaining the first one inch of runoff or runoff from a one hour, three year storm event, whichever is greater.

[Policy ID-1.2.4](#)

[The Town shall consider working with the County to develop methods for improving data collection and monitoring stormwater runoff quality.](#)

[Objective ID-1.3 Prevent Erosion](#)

The Town ~~will~~[shall](#) maintain and enforce necessary regulations to protect the functions of the dune as the natural drainage feature by preventing erosion.

Policy ID-1.3.1

The Town ~~will~~[shall](#) enforce vigorously **Chapter 20** and [Chapter 26](#) of its Code of Ordinances and require thorough site plan review [to ensure](#) that all improvements ~~of~~[to](#) private properties be designed and located so as to protect the natural drainage features.

Coastal Management/Conservation Element

The Town of Highland Beach was incorporated in 1949. Located in the southern portion of eastern Palm Beach County, the barrier island town encompasses 1.1 square miles (0.5 square miles of land plus 0.6 square miles of water) and is bounded on the north and northwest by the City of Delray Beach and on the south and southwest by the City of Boca Raton. The Atlantic Ocean lies adjacent to the Town on the east and the Intracoastal Waterway lies to the west. The overall length of the town is approximately 2.8 miles.

The governing body of the Town consists of a five-member Town Commission, each elected for three-year, overlapping terms. Terms to elected office are limited to two. Day to day operations of the Town are under the leadership of the Town Manager who is appointed by the Town Commission. The Town provides general municipal services such as police protection and a library, as well as water and wastewater utility service. The Town also provides, through contract, fire protection and emergency services, solid waste, and postal services.

The town has a current year round population of approximately 4,150 which increases by about 40 percent to approximately 8,500 during the winter months. Residents are composed of approximately 80% retirees and 20% persons employed or engaged in business enterprises in Palm Beach and Broward Counties.

The Town's "main street" is State Road A1A, which has a 100-foot wide right of way and relies on swales to manage storm water run off, retention and ground water infiltration.

Highland Beach is a residential community with one remaining non-conforming oceanfront hotel known as the Highland Beach Delray Sands. At this time there are no public beaches, although Palm Beach County has purchased a small site near the south end of the town for future development as Milani Park.

In 2007, an evaluation of existing gross acreage by land uses revealed that 263.85 acres or 67% of the total gross acreage of 396.7 acres in the Town is dedicated to residential use. The remaining gross acreage is allocated to non-residential such as governmental, institutional, recreation and right-of-way. This ratio has not changed in recent years. The residential and non-residential growth rate is anticipated to be minimal for the next 10 to 20 years.

The Town is substantially built-out (98%), with minimal future new development potential and population growth limited by the scarcity of vacant and developable land. Potential for redevelopment is limited to single family lots and by the land use densities established within the Comprehensive Plan; therefore, the majority of redevelopment activity in the future will likely result from "tear-down" of older residential structures and replacement with new at densities permitted by current ordinances.

~~The potential expansion of the Town's current boundaries through annexations is not practical due to its location.~~

Goal CMC-1

To ensure a beach and dune system and other natural environmental features which are preserved and enhanced to: minimize erosion under normal conditions; provide protection against storm impacts; stormwater run-off, sea level rise, and chronic flooding; and to protect/conserv environmental features and wildlife habitats either through protection or mitigation programs.

Objective CMC-1.1 Protect Dune System

The Town ~~will~~shall prevent damage and destruction to the dune system, resulting from construction activities, pedestrian crossings and other disturbances.

Policy CMC-1.1.1 ~~Objective 1.1~~

The Town shall annually review waterfront construction permit activities and assess the resulting impacts on the beach and dune system. ~~as the measure of this objective.~~

Policy CMC-1.1.2 ~~1~~

The Town ~~will~~shall enforce ~~rigorously~~ Chapters 6 (Buildings and Structures), 20 (Planning and Development) and 28~~30~~ (Xeriscape—Landscape Requirements, Installation and Maintenance Trees, Shrubs, and Vegetation), 30 (Zoning Code), and all applicable regulations of its Code of Ordinances.

Policy CMC-1.1.3 ~~2~~

The Town shall encourage~~s~~ removal of invasive exotic species.

Policy CMC-1.1.4 ~~3~~

The Town ~~will~~shall support beach and dune restoration programs and activities as necessary in order to maintain and improve its coastal resources and shoreline.

~~Policy 1.2.5~~

~~The Town will not permit shoreline uses which will be incompatible with the established residential character, will not provide public marina sites, and will not permit activities or land uses which could cause estuarine pollution or endanger living marine resources.~~

Policy CMC-1.1.5 ~~1.2.6~~

The Town ~~will~~shall continue to prohibit the removal of sand from the Town as a result of construction activities and to require~~s~~ that sand shall be retained and deposited on beachfront property.

Policy ~~CMC-1.1.6~~1.4.3

The Town ~~will~~ shall continue to encourage boat users to reduce speeds by enforcing the speed limit in the Town's waterways to protect manatees and reduce erosion and related impacts to canal banks and seawalls from excessive wake.

~~Policy 1.2.7~~

~~The Town will enforce rigorously Chapter 20 (Trees, Shrubs, and Vegetation) of its Code of Ordinances as a means of protecting mangroves.~~

Objective ~~CMC-1.2.1~~1.4 Protect and Conserve Coastal Natural Resources

The Town ~~will~~ shall actively support protection and conservation of coastal natural resources including manatees, sea turtles, seagrass beds, and mangrove stands.

Policy CMC-1.2.1 ~~Objective 1.4~~

The Town ~~will have met this objective through the~~ shall provide ~~side on of~~ educational materials regarding the protection of the coastal natural resources within the community.

Policy CMC-1.2.2

The Town shall continue to work with the Natural Resource Preservation Advisory Board (NRPAB) to educate the public on the importance of dune restoration and management.

Policy ~~CMC-1.2.3~~1.1.4

The Town ~~will~~ shall coordinate with Palm Beach County and Florida Department of Environmental Protection to ensure beach maintenance activities comply with all local and state regulations.

Policy ~~CMC-1.2.3~~1.1.5

The Town ~~will~~ shall coordinate with local and state agencies in the event that beach restoration and renourishment activities occur within the Town.

Policy ~~CMC-1.2.4~~1.1.6

The Town ~~will~~ shall coordinate and support Palm Beach County in its study of the possible impacts of shore protection structures, such as groins, revetments or seawalls on the Town's beaches, beach renourishment, or other means.

Policy ~~CMC-1.2.6~~1.4.1

The Town ~~will~~ shall coordinate with the appropriate agencies in order to ensure the protection of its coastal natural resources, including manatees, sea turtles, seagrass beds, and mangrove stands.

Policy CMC-1.2.7~~1.4.2~~

The Town shall maintain and enforce provisions to protect its coastal natural resources, including manatees, sea turtles, seagrass beds, and mangrove stands, in its Code of Ordinances.

Objective CMC-1.3~~1.6~~ Conserve and Protect Shorelines for Recreation and Conservation

The Town's ~~standard for~~shall ~~prioritizing~~prioritize shoreline land uses ~~gives priority to~~that are water-dependent ~~in order to~~uses so that beaches will be conserved and protect ~~e~~beaches for public recreation and resource conversation purposes;

Policy CMC-1.3.1~~1.2.5~~

The Town ~~will~~shall not permit public marinas or other shoreline uses which will be incompatible with the established residential character, ~~will not provide public marina sites,~~ and will not permit activities or land uses which could cause estuarine pollution or endanger living marine resources.

Policy CMC-1.3.2~~Objective 1.6~~

~~and that i~~n the event ~~that~~post disaster (or other cause) redevelopment is necessitated (post disaster or other cause), ~~or the Town shall~~conditions occur to enable demolition and reconstruction of oceanfront structures in a way that prioritizes water dependent uses.

Policy CMC-1.3.3~~Objective 1.6~~

The Town shall annually review any oceanfront land use changes and/or oceanfront redevelopment activities to ensure compliance with this objective.

Objective CMC-1.4 Implement Recommendations of Beach Restoration Study

The Town shall evaluate methods and explore engagement opportunities to implement the recommendations provided by the Beach Restoration Feasibility Study.

Policy CMC-1.4.1

The Town shall consider a dune toe repair project and/or dry beach nourishment to restore the storm protective capacity of the beach and dune system.

Policy CMC-1.4.2

The Town shall update the Beach Restoration Feasibility Study every 10 years.

Goal CMC-2

To ensure the provision of maximum feasible protection of life, ~~and~~ property, infrastructure, and cultural, historical, archeological and natural resources from the effects of storms, ~~and~~ natural disasters, high tide events, storm surge, flash floods, stormwater runoff, and the related impacts of sea level rise.

Objective ~~CMC-1.2.1~~ Hazard Mitigation

The Town ~~will~~ shall prohibit construction activities and location of buildings and site improvements which might cause or increase harmful effects of hurricanes and other natural disasters, including property damage, degradation of natural resources, wetlands and estuaries, inappropriate or conflicting land uses and exposure of human life.

Policy CMC-2.1.1 ~~Objective 3.1~~

The Town shall annually review all construction activities and assess the resulting impacts ~~as the measure of this objective.~~

Policy CMC-2.1.1 ~~1.2.4~~

The Town shall define its coastal high hazard area as the area below the elevation of the Category 1 storm surge line as established by the National Oceanic and Atmospheric Administration's Sea, Lake and Overland Surges from Hurricanes (SLOSH) computerized storm surge model. The Coastal High Hazard Area shall be shown on the Future Land Use Map series.

Policy CMC-2.1.1 ~~1.2.1~~

The Town shall ~~supports environmental conservation programs and directs the Town Manager to~~ monitor enforcement of applicable Federal, State and local regulations ~~of State and Federal and local governmental agencies~~ regarding construction within the coastal high hazard area. Petitioners for land development within the coastal high hazard area shall provide the Town with copies of all applicable state and federal permits prior to issuance of building permits.

Policy CMC-2.1.4

The Town ~~will~~ shall not expend public funds to subsidize development within the coastal high hazard area other than expenditures necessary to achieve the objectives and policies of the Comprehensive Plan.

Policy CMC-2.1.5~~1.2.2~~

The Town shall continue to support~~s~~ and ~~will~~ assist effective local government review and comment processes for projects and actions proposed seaward of the Coastal Construction Control Line.

Policy CMC-2.1.6~~1.2.3~~

The Town supports the periodic re-evaluation of the Coastal Construction Control Line in accordance with current accepted methodology.

Policy CMC-2.1.7~~2.3.1~~

The Town ~~will~~ shall coordinate with, and ~~will~~ shall rely on, the Florida Department of Environmental Protection to enforce building limitations seaward of the Coastal Construction Control Line and ensure conformance with Chapter 161 of Florida Statutes.

Policy CMC-2.1.8~~2.1.5~~

The Town ~~will~~ shall only permit development in areas subject to potential storm hazards in accordance with Chapter 6 of the Town's Code of Ordinances (Coastal Construction Code) and shall maintain that Code to conform with the Comprehensive Plan, as well as State and Federal requirements. ~~The Town shall annually review construction permits to ensure compliance with this objective.~~

Policy CMC-2.1.9 ~~Objective 2.2~~

The Town ~~will~~ shall not permit rebuilding of non-conforming structures experiencing damage due to storm-related conditions or erosion when such damage exceeds fifty percent (50%) of the value of the structure unless reconstruction is in compliance with the Town's Code of Ordinances, applicable to new construction.

Policy CMC-2.1.10 ~~Objective 1.3~~

The Town ~~will~~ shall establish guidelines and enforcement procedures, requiring removal, repair or replacement of any structure or site improvements within or adjacent to the beach when such structure or improvements have experienced damage due to erosion or storm effects, thereby constituting a potential safety hazard for the public. Compliance shall be in accordance with Policy FLU-1.1.4 and the Town's land property development regulations and floodplain management regulations ~~of the Town Code of Ordinances. In the event of structural damage in excess of 50% of the value of the structure, the structure should be rebuilt to current codes. The~~

~~objective will be met with the creation of the guidelines and enforcement procedures for damaged structures.~~

Policy CMC-2.1.11 ~~1.3.1~~

The Town shall maintain and enforce applicable ordinances and administrative procedures to assure that unsafe conditions due to damaged structures or hazardous conditions shall not be permitted to remain indefinitely on the beach and foredune areas.

Policy CMC-2.1.12 ~~2.3.1~~

The Town ~~will~~ shall continue to enforce its building code and drainage requirements, which shall be consistent with, or more stringent than, the Florida Building Code and all applicable flood plain management regulations.

Objective CMC-2.2 Stormwater Management

The Town shall reduce flood risks and enhance resilience through effective stormwater management practices.

Policy CMC-2.2.1 ~~Objective 1.5~~

The Town ~~will~~ shall coordinate with the South Florida Water Management District to ensure that ~~all future developments~~ the Town's land development regulations meet the stormwater retention criteria and requirements of that agency.

Policy CMC-2.2.2 ~~1.5.2~~

The Town shall continue to revise its land development regulations ~~to~~ enhance flood mitigation measures ~~in vulnerable areas and to~~ reduce ~~future~~ risks associated with high tide events, storm surge, flash floods, chronic flooding, stormwater runoff, and the related impacts of sea level rise.

Policy CMC 2.2.3 ~~1.5.4~~

The Town shall continue to apply the best ~~planning and engineering~~ management practices ~~in development~~ to attenuate and mitigate future flood events and modify ~~the~~ its Land Development Regulations and other relevant regulatory documents as needed.

~~Goal 4~~ Policy CMC-2.2.4

~~To ensure t~~ The Town shall continue to require land development applicants to utilize best practices and initiate mitigation strategies to stop chronic flooding and reduce property losses in

coastal areas that may result from high tide events, storm surge, flash floods, stormwater runoff, and the related impacts of sea level rise.

Policy CMC-2.2.5~~Objective 1.5~~

The Town shall annually review construction permits to assess ~~on~~ whether ~~the District's~~ stormwater retention requirements have been addressed.

Policy CMC 2.2.6~~1.5.1~~

The Town ~~will~~ shall take affirmative action to improve the stormwater drainage systems within the Town, including ~~Such review will~~ identifying areas of improvement where the system can be more efficient, ~~identify and exploring~~ possible enhancements such as on-site water retention, capital improvements, and development code modifications.

~~Policy 1.5.3~~

~~Rise in sea level projected by the federal government (Army Corps of Engineers) shall be taken into consideration in all future decisions regarding the design, location, and development of infrastructure and public facilities in the Town.~~

Policy CMC-2.2.7~~3.1.4~~

In all applications seeking Future Land Use Map amendments and/or rezonings requests, the petitioner shall provide the Town with a drainage plan that addresses the impact of sea level rise and on-site stormwater retention on the subject site. The drainage statement shall incorporate the latest sea level rise information from the Army Corps of Engineers. The provision of this drainage and stormwater retention statement shall be in addition to the other application requirements.

Objective CMC-2.3 Emergency Evacuation

The Town shall maintain and implement a coordinated emergency management system.

Policy CMC-2.3.1~~Objective 2.1~~

The Town ~~will~~ shall coordinate its planning and permitting activities with the Palm Beach Emergency Operations Center (EOC) ~~so as~~ to maintain an evacuation time of not more than six (6) hours during daytime conditions and eight (8) hours during nighttime conditions. ~~Any future land use change which would increase the allowable density will require compliance with this objective.~~

Policy CMC-2.3.2~~2.1.1~~

The Town's Future Land Use Map shall reflect residential density ranges and allocation of land area to those density ranges ~~so as to~~ enable the Town to maintain the evacuation times set forth in ~~Objective 2.1~~ Policy CMC-2.3.1.

Policy CMC-2.3.3

The Town shall review any future land use change, increasing the allowable density for compliance with evacuation times set forth in Policy CMC-2.3.1.

Policy CMC-2.3.4~~2.1.2~~

The Town shall review its Emergency Management Plan annually to determine ~~needed~~ the necessary activities or procedures to facilitate maximum safety conditions and minimum evacuation times following ~~issuance~~ the issuance of an evacuation order.

Policy CMC-2.3.5~~2.1.3~~

Through active participation in the Palm Beach County emergency planning program, the Town ~~shall~~ will assure its activities and procedures are coordinated with those of adjacent communities and Palm Beach County.

Policy CMC-2.3.6~~2.1.6~~

The Town's land development regulations shall continue to include provisions to ensure that required infrastructure is available to serve development or redevelopment in accordance with adopted level of service standards, sound practices of coastal resource protection, and safe evacuation.

Objective CMC-2.4 Climate Change Vulnerability Assessment

The Town shall implement the appropriate strategies identified by the Coastal Resilience Partnership (CRP) of Southeast Palm Beach County Climate Change Vulnerability Assessment to mitigate damage from storms, sea level rise and natural disasters.

Policy CMC-2.4.1

The Town shall address the infrastructure recommendations from the CRP Vulnerability Assessment, to include:

- Raising lift stations.
- Installing in-line check valves.
- Lining sanitary sewer systems.
- Working with FDOT to address stormwater issues on and adjacent to SR-A1A.

Policy CMC-2.4.2

The Town shall consider amending its land development regulations based on recommendations from the CRP Vulnerability Assessment, as follows:

- Preserving open space in flood prone areas.
- Evaluating existing land development regulations to encourage use of grid independent renewable waste-to-energy systems.

Policy CMC-2.4.3

The Town shall consider planning, policy and management recommendations from the CRP Vulnerability Assessment, as follows:

- Considering modifications to roadway design specifications to provide a higher level of service for evacuation routes and priority roadways.
- Creating and investing in pre-disaster plans for post-disaster recovery.

Policy CMC-2.4.4

The Town shall consider capacity-building recommendations from the CRP Vulnerability Assessment, as follows:

- Encouraging homeowners to create shoreline protection measures on their properties.
- Educating homeowners about shoreline protection measures using the Vulnerability Assessment's *Adaptation Guide* and other resources.
- Encouraging homeowners to use natural measures, such as Florida friendly vegetation and healthy mangrove forests, to protect their properties in addition to maintaining and raising seawalls.
- Encouraging sustainable landscaping practices.
- Educating homeowners on right-of-way issues related to climate change adaptation.
- Encouraging residents to report climate related issues or questions to the Town.

Policy CMC-2.4.5

The Town shall consider public outreach recommendations from the CRP Vulnerability Assessment, as follows:

- Promoting amenities like the Library and Town Hall as hubs for climate education.
- Partnering with local artists and community groups to collaborate on climate education components as part of infrastructure projects (community events).
- Evaluating access to critical services for vulnerable portions of the Town population.

Policy 1.3.2

~~By the year 2020, the Town shall initiate a study or participate in a regional study to evaluate the Town's vulnerabilities to the effects of sea level rise, regional water releases, and chronic flooding. Sea level rise refers to the long term average sea level rise relative to the local land level. Chronic flooding refers to localized flooding that occurs annually and exceeds 100-year storm events. The study shall examine the following:~~

- ~~a. Areas of the Town which experience periodic flooding;~~
- ~~b. Identification of natural areas impacted by sea level change and chronic flooding;~~
- ~~c. Identification of infrastructure impacted by sea level change and chronic flooding, including drainage systems within the Town.~~
- ~~d. Evaluate the option to establish Adaptation Action Area(s), which are defined in Florida Statutes Section 163.3164 (1), as a designation within the Coastal Management element which identifies areas that experience coastal flooding due to extreme high tides and storm surge, and that are vulnerable to the related impacts of rising sea levels;~~
- ~~e. Identify policies and land development regulations to be modified to address sea level change and chronic flooding, including seawall heights;~~
- ~~f. Identify funding sources for staff and infrastructure to address the impacts of sea level change and chronic flooding.; and,~~
- ~~g. Include development and redevelopment principles, strategies, engineering solutions, regulations, and best practices that reduce flood risk within the Town~~

Objective CMC-2.5.4.1 Community Wide Resilience

The Town ~~will~~ shall continue to examine and carry out/implement community-wide strategies to increase ~~the resiliency~~ resilience ~~of the Town to address~~ future effects of coastal storms and climate change on the community.

Policy CMC-2.5.1 Objective 2.3

~~Compliance with this objective shall be determined through a~~ The Town shall conduct a ~~biennial~~ review every seven (7) years of the Town's ~~resiliency~~ resilience to sea level rise, chronic flooding and related impacts.

Policy CMC-2.5.2 Objective 2.3

The Town shall coordinate with Palm Beach County on policies that increase community resiliency and protect property, infrastructure, and cultural and natural resources from the

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impacts of climate change, including sea level rise, stormwater run-off and collection, impact of king tides, changes in rainfall patterns, and extreme weather events. ~~Compliance with this objective shall be determined through a biennial review of the Town's resiliency to sea level rise, chronic flooding and related impacts.~~

Policy CMC-2.5.3~~4.1.1~~

The Town shall support Palm Beach County's efforts to increase regional resilience by sharing technical expertise ~~, assessing local vulnerabilities,~~ and advancing agreed upon mitigation and adaptation strategies.

Policy CMC-2.5.4

The Town shall continue to support and participate in the Local Mitigation Strategy planning and implementation process.

Policy CMC-2.5.5~~4.1.2~~

The Town ~~will~~shall evaluate the benefits of participating in the National Flood Insurance Program Community Rating System (CRS) and will strive to obtain a positive CRS rating.

Goal CMC-3

To ensure the protection of air, water, and soil standards as well as wildlife and natural systems during land development activities.

Objective CMC-3.1 Hazardous Land Uses

The Town ~~will~~shall evaluate ~~prohibit~~ the construction of any land uses which ~~may~~could have a negative impact on air and water quality, natural resources, stormwater management, and those that would generate hazardous waste.

Policy CMC-3.1.1~~Objective 3.1~~

~~-~~The Town shall annually review all construction activities and assess the resulting environmental impacts ~~as the measure of this objective.~~

Policy CMC-3.1.2~~3.1.1~~

The Future Land Use Plan shall not reflect any commercial or industrial land use designations.

Policy CMC-3.1.3~~3.1.2~~

The Town shall continue to identify and protect environmentally sensitive lands~~,~~ and maintain and enforce requirements and standards related to the disturbance of those areas due to development activities.

-Policy CMC-3.1.4~~3.1.3~~

The Town shall coordinate with Palm Beach County and State regulatory agencies all activities related to hazardous waste management which may occur in the Town ~~so as to~~to protect human life and natural resources.

Policy CMC-3.1.5

The Town shall require all persons seeking to develop or redevelop property ~~petitioners of land development and redevelopment efforts~~ in the Town to consider the environmental, recreational and economic resources while enhancing resilience to sea level rise and chronic flooding impacts.

Objective CMC-3.2 Preservation of Natural Systems

The Town ~~will~~shall ~~coordinate permitting with State and County agencies so as to ensure the preservation of~~preserve existing native tropical vegetation including mangroves and seagrasses ~~in accordance with State and County permitting standards so as to~~ protect the functions of natural systems.

Policy CMC-3.2.1~~Objective 3.2~~

The Town shall annually review all environmental permitting activities within the Town and assess the resulting impacts ~~as the measure of this objective~~and determine compliance with local, County and State permitting standards.

Policy CMC-3.2.2~~3.2.1~~

The Town ~~will~~shall enforce Chapter 6, 20 and 30 (Trees, Shrubs, and Vegetation) of its Code of Ordinances requiring that vegetation assessments be submitted to the Town prior to land clearing and development. ~~and t~~The Town mustshall determine ~~that~~whether the proposed activity will offer maximum achievable protection of vegetation, including mangroves and seagrasses.

Policy CMC-3.2.3~~3.2.2~~

The Town ~~will~~shall continue to coordinate with the City of Delray Beach, Palm Beach County, the City of Boca Raton and other coastal communities in the development, maintenance and enforcement of regulations affecting waterfront development and to ensure the Intracoastal Waterway's protection from environmental degradation, including control of surface runoff, protection of marine resources, the provision of~~ensuring~~ public access to the Waterway, and reduction of exposure to natural hazards.

Policy ~~CMC-3.2.43.2.3~~

The Town ~~will~~shall continue to maintain within its development permitting process procedures that ensure compliance with all resource management plans applicable within the Town and copies of such plans will be kept on file for reference.

Objective CMC-3.3 Endangered or Threatened Wildlife

The Town ~~will~~shall take steps to protect endangered or threatened wildlife species.

Policy CMC-3.3.1~~Objective 3.3~~

The Town shall periodically review its code of ordinances to ensure that ~~this objective is addressed~~endangered or threatened wildlife species are adequately protected by land development regulations.

Policy CMC-3.3.23.3.1

The Town shall ~~abide by its standing policy~~supporting wildlife conservation including all listed endangered and threatened wildlife species and shall not permit development that will result in a net loss of such species.

Policy CMC-3.3.33.3.2

The Town ~~will~~shall maintain within its land development regulations appropriate provisions requiring that sea turtle nesting habitat assessments be made for all new development ~~prior to~~during permitting, and will make a determination if the proposed activity will offer maximum protection for habitats identified in the assessment.

Policy CMC-3.3.43.3.3

The Town ~~will~~shall continue to include within its land development regulations Sections 4 through 8 provisions to require limitations on outside lighting so as to not attract sea turtle hatchlings away from the water during hatching season.

Objective CMC-3.4 Conserve and Protect Water Quality

The Town shall take steps to conserve, appropriately use, and protect the quality and quantity of current and projected water sources and waters that flow into estuarine waters or oceanic waters.

Policy CMC-3.4.1~~Objective 3.6~~

The Town shall periodically review its code of ordinances to ensure that ~~this Objective is addressed~~there are adequate water protections.

Policy CMC-3.4.2~~3.4.1~~

The Town shall maintain and enforce provisions within its land development regulations requiring all future development to meet stormwater quality standards as set forth by the South Florida Water Management District.

Policy CMC-3.4.3~~3.4.2~~

The Town ~~will~~shall maintain and enforce provisions within its land development regulations requiring that when existing developments are altered ~~to increase their density or intensity by 30% or more;~~ or, when redevelopment is required due to damage resulting in a 50% or more loss in the structure's value, that stormwater management regulations applicable to new development shall be imposed as a condition of permitting for such repair or reconstruction.

Policy CMC-3.4.4~~3.4.3~~

The Town shall enforce emergency conservation requirements in accordance with the plans of the South Florida Water Management District.

Policy CMC-3.4.5~~3.4.4~~

Implementation of the 10-year Water Supply Work Plan shall ensure that adequate water supplies and public facilities are available to serve the water supply demands of any population growth the Town may experience.

~~Policy 3.4.5~~

~~The Town shall coordinate the planning of potable water and sanitary sewer facilities, water supply sources, demands, other services and level of service standards with the Palm Beach County Water Utilities Department, Palm Beach County Department of Environmental Resources Management, South Florida Water Management District, and through the Lower East Coast Water Supply Plan Update, as necessary.~~

Policy CMC-3.4.6

As a result of the potable water network's ability to interconnect to the County-wide system through the City of Boca Raton or the City of Delray Beach, the Town's Public Works Department ~~will~~shall cooperate with Palm Beach County Water Utilities Department and the City of Boca Raton and the City of Delray Beach to jointly develop methodologies and procedures for biannually updating estimates of system demand and capacity, and ensure that sufficient capacity to serve development exists.

Policy CMC-3.4.7

If in the future there are issues associated with water supply, conservation or reuse, the Town ~~will~~shall immediately contact the Palm Beach County Water Utilities Department, the City of

Boca Raton, and the City of Delray Beach to address the corresponding issue(s). In addition, the Town ~~will~~ shall follow adopted communication protocols with the Water Utilities Department to communicate and/or prepare an appropriate action plan to address any relevant issue associated with water supply, conservation or reuse.

Policy CMC-3.4.8

The Town ~~will~~ shall encourage the use of high-efficiency toilets, showerheads, faucets, clothes washers and dishwashers that are Energy Star rated and WaterSense certified in all new and retrofitted residential projects.

Policy CMC-3.4.9

The Town ~~will~~ shall encourage the use of Florida Friendly Landscape guidelines and principals; gutter downspouts, roof runoff, and rain harvesting through the use of rain barrels and directing runoff to landscaped areas; drip irrigation or micro-sprinklers; rain gauges; and the use of porous surface materials (bricks, gravel, turf block, mulch, pervious concrete, etc.) on walkways, driveways and patios.

Policy CMC-3.4.10

The Town ~~will~~ shall participate, when warranted, in the SFWMD's Water Savings Incentive Program (WaterSIP) for large-scale retrofits as recommended by the Lower East Coast Water Supply Plan.

Policy CMC-3.4.11

The Town shall consider an ordinance or code revision regarding fertilizer regulation in compliance with Rule 5E-1.003(2), F.A.C, which outlines requirements for the application rate and frequency maximums of fertilizers.

Objective CMC-3.5 Meet Air Quality Standards

The Town ~~will~~ shall cooperate with Palm Beach County and other local governments in meeting established air quality standards.

Policy CMC-3.5.1 ~~Objective 3.5~~

The Town shall periodically review its code of ordinances to ensure that ~~this objective is addressed.~~ air quality standards are in line with County and neighborhood local government standards as required by Florida Statutes and the Land Development Code.

Objective CMC-3.6 Reduce Emissions and Conserve Energy

The Town shall seek to reduce greenhouse gas emissions and conserve energy resources.

Policy CMC-3.6.1~~Objective 3.6~~

The Town shall periodically review its code of ordinances to ensure that ~~this objective is addressed~~ reductions in greenhouse gas emissions are incentivized and conservation of energy resources is promoted.

Policy CMC-3.6.2~~3.6.1~~

The Town shall continue to implement low impact development techniques ~~and energy-efficient building standards found in the Florida Building Code and shall consider implementing Green Stormwater Infrastructure~~ that reduces the negative environmental impacts of development and redevelopment ~~found in the Florida Building Code.~~

Goal CMC-4

To ensure the Town shall continue to require land development applicants to utilize best practices and initiate mitigation strategies to stop chronic flooding and reduce property losses in coastal areas that may result from high tide events, storm surge, flash floods, stormwater runoff, and the related impacts of sea level rise.

Objective CMC-4.1 Increase Resiliency to Sea Level Rise, Chronic Flooding, Related Impacts

The Town ~~will~~ shall continue to examine community-wide strategies to increase the resiliency of the Town to address future effects of coastal storms and climate change on the community. ~~Compliance with this objective shall be determined through a biennial review of the Town's resiliency to sea level rise, chronic flooding and related impacts.~~

Policy CMC-4.1.1~~Objective 4.1~~

The Town shall conduct ~~Compliance with this objective shall be determined through a biennial review~~ every seven (7) years of the Town's resiliency to sea level rise, chronic flooding and related impacts to ensure compliance with this Objective.

Policy CMC-4.1.2

The Town shall support Palm Beach County's efforts to increase regional resilience by sharing technical expertise, assessing local vulnerabilities, and advancing agreed upon mitigation and adaptation strategies.

Policy CMC-4.1.3

The Town ~~will~~ shall evaluate the benefits of participating in the National Flood Insurance Program Community Rating System (CRS) and will strive to obtain a positive CRS rating.

Recreation and Open Space Element

Goal REC- 1

To provide sufficient recreation and open space opportunities to satisfy the health, safety, and welfare concerns of residents and visitors.

Objective REC-1.1 Public Recreation Facility Access

The Town ~~will~~shall ensure adequate and safe access to the public recreational facilities ~~as it~~ may ~~be~~ developed ~~by the Town~~.

Policy REC-1.1.1

The Town's adopted Level of Service standards for public recreation facilities and open space is as shown in the ~~CIP~~ Capital Improvements Element.

Policy REC-1.1.12

The Town ~~will~~shall continue to operate and maintain its library and community room, and shall provide parking facilities to serve persons using these facilities, to the greatest extent practicable.

Policy REC-1.1.31-2.2

The Town ~~will~~shall maintain and enforce its ~~ordinance~~land development regulations requiring all new development to participate in provision of recreation and open space lands and facilities.

Objective REC-1.2 Recreational Facility Coordination

The Town ~~will~~shall coordinate recreational facility development and usage of its recreational facilities with the facilities of Palm Beach County, adjacent local governments, and private interests.

~~Policy 1.2.1~~

~~The Town will maintain and enforce requirements addressing "open space" in its land development regulations, and ensure these requirements will be met by all future residential developments.~~

~~Policy 1.2.2~~

~~The Town will enforce its ordinance requiring all new development to participate in provision of recreation and open space lands and facilities~~**Policy 1.2.3**

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~~The Town's adopted level of service standards for public recreation facilities and open space is as follows: one library and community room for 10,000 permanent and seasonal residents and one mile of bicycling trail for 5,000 persons.~~

Policy ~~REC-1.2.1~~ 1.2.4

The Town ~~will~~ shall cooperate with Palm Beach County and the Florida Inland Navigation District (FIND) to assure preservation of the two F.I.N.D. sites in their present undeveloped state.

Policy Rec-1.2.2

Coordinate with Palm Beach County regarding the development of Milani Park.

Intergovernmental Coordination Element

Goal IG-1

To provide for effective coordination processes ~~undertaken by~~ between the Town of Highland Beach ~~including and other regulatory entities adjacent local governments, county, regional and special district agencies as well as State of Florida regulatory entities so as to~~ achieve and maintain the adopted level of service standards, ~~;~~ provide an attractive, livable community; ~~;~~ and enable efficient use of community resources. These entities shall include: adjacent local governments; county and regional agencies; and special districts ~~agencies; and as well as State of Florida regulatory entities.~~

Objective IG-1.1 *Participate in effective Coordination with Others*

The Town ~~will~~ shall participate in effective coordination of this Comprehensive Plan with the plans of State, regional, adjacent communities and Palm Beach County Boards and agencies having responsibility for planning and operating facilities serving the Town ~~so as to~~ achieve efficient and orderly service delivery.

Policy IG-1.1.1

The Town ~~will~~ shall communicate with affected local governments and public agencies to request plans, amendments, policies and related information and provide, reciprocally, such information as may be requested by them.

Policy IG-1.1.23

The Town ~~will~~ shall participate in the “Intergovernmental Planning and Review Committee” (IPARC) process and advise adjacent communities, ~~;~~ and interested agencies of proposed Comprehensive Plan amendments in a timely manner and provide opportunity for comment prior to formal action.

Policy IG-1.1.34

The Town ~~will~~ shall participate in the “Intergovernmental Planning and Review Committee” (IPARC) process and request adjacent communities and Palm Beach County agencies to advise it of proposed amendments to official plans and policies when such amendments might be reasonably expected to affect those governments.

Policy IG-1.1.42

The Town Manager shall provide overall direction for the Town’s intergovernmental coordination program and designate persons to have lead responsibility for each identified coordination issue.

Policy [IG-1.1.56](#)

The Town Manager shall, under the general direction of the Town Commission, monitor intergovernmental coordination needs, provide relevant information to the Commission and outside agencies as well as the citizens of the Town regarding all services provided by the Town or secured from outside the Town by applicable agreements so as to assure informed and timely communication and participation in interjurisdictional service- related decisions and implementation of those decisions.

Policy [IG-1.1.67](#)

The Town shall coordinate the adopted Comprehensive Plan with the plans of school boards, regional water supply authorities, and other units of local government providing services but not having regulatory authority over the use of land, and with the comprehensive plans of adjacent municipalities, ~~with the state comprehensive plan~~ and with the *South Florida Water Management District's* regional water supply plan.

Policy [IG-1.1.78](#)

The Town shall coordinate the planning of potable water and sanitary sewer facilities, water supply sources, demands, other services and level-of-service standards with the *Palm Beach County Water Utilities Department, Palm Beach County Department of Environmental Resources Management, South Florida Water Management District*, and through the *Lower East Coast Water Supply Plan Update*, as necessary.

Policy [IG-1.1.89](#)

The Town shall coordinate planning activities with the Florida Department of Transportation (FDOT) when SR A1A may be impacted by development or redevelopment activities.

Policy [IG-1.1.910](#)

The Town shall request to be consulted by FDOT when planning, designing, or constructing transportation facilities within the Town boundaries, so as to have local input in the decision-making process.

~~Policy 1.1.11~~

~~Although there are no schools that are part of the State University system located or planned to be located in the Town at present, in the event that such a school is located in the Town in the future, the Town shall coordinate with the school regarding the development of campus master plans or amendments thereto, to be done in accordance with Section 240.155, F.S.~~

Policy IG-1.1.10

The Town shall establish and implement coordination procedures with neighboring jurisdictions, state agencies, and regional entities to address potential impacts of new medium to high density multi-family residential development or redevelopment, excluding single-family residential development, duplexes, triplexes, and quadruplexes, within the Town on local, state, or regional facilities and services. This coordination will ensure that adjacent communities and relevant agencies are notified of proposed developments with associated impacts in a timely manner and have the opportunity to provide input, ensuring that any necessary infrastructure, facility, or service improvements are planned and addressed prior to approval of such development.

Policy IG-1.1.11~~2~~

The Town shall coordinate planning activities, as needed, with the *Treasure Coast Regional Planning Council* and utilize the professional resources and services it offers.

Policy IG-1.1.12~~3~~

The Town shall coordinate planning activities, as needed, with the ~~Department of Community Affairs~~Florida Department of Commerce and utilize the professional resources and services it offers. ~~To further this Objective the Comprehensive Plan shall maintain consistency with the goals and policies of the State Comprehensive Plan and more specifically with the goals pertaining to coastal, marine and natural resources, land use, urban revitalization, public facilities, transportation and plan implementation.~~

Policy IG-1.1.13~~4~~

The Town shall coordinate planning and permitting activities, as needed, with the *Department of Environmental Protection* which has jurisdictional authority over environmental issues and natural resource protection.

Policy IG-1.1.14~~5~~

The Town shall coordinate with the *Department of State*, as needed. The *Department's Division of Historical Resources* will address planning issues surrounding historic and archeological sites of significance.

Policy IG-1.1.15~~6~~

The Town ~~will~~shall coordinate with other utility or service providers or with any special independent district staff that have no regulatory authority over land use.

Policy [IG-1.1.16](#)~~7~~

The Town shall coordinate its proposed level of service standards with the level of service standards of other governmental entities (local, regional or State) having responsibility for operating or maintaining facilities serving the citizens of the Town.

Policy [IG-1.1.17](#)~~8~~

The Town ~~will~~ [shall](#) formally request that the following entities provide the Town with amendments to the following noted level of service standards within their respective Comprehensive Plans:

| | |
|----------------------|--|
| City of Boca Raton | Potable Water |
| | Traffic (S.R. A1A only) |
| | Recreation and Open Space |
| City of Delray Beach | Sanitary Sewer (Wastewater Transportation) |
| | Traffic (S.R. A1A only) |
| | Recreation and Open Space |
| Palm Beach County | Potable Water |
| | Sanitary Sewer (Wastewater Treatment) |
| | Solid Waste |

Policy [IG-1.1.18](#)~~9~~

The Town of Highland Beach [shall continue to](#) support~~s~~ joint planning by all incorporated communities in the South County area for a potable water supply to meet projected needs of the area in an efficient and equitable manner.

[Policy IG-1.1.19](#)

[Town shall continue to review comprehensive plan amendments and other plans prepared by Palm Beach County to determine potential adverse impacts on the Town and its residents.](#)

[Policy IG-1.1.20](#)

[The Town shall periodically evaluate and strengthen existing agreements.](#)

[Policy IG-1.1.21](#)

[The Town shall maintain high standards in the execution of interlocal agreements with other jurisdictions.](#)

[Objective IG-1.2 Dispute Resolution](#)

[The Town shall establish and follow a formal dispute resolution process, consistent with **Section 186.509, F.S.** to address intergovernmental disputes on planning and growth management issues and achieve timely solutions through mediation and collaboration](#)

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Policy [IG-1.2.1](#)~~1.1.5~~

In the event of conflict with other units of local government, the Town shall work through the Treasure Coast Regional Planning Council to achieve [timely](#) solutions through informal mediation [and collaboration](#).

Capital Improvements Element

Goal CI-1

To ~~Provision of~~provide public facilities which are ~~the~~ responsibility of the Town, so as to enable the Town to: (1) accommodate the needs of present and future populations in a timely and cost-effective manner; (2) maximize use of existing facilities; and (3) maintain or enhance the ~~town~~Town's services, physical environment, and fiscal integrity.

Objective CI-1.1 Maintain current Capital Improvements Schedule

The Town shall maintain a Capital Improvements Schedule administered according to the following policies: ~~will utilize orderly capital improvements planning, funding, and implementation practices in providing public improvements for which it has responsibility and as necessary to meet existing deficiencies and replace obsolete facilities.~~

Policy CI-1.1.1

The Town ~~will~~ shall maintain and annually update a *Five Year Capital Improvements Schedule* in accordance with State requirements.

Policy CI-1.1.2~~1.4.5~~

The Town Capital Improvement Element Schedule ~~shall be maintained and updated annually and~~ shall demonstrate that level of service standards will be maintained during the next five-year planning period.

Policy CI-1.1.3~~1.4.5~~

The Town shall incorporate capital improvements affecting Town levels of service by referencing the *Capital Improvements Schedules of Palm Beach County*, state agencies, regional water supply authorities and other units of government providing services but not having regulatory authority over the use of land into its 5-Year ~~Schedule of~~ Capital Improvements Schedule.

Policy CI-1.1.4~~1.1.3~~

The Town Manager ~~shall~~will have responsibility for preparing, for consideration by the Town Commission, the *Five Year Capital Improvements Schedule* and annual updates.

~~Policy 1.4.3~~

~~The Town shall review the Capital Improvements Element not less than one annually.~~

Policy ~~CI-1.1.5~~1.1.2

All capital improvements having a cost of \$50,000 or more shall be included in the Town's *Five Year Capital Improvements Schedule* along with an identified funding source ~~in accordance with State requirements.~~

Objective ~~CI-1.21.4~~Maintain equitably and fiscally responsible budget

The Town ~~will~~shall manage its fiscal resources to ensure equitable facility cost allocation and the implementation of concurrency requirements in a manner which ensures the Town's capability to meet future capital improvements needs associated with continued development and redevelopment.

Policy ~~CI-1.2.1~~1.4.1

The Town's annual budgeting process ~~will~~shall reflect both immediate ~~as well as~~and long-term implications of capital project expenditures in terms of trends and projections in the Town's fiscal condition, expressed public preferences~~attitudes~~, comprehensive plan provisions, and consistency with plans of regional service agencies, water management districts, and other entities with whom coordination of facility planning is appropriate.

Policy 1.4.2

~~The Town's total annual debt service cost in relation to annual revenues shall not exceed ten percent (10%). Any annual debt service shall be approved by voter referendum before it is incurred.~~

Objective ~~CI-1.13~~Capital Improvements Funding Criteria

The Town ~~will~~shall utilize orderly capital improvements planning, funding, and implementation practices in providing public improvements for which it has responsibility and as necessary to meet existing deficiencies and replace obsolete facilities.

Policy ~~CI-1.3.1~~1.1.2

Capital improvements determined to be necessary to implement the goals, objectives, and policies of this comprehensive plan shall be given priority by the Town.

Policy ~~CI-1.3.2~~1.1.4

The Town ~~will~~shall be guided by the following criteria in identifying and prioritizing capital improvements:

- a. ~~Protection~~Protects ~~of~~ public health and safety;
- b. Increaseds utilization of existing Town facilities, multiple use of facilities or improved efficiency of facility operation;

Horizon Year 2045

- c. ~~.Overcome~~ Overcomes deficiencies found in existing ~~level~~ Levels of ~~service~~ Service deficiencies;
- d. Meets requirements of future development; and
- e. Contributes ~~p~~ Positively ~~contribution~~ to the Town's physical character, economic stability, or environmental quality.

Policy CI-1.3.3 ~~1.1.5~~

The Town shall support coordination of capital improvement planning by all levels of government as a means of providing services in all orderly, economical, and efficient manner.

Policy CI-1.3.4 ~~Objective 1.3~~

The Town shall not make public expenditures that subsidize land development in high hazard areas other than improvements required to implement the objectives and policies identified in the Coastal Management Element.

Policy CI-1.3.5 ~~Objective 1.3~~

The Town ~~will~~ shall make improvements as appropriate and necessary to protect and renourish dunes and beach areas, maintain or replace public facilities, and provide improved recreational opportunities.

Policy CI-1.3.6 ~~1.5.3~~

Projected sea level rise ~~Rise in sea level projected by the federal government (Army Corps of Engineers)~~ shall be taken into consideration in all future decisions regarding the design, location, and development of infrastructure and public facilities in the Town.

Policy CI-1.3.7 ~~1.5.4~~

The Town shall continue to apply the best planning and engineering practices in development to attenuate and mitigate future flood events and modify the Land Development Regulations and other relevant regulatory documents as needed.

Objective ~~1.2~~ CI-1.4 Limit issuance of Development Orders and permits to within LOS

The Town ~~will~~ shall issue development orders and permits only to the extent that ~~Level~~ Level of ~~service~~ Service (LOS) standards set forth in this element are fully met and services are provided concurrent with the impacts of development. ~~THIS IS THE SAME AS Phasing of development or phasing of facility improvements concurrent with the impacts of development shall be considered.~~

Policy CI-1.4.1 ~~1.2.1~~

The ~~level~~ Level of ~~service~~ Service standards set forth herein are adopted as the basis for the Town's issuance of development orders and permits for new construction:

Horizon Year 2045

| | | | | | | | |
|----------------------------|---|----------------------|----------------|---------------------|----------------|------------------------|------------------|
| Recreation and Open Space: | One library and community room for 10,000 permanent and seasonal residents and one mile of bicycling trail for 5,000 persons. | | | | | | |
| Sanitary Sewer: | 68 gallons per capita per day | | | | | | |
| Solid Waste: | 5 pounds per capita per day. | | | | | | |
| Drainage: | Three-year <u>Three-year</u> design storm: 10 minute concentration with one foot freeboard below gutter elevation. | | | | | | |
| Potable Water: | <u>RO Plant to produce a potable water flow of up to 3.0 million gallons per day (MGD).</u> 372 <u>100</u> gallons per capita per day consumption; 35 <u>45</u> psi pressure at hydrants. <u>Minimum flow shall be as follows:</u> <table> <tr> <td><u>Single Family</u></td><td><u>500 GPD</u></td></tr> <tr> <td><u>Multi Family</u></td><td><u>750 GPD</u></td></tr> <tr> <td><u>Non-Residential</u></td><td><u>2,000 GPD</u></td></tr> </table> | <u>Single Family</u> | <u>500 GPD</u> | <u>Multi Family</u> | <u>750 GPD</u> | <u>Non-Residential</u> | <u>2,000 GPD</u> |
| <u>Single Family</u> | <u>500 GPD</u> | | | | | | |
| <u>Multi Family</u> | <u>750 GPD</u> | | | | | | |
| <u>Non-Residential</u> | <u>2,000 GPD</u> | | | | | | |
| Transportation: | S.R. A1A – LOS “D” peak season/peak hour | | | | | | |

Objective CI-1.5 Proposed Development & Public Facilities

Policy 1.2.2

The Town ~~will~~ shall maintain and enforce provisions within its land development regulations requiring ~~that~~ improvements ~~will~~ to be made to public facilities ~~to that assure~~ ensure that ~~level~~ Level of ~~service~~ Service standards ~~will~~ shall be maintained, and that development orders and permits will be issued only if public services and facilities needed to support the proposed development area ~~a~~ available concurrent with impacts.

Policy CI-1.5.1 1.2.3

The Town shall implement the following *Concurrency Management System* to ensure that facilities and services meet the established Levels of Services ~~s~~ adopted in this Comprehensive Plan and that they will be available concurrent with the impacts of development.

| CONCURRENCY MANAGEMENT SYSTEM |
|--|
| Sanitary Sewer, Solid Waste, Drainage and Potable Water |
| <p>Prior to the issuance of any development order for new development or redevelopment, sanitary sewer, solid waste, drainage and potable water facilities needed to support the development at adopted LOS standards must meet one of the following timing requirements:</p> <ul style="list-style-type: none"> the necessary facilities are in place, or; the necessary facilities will be in place when the impacts of the development occurs, or; the necessary facilities are guaranteed in an enforceable development agreement which includes the provisions <u>consistent with Chapter 163, Florida Statutes (F.S.), and Chapter 380, F.S. of Rules 9J-5.0055(2)(a)1-3, Florida Administrative Code.</u> The enforceable development agreement may include, but is not limited to, the development agreements pursuant to Section 163.3220, Florida Statutes (F.S.), or an agreement or development order issued pursuant to Chapter 380, F.S. |

Horizon Year 2045

Pursuant to **Section 163.3167, F.S.**, landowners with a development agreement approved prior to the incorporation of the Town may abandon the development order and develop the order's vested density and intensity as long as the vested uses, density, and intensity are consistent with the municipality's comprehensive plan and all existing concurrency obligations in the development order remain in effect.

Recreation and Open Space

Prior to the issuance of any development order for new development or redevelopment impacting recreational and open space facilities, recreation and open space public facilities needed to support the development at adopted level of service standards must meet one of the following timing requirements:

- the necessary facilities and services are in place, or;
- the necessary facilities and services will be in place when the impacts of the development occurs, or;
- the necessary facilities and services are the subject of a binding executed contract which provides for the commencement of actual construction of the required facilities or the provision of services within one year, or;
- the necessary facilities and services are guaranteed in an enforceable development agreement which requires the commencement of the actual construction of the facilities or provision of services within one year. The enforceable development agreement may include, but is not limited to, the development agreements pursuant to **Section 163.3220, Florida Statutes (F.S.)**, or an agreement or development order issued pursuant to Chapter 380, F.S.

Pursuant to **Section 163.3167, F.S.**, landowners with a development agreement approved prior to the incorporation of the Town may abandon the development order and develop the order's vested density and intensity as long as the vested uses, density, and intensity are consistent with the municipality's comprehensive plan and all existing concurrency obligations in the development order remain in effect.

Transportation

Prior to the issuance of any development order for new development or redevelopment (excepting development and redevelopment determined to have a de minimus impact of transportation facilities in accordance with State requirements), transportation facilities needed to support the development at adopted LOS standards must meet one of the following timing requirements:

- the necessary facilities are in place, or;
- the necessary facilities will be in place when the impacts of the development occurs, or;
- the necessary facilities are under construction, or;
- the necessary facilities and services are guaranteed in an enforceable development agreement which requires the commencement of the actual construction of the facilities or provision of services within three years of the date of the development order. The enforceable development agreement may include, but is not limited to, the development agreements pursuant to **Section 163.3220, Florida Statutes (F.S.)**, or an agreement or development order issued pursuant to Chapter 380, F.S.

~~In addition, t~~In addition, transportation concurrency is demonstrated if improvements necessary to achieve the Level of Service Standard are included in the *Five Year Capital Improvements Schedule*, and are scheduled to commence within three years of the date of the development order.

~~In addition, a~~A development permit or development order may be issued subject to the satisfaction of transportation concurrency requirements through the payment or contribution of the calculated proportionate fair share for transportation, pursuant to all rules and requirements of *Chapter 163.3180, F.S.*

Policy CI-1.5.2~~1.4.4~~

Appropriate mechanisms shall be developed and adopted with the *South Florida Water Management District* and *Palm Beach County* to ensure that adequate water supplies are available to all water users. ~~Prior to approval of a building permit or its functional equivalent, the Town's building-permitting agencies shall consult with the Town's Public Works Water Division to determine whether adequate water supplies to serve the new development will be available no later than the anticipated date of issuance of a certificate of occupancy or its functional equivalent.~~ Furthermore, the Town shall be responsible for monitoring the availability of water supplies for all water users and for implementing a system that links water supplies to the permitting of new development.

Objective CI-1.6 Updates to Capital Improvements Schedule~~Policy 1.1.6~~

The ~~following~~ Town of Highland Beach's Five Year Capital Improvements Schedule, ~~as it is~~ shall continue to be annually updated annually in accordance with State ~~growth management~~ requirements, ~~and shall~~ includes all projects scheduled to meet or improve the adopted Level of Service Standards during the five-year planning period and other projects that ~~further implementation of~~ influence this its Comprehensive Plan ~~and its goals, objectives and policies.~~

Policy CI-1.6.1

The Town of Highland Beach has LOS standards for State Road A1A, potable water, solid waste, sewer, and stormwater systems. Statutes require this Element to reflect changes to LOS. There are no LOS changes; this list reflects maintenance to the required standards. The complete Five Year Capital Improvements Schedule may be found at <https://highlandbeach.us/190/Town-Managers-Office>.

Town of Highland Beach, Florida, Comprehensive Plan

Horizon Year 2045

TOWN OF HIGHLAND BEACH LOS-RELATED CAPITAL IMPROVEMENTS SCHEDULE 2025-2029

| Project # | Project Name | 24/25 | 25/26 | 26/27 | 27/28 | 28/29 | Total |
|-----------------------------------|---|------------------|--------------------|------------------|-----------------|-----------------|--------------------|
| Solid Waste | | | | | | | |
| | Purchase equipment for beach clean-up and meter reading | \$10,000 | 0 | 0 | 0 | 0 | \$10,000 |
| | Pipe Well Coating | \$26,500 | 0 | 0 | 0 | 0 | \$26,500 |
| | Air Handler Replacement | \$40,000 | 0 | 0 | 0 | 0 | \$40,000 |
| | Repave Parking Lot | 0 | \$71,000 | 0 | 0 | 0 | \$71,000 |
| | Walkpath Design | 0 | \$85,000 | 0 | 0 | 0 | \$85,000 |
| | Walkpath Construction | 0 | 0 | \$775,000 | 0 | 0 | \$775,000 |
| | Signage | 0 | 0 | \$50,000 | 0 | 0 | \$50,000 |
| | Replace Boom Truck | 0 | 0 | 0 | \$75,000 | 0 | \$75,000 |
| | Total | \$76,500 | \$156,000 | \$825,000 | \$75,000 | 0 | \$1,132,500 |
| Town Clerk | | | | | | | |
| | Furniture | \$3,000 | 0 | 0 | 0 | 0 | \$3,000 |
| | Total | \$3,000 | 0 | 0 | 0 | 0 | \$3,000 |
| Police Department | | | | | | | |
| | Computer Equipment | \$29,800 | 0 | 0 | 0 | 0 | \$29,800 |
| | Total | \$29,800 | 0 | 0 | 0 | 0 | \$29,800 |
| Protective Inspection | | | | | | | |
| | Software Upgrade | \$7,500 | 0 | 0 | 0 | 0 | \$7,500 |
| | Total | \$7,500 | 0 | 0 | 0 | 0 | \$7,500 |
| Library / Recreation Space | | | | | | | |
| | 1U Rackmount Servers | \$2,512 | 0 | 0 | 0 | 0 | \$2,512 |
| | Total | \$96,512 | \$5,950 | 0 | 0 | 0 | \$102,462 |
| Water Supply | | | | | | | |
| 24-001 | Muffler Replacement for Generator | \$17,000 | 0 | 0 | 0 | 0 | \$17,000 |
| | OPC for Cal Flow | \$20,000 | 0 | 0 | 0 | 0 | \$20,000 |
| | OPC for Side Street Mains | \$20,000 | 0 | 0 | 0 | 0 | \$20,000 |
| | Smart Metering | \$55,000 | 0 | 0 | 0 | 0 | \$55,000 |
| | Total | \$297,000 | \$4,240,448 | \$500,000 | \$30,000 | \$75,000 | \$5,142,446 |
| Sewer | | | | | | | |
| | Space Pump | \$20,000 | 0 | 0 | 0 | 0 | \$20,000 |
| | Total | \$90,000 | 0 | 0 | 0 | 0 | \$90,000 |

TOWN OF HIGHLAND BEACH PROJECTED REVENUES

| Funding Source | 24/25 | 25/26 | 26/27 | 27/28 | 28/29 |
|----------------------|-------|-------|-------|-------|-------|
| Ad Valorem Taxes | | | | | |
| Local Option Gas Tax | | | | | |

Town of Highland Beach, Florida, Comprehensive Plan

Horizon Year 2045

| | | | | | |
|---------------------------|--|--|--|--|--|
| Franchise Fees | | | | | |
| Occupational Licenses | | | | | |
| Building Permits | | | | | |
| Intergovernmental Revenue | | | | | |
| Garbage/Solid Waste | | | | | |
| Service Charges | | | | | |
| Interest | | | | | |
| Fines & Forfeitures | | | | | |
| Miscellaneous | | | | | |
| Reserve | | | | | |
| Library Donation Fund | | | | | |
| Cultural Board Fund | | | | | |
| Law Enforcement Trust | | | | | |
| Utility Fund—Water | | | | | |
| Utility Fund—Sewer | | | | | |
| Total | | | | | |

Property Rights Element

Goal PR-1

The Town ~~will~~shall make local decisions with respect for property rights and with respect for people's rights to participate in decisions that affect their lives and property.

Objective PR-1.1 Respect Private Property Rights

The Town ~~will~~shall respect judicially acknowledged and constitutionally protected private property rights.

Policy PR-1.1.1.

The Town ~~will~~shall consider the following rights in its decision making~~ing~~:

1. The right of a property owner to physically possess and control his or her interests in the property, including easements, leases, or mineral rights.
2. The right of a property owner to use, maintain, develop, and improve his or her property for personal use or for the use of any other person, subject to state law and local ordinances.
3. The right of property owner to privacy and to exclude others from the property to protect the owner's possessions and property.
4. The right of a property owner to dispose of his or her property through sale or gift.

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 review and proposes any edits 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 -- 1st 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 2nd Reading/Public Hearing or may send back to advisory board and/or staff for modifications or additional research.

TOWN COMMISSION -- 2nd 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

December 19, 2024

RESPONSE VIA E-MAIL ONLY

Mr. Marshall Labadie
Town Manager
Town of Highland Beach
3614 South Ocean Boulevard
Highland Beach, Florida 33487

Subject: Town of Highland Beach Evaluation and Appraisal
Notification Acknowledgement Letter

Dear Mr. Labadie:

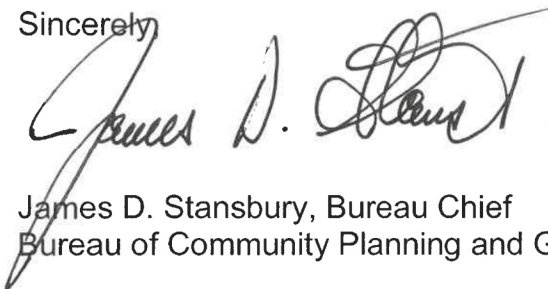
This is to acknowledge receipt of your Evaluation and Appraisal Notification Letter, which was due on January 1, 2025 and received by FloridaCommerce on December 19, 2024.

Please note that your proposed comprehensive plan amendments based on your Evaluation and Appraisal should be transmitted to FloridaCommerce by December 19, 2025, within one year of your notification, pursuant to Section 163.3191(2), Florida Statutes (F.S.). The amendments are subject to the State Coordinated Review Process as outlined in Section 163.3184(4), F.S. Please also be aware that Section 163.3191, F.S., was amended to read in part "updates to the required elements and optional elements of the comprehensive plan must be processed in the same plan amendment cycle."

I am available to assist and provide technical guidance to your questions concerning the contents of the Evaluation and Appraisal based comprehensive plan amendments and may be reached at (850)717-8512.

If you have any questions concerning the processing of the Evaluation and Appraisal based amendment, please contact Donna Harris, Plan Processor, at (850)717-8491 or by email at Donna.Harris@Commerce.fl.gov.

Sincerely,



James D. Stansbury, Bureau Chief
Bureau of Community Planning and Growth

JDS/dh



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

December 19, 2024

Ms. Donna Harris
Senior Plan Processor
Bureau of Community Planning and Growth
FloridaCommerce
The Caldwell Building
107 East Madison Street
Tallahassee, Florida 32399

RE: Evaluation and Appraisal of the Comprehensive Plan – Notification Letter

Dear Ms. Harris:

In accordance with Section 163.31391, Florida Statutes (F.S.) and the FloridaCommerce's Evaluation and Notification Schedule, the Town of Highland Beach is required to evaluate its Comprehensive Plan to determine if amendments are necessary to reflect changes in state requirements, and to notify FloridaCommerce as to its determination by January 1, 2025.

The Town has preliminarily evaluated its Comprehensive Plan and has determined that amendments are necessary to reflect changes in state requirements since the Town's last update of the Comprehensive Plan in 2018. As required by Section 163.3191(2), F.S., the Town understands that the necessary amendments to the Comprehensive Plan shall be prepared and transmitted to FloridaCommerce within one (1) year.

If you should have any questions regarding this letter, please feel free to contact Ingrid Allen, Town Planner, at 561-637-2012 or iallen@highlandbeach.us

Sincerely,

Marshall Labadie
Town Manager

Cc: Ingrid Allen, Town Planner