



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING AGENDA

Tuesday, April 02, 2024 AT 1:30 PM

LIBRARY COMMUNITY ROOM, 3618 S. OCEAN BLVD.,
HIGHLAND BEACH, FL

Town Commission

Natasha Moore
David Stern
Evalyn David
Donald Peters
Judith M. Goldberg

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. **APPROVAL OF THE AGENDA**
 5. **PRESENTATIONS / PROCLAMATIONS**

A. Swearing In of Fire Rescue Personnel

B. Resolution No. 2024-007

A Resolution of the Town Commission of the Town of Highland Beach, Florida, approving a Declaration of Unity of Title submitted by Highland Beach Holdings LP for the properties location north of the intersection of Grand Court and State Road A1A, specifically parcel control numbers 24-43-47-09-00-001-0030 and 24-43-47-09-00-001-0210; and providing an effective date.

C. Water Conservation Month Proclamation

6. PUBLIC COMMENTS

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

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

A. None.

8. 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. Approve and authorize the Mayor to execute a contract with Control Systems Design, Inc. for SCADA System Programming Services for the Water Treatment Plant for a term of two years with two one-year renewal options.

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

A. Discussion on the proposed amendment concepts pertaining to the Accessory Marine Facility (AMF) and seawall regulations of the Town Code

B. Fire Rescue Implementation Update

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

D. Continued discussion of 2023-2024 Strategic Priorities Plan Update and Review

E. Continued discussion of Milani Park.

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

A. Resolution No. 2024-005

A Resolution of the Town Commission of the Town of Highland Beach, Florida, declaring the results of the Municipal Referendum Election held on March 19, 2024; providing for an effective date; and for other purposes.

B. Consideration of a Proposed Resolution of the Town Commission of the Town of Highland Beach, Florida, naming the Highland Beach Fire Rescue Building, Station No. 120 in honor of former Mayor Douglas Hillman for having served with distinction as the Mayor of the Town of Highland Beach from March of 2020 through March of 2023.

11. TOWN COMMISSION COMMENTS

Commissioner Judith M. Goldberg

Commissioner Donald Peters

Commissioner Evalyn David

Vice Mayor David Stern

Mayor Natasha Moore

12. ANNOUNCEMENTS**Board Vacancies**

Board of Adjustment and Appeals Board One (1) vacancy for an unexpired term ending September 21, 2024

Meetings and Events

April 02, 2024 1:30 P.M. Town Commission Meeting

April 09, 2024 1:00 P.M. Code Enforcement Board Regular Meeting

April 11, 2024 9:30 A.M. Planning Board Regular Meeting

Board Action Report

None.

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

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

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

File Attachments for Item:

B. Resolution No. 2024-007

A Resolution of the Town Commission of the Town of Highland Beach, Florida, approving a Declaration of Unity of Title submitted by Highland Beach Holdings LP for the properties location north of the intersection of Grand Court and State Road A1A, specifically parcel control numbers 24-43-47-09-00-001-0030 and 24-43-47-09-00-001-0210; and providing an effective date.



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting

MEETING DATE April 2, 2024

SUBMITTED BY: Ingrid Allen, Town Planner, Building Department

SUBJECT: A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, APPROVING A DECLARATION OF UNITY OF TITLE SUBMITTED BY HIGHLAND BEACH HOLDINGS LP FOR THE PROPERTIES LOCATED NORTH OF THE INTERSECTION OF GRAND COURT AND STATE ROAD A1A, SPECIFICALLY PARCEL CONTROL NUMBERS 24-43-47-09-00-001-0030 AND 24-43-47-09-00-001-0210; AND PROVIDING FOR AN EFFECTIVE DATE (UNITY-2023-002)

SUMMARY:

The property owner of parcels 24-43-47-09-00-001-0030 and 24-43-47-09-00-001-0210, Highland Beach Holdings LP, located north of the intersection of Grand Court and State Road A1A is requesting a Unity of Title. Section 30-68(q)(3) of the Town Code states that *all unities of title applicable to property within the Town shall be reviewed by the Town attorney, approved by the Town Commission, and recorded prior to issuance of a building permit, or as otherwise required by a development order approved by the Town.* According to the Palm Beach County (PBC) Property Appraiser both parcels currently do not have a property/location address; however, if the Unity of Title is approved by the Town Commission, Building Department staff will provide an address for the unified parcels and advise the PBC Property Appraiser's office accordingly.

Both parcels are currently vacant and are zoned Residential Multiple Family Low Density (RML) with a corresponding future land use designation of Multi Family Low Density. The following zoning district and future land use designations are applicable for adjacent properties:

PARCEL	ZONING DISTRICT	FUTURE LAND USE DESIGNATION
North	Residential Multiple Family Low Density (RML)	Multi Family Low Density
South	Government Services District (GSD)	Recreational Open Space
East	Residential Single Family (RS)	Single Family
West	Residential Multiple Family Low Density (RML)	Multi Family Low Density

According to the Applicant's survey, the combined parcels will total 26,117 square feet (0.5996 acres). While development of the parcels is subject to a 1995 Settlement Agreement (Resolution No. 662), the underlying density for the combined parcels (six (6) dwelling units per acre in the RML zoning district) would allow a maximum of three (3) dwelling units ($26,117/43,560 \times 6 = 3.59$ units). Note that the Town Code of Ordinances does not have a rounding up provision.

FISCAL IMPACT:

N/A

ATTACHMENTS:

Application

Aerials

Resolution

RECOMMENDATION:

At the discretion of the Commission.



TOWN OF HIGHLAND BEACH UNITY OF TITLE APPLICATION

PROPERTY OWNER INFORMATION

Name: HIGHLAND BEACH HOLDINGS LP, Phone: 561-872-3303 Fax:

Mailing Address: 4612 SOUTH OCEAN BLVD, HIGHLAND BEACH, FL. 33487

Email Address: LUCIA.MILANO@MILANOIGROUP.CA

AUTHORIZED AGENT

Name: THOMAS F. CARNEY JR Phone: 501-278-5865 Fax:

Mailing Address: 135 S.E. 5th Avenue, Suite 202, Delray Beach, FL 33483

Email Address: tfc@carney-stanton.com

PROPERTY INFORMATION ASSOCIATED WITH THIS APPLICATION

Addresses:	None - across street from 4612 S. Ocean		Subdivision:	None
PCNs:	24434709000010210 / 24434709000010030	Lot Sizes:	.2856 acres / .3140 acres	
Zoning District of each parcel:	RML	Present Use of each parcel:	Vacant	

1. Describe your request in detail (use additional pages if necessary):

Unity 2 lots to common lot

2. Adjacent Properties:

Adjacent Property to the:	Future land Use Designation	Zoning District	Existing Use of Property
North		RS	VACANT
South		RS	Road / Park
East		Road / RS	Road / single fam
West		RML	condem/strum

I declare that all statements made herein are true, based upon the best available information, and I understand that willful false statements may jeopardize the validity of my application or any decision issued thereon. I have fully read the information outlining the application requirements as well as the applicable provisions provided in Chapter 30 of the Town Code of Ordinances. With this application, I am submitting the necessary supporting materials listed.

Owner must supply authorized agent notarized letter attesting to same

Property Owner's Signature: Lucia Milgari Date: Dec 22/23

Authorized Agent Signature: Thomas Carney Date: 12/22/2023

STATE OF Florida
COUNTY OF Polk

On this 22 day of December 2023 before me personally appeared Lucia Milgari and Thomas Carney to me known to be the person who executed the foregoing instruments and acknowledged that he/she executed the same as his/her free act and deed.

(SEAL)



[Signature]
Notary Public Signature



CFN 20040718830
 OR BK 17913 PG 1884
 RECORDED 12/21/2004 13:50:15
 Palm Beach County, Florida
 AMT 138,000.00
 Doc Stamp 966.00
 Dorothy H Wilken, Clerk of Court
 Pgs 1884 - 1885; (2pgs)

Prepared by and Return to:
 Kenneth A. Wenzel, Esq.
 Hodgson Russ LLP
 1801 North Military Trail, Suite 200
 Boca Raton, FL 33431
 Property Appraisers Parcel
 Identification (Folio) Number(s): Portion of 24-43-47-09-00-01-0010

STATUTORY WARRANTY DEED
 (STATUTORY FORM - SECTION 689.02, F.S.)

THIS INDENTURE, made the 20 day of December, 2004, between **Highland Beach Real Estate Holdings, Inc., a Florida corporation**, whose address is 4612 South Ocean Blvd., Highland Beach, FL 33487, hereinafter called the Grantor, to **Highland Beach Holdings, LP, a Delaware limited partnership**, whose address is 4612 South Ocean Blvd., Highland Beach, FL 33487, hereinafter called the Grantee.

WITNESSETH: That the Grantor, for and in consideration of the sum of Ten Dollars and No Cents (\$10.00) and other valuable considerations to the Grantor in hand paid by the Grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the Grantee, and the Grantee's heirs and assigns forever, the following described land, situate, lying and being in Palm Beach County, Florida, to-wit:

The North 100 feet of the South 300 feet of the North half of the North half of GOVERNMENT LOT 1, Section 9, Township 47 South, Range 43 East, lying West of the West right-of-way line of State Road A-1-A, said lands situate, lying and being in Palm Beach County, Florida.

SUBJECT TO zoning, restrictions, prohibitions and other requirements imposed by governmental authority; restrictions and matters appearing on the plat or otherwise common to the subdivision; public utility easements of record; and any unpaid real estate taxes.

(TITLE NOT EXAMINED BY SCRIVENER)

TOGETHER WITH all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining; and the Grantor does hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

IN WITNESS WHEREOF, I have hereunto set my hand and seal as of the day and year first above written.

Signed, sealed and delivered in the presence of:

Highland Beach Real Estate Holdings, Inc., a Florida corporation

Donna Ferrandi
Signature of Witness

By: Lucia Milani
Lucia Milani, President

Printed Name: Donna Ferrandi

Kenneth A. Wenzel
Signature of Witness

Printed Name: KENNETH A. WENZEL

STATE OF FLORIDA)

:ss.

COUNTY OF PALM BEACH)

The foregoing instrument was acknowledged before me this 10 day of December, 2004, by Lucia Milani, as President of Highland Beach Real Estate Holdings, Inc., a Florida corporation, on behalf of said corporation, who is () personally known to me or who has produced FDC as identification.



Donna Ferrandi
Notary Public - State of Florida

Printed Name of Notary

My Commission Expires:



CFN 20190346502

OR BK 30900 PG 1965
RECORDED 09/19/2019 16:00:33
ANT 10.00
Doc Stamp 0.70
Palm Beach County, Florida
Sharon R. Bock, CLERK & COMPTROLLER
Pgs 1965 - 1967 (3pgs)

Prepared By and Return To:

Alfred A. LaSorte, Esquire
SHUTTS & BOWEN LLP
525 Okeechobee Blvd., Suite 1100
West Palm Beach, Florida 33401

Property Appraisers Parcel Identification
(Folio) Number(s): 24-43-47-09-00-001-0030

QUIT CLAIM DEED

THIS QUIT CLAIM DEED, executed this 2nd day of September, 2019, by HIGHLAND BEACH REAL ESTATE HOLDINGS, INC., a Florida corporation, whose mailing address is 4612 S. Ocean Boulevard, Highland Beach, Florida 33487 (the "Grantor") to HIGHLAND BEACH HOLDINGS, LP, a Delaware limited partnership, whose mailing address is 4612 S. Ocean Boulevard, Highland Beach, Florida 33487 (the "Grantee").

WITNESSETH THAT

Grantor, for and in consideration of the sum of \$10.00 and other good and valuable considerations to it in hand paid, receipt whereof is hereby acknowledged, does hereby remise, release, and quit claim unto Grantee forever, all the right, title, interest, claim, and demand which said Grantor has in and to the following described land, lying and being in the County of Palm Beach, State of Florida, to-wit:


SEE EXHIBIT "A" ATTACHED HERETO

TO HAVE AND TO HOLD the same together with all and singular the appurtenances thereunto belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity, and claim whatsoever of the said Grantor, either in law or in equity, to the only proper use, benefit, and behoof of said Grantee, forever.

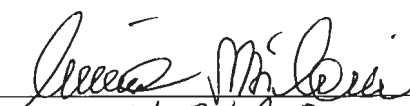
IN WITNESS WHEREOF, the said Grantor has caused these presents to be executed as of the day and year first above written.

Signed, sealed, and delivered
in the presence of:

HIGHLAND BEACH REAL ESTATE
HOLDINGS, INC., a Florida corporation



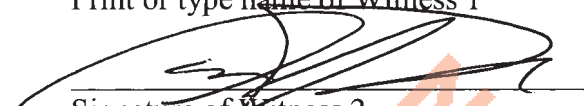
Signature of Witness 1

BY: 
NAME: LUCIA MILANI
TITLE: President

LUCREZIA MILANI

Print or type name of Witness 1

[Corporate Seal]



Signature of Witness 2

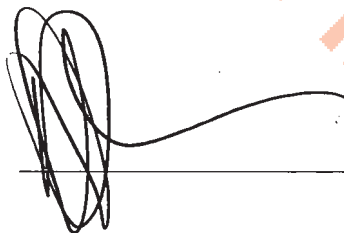
Cam Milani

Print or type name of Witness 2

~~CANADA~~
~~STATE OF FLORIDA~~)
~~PROVINCE OF ONTARIO~~) ss.:
~~COUNTY OF PALM BEACH~~)

The foregoing instrument was acknowledged before me this 2nd day of September, 2019, by Lucia Milani, as President of HIGHLAND BEACH REAL ESTATE HOLDINGS, INC., a Florida corporation, on its behalf, who is personally known to me or who has produced _____ as identification. PR.

OFFICIAL NOTARIAL SEAL:



(type, print, or stamp name)
Notary Public Domènec Rotundo
Commission No. _____

My Commission Expires: 11/20/20

EXHIBIT "A"

LEGAL DESCRIPTION

A parcel lying, Section 9, Township 47 South, Range 43 East, Palm Beach County, Florida, being a portion of Trustees of the Internal Improvement Fund of the State of Florida, Deed no. 20455, Recorded in Official Record Book 27320, Page 1690, Public Records of Palm Beach County, Florida, being more particularly described as follows:

Commencing at the intersection of the North line of the South 867 feet of the North one-half of Government Lot 1, Section 9, Township 47 South, Range 43 East, Palm Beach County, Florida, with the West right of way line of State Road A-1-A, being a 100 foot wide right of way; thence S.89°44'30"W. (as a basis of bearing) along said North line of the South 867 feet of the North one-half of Government Lot 1, a distance of 126.63 feet to the West line of said Government Lot 1 and the Point of Beginning; thence continue S.89°44'30"W. along the westerly prolongation of the North line of the South 867 feet of the North one-half of Government Lot 1, a distance of 74.71 feet to the East line of that parcel described in Official Record Book 18739, Page 441, Public Records of Palm Beach County, Florida; thence S.11°00'00"W. along said East line, a distance of 62.33 feet; thence N.89°44'30"E. along the South line of the North 61.13 feet of the South 867 feet of the North one-half of Government Lot 1, a distance of 78.00 feet to the West line of Government Lot 1; thence N.08°00'00"E. along the West line of Government Lot 1, a distance of 61.77 feet to the Point of Beginning.

SUBJECT PROPERTIES



01/01/24





RESOLUTION NO. 2024-007

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, APPROVING A DECLARATION OF UNITY OF TITLE SUBMITTED BY HIGHLAND BEACH HOLDINGS LP FOR THE PROPERTIES LOCATED NORTH OF THE INTERSECTION OF GRAND COURT AND STATE ROAD A1A, SPECIFICALLY PARCEL CONTROL NUMBERS 24-43-47-09-00-001-0030 AND 24-43-47-09-00-001-0210; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, Pursuant to Section 30-68(q)(3) Town Code of Ordinances, all unities of title applicable to property within the Town shall be approved by the Town Commission, and recorded prior to issuance of a building permit, or as otherwise required by a development order approved by the Town; and

WHEREAS, Highland Beach Holdings LP owns the properties located north of the intersection of Grand Court and State Road A1A, specifically parcel control numbers 24-43-47-09-00-001-0030 and 24-43-47-09-00-001-0210; and

WHEREAS, both parcels are vacant; and

WHEREAS, the total lot size for both properties is 26,117 square feet (0.5996 acres).

WHEREAS, the property owner is requesting the Town approve a Declaration of Unity of Title for parcel control numbers 24-43-47-09-00-001-0030 and 24-43-47-09-00-001-0210.

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

Section 1. The Town Commission finds that the proposed Declaration of Unity of Title for the properties located north of the intersection of Grand Court and State Road A1A, specifically parcel control numbers 24-43-47-09-00-001-0030 and 24-43-47-09-00-001-0210 with the following legal description:

The north 61.13 feet of the south 867 feet of the north half of Government Lot 1, Section 9, Township 47 South, Range 43 East, Palm Beach County, Florida, lying west of the west right-of-way line of State Road No. A-1-A and part of the north 100.00 feet of the south 300.00 feet

of the north half of the north half of Government Lot 1, Section 9, Township 47 South, Range 43 East and more particularly described as follows:

Beginning at the intersection of the west right-of-way line of State Road A-1-A with the southerly line of the north 61.13 feet of the south 867.00 feet of the north half of Government Lot 1, Section 9, Township 47 South, Range 43 East, Palm Beach County, Florida; thence along the aforementioned south line N89°34'30"W 226.62 feet; thence N11°29'05"E 62.29 feet; thence S89°34'30"E along the northerly line of the previously mentioned north 61.13 feet of the south 867.00 feet of the north half of Government Lot 1, a distance of 94.52 feet; thence N08°25'30"E 100.98 feet; thence S89°34'30"E along the northerly line of the north 100.00 feet of the south 300.00 feet of the north half of the north half of Government Lot 1, Section 9, Township 47 South, Range 43 East, 122.59 feet to westerly right-of-way line of State Road A-1-A; thence southerly along the arc of a 28697.90 foot radius curve, concave easterly, whose chord bears S06°16'07"W an arc distance of 161.97 feet to the Point of Beginning.

Said lands situate in the Town of Highland Beach, Palm Beach County, Florida and containing 26,117 square feet (0.5996 acres) more or less.

does not create a parcel that is incompatible with the Town’s Comprehensive Plan and the Town’s Zoning Code.

Section 2. The Declaration of Unity of Title for the parcels located north of the intersection of Grand Court and State Road A1A, specifically parcel control numbers 24-43-47-09-00-001-0030 and 24-43-47-09-00-001-0210 is attached to this resolution as **Exhibit A**.

Section 3. The Declaration of Unity of Title is approved by the Town of Highland Beach Town Commission.

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 _____, 2024.

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 Evalyn David

Commissioner Donald Peters

Commissioner Judith M. Goldberg

EXHIBIT “A”

EXHIBIT A

DECLARATION OF UNITY OF TITLE

KNOW ALL MEN BY THESE PRESENTS, that pursuant to the ordinances of the Town of Highland Beach pertaining to the issuance of building permits and regulating building construction activities, the undersigned, Lucia Milani, General Partner of Highland Beach Holdings, LP, a Delaware limited partnership, being the owner of all of the following described real property situated in the Town of Highland Beach, County of Palm Beach and State of Florida:

Part of the north 100 feet of the south 300 feet of the north half of the north half of Government Lot 1, Section 9, Township 47 South, Range 43 East, Palm Beach County, Florida, lying west of the west right-of-way line of State Road A1A, and more particularly described as follows:

BEGIN at the intersection of the west right-of-way line of State Road A1A with the south line of the north 100 feet of the south 300 feet of the north half of the north half of said Government Lot 1; thence North 89°34'30" West, (as a basis of bearing) along said south line, 126.30 feet to the west line of said Government Lot 1; thence North 08°25'30" East along said west line, 100.98 feet to the north line of the south 300 feet of the north half the north half of Government Lot 1; thence South 89°34'30" East along said north line, 122.59 feet to a point on the aforementioned west right-of-way line of State Road A1A; said point being on a non-tangent curve, concave to the east, having a chord bearing of South 06°19'50" West and a radius of 28,697.90 feet; thence southerly along the arc of said curve through a central angle of 00°12'03", a distance of 100.13 feet to the POINT OF BEGINNING.

Said parcel containing 12,441 square feet (0.2856 acres), more or less.

With Folio (Parcel) ID numbers of: 24434709000010210

And as further described on Exhibit "A" attached hereto and made a part hereof

AND

The north 61.13 feet of the south 867 feet of the north half of Government Lot 1, Section 9, Township 47 South, Range 43 East, Palm Beach County, Florida, lying west of the west right-of-way line of State Road A1A, and more particularly described as follows:

BEGIN at the intersection of the west right-of-way line of State Road A1A with the south line of the north 61.13 feet of the south 867 feet of the north half of said Government Lot 1; thence North 89°34'30" West, (as a basis of bearing) along said south line and along the westerly extension of said south line, 226.62 feet; thence North 11°29'05" East, 62.29 feet to the westerly extension of the north line of the south 867 feet of the north half of Government Lot 1; thence South 89°34'30" East along said north line, 220.82 feet to a point on the aforementioned west right-of-way line of State Road A1A; said point being on a non-tangent curve, concave to the east, having a chord bearing of South 06°10'08"

EXHIBIT A
Resolution No. 2024-007

West and a radius of 28,697.90 feet; thence southerly along the arc of said curve through a central angle of 00°07'22", a distance of 61.44 feet to the POINT OF BEGINNING.

Said parcel containing 13,676 square feet (0.3140 acres), more or less.

With Folio (Parcel) ID numbers of: 24434709000010030

And as further described on Exhibit "B" attached hereto and made a part hereof

does hereby make the following declarations of condition, limitation and restriction on said lands, hereinafter to be known and referred to as DECLARATION OF UNITY OF TITLE, as to the following particulars:

- a. That the aforesaid plot or combination of separate lots, plots, parcels, acreage or portions thereof shall hereinafter be regarded and is hereby declared to be unified under one title as an indivisible building site.
- b. That all said property shall henceforth be considered as one plot or parcel of land, and that no portion thereof shall be sold, assigned, transferred, conveyed or devised separately.
- c. Any sale, assignment, transfer or conveyance of the property shall be in its entirety as one parcel of land.
- d. The Unity of Title Declaration shall constitute a covenant to run with the land in perpetuity.
- e. That the Unity of Title Declaration will not be in effect until approved by the Town Commission of the Town of Highland Beach.
- f. That the Unity of Title shall be binding upon the Declarer, heirs, successors and assigns, until such time as the Unity of Title Declaration may be released with the approval of the Town Commission of Highland Beach.

The undersigned also agrees that this instrument shall be placed of record in the Office of the Clerk of the Circuit Court of Palm Beach County, Florida.

[SIGNATURE AND NOTARY PAGE TO FOLLOW]

Signed, sealed, witnessed and acknowledged this 22nd day of December, 2023.

WITNESSES:

HIGHLAND BEACH HOLDINGS, LP

[Signature]
Print Name: LUCIANA MILANI

By: [Signature]
Lucia Milani, General Partner

[Signature]
Print Name: Thomas R. Carney Jr

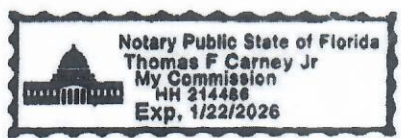
STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument was sworn to and subscribed before me by means of physical presence or online notarization, this 22 day of December, 2023 by Lucia Milani, as General Partner of Highland Beach Holding, LP, on behalf of the partnership, who is personally known to me or has produced a driver's license as identification

My Commission Expires: 1/22/2026

[Signature]
Notary Public



Thomas F. Carney Jr
Print name

APPROVED BY THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH

Natasha Moore, Mayor
Town of Highland Beach

Attest:

Lanelda Gaskins, Town Clerk

Exhibit "A"

**SKETCH AND LEGAL DESCRIPTION
NORTH PARCEL**
PORTION GOVERNMENT LOT 1
SECTION 9, TOWNSHIP 47 SOUTH, RANGE 43 EAST
PALM BEACH COUNTY, FLORIDA

NOT A FIELD SURVEY

LEGAL DESCRIPTION:

Part of the north 100 feet of the south 300 feet of the north half of the north half of Government Lot 1, Section 9, Township 47 South, Range 43 East, Palm Beach County, Florida, lying west of the west right-of-way line of State Road A1A, and more particularly described as follows:

BEGIN at the intersection of the west right-of-way line of State Road A1A with the south line of the north 100 feet of the south 300 feet of the north half of the north half of said Government Lot 1; thence North 89°34'30" West, (as a basis of bearing) along said south line, 126.30 feet to the west line of said Government Lot 1; thence North 08°25'30" East along said west line, 100.98 feet to the north line of the south 300 feet of the north half the north half of Government Lot 1; thence South 89°34'30" East along said north line, 122.59 feet to a point on the aforementioned west right-of-way line of State Road A1A; said point being on a non-tangent curve, concave to the east, having a chord bearing of South 06°19'50" West and a radius of 28,697.90 feet; thence southerly along the arc of said curve through a central angle of 00°12'03", a distance of 100.13 feet to the POINT OF BEGINNING.

Said parcel containing 12,441 square feet (0.2856 acres), more or less.

SURVEYOR'S REPORT:

1. Reproductions of this Sketch are not valid without the signature and the original seal of a Florida Licensed Surveyor and Mapper. Additions or deletions to this survey map or report by other than the signing party is prohibited without written consent of the signing party.
2. No Title Opinion or Abstract to the subject property has been provided. It is possible that there are Deeds, Easements, or other instruments (recorded or unrecorded) which may affect the subject property. No search of the Public Records has been made by the Surveyor.
3. No underground improvements were located.
4. Bearings shown hereon are referenced to the south line of the north 100 feet of the north 300 feet of the north half of the north half of Government Lot 1, Section 9, Township 47 South, Range 43 East, Palm Beach County, Florida. Said line having a bearing of North 89°34'30" West, per survey by REO Surveyors, Inc., Job No. 93-055, dated August 1993.
5. Data shown hereon was compiled from instrument(s) of record and does not constitute a Boundary Survey.
6. Abbreviation Legend: Δ = Central Angle; R = Radius; L = Arc Length; CB = Chord Bearing; L.B. = Licensed Business; P.L.S. = Professional Land Surveyor; R/W = Right-of-way.

CERTIFICATION:

I HEREBY CERTIFY that the attached Sketch and Description of the hereon described property is true and correct to the best of my knowledge and belief as prepared under my direction. I FURTHER CERTIFY that this Sketch and Description meets the Standards of Practice set forth in Chapter 5J-17, Florida Administrative Code, pursuant to Chapter 472, Florida Statutes.

Michael D. Aviom, PLS
Digitally signed by Michael D. Aviom, PLS
Date: 2023.12.20 10:59:50 -05'00'

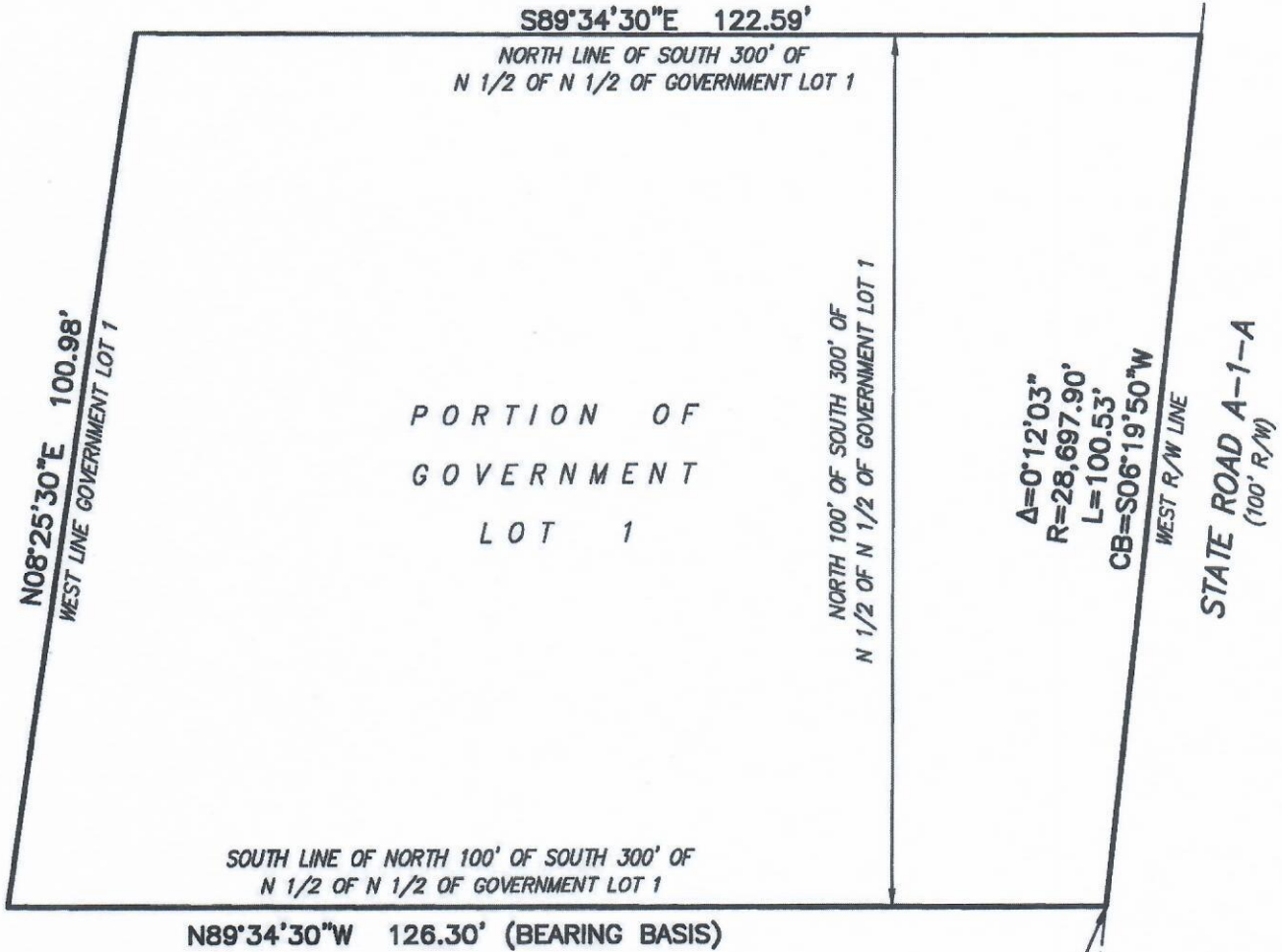
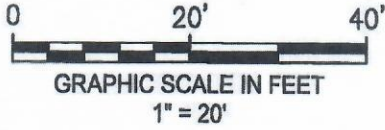
MICHAEL D. AVIROM, P.L.S.
Florida Registration No. 3268
AVIROM & ASSOCIATES, INC.
L.B. No. 3300

REVISIONS	 <p>AVIROM & ASSOCIATES, INC. SURVEYING & MAPPING 50 S.W. 2nd AVENUE, SUITE 102 BOCA RATON, FLORIDA 33432 (561) 392-2594 / www.AVIROMSURVEY.com</p> <p><small>©2023 AVIROM & ASSOCIATES, INC. all rights reserved. This sketch is the property of AVIROM & ASSOCIATES, INC. It be reproduced or copied without written permission.</small></p>	JOB #:	7535-9N
		SCALE:	N/A
		DATE:	12/19/2023
		BY:	J.A.S.
		CHECKED:	M.D.A.
		F.B.	N/A PG. N/A
SHEET:	1 OF 2		

Exhibit "A"

SKETCH AND LEGAL DESCRIPTION
NORTH PARCEL
PORTION OF GOVERNMENT LOT 1
SECTION 9, TOWNSHIP 47 SOUTH, RANGE 43 EAST
PALM BEACH COUNTY, FLORIDA

NOT A FIELD SURVEY



POINT OF BEGINNING

INTERSECTION OF WEST RIGHT-OF-WAY LINE
OF STATE ROAD A1A WITH SOUTH LINE OF
NORTH 100' OF SOUTH 300' OF NORTH HALF OF
NORTH HALF OF GOVERNMENT LOT 1, SECTION 9

REVISIONS



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JOB #:	7535-9N
SCALE:	1" = 20'
DATE:	12/19/2023
BY:	J.A.S.
CHECKED:	M.D.A.
F.B.	N/A
PG.	N/A
SHEET:	2 OF 2

Exhibit B

SKETCH AND LEGAL DESCRIPTION
SOUTH PARCEL
PORTION GOVERNMENT LOT 1
SECTION 9, TOWNSHIP 47 SOUTH, RANGE 43 EAST
PALM BEACH COUNTY, FLORIDA

NOT A FIELD SURVEY

LEGAL DESCRIPTION:

The north 61.13 feet of the south 867 feet of the north half of Government Lot 1, Section 9, Township 47 South, Range 43 East, Palm Beach County, Florida, lying west of the west right-of-way line of State Road A1A, and more particularly described as follows:

BEGIN at the intersection of the west right-of-way line of State Road A1A with the south line of the north 61.13 feet of the south 867 feet of the north half of said Government Lot 1; thence North 89°34'30" West, (as a basis of bearing) along said south line and along the westerly extension of said south line, 226.62 feet; thence North 11°29'05" East, 62.29 feet to the westerly extension of the north line of the south 867 feet of the north half of Government Lot 1; thence South 89°34'30" East along said north line, 220.82 feet to a point on the aforementioned west right-of-way line of State Road A1A; said point being on a non-tangent curve, concave to the east, having a chord bearing of South 06°10'08" West and a radius of 28,697.90 feet; thence southerly along the arc of said curve through a central angle of 00°07'22", a distance of 61.44 feet to the POINT OF BEGINNING.

Said parcel containing 13,676 square feet (0.3140 acres), more or less.

SURVEYOR'S REPORT:

1. Reproductions of this Sketch are not valid without the signature and the original seal of a Florida Licensed Surveyor and Mapper. Additions or deletions to this survey map or report by other than the signing party is prohibited without written consent of the signing party.
2. No Title Opinion or Abstract to the subject property has been provided. It is possible that there are Deeds, Easements, or other instruments (recorded or unrecorded) which may affect the subject property. No search of the Public Records has been made by the Surveyor.
3. No underground improvements were located.
4. Bearings shown hereon are referenced to the south line of the north 61.13 feet of the south 867 feet of the North half of Government Lot 1, Section 9, Township 47 South, Range 43 East, Palm Beach County, Florida. Said line having a bearing of North 89°34'30" West, per survey by REO Surveyors, Inc., Job No. 93-055, dated August 1993.
5. Data shown hereon was compiled from instrument(s) of record and does not constitute a Boundary Survey.
6. Abbreviation Legend: Δ = Central Angle; R = Radius; L = Arc Length; CB = Chord Bearing; L.B. = Licensed Business; P.L.S. = Professional Land Surveyor; R/W = Right-of-way.

CERTIFICATION:

I HEREBY CERTIFY that the attached Sketch and Description of the hereon described property is true and correct to the best of my knowledge and belief as prepared under my direction. I FURTHER CERTIFY that this Sketch and Description meets the Standards of Practice set forth in Chapter 5J-17, Florida Administrative Code, pursuant to Chapter 472, Florida Statutes.

Michael D. Aviom, PLS
Digitally signed by Michael D. Aviom, PLS
Date: 2023.12.20 10:59:28 -05'00'

MICHAEL D. AVIROM, P.L.S.
Florida Registration No. 3268
AVIROM & ASSOCIATES, INC.
L.B. No. 3300

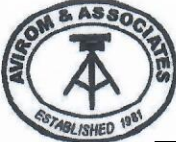
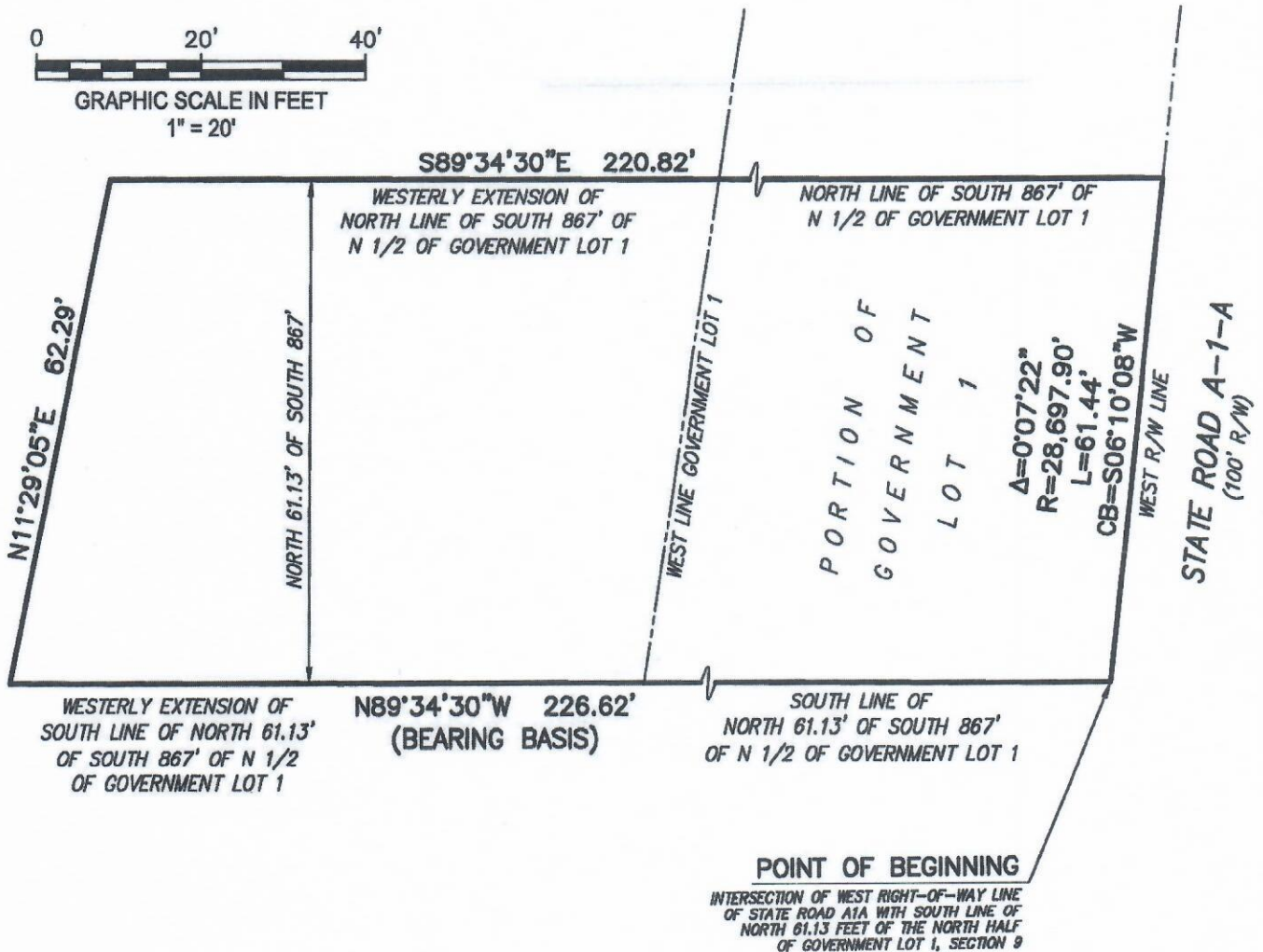
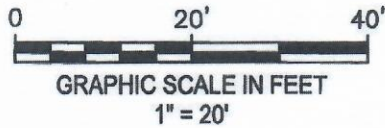
REVISIONS	 <p>AVIROM & ASSOCIATES, INC. SURVEYING & MAPPING 50 S.W. 2nd AVENUE, SUITE 102 BOCA RATON, FLORIDA 33432 (561) 392-2594 / www.AVIROMSURVEY.com ©2023 AVIROM & ASSOCIATES, INC. all rights reserved. the property of AVIROM & ASSOCIATES, INC. It be reproduced or copied without written permission.</p>	JOB #: 7535-9S
		SCALE: N/A
		DATE: 12/19/2023
		BY: J.A.S.
		CHECKED: M.D.A.
		F.B. N/A PG. N/A
SHEET: 1 OF 2		

Exhibit "B"

SKETCH AND LEGAL DESCRIPTION
SOUTH PARCEL

PORTION OF GOVERNMENT LOT 1
SECTION 9, TOWNSHIP 47 SOUTH, RANGE 43 EAST
PALM BEACH COUNTY, FLORIDA

NOT A FIELD SURVEY



REVISIONS



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F.B.	N/A
PG.	N/A
SHEET:	2 OF 2

File Attachments for Item:

C. Water Conservation Month Proclamation

The Town of Highland Beach, Florida

Proclamation

WHEREAS, water is a basic and essential need of every living creature; and

WHEREAS, the State of Florida, Water Management Districts and the Town of Highland Beach are working together to increase awareness about the importance of water conservation; and

WHEREAS, the Town of Highland Beach and the State of Florida has designated April, typically a dry month when water demands are most acute, Florida's Water Conservation Month, to educate citizens about how they can help save Florida's precious water resources; and

WHEREAS, The Town of Highland Beach has always encouraged and supported water conservation, through various educational programs and special events; and

WHEREAS, every business, industry, school, and citizen can make a difference when it comes to conserving water; and

WHEREAS, every business, industry, school, and citizen can help by saving water and thus promote a healthy economy and community; and

NOW, THEREFORE, I, NATASHA MOORE, MAYOR of the Town of Highland Beach, Florida, on behalf of Town Commission, do hereby proclaim the month of April as

Water Conservation Month

The Town of Highland Beach, calls upon each citizen and business to help protect our precious resource by practicing water saving measures and becoming more aware of the need to save water.

IN WITNESS WHEREFORE, I have hereunto set my hand and caused the official seal of the Town of Highland Beach, Florida to be affixed this 2nd day of April 2024.

NATASHA MOORE
MAYOR



File Attachments for Item:

A. Approve and authorize the Mayor to execute a contract with Control Systems Design, Inc. for SCADA System Programming Services for the Water Treatment Plant for a term of two years with two one-year renewal options.



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting

MEETING DATE *4/2/2024*

SUBMITTED BY: Pat Roman, Public Works Director

SUBJECT: Professional Services Agreement with Control Systems Design, Inc. to provide SCADA System Programming for the Water Treatment Plant

SUMMARY:

Control Systems Design, Inc. has provided SCADA System Programming services to the Town since 3/18/20 after being competitively procured through RFP 20-004. It was determined to be advantageous to Water Treatment Plant operation to retain Control Systems Design, Inc. as they implemented the current SCADA system and a new vendor would have to be re-trained on the system's operation.

FISCAL IMPACT:

Dependent on task orders, average annual spend of \$19,250

ATTACHMENTS:

Professional Services Agreement

RECOMMENDATION:

Execute a Professional Services Agreement with Control Systems Design, Inc. to provide SCADA System Programming for the Water Treatment Plant for a term of two years with two one-year renewal options.

CONTRACT FOR SCADA SYSTEM PROGRAMMING SERVICES
(WATER TREATMENT PLANT)

THIS SERVICES CONTRACT ("Contract") is entered on this _____ day of _____, 2024, by and between the **Town of Highland Beach**, a Florida municipal corporation ("Town"), with its office located at 3614 South Ocean Boulevard, Highland Beach, Florida 33487 and **Control Systems Design Inc.**, a Florida corporation, with its office located at 7282 55th Avenue East #200, Bradenton, Florida 34203 ("Contractor").

RECITALS

WHEREAS, the Town is in need of a Contractor to provide SCADA system programming, instruments, and controls for the Town's water treatment plant; and

WHEREAS, Contractor implemented the current SCADA system and has been providing such services to the Town since 2020, and the Town determines that it is advantageous and in the best interests of the Town for Contractor to continue to provide such services; and

WHEREAS, Contractor has agreed to continue to perform such services in accordance with the terms and conditions of this Contract.

NOW, THEREFORE, in consideration of the premises and mutual covenants herein contained, the sufficiency of which is hereby acknowledged by the parties, the Town and Contractor agree as follows:

SECTION 1: INCORPORATION OF RECITALS.

The foregoing Recitals are incorporated into this Contract as true and correct statements.

SECTION 2: CONTRACTOR'S SERVICES.

Contractor shall provide computer programming for the Town's water treatment plant Allen-Bradley/Rockwell equipment and Proficy HMI/SCADA-iFIX 5.8 software, Rosemount flow and pressure meters and transmitters, Great Lakes Instrumental and SWAN CL2 analyzers, and Hach pH and conductivity analyzers, both onsite and remotely.

SECTION 3: INDEPENDENT CONTRACTOR RELATIONSHIP.

No relationship of employer or employee is created by this Contract, it being understood that Contractor will act hereunder as an independent contractor and none of Contractor's, officers, directors, employees, independent contractors, representatives, or agents performing services for Contractor pursuant to this Contract shall have any claim under this Contract or otherwise against the Town for compensation of any kind under this Contract. The relationship between the Town and Contractor is that of an independent contractor, and neither shall be considered a joint venturer, partner, employee, agent, representative or other relationship of the other for any purpose expressly or by implication.

SECTION 4: TERM, TIME, AND TERMINATION.

a. Term; Renewal. ^{BY APRIL 30, 2024} The term of this Contract shall commence upon the approval of this Contract by the Town Commission, and shall continue for two (2) years, or until such time as either party terminates this Contract as set forth herein. The Town shall have the option to renew this Contract for two (2) additional one (1) year terms, based upon the same terms and conditions contained herein. MB

b. Termination by the Town. The Town may terminate this Contract, with or without cause, upon giving thirty (30) days' written notice to the Contractor. At such time, the Town shall compensate Contractor for ~~which~~ ^{work} satisfactorily performed through the date of termination. MB

c. Termination by Contractor. Contractor may terminate this Contract in the event of a substantial failure by the Town to perform in accordance with the terms of this Contract through no fault of Contractor upon giving ninety (90) days' written notice to the Town. MB

d. Force Majeure. Neither party shall be considered in default by reason of any failure in performance if such failure arises out causes reasonably beyond the control of the party and without the party's fault or negligence. Such causes include, but are not limited to: acts of God; public health emergencies; labor disputes; freight embargoes; or abnormally severe and unusual weather conditions.

SECTION 5: COMPENSATION AND METHOD OF PAYMENT.

a. Payments and Invoices. The Town agrees to compensate Contractor in accordance with the rates set forth in **Exhibit "A."** The Contractor shall invoice the Town for each payment to be paid by the Town. The invoices shall specify the services performed and the time expended on such services. All reimbursable expenses shall also be clearly identified on the invoice with supporting documentation. Contractor will ~~normally~~ be paid within thirty (30) days of receipt of an approved invoice. MB

b. No Increase in Compensation. Contractor shall not be entitled to an increase in the agreed to compensation in this Contract or payment or compensation of any kind from the Town for direct, indirect, consequential, impact or other costs, expenses, or damages, including but not limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference, or hindrance from any cause whatsoever. Contractor waives consequential or incidental damages for claims, disputes, or other matters in question arising out of or related to this Contract.

c. Final Invoice. In order for both parties to close their books and records, Contractor shall clearly state "final invoice" on Contractor's final/last billing to the Town upon termination of the Contract. This certifies that all services have been properly performed and all charges have been invoiced to the Town. Since the account will thereupon be closed, any additional charges if not properly included in the final invoice are waived by Contractor.

SECTION 6: INDEMNIFICATION.

Contractor, its officers, employees, and agents shall indemnify and hold harmless the Town, including its officers and employees from liabilities, damages, losses, and costs, including but not limited to, reasonable attorney's fees (at the trial and appellate levels), to the extent caused by the negligence, recklessness or intentionally wrongful conduct of Contractor and other persons employed or utilized by Contractor in the performance of the services under this Contract. The Town agrees to be responsible for its own negligence. Nothing contained in this Contract shall create a contractual relationship with or a cause of action in favor of a third party against either the Town or Contractor, nor shall this Contract be construed as a waiver of sovereign immunity for the Town beyond the waiver provided in section 768.28, Florida Statutes.

SECTION 7: COMPLIANCE AND DISQUALIFICATION.

Each of the parties agrees to perform its responsibilities under this Contract in conformance with all laws, regulations and administrative instructions that relate to the parties' performance of this Contract.

SECTION 8: PERSONNEL.

Contractor represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the Town. All the services required hereunder shall be performed by Contractor or under its supervision, and all personnel engaged in performing the services shall be fully qualified and authorized or permitted under federal, state, and local law to perform such services.

SECTION 9: SUBCONTRACTORS.

The Town reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and approve all qualifications of any subcontractor in order to make a determination as to the capability of the subcontractor to perform properly under this Contract. All subcontractors providing services to Contractor under this Contract will also be required to provide their own insurance coverage identical to those contained in this Contract. If a subcontractor does not have insurance or does not meet the insurance limits as stated in this Contract, Contractor shall indemnify and hold harmless the Town for any claim in excess of the subcontractor's insurance coverage, arising out of the negligent acts, errors, or omissions of the subcontractor. ~~Contractor shall not charge an administrative fee or surcharge on any subcontractor's services; all sub-Contractor costs shall be a direct pass-through cost to the Town.~~ MB MB

SECTION 10: FEDERAL AND STATE TAX.

The Town is exempt from payment of Florida State Sales and Use Tax. Contractor is not authorized to use the Town's Tax Exemption Number and shall not be exempt from paying sales tax to its suppliers for materials used to fill its contractual obligations with the Town.

SECTION 11: INSURANCE.

- a. Certificates Required. Prior to commencing services pursuant to this Contract, Contractor shall provide certificates evidencing insurance coverage as required by this Section. All insurance policies shall be issued by companies authorized to do business in the State of Florida. The Certificates shall clearly indicate that Contractor has obtained insurance of the type, amount, and classification as required for strict compliance with this Section and that no material change or cancellation of the insurance shall be effective without thirty (30) days' written notice to the Town. Failure to comply with the foregoing requirements shall not relieve Contractor of its obligations under this Contract.
- b. Liability Insurance. Contractor shall maintain, during the life of this Contract, commercial general liability, including contractual liability, insurance in the amount of \$1,000,000 per occurrence to protect Contractor from claims for damages for bodily and personal injury, including wrongful death, as well as from claims for property damage which may arise from any operations under this Contract, which such operations be by Contractor or by anyone employed by or contracting with Contractor.
- c. Automotive Insurance. Contractor shall maintain, during the life of this Contract, comprehensive automobile liability insurance in the minimum amount of \$500,000 combined single limit for bodily injuries and property damages liability to protect Contractor from claims for damages for bodily and personal injury, including death, as well as from claims for property damage which may arise from the ownership, use, or maintenance of owned or non-owned automobiles, whether such operations be by Contractor or by anyone directly or indirectly employed by Contractor.
- d. Workers' Compensation and Employer's Liability Insurance. Contractor shall maintain, during the life of this Contract, worker's compensation insurance and employer's liability insurance for all employees as required by Florida Statutes.

SECTION 12: SUCCESSORS AND ASSIGNS. The Town and Contractor each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Contract and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as agreed in writing by all parties, this Contract is not assignable.

SECTION 13: DISPUTE RESOLUTION, LAW, VENUE AND REMEDIES.

All claims arising out of this Contract or its breach shall be submitted first to mediation. The parties shall share the mediator's fee equally. The mediation shall be held in Palm Beach County. Contracts reached in mediation shall be enforceable as settlement Contracts in any court having jurisdiction thereof. This Contract shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Contract will be held in Palm Beach County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

SECTION 14: WAIVER OF JURY TRIAL.

TO ENCOURAGE PROMPT AND EQUITABLE RESOLUTION OF ANY LITIGATION, EACH PARTY HEREBY WAIVES ITS RIGHTS TO A TRIAL BY JURY IN ANY LITIGATION RELATED TO THIS CONTRACT.

SECTION 15: ACCESS AND AUDITS.

Contractor shall maintain adequate records to justify all payments made by the Town under this Contract for at least three (3) years after completion of this Contract and longer if required by applicable federal or state law. The Town shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at Contractor's place of business. In no circumstances will Contractor be required to disclose any confidential or proprietary information regarding its products and service costs.

SECTION 16: NONDISCRIMINATION.

Contractor warrants and represents that its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, or sexual orientation.

SECTION 17: AUTHORITY TO PRACTICE.

Contractor hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business and provide the services required under this Contract, and that it will at all times conduct its business and provide the services under this Contract in a reputable manner and consistent with all applicable laws. Proof of such licenses and approvals shall be submitted to the Town upon request.

SECTION 18: SEVERABILITY.

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

SECTION 19: PUBLIC ENTITY CRIMES.

Contractor acknowledges and agrees that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier or subcontractor under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of thirty-six (36) months following the date of being placed on the convicted vendor list. Contractor will advise the Town immediately if it becomes aware of any violation of this statute.

SECTION 20: NOTICE.

All notices required in this Contract shall be sent by hand-delivery, certified mail (RRR), or by nationally recognized overnight courier to the addresses set forth above. The addresses may be changed in such change is provided in writing to the other party. Notice shall be deemed given upon receipt.

SECTION 21: ENTIRETY OF CONTRACT; WAIVER

The Town and Contractor agree that this Contract sets forth the entire Contract between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded, or otherwise altered, except by written instrument executed by the parties hereto. Failure of a party to enforce or exercise any of its right(s) under this **Contract** shall not be deemed a waiver of that parties' right to enforce or exercise said right(s) at any time thereafter.

SECTION 22: PREPARATION AND NON-EXCLUSIVE.

This Contract shall not be construed more strongly against either party regardless of who was more responsible for its preparation. This is a non-exclusive Contract and the Town reserves the right to contract with individuals or firms to provide the same or similar services.

SECTION 23: MATERIALITY.

All provisions of the Contract shall be deemed material. In the event Contractor fails to comply with any of the provisions contained in this Contract or exhibits, amendments and addenda attached hereto, said failure shall be deemed a material breach of this Contract and Town may at its option provide notice to the Contractor to terminate for cause.

SECTION 24: LEGAL EFFECT.

This Contract shall not become binding and effective until approved by the Town. The Effective Date is the date this Contract is executed by the Town.

SECTION 25: NOTICE OF COMPLAINTS, SUITS, AND REGULATORY VIOLATIONS.

Each party will promptly notify the other of any complaint, claim, suit, or cause of action threatened or commenced against it which arises out of or relates, in any manner, to the performance of this Contract. Each party agrees to cooperate with the other in any investigation either may conduct, the defense of any claim or suit in which either party is named, and shall do nothing to impair or invalidate any applicable insurance coverage.

SECTION 26: SURVIVABILITY.

Any provision of this Contract which is of a continuing nature or imposes an obligation which extends beyond the term of this Contract shall survive its expiration or earlier termination.

SECTION 27: COUNTERPARTS.

This Contract may be executed in one or more counterparts, each of which shall be deemed an original, and will become effective and binding upon the parties as of the effective date at such time as all the signatories hereto have signed a counterpart of this Contract.

SECTION 28: PALM BEACH COUNTY IG.

In accordance with Palm Beach County Ordinance No. 2011-009, Contractor acknowledges that this Contract may be subject to investigation and/or audit by the Palm Beach County Inspector General. Contractor has reviewed Palm Beach County Ordinance No. 2011-009 and is aware of its rights and/or obligations under such ordinance.

SECTION 29: CONTRACT DOCUMENTS AND CONTROLLING PROVISIONS.

This Contract consists of this Contract and **Exhibit "A."** The parties agree to be bound by all the terms and conditions set forth in the aforementioned documents.

SECTION 30: REPRESENTATIONS AND BINDING AUTHORITY.

By signing this Contract on behalf of Contractor, the undersigned hereby represents to the Town that he or she has the authority and full legal power to execute this Contract and any and all documents necessary to effectuate and implement the terms of this Contract on behalf of the Contractor for whom he or she is signing and to bind and obligate such party with respect to all provisions contained in this Contract.

SECTION 31: WARRANTY.

Contractor warrants that all goods and services provided under this Contract will be free of defects in materials and workmanship for a period of one (1) year after completion of the services or as otherwise provided by the manufacturer, whichever is longer.

SECTION 32: PUBLIC RECORDS.

Contractor shall comply with Florida's Public Records Act, Chapter 119, Florida Statutes, and, if determined to be acting on behalf of the Town as provided under section 119.011(2), Florida Statutes, specifically agrees to:

- a. Keep and maintain public records required by the Town to perform the service.
- b. Upon request from the Town's custodian of public records or designee, provide the Town with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Contract and following completion of this Contract if the Contractor does not transfer the records to the Town.

d. Upon completion of this Contract, transfer, at no cost, to the Town all public records in possession of the Contractor or keep and maintain public records required by the Town to perform the service. If Contractor transfers all public records to the Town upon completion of the Contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of the Contract, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Town, upon request from the Town's custodian of public records or designee, in a format that is compatible with the information technology systems of the Town.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS OR DESIGNEE AT THE TOWN OF HIGHLAND BEACH, ATTN: LANELDA GASKINS, AT (561) 278-4548, LGASKINS@HIGHLANDBEACH.US, 3614 SO. OCEAN BLVD., HIGHLAND BEACH, FL 33487.

SECTION 33: NO THIRD-PARTY BENEFICIARIES.

There are no third-party beneficiaries under this Contract.

SECTION 34: E-VERIFY.

Pursuant to Section 448.095(2), Florida Statutes, Contractor shall:

- a. Register with and use the E-Verify system to verify the work authorization status of all newly hired employees pursuant to Section 448.095(2), Florida Statutes, and require all subcontractors to do the same;
- b. Secure an affidavit from all subcontractors stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien as defined in Section 448.095(1)(f), Florida Statutes;
- c. Maintain copies of all subcontractor affidavits for the duration of this Contract and provide same to the Town upon request;
- d. Comply fully, and ensure all of its subcontractors comply fully, with Section 448.095, Florida Statutes;
- e. Be aware that a violation of Section 448.09(1), Florida Statutes (Unauthorized aliens; employment prohibited) shall be grounds for termination of this Contract;
- f. Be aware that a violation of Section 448.095(5), Florida Statutes, by a subcontractor, and not Contractor, shall be grounds for the Town to order Contractor to immediately terminate the contract with the subcontractor; and
- g. Be aware that if the Town terminates this Contract under Section 448.095(2)(c), Florida Statutes, Contractor may not be awarded a public contract for at least one (1) year after the date

on which the Contract is terminated and will be liable for any additional costs incurred by the Town as a result of the termination of the Contract.

SECTION 35: SCRUTINIZED COMPANIES.

Contractor certifies that it and its subcontractors are not on the Scrutinized Companies that Boycott Israel list and are not engaged in a boycott of Israel. Pursuant to Section 287.135, Florida Statutes, the Town may immediately terminate this Contract at its sole option if Contractor or any of its subcontractors are placed on the Scrutinized Companies that Boycott Israel List or is engaged in a Boycott of Israel during the term of this Contract.

IN WITNESS WHEREOF, the parties hereto have made and executed this Contract for SCADA Programming Services as of the day and year set forth above.

TOWN OF HIGHLAND BEACH, FLORIDA

By: _____
Natasha Moore, Mayor

ATTEST:

Approved as to form and legal sufficiency:

Lanelda Gaskins, Town Clerk

Glen Torcivia, Town Attorney

CONTROL SYSTEMS DESIGN INC.

By: MB
Print Name: MARK BIEHL
Title: PRESIDENT

[Corporate Seal]

STATE OF Fl.
COUNTY OF Wakulla

The foregoing instrument was acknowledged before me this 19 day of March, 2024, by Mark Biehl as President of Control Systems Design Inc., and who is personally known to me or who has produced the following Personally Known as identification.

[Signature]
Notary Public

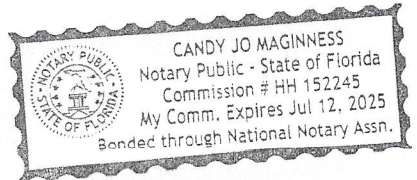


EXHIBIT "A"

(Contractor's Rate Schedule)

CONTROL SYSTEMS DESIGN, INC.

7282 55TH Avenue East # 200 - Bradenton, FL. 34203

Phone (941) 907-8815 Fax (941) 907-1285

R A T E S C H E D U L E - 2 0 2 4

Hourly Rates

Programmer/Troubleshooter - Technician Level \$135.00

Big Data Management - Industrial Engineer \$150.00

Design/Programmer/Troubleshooter - Engineer Level \$150.00

Other Rates

Travel time Billed at above rate for specific personnel - portal to portal

Call Out Emergency Service - remote connection within 2 – 4 hours at normal rate per hour worked.

Weekday Emergency Service - onsite within 24 hours at normal rate, minimum 4 hours.

Weekend Emergency Service – onsite within 4 - 24 hours at double normal rate per hour worked, minimum 4 hours.

Expenses Travel expense costs are included within the travel time cost except when airline / rental car costs are necessary, these costs will be billed at cost, additional to the travel time cost. All minor expenses incurred during onsite work are also covered by the travel time cost.

Purchases All hardware/software purchases are billed at cost plus 17% (to cover sales tax, shipping and profit), and engineer level time to manage the purchase, typically no more than 2 hours per purchase.

File Attachments for Item:

A. Discussion on the proposed amendment concepts pertaining to the Accessory Marine Facility (AMF) and seawall regulations of the Town Code



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission

MEETING DATE: April 2, 2024

SUBMITTED BY: Ingrid Allen, Town Planner, Building Department

SUBJECT: Discussion on the proposed amendment concepts pertaining to the Accessory Marine Facility (AMF) and seawall regulations of the Town Code

SUMMARY:

At the February 7, 2023 Town Commission meeting, the Commission considered a discussion item pertaining to the December 2022 Accessory Marine-related Public Input Meetings including a summary of the public input received and next steps. Consensus from the Commission was to have the Planning Board (“Board”) review the proposed amendment concepts and provide their recommendations to the Commission. The Commission emphasized that the Board’s review should not be rushed. That said, between March 2023 and October 2023, the proposed amendment concepts were a continuing item of discussion on the Board’s meeting agendas.

At the September 21, 2023 and October 12, 2023 Board meetings, the Planning Board made the below recommendations on the proposed amendment concepts. *For Amendment Concept No. 1, motion carried 5-2 (October 12, 2023), and for Amendment Concepts 2-7 motion carried 6-0 (September 21, 2023).* At the November 7, 2023 Town Commission meeting, the Planning Board’s recommendations were presented to the Commission by the Planning Board Chairperson, Eric Goldenberg. Direction from Commission was to have those Town Commissioners who have not had an opportunity to tour the Town waterways, marine facilities and seawalls via the Police Department’s marine patrol vessel schedule such a tour. Note that this last round of tours was completed on February 15, 2024.

PROPOSED AMENDMENT CONCEPT	BOARD RECOMMENDATION
1. Maximum height for AMFs: Base Flood Elevation (BFE) plus 7 feet.	Maximum height for AMFs: BFE plus 8 feet.
2. Exempt personal watercraft (PWC) lifts from the requirement that “in no case shall the lift be higher than the superstructure of the boat when lifted” OR remove requirement.	Exempt personal watercraft (PWC) lifts from the requirement that “in no case shall the lift be higher than the superstructure of the boat when lifted.”

3. Maximum seawall cap width = 3 feet; maximum seawall cap plus dock width = 8 feet.	Maximum seawall cap plus dock width at eight (8) feet.
4. Encroachment into water at 25 feet or 25% of waterway width, whichever is less (measured from the shortest distance adjacent to property line).	Encroachment into water for AMFs at 25 feet or 25 percent of the waterway width, whichever is less, (excludes AMFs along the Intracoastal Waterway) to be measured from <i>wetface of seawall or bulkhead</i> .
5. 10 foot side setback for all zoning districts. For lots < 100 feet in width, setback is 10% of width; however, setback cannot be less than 5 feet.	No side setback for docks Townwide. A minimum 10-foot side setback for all other AMFs Town wide (For lots less than 100 feet in width, setback is 10% of width, setback cannot be less than 5 feet). Such recommendation does not apply to floating vessel platforms which are regulated by Florida Statute.
6. Require a ladder for every 50 feet of dock.	Provide one (1) ladder for each 100 feet abutting waterway, canal or lake, for properties less than 100 feet, provide one ladder. The ladder shall be either adjustable or fixed and shall extend into the water at mean low tide. Ladder requirement would be triggered as part of a special exception request.
7. Maximum seawall height (additional concept, not included in initial proposal)	Maximum seawall height: BFE plus one (1) foot.

A brief history on hearings held and other related matters pertaining to the proposed amendment concepts are provided below:

November 17, 2020 - Town Commission authorized Vice-Mayor Greg Babij to sponsor the review and propose any amendment(s) to the accessory marine structure ordinance provisions (motion carried 5-0).

March 15, 2022 – Town Commission considers introduction to proposed amendment concepts regarding the AMF provisions of the Town Code. Commission consensus was to establish a process for review of such amendment concepts to include public participation and review by the Planning Board.

April 19, 2022 – Town Commission provides direction in establishing a process for review of amendment concepts as follows:

1. Requests that the Planning Board watch the April 19, 2022 Town Commission discussion on such item (Number 10D).
2. Requests that the Planning Board physically observe the various canal/lot widths and existing AMFs including boat lifts located within the Town.
3. Create maps of the various waterway widths (including canal and lakes).
4. Once Board site observations are complete, staff is to send out notices to all waterfront property owners (west of State Road A1A) prior to the Planning Board

meeting where the Board will discuss proposed amendment concepts as provided to the Town Commission on March 15, 2022.

May 12, 2022 – Planning Board considers the April 19, 2022 direction provided by the Town Commission regarding Board review process for proposed amendments to the AMF regulations of the Town Code.

May 23-27, 2022 – Planning Board participates in individual site observations of the Town waterways via the Police Department’s Marine Patrol Unit (for those Board members who do not have access to a boat). Note five (5) of the seven (7) Board members conducted their observations on the Marine Patrol Unit vessel.

June 21, 2022 – Town Commission considers a discussion on a “review timeline” for proposed amendment concepts. Consensus from the Commission was to hold neighborhood meetings at the Town library in an effort to engage input from residents on the proposed changes, and that such meetings commence in October or November upon return of seasonal residents.

August 16, 2022 - Town Commission considers a discussion on a “review timeline” for proposed amendment concepts. Consensus from the Commission is to hold three (3) evening meetings in early November 2022.

December 5, 7, 13, 2022 – Public Input Meetings regarding proposed changes (“amendment concepts”) to the AMF and seawall regulations of the Town Code of Ordinances were held at the Town Library.

February 7, 2023 – Town Commission discussion on December 2022 Public Input Meetings to include summary and next steps.

February 23, 2023 - At the request of the Bel Lido HOA president, staff presented the proposed amendment concepts at the Bel Lido HOA meeting.

June 6, 2023 – At the request of the Town Commission, an update on the Planning Board’s ongoing discussion of the amendments concepts was provided to the Commission.

June – July 2023 - At the request of the Planning Board, an additional round of individual Board member site observations of the Town waterways was conducted via the Police Department’s Marine Patrol Unit. Note five (5) of the seven (7) Board members participated.

ATTACHMENTS:

- March 15, 2022 Town Commission memorandum with Attachments 1-5 regarding introduction to proposed changes to AMF regulations.
 - February 7, 2023 Town Commission memorandum with Public Input Meeting sign-in sheets and comment sheets Attachments.
 - Maps: Canal, lake and lots widths.
 - Additional Public Comment.
-

RECOMMENDATION:

At the discretion of the Town Commission.



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting

MEETING DATE: March 15, 2022

SUBMITTED BY: Ingrid Allen, Town Planner, Building Department

SUBJECT: Introduction to a proposed amendment to the Town Code of Ordinances regarding Accessory Marine Facilities.

SUMMARY:

Former Vice-Mayor, Greg Babij, is sponsoring an amendment to the Accessory Marine Facilities regulations found in Section 30-68(g) and (h) of the Town Code. This proposed amendment is further detailed in Mr. Babij’s attached draft report (Attachment No. 1). Staff has prepared the following table which compares each proposed change with any current Town Code regulation that may apply:

Proposed amendment	Current Town Code regulation
1. Maximum height for accessory marine facilities at Base Flood Elevation (BFE) plus 7 feet.	Town Code is silent on maximum height for accessory marine facilities; however, the definition of “boat lift” requires that in no case shall the lift be higher than the superstructure of the boat when lifted (Sec. 30-131).
2. Exempt personal watercraft (PWC) lifts (as defined in Sec. 30-131) from the requirement that “in no case shall the lift be higher than the superstructure of the boat when lifted” or remove requirement from Town Code. <i>Note that given the low profile of such PWCs, compliance is problematic unless a variance is sought by Applicant.</i>	Boat Lift is defined as “the bottom of the keel of any boat shall not be hoisted greater than one foot above the minimum seawall elevation. In no case shall the lift be higher than the superstructure of the boat when lifted.” (Sec. 30-131). Personal Watercraft lift (PWL) includes a mechanical/electrical device for lifting jet skis, canoes, kayaks or other small watercraft out of the water. (Sec. 30-131).

Proposed amendment	Current Town Code regulation
3. Maximum seawall cap width of 3 feet and maximum 8 foot width for seawall cap plus dock, as measured from the property line.	In waterways not regulated by the U.S. Army Corps of Engineers, docks and mooring structures shall not extend into any waterway more than five (5) feet. In waterways regulated by the U.S. Army Corps of Engineers, docks and mooring structures may extend to that distance allowed by said agency (Sec. 30-68(g)a. and b.). <i>Note that USACE regulates Intracoastal Waterway, canals and lakes in Town.</i>
4. Encroachment into water is 25 ft or 25% of waterway width (measured from the shortest distance adjacent to property line) whichever is less.	See No. 3 above.
5. 10 foot side setback for all zoning districts. For lots less than 100 feet in width, setback is 10% of width; however, setback cannot be less than 5 ft.	Single-family zoning districts: 25 foot side setback. For lots with a width of 50 feet or more but less than 70 feet, 15 foot side setback. For lots with less than fifty feet abutting the water, the planning board may grant a special exception for the installation of a seawall mounted davit type lifting device (but not a dock structure) after being satisfied as to the protection of neighboring property and no infringement of standard navigation practices. Multi-family Zoning districts are exempt from side setback (Sec. 30-68(g)(6)d.)
6. Require a ladder for every 50 feet of dock.	Town Code is silent on ladders.

Note that at the September 10, 2020 Planning Board meeting, staff provided, at the request of the Planning Board Chair, a discussion item that included other municipal piling height limits. Given the proposed amendment to the Town Code includes a maximum height for accessory marine facilities, the Commission may find the discussion memorandum helpful in the review and consideration of this introduction item (Attachment No. 2). Staff has also prepared a table that lists recent Town boat lift requests and their corresponding piling height and extension into the waterway (Attachment No. 3). The table also compares the applicable extension requirements for both the Cities of Pompano Beach and Boca Raton.

The proposed amendment was reviewed by Applied Technology & Management, Inc. (ATM), a coastal and marine engineering consultant who has a Professional Services Agreement with the Town. A report was provided by Dr. Michael G. Jenkins, ATM's Coastal Engineering Principal (Attachment No. 4). Dr. Jenkins indicates under item No. 1 of his report, that the Town's requirement that all accessory marine facilities receive Planning Board approval (Sec. 30-68(g)) is not a common requirement and that Board approval is typically reserved for sites with special and unique circumstances. Note that Section 30-46 of the Town Code currently requires public notice for Planning Board hearings. Although not included in Mr. Babij's

proposed amendment, the Town Commission should be mindful that if Commission consideration is given to reserving Planning Board approval only for those sites with special and unique circumstances, public notice provisions and public comment would only then apply to such special and unique sites. Those accessory marine facility requests that are not special and unique sites would be administratively approved by staff so long as they are consistent with Town Code regulations.

For reference purposes, attached are the current regulations applicable to accessory marine facilities found in Section 30-68 (g) and (h) of the Town Code (Attachment No. 5).

FISCAL IMPACT:

N/A

ATTACHMENTS:

Attachment No. 1 – Draft report from Greg Babij

Attachment No. 2 - Planning Board discussion memorandum – September 10, 2020

Attachment No. 3 - Recent Town boat lift requests table

Attachment No. 4 - ATM report

Attachment No. 5 - Section 30-68 (g) and (h) Town Code of Ordinances

Ordinance Process flowchart

RECOMMENDATION:

At the discretion of the Commission.

ATTACHMENT NO. 1

DRAFT Proposed Revisions to Marine Accessory Ordinances

Abstract:

The existing marine accessory ordinances lack some detail and it is recommended they are enhanced to provide clarity on topics that have been a source of ambiguity and contention. Items like maximum allowable height of marine accessories, ambiguity around jetski lifts vs. boat lifts, and the process of dealing with marine accessories in where there is a discontinuity in the waterway (i.e corner lots, end of canals) have all been points of contention between residents and the Building Department, due to lack of detail.

Additionally, this is an opportune time to consider revising certain other components of the current ordinances to address anticipated future conflicts or in some cases better conform with code used by surrounding towns.

While reviewing the recommended changes, it may be beneficial to envision the concept of a 3-dimensional box that sits on the rear property line of any waterfront lot. Marine accessories must completely fit within the box to be permissible. Otherwise, they would be required to go through the process of obtaining a variance.

Summary of Recommendations

1) Define a Maximum Allowable Height of Marine Accessories:

Recommended Maximum Height: Base Flood Elevation plus 7 feet.

There have been multiple debates around what is an acceptable height of boat lifts. The current codes only state that a boat lift shall not be higher than the superstructure of the boat when lifted, but is silent on how high up in the air the combined boat lift and boat can be. This leaves open the potential for installing boatlifts on top of excessively high pilings, as long as the boat lift is fully retracted so the boat will be higher than the lift itself.

It is recommended that the “height” of the 3 dimensional box behind any waterfront property be Base Flood Elevation plus 7 feet. Referencing Base Flood Elevation allows the ordinance to be dynamic with sea level rise, as it is a reference datum that has been occasionally revised higher by the US Government in conjunction with the sea level. Pilings, and also the boat lift components must not be higher than this recommended maximum allowable height.

2) Amend existing language related to Jetski (Personal Watercraft) Lifts

The current codes are excessively onerous for jetski lifts, relative to boat lifts. As Section 30-131 is written, the bottom of the keel of any boat shall not be hoisted greater than one foot above the minimum seawall elevation, and in no case shall the lift be higher than the superstructure of the boat when lifted.

Because of the low vertical profile of a jetski (3 feet) relative to the vertical profile of a boat lift (7 feet), a boat lift can be installed to hold a boat, but the very same boat lift would not be permissible if it is used to instead lift a jetski.

It is recommended the current code be amended by either by removing the section that states *in no case shall the lift be higher than the superstructure of the boat when lifted*, or simply exempt jet skis (personal watercraft) from this code.

**3) Define a maximum width of a seawall cap and also a maximum width of a dock out into the water.
Recommended maximum new seawall cap width of 3 feet as measured from the property line
Recommended maximum dock plus seawall cap width of 8 feet as measured from the property line**

As properties are redeveloped and seawalls are replaced, there exists the potential for residents to look to “extend” their effective usable property out into the water by building a new seawall outside of the existing seawall. There is also the potential for properties to get extended by pouring excessively wide seawall caps on top of new seawalls and building excessively wide docks.

By limiting the maximum seawall cap width from the property line, and also the maximum distance the seawall cap plus dock can extend from the property line, the risk of one property owner effectively creating their own peninsula is minimized.

It is recommended that the waterside edge of any new seawall cap be limited to 3 feet from the property line, whether it is on top of a new wall, or is a cap raise on top of an existing wall.

Additionally, it is recommended that any new dock built is limited to a maximum distance of 8 feet out into the water as measured from the property line. This would allow for the outer edge of neighboring docks to all be limited to the same distance from the property line regardless of seawall cap size. For example, if a property has a 2 foot wide seawall cap, then that property would be allowed to have a 6 foot wide dock, and meet the maximum combined width of 8 feet. While if a neighboring property has a 3 foot wide seawall cap, they would be limited to a dock width of 5 feet.

Lastly it is recommended that language be added into the code to limit the installation of no more than 1 new seawall outside of the original property seawall that abuts the property line. This eliminates the risk that new seawalls are repeatedly installed on the waters edge side of existing seawalls, which would effectively create a man-made peninsula.

**4) Define a Maximum Distance that Marine Accessories can Extend into the Water
Recommended Maximum Distance: The lesser of 25 feet from the property line or 25% of the waterway width.**

This recommendation can be thought of as the perpendicular edge of the 3 dimensional box, as measured from the property line straight out into the water.

The town codes [Sec. 30-68(g)(6)a and b] simply defer to the Army Core of Engineers for approval of distance into water. It is recommended that the maximum distance be limited to the lesser of 25 feet or

25% of the width of the canal or waterway. Additionally, this distance will be measured from the shortest distance between the two properties in question.

This maximum distance of 25 feet is not an arbitrary value. It was chosen to allow residents to mix and match combinations of seawall cap widths, dock widths and boat lift widths of reasonable size without having to obtain a variance.

The chart below shows the various widths of boatlifts ranging from small boats to very large boats. For illustration, a typical 40 ft powerboat may weigh 30,000 to 40,000 lbs., and that lift is 16 ft wide (center to center) which is 17 ft wide when measured to the outsides of all pilings.

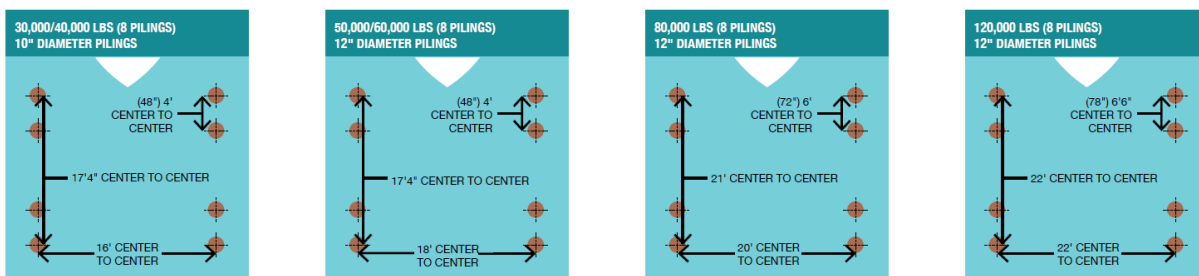
This very standard lift size could be installed at any home that has also conformed to the recommended seawall cap and dock widths, and stay at the 25 ft maximum distance:
3 ft seawall cap + 5 foot dock + 17 foot boatlift = 25 ft.

On the larger end of the spectrum, a 120,000 lb boatlift could hold about the largest size boat an owner would probably want to be able to lift behind a residential property. That boatlift is 22 ft wide center to center, which would be 23 feet wide to the outsides of the pilings. This “mega lift” could still fit in a back yard, but it would have to be right up against a seawall cap, as there is no room for a dock. Early seawall caps were 2 feet wide, and newer caps are 2.5 feet to 3 feet wide. Also note this lift could be installed at a property that has a 3 foot new cap, by notching out 1 foot where the inside pilings are installed. And again this is an extreme outlier example.

A much more typical boat lift for very large boats would be a 50,000 or 60,000 or even possibly an 80,000 lb. lift and the widths there easily stay within the maximum 25 foot threshold with a 3 foot wide seawall cap.

I am not sure Highland Beach has ever had a request to install an 80,000 or 120,000 lb. boatlift, as those are a very rare size.

Piling Setting Dimensions for Yacht Lifts



5) Amend Side setbacks to utilize a smoothed definition instead of the complicated step function definition. Additionally apply the new definition to all property types.

The current town codes utilize a step function where the side setbacks jump at discrete intervals. For example, if a single family zoned property is 71 feet wide, the side setbacks are 25 feet on each side. Comparatively, if a single family zoned property is 69 feet wide, the side setbacks are 15 feet on each

side. Additionally, there exists a different set of side setbacks for single family zoning vs multi-family zoning. Multi-family zoning has a zero foot setback.

It is recommended that the side setbacks be a smoothed function and are less for smaller properties so as to enhance the ability to utilize the water frontage. It is also recommended that the same set of rules apply to all properties equally, regardless of zoning.

Recommendations for Side setbacks:

-For properties with waterline length of 100 feet or more: 10 foot side setback on either side. This setback matches surrounding towns such as Boca Raton, Hillsboro Beach, and Ocean Ridge.

-For properties with waterline length of less than 100 feet: the side setbacks are proposed to be 10% of property waterline length on either side, with a minimum setback of 5 feet, on either side.

Utilizing this framework, a 71 foot wide property would have side setbacks of 7.1 feet, and a 69 foot property would have side setbacks of 6.9 feet.

Lastly, it is recommended that the current code clarify that with measurements will be made based on the assumption that a lot line is extended beyond said property line on a line perpendicular to the seawall or bulkhead. This clarification will provide clarity when measurements are being made with properties that have lot lines that are not perpendicular to the seawall, such as pie shaped lots.

6) Require a Ladder for every 50 feet of dock.

This is simply a requirement in most surrounding towns and our code is silent.

7) Strengthen existing language on the approval process of marine accessories in areas where there is a discontinuity in the waterway by acknowledging that they are a “special case” and external expertise will be utilized.

The majority of conflicts are associated with areas where there is a discontinuity in the waterway such as an abrupt restriction in the waterway width, end of canals, or corner lots or lots that extend into a waterway. The current code is a bit nebulous around these more complicated properties, and in some cases boatlifts have previously been installed in locations where one property owner is inadvertently restricting or blocking an adjacent property owner of the ability to also install a boatlift.

This situation was discussed extensively with the Marine Consultant, and in his expert opinion, no code can be written to address every possible potential scenario within the town. His recommend course of action is to treat any property that has a small water frontage (perhaps less than 50 feet) or that has a discontinuity in the waterway as “a special case.” In these special cases, the standard procedure will be to consult with a marine expert who will make recommendations to the planning board on locations and maximum permissible sizes of marine accessories, with the intention of making sure all surrounding property owners are not having their ability to also utilize the waterway restricted. The code already allows for outside experts for review of development approval requests via Sec. 30-12. The recommended code change is simply to clarify to all parties that a consultation with a marine consultant along with a consultant recommendation to the planning board will be part of the approval process in these special cases.

The planning board can then decide what will be permitted. If a resident disagrees with the planning board's approval, and feels that their access is being restricted as a result of a marine accessory installation, they can seek remedy through the court system.



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Virtual Planning Board Meeting

MEETING DATE 9/10/2020

SUBMITTED BY: Ingrid Allen, Town Planner, Building Department

SUBJECT: Discussion on piling height limits and Town Code deficiencies pertaining to accessory marine facilities.

BACKGROUND:

On August 15, 2020, Planning Board Chairperson, David Axelrod, made the following two inquiries to Town staff:

1. Whether other local municipal codes provide height limits on pilings; and
2. Whether there are any other deficiencies in the Town Code as it pertains to accessory marine facilities.

Staff was directed by Town Manager, Marshall Labadie, to proceed with preliminary research on these inquiries.

SUMMARY:

Height limits on pilings:

The Town of Highland Beach's Code of Ordinances does not provide height limits for boat lift pilings. Upon staff review of the municipal codes for Boca Raton, Delray Beach, Manalapan, North Palm Beach and Ocean Ridge, no provisions for lift piling height were found. The municipal codes of Sanibel and Cape Coral both provide height provisions for mooring pilings as provided in Table 1 below (Note that Cape Coral also provides a maximum elevation provision for "pilings"). Jupiter Island's municipal code states for pilings supporting a dock or used in conjunction therewith shall not be higher than eight feet above mean high water. Moreover, Jupiter Island provides hoisting and daviting provisions for boats as follows:

Section 3.07F.(b) No boat shall be hoisted or davited to such a height that the top of the main superstructure, but not including masts, antennas, outriggers or other attachments to said boat, shall be more than eight feet above mean high water, and no boat exceeding 31 feet in overall length shall be hoisted or davited from the water and supported by a dock, unless approved by the impact review committee using the standards set forth in article X, division II, section 2.04 (see Attachment No. 1)

The municipal code for Lighthouse Point contains provisions for the number of individual pilings which may be installed adjacent to any property as provided in Table 2 below.

TABLE 1

MUNICIPALITY	PILING HEIGHT PROVISION	NOTES
Sanibel	Height of mooring pilings, maximum ten feet above mean high water (Sec. 126-886).	“Mooring Piling” is not defined in Sanibel’s Municipal Code.
Cape Coral	Mooring Pilings shall not be higher than eight feet above mean high water (Section 5.4.5.).	“Mooring Piling” is not defined in Cape Coral’s Municipal Code.
	The elevation of pilings shall not exceed 10 feet above the seawall cap or, if no seawall exists, 13 feet above mean water level (Section 5.4.2.).	
Jupiter Island	Pilings supporting a dock or used in conjunction therewith shall not be higher than eight feet above mean high water (Section 3.07C1.b.)	

TABLE 2

LIGHTHOUSE POINT: Section 42-380(d)(1) The number of individual pilings which may be installed adjacent to any property shall be as follows:

Properties With Eight (8) Foot Side Setbacks		Properties With Seven and One-Half (7½) Foot Side Setbacks	
Linear Feet of Frontage Along Water	Maximum # of Pilings Allowed	Linear Feet of Frontage Along Water	Maximum # of Pilings Allowed
0—60	0	0—60	0
Over 60—136	2	Over 60—135	2
Over 136—176	3	Over 135—175	3
Over 176 +	4	Over 175 +	4

Deficiencies:

Section 30-68 (g)(6)d.2. of the Town Code provides for a contradictory provision regarding the side yard setback requirement for accessory marine facilities in multifamily zoning districts. This section currently reads as follows:

Multifamily zoning districts: Five (5) feet, measured from the perimeter property lines. In multifamily residential zoning districts, marine facilities shall be exempt from side yard setback requirements for all interior lot lines.

Initially, the provision states that a five (5) foot setback is applicable; however, the second sentence exempts multifamily residential zoning districts from the side yard setback requirement. While this conflicting text could be addressed independently from the other accessory marine facility regulations, staff suggests that a marine consultant be retained to holistically assess the current Town Code regulations pertaining to accessory marine facilities and determine deficiencies. Marine consultant considerations could include whether provisions for lift piling height or hoisting of boats, along with corresponding definitions, should be incorporated into the Town Code.

FISCAL IMPACT:

N/A

ATTACHMENTS:

Attachment No. 1 – Jupiter Island standards for impact review.

RECOMMENDATION:

Board discussion.

Sec. 2.04. - Standards for impact review of hoisted boats in excess of 31 feet in length or in excess of eight feet in height above mean high water.

The decision-maker shall approve an application for a hoisted boat that exceeds the maximum length and/or height if the applicant demonstrates that:

- A. The proposed hoisted boat will not adversely affect the public interest; and
- B. The proposed hoisted boat is consistent with the surrounding neighborhood character; and
- C. The visibility of the proposed hoisted boat from public rights-of-way and adjacent properties is minimized in a manner that is consistent with the surrounding neighborhood character; and
- D. The landscape buffer along the side property lines minimizes the visibility of the proposed hoisted boat; and
- E. The proposed hoisted boat will not cause substantial injury to the value of any other property in the neighborhood where it is to be located; and
- F. The proposed hoisted boat will be compatible with adjoining properties and the intended purpose of the district in which it is to be located; and
- G. The proposed hoisted boat will not result in an obvious departure from the aesthetic character of the neighborhood; and
- H. The proposed hoisted boat is situated in a manner that does not materially obstruct the waterfront views from neighboring property; and
- I. The proposed hoisted boat will be associated with a dock which is conforming to all town regulations; and
- J. The proposed hoisted boat does not exceed 41 feet in length or contain more than two levels.

(Ord. No. 342, § 2, 9-17-13)

ATTACHMENT NO. 3

BOAT LIFTS REQUESTS

ADDRESS	# OF PILINGS	HEIGHT OF PILING/TOP OF LIFT BEAM ¹	LIFT EXTENDS INTO WATERWAY (FROM PL)	POMPANO BCH REGULATIONS FOR EXTENDING INTO WATERWAY (FT) ²	BOCA RATON REGULATIONS FOR EXTENDING INTO WATERWAY (FT) ³	NOTES
2021						
4205 Intracoastal Dr <i>APPROVED</i>	8	5'/6'6"	25'	20 (Approx. 145 ft width of waterway)	20	
4408 Intracoastal Dr <i>APPROVED</i>	0	0/6'6"	18'	18.6 (Approx. 93 ft width of waterway)	20	
4206 Intracoastal Dr <i>APPROVED</i>	4	5'/6'6"	18.5'	20 (Approx. 100 ft width of waterway)	20	
1118 Bel Air Dr <i>APPROVED</i>	0	0/7'8"	16	20(Approx. 155 ft width of waterway)	20	
2020						
1006 Grand Ct <i>DENIED</i>	10	7'/8'6"	18'6"	20 (Approx. 150 ft width of waterway)	20	
4318 S Ocean Blvd <i>APPROVED</i>	0	0/7'3"	20'	20 (Approx. 100 ft width of waterway)	20	
2019						
2727 S. Ocean Blvd (slip 5A and 5B) <i>APPROVED</i>	4	Not provided on plans	33'9" (SEE NOTES)	20 (Approx. 316 ft width across ICW)	20	Extension into waterway was measured from seawall. Note that property line is west of seawall, in the water.
4014 S. Ocean Blvd <i>APPROVED</i>	4	Not provided on plans	21'6" (SEE NOTES)	20 (Approx. 337 ft width across ICW to dock)	20	Extension into waterway was measured from dock. Note that property line is west of dock, in the water.

¹Measured from the dock.

²Pompano Beach allows lift to extend to a distance **20%** of the width of the waterway or 20 feet, whichever is less.

³Boca Raton allows lift to extend to a distance **25%** of the width of the waterway or 20 feet, whichever is less. For portions of a boat lift constructed beyond 20 percent of the width of the canal, only wood pilings may be utilized and no part of a boat lift structure shall extend beyond the face of the wood pilings nearest the canal center.

PL – Property Line

FT – Feet

Note: Neither Pompano Beach nor Boca Raton code regulations provide for _____ m piling height.

ATTACHMENT NO. 4



A Geosyntec Company

2/11/22

Ingrid Allen
Town Planner
Town of Highland Beach
3614 S. Ocean Boulevard
Highland Beach, FL 33487

**Re: Accessory Marine Facility Code Amendments Relative to Boat Lifts
 Town of Highland Beach**

Ms. Allen,

This correspondence is provided as additional discussion and opinion regarding changes to Town of Highland Beach code relative to 'Accessory Marine Structures' and specifically boat lifts as defined within sec. 30-68 of municipal code. Items are discussed relative to potential changes to specific requirements of the current code.

1. Requirement for Accessory Marine Facilities to receive Planning Board approval

The requirement that all accessory marine facilities receive planning board approval (ref. Sec. 30-68 Supplemental district regulations (g)(3)) is not a common requirement within coastal communities. Boat lifts are generally allowed with restrictions without planning board approval. Board approval is typically reserved for sites with special and unique circumstance (see item 6. below) or for variance requests from the standard provisions defined in code. The requirements for lift installation are generally defined by code in terms of limitations to the location (setback) and overall size of the structure. These limitations meet the intent to minimize impacts to adjacent properties, allow for safe navigation and minimize impacts to view.

2. Requirement of setbacks for all zoning districts

Requirements for minimum setbacks for all zoning districts are a standard practice and are a key provision to meet the intent to minimize impacts to adjacent properties, allow for safe navigation and minimize visual impacts. The zero-foot setback for multi-family zoning within the Town's current code is anomalous and does not provide a sufficient setback to meet the intent. Required minimum setbacks for boatlifts and docks vary considerably by jurisdiction. The nominal width of lots within a municipality are generally relevant to this provision. Areas with larger lots tend to have larger setback requirements, while areas with smaller lots have lesser setback requirements to allow for reasonable use.

3. Limits to waterway encroachment

Limitations to the distance structures can encroach into a waterway are a standard practice and meet the intent to allow for safe navigation and minimize impacts to adjacent properties and views. Encroachment maximum distances on the order of 25 feet (relative to the waterway edge) are fairly common, though additional restrictions for narrow waterways are also common practice. In general, a fifty-foot effective fairway width is a common design standard for residential canals.

4. Limitations to pile maximum height

Limitations to maximum pile height is not a common practice but does meet the intent to minimize impacts to view. This approach also addresses a related issue relative to overall vessel size. Limitations to pile height restrict the ability to lift vessels beyond a certain size which addressed both issues of view and waterway navigability. In terms of maximum height, it should be defined relative to a fixed vertical datum. Pile heights generally on the order of 12 feet (NAVD 88) (which equates to something on the order of 8 feet above dock height) meet the lifting requirements for most vessels.

5. Limits to seawall cap and dock width

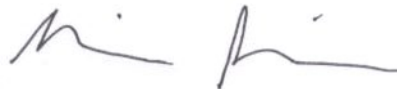
Limitations to Seawall cap and dock total width meets the intent to limit impacts to adjacent properties, waterway navigability and view. A total width of 8 feet (inclusive of the seawall cap and dock) is consistent with general practice.

6. Special and unique circumstances - Sewall discontinuities and corner lots

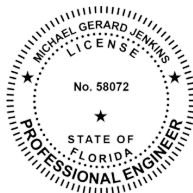
Regulation of boat lifts through minimum setbacks, size and height limitations are generally sufficient to meet the intent to minimize impacts to adjacent properties, allow for safe navigation and minimize impacts to view for waterways that are generally uniform in dimension adjacent to the regulated property. The majority of conflicts are associated with areas where there is a discontinuity in the waterway such as an abrupt restriction in the waterway width, corner lots or lots that extend into a waterway. Application of uniform code provisions to address these areas are problematic as each circumstance is unique and requires consideration of the specific current and intended use and access to the waterway. These issues are further complicated by the range of boat types, sizes and performance characteristics which may be germane to both the use and potential for impact to adjacent properties. Such instances likely warrant further consideration by the Planning Board.

Sincerely,

Applied Technology & Management, Inc.



Michael G. Jenkins, Ph.D., P.E.
Coastal Engineering Principal



**Michael
G Jenkins**

Digitally signed by
Michael G Jenkins
Date: 2022.02.24
09:00:36 -05'00'

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

ATTACHMENT NO. 5

→ Sec. 30-68. - Supplemental district regulations.

(g) *Accessory marine facilities:*

- (1) *Accessory use.* Accessory marine facilities, including docks, piers, launching facilities, boat basins, freestanding pilings and lifting and mooring devices, are permitted as accessory uses in all residential zoning districts. Accessory marine facilities shall be reviewed as special exceptions by the planning board which shall be the final authority on all applications unless the accessory marine facility is part of a site plan submittal or other application requiring town commission approval as provided for in section 30-36.
 - a. Accessory marine facilities shall not be used for commercial purposes.
 - b. Accessory marine facilities shall be used only by residents or their guests, and shall not be rented or leased to nonresidents or any other person other than owners or residents of the principal dwelling or dwellings. For the purpose of this section, the term guest shall mean a person or persons residing in a dwelling unit for a limited period of time, not to exceed a period of sixty (60) days within one calendar year, at the invitation of the owner or resident of the dwelling.
 - c. Accessory marine facilities shall not be a hazard to navigation.
- (2) *Boat basins.* Boat basins are allowed in all zoning districts and reviewed by a special exception, subject to the additional standards listed below:
 - a. The edge of any improvements associated with a boat basin shall be located at least twenty-five (25) feet from side property lines.
 - b. The total length of improvements associated with a boat basin shall not exceed one-third (33.3%) of the length of the property line in which the basin is located.
 - c. Not more than twenty-five (25) percent of any boat moored in a boat basin may extend waterward of property line in which the basin is located.
 - d. The town, at the expense of the applicant, may utilize appropriate marine, engineering, construction, and related professionals to review all aspects of such application. Such professionals shall be utilized to ensure compliance with the requirements herein, to ensure a proposed basin will not be a hazard to navigation, and to ensure a proposed boat basin will not pose a potential hazard, via erosion or other action, to the stability of neighboring properties.
- (3) *Lifting devices.* The installation of lifting devices or other means of securing boats (but not a boat dock) is allowed in all zoning districts. In addition to the requirements for a special exception, the planning board must also find that the lifting device will provide adequate protection of neighboring property and that there is no infringement of standard navigational practices.
- (4) *Boats and setbacks.* When moored, any portion of a boat shall not extend beyond any property line, as extended waterward.
- (5) *Enclosures.* Accessory marine facilities shall not be enclosed with walls, roofs, or any other structures or improvements.
- (6) *Installation.* Accessory marine facilities shall comply with the installation standards listed below:
 - a. In waterways not regulated by the U.S. Army Corps of Engineers, docks and mooring structures shall not extend into any waterway more than five (5) feet.
 - b. In waterways regulated by the U.S. Army Corps of Engineers, docks and mooring structures may extend to that distance allowed by said agency.

- c. Measurement of the width or length of a dock, as applicable, shall be made from the property line.
 - d. Marine facilities shall comply with the side yard setbacks listed below.
 - 1. *Single-family zoning districts:* Twenty-five (25) feet; provided, however, the side yard setback shall be fifteen (15) feet for any single-family lot with a lot width of fifty (50) feet or more but less than seventy (70) feet. For those lots with less than fifty (50) feet abutting the water, the planning board may grant a special exception for the installation of a seawall mounted davit type lifting device (but not a dock structure) after being satisfied as to the protection of neighboring property and no infringement of standard navigation practices.
 - 2. *Multifamily zoning districts:* Five (5) feet, measured from the perimeter property lines. In multifamily residential zoning districts, marine facilities shall be exempt from side yard setback requirements for all interior lot lines.
- (7) *Perpendicular docking.* Unless otherwise provided herein, boats shall not be moored or docked perpendicular to the property at which they are located.
- a. A boat moored at the landward end of a canal constructed for boat docking purposes may be moored perpendicular to the property line, provided such mooring does not impede the navigation of adjacent property owners.
 - b. A boat moored in the Intracoastal Waterway may be moored perpendicular to the property line, subject to approval by the U.S. Army Corps of Engineers.
 - c. A request for perpendicular docking of a boat in a canal shall be considered as a special exception by the planning board. Applications for development order approval of perpendicular docking of boats shall be subject to all standards applicable to a special exception request, and the additional criteria contained herein:
 - 1. Location of docks, docked boats, and relation to side setbacks shall be established by the waterward extension of property lines.
 - 2. Perpendicular docking of boats shall not interfere with navigation of other boats within the affected canal, and will not be a hazard to navigation.
 - 3. Perpendicular docking of boats shall comply with all setbacks required for accessory marine facilities.
 - 4. Docks or accessory mooring facilities approved by the planning board for perpendicular docking of boats may exceed the maximum extension into a waterway allowed for accessory marine facilities.
 - 5. The building official or planning board may request evidence, prepared by a recognized marine expert, demonstrating the following:
 - i. Proposed perpendicular docking and related accessory marine facilities will not reasonably deny or otherwise limit the ability of abutting or adjacent property owners to construct accessory marine facilities;
 - ii. Proposed perpendicular docking and related accessory marine facilities will not reasonably deny or otherwise limit the normal ability of abutting or adjacent property owners to moor, maneuver, use or otherwise move a boat; and
 - iii. Proposed perpendicular docking and related accessory marine facilities will not deny reasonable visual access of abutting property owners to public waterways.

- (h) *Dolphins, freestanding pilings, boat lifts, docks, and moorings:*
- (1) *Installation.* In order to be installed, dolphins, freestanding pilings, boat lifts, docks, and moorings (collectively "mooring facilities") shall comply with all standards listed below:
 - a. The installation shall be subject to special exception approval by the planning board at an advertised public hearing.
 - b. The mooring facilities will be located in a canal or waterway at least eighty (80) feet in width.
 - c. The mooring facilities will not create a hazardous interference with navigation, endanger life or property, or deny the public reasonable visual access to public waterways.
 - d. Construction of all mooring facilities shall require a building permit.
 - (2) *Public notice.* In addition to the requirements of section 30-46, written notice must be provided by first class mail to owners of property abutting the canal and located within five hundred (500) feet, as measured from both property lines along the canal bank, of the property in question.
 - (3) *Documentation.* The building official or planning board may request evidence, prepared by a recognized marine expert, demonstrating the proposed mooring facilities will not be a hazard to navigation and will not deny reasonable visual access to public waterways.
 - (4) *Adjacent property.* Installation of the mooring facilities shall not cause a hazardous interference with navigation, endanger life or property, or deny the adjacent property owners or public reasonable visual access to the public waterway.
 - (5) *Navigation.* Installation of such mooring facilities shall not infringe upon standard navigational practices that are or may be used by abutting property owners.
 - (6) *Floating docks.* Floating docks are permitted, subject to conformance with all zoning code requirements herein and compliance with all applicable building codes.

→ Sec. 30-131. - Definitions of terms.

Boat lifts means the bottom of the keel of any boat shall not be hoisted greater than one foot above the minimum seawall elevation. In no case shall the lift be higher than the superstructure of the boat when lifted.

Note that Section 30-131 has several accessory marine facility-related definitions including "dock, residential," "dolphin pilings," etc.



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting

MEETING DATE: February 7, 2023

SUBMITTED BY: Ingrid Allen, Town Planner, Building Department

SUBJECT: Discussion of Accessory Marine-related Public Input Meetings to include summary and next steps.

SUMMARY:

On December 5th, 7th, and 13th, 2022, the Town held Public Input Meetings regarding proposed changes (“amendment concepts”) to the Accessory Marine Facility and seawall regulations of the Town Code of Ordinances. An identical PowerPoint presentation was presented at each meeting which identified each amendment concept, any corresponding Town Code regulation that may apply to the concept, and a “no action” option. Staff prepared a comment sheet which was available at all three (3) meetings as well as on the Town’s website. Attached are the comment sheets received. In addition to the comment sheets, staff took notes of comments and concerns raised by residents in attendance at each meeting. These meeting comments are provided below by meeting date. The following meeting comment (*in italics*) required some additional research by staff which is provided in the table below:

Look at other municipalities with direct Intracoastal Waterway (ICW), how do they handle encroachment (Comment from December 5th meeting)? **Staff response:** The following table provides regulations applicable to other municipalities:

City	Dock Encroachment	Boat Lift Encroachment
Boca Raton	6 ft for canals and waterways less than 100 ft in width or 8 ft for canals and waterways 100 ft or more in width (exclusive of pilings), measured from the property line, seawall or bulkhead, whichever is nearest to the waterway.	25% of width of canal or waterway or 20 ft , whichever is less. For portions of a boat lift constructed beyond 20 percent of the width of a canal , only wood pilings may be utilized and no part of a boat lift structure shall extend beyond the face of the wood pilings nearest the canal center.

Pompano Beach	5 ft for canals and waterways 50 ft in width or less for canals and waterways more than 50 ft in width, 8 ft (or 10% of width of canal and waterway, whichever is less), as measured from the property line or measurement reference line.	20% of width of canal or waterway or 20 feet, whichever is less, as measured from the property line or measurement reference line.
Delray Beach	5 ft into waterway, if no existing seawall, measured from water's edge at mean low tide; 5 ft if existing or proposed seawall without batter piles, measured from face of seawall; 7 ft if existing or proposed seawall with or without a seawall cap with batter piles, measured from the face of seawall.	20 ft into waterway from the property line or seawall or bulkhead, whichever is nearer to the waterway.

ft = feet

December 5, 2022 (12 residents in attendance, does not include Town Commission or Planning Board members):

1. Look into FEMA preliminary maps, boat lift height should go up not down.
2. Consider seawall height range to accommodate existing (older) structures. For example, Fort Lauderdale has a range from 4 feet to 6 feet.
3. Consider measuring encroachment into the water from existing bulkhead line given some property lines are in the water.
4. Need clear process based on Army Corps of Engineers approval.
5. Support for 10 foot dock setback.
6. Look into provisions for in kind replacement of lifts.
7. Seawall verses property line, consider the one that leaves greater canal space to traverse.
8. Identify properties that may be disadvantaged when measuring encroachment into waterway from property line verses seawall.
9. Datum increase of 1.5 feet, maybe height should be increased by 1.5 feet.
10. Consideration for homes built before change to North American Vertical Datum (NAVD).
11. Support for personal watercraft (PWC) exemption.
12. Support for 10 foot setbacks
13. Byrd Beach property owners reject 25 foot setback.
14. Ladder requirement:
 - should be homeowner's choice.
 - one (1) ladder per waterfront property.

December 7, 2022 (2 residents in attendance, does not include Town Commission or Planning Board members):

1. Facilities located within property line should be allowed.
2. Ladder requirement equals safety.

December 13, 2022 (15 residents in attendance, does not include Town Commission or Planning Board members):

1. Floating docks create conflicts and should be addressed in amendment concepts.
2. Boat lift pilings to have 10-15 feet (30 feet maximum) setback, different than docks and davets.
3. No special exception approval by Planning Board if compliant with proposed concepts.
4. Provide setback for moored boats like Pompano Beach.
5. Proposed amendments to apply to structure as well as boat.
6. Allow accessory marine facilities within the property line, when property line is in the water.
7. Proposed Base Flood Elevation threshold should not apply to nonconforming structures.
8. Have no special exception requirements if proposed thresholds are met.
9. Grandfather existing accessory marine facilities to replace in kind (regardless of setback so long as structure was previously permitted and is not a safety hazard).
10. Reduce speed in Intracoastal Waterway. Speed causing wake issue.
11. Increase in seawall height should be mandated given sea level rise.
12. If accessory marine facility is located within property line and property line is in waterway, it should not need to comply with any proposed encroachment threshold.
13. Make the setback same for single-family and multi-family, not based on lot width.
14. Consider for those developments that wish to replace a continuous dock, that the proposed 10 foot setback would not prevent a continuous dock from being reinstalled.

Note that Staff received a request to present the proposed amendment concepts at the Bel Lido HOA meeting scheduled for February 23, 2023. Therefore, there may be additional public input as a result of this HOA meeting.

Staff is requesting direction from the Commission on whether to provide the proposed changes, in “concept” form, to the Planning Board for review and recommendation or to move forward with this initiative in some other way as prescribed by the Commission.

For reference purposes, a brief history on hearings held (and other related matters) relating to proposed accessory marine facility amendments to the Town Code are provided below:

November 17, 2020 - Town Commission authorized Vice-Mayor Greg Babij to sponsor the review and propose any amendment(s) to the accessory marine structure ordinance provisions (motion carried 5-0).

March 15, 2022 – Town Commission considers introduction to proposed amendment concepts regarding the accessory marine facility provisions of the Town Code. Commission consensus was to establish a process for review of such amendment concepts to include public participation and review by the Planning Board.

April 19, 2022 – Town Commission provides direction in establishing a process for review of amendment concepts as follows:

1. Requests that the Planning Board watch the April 19, 2022 Town Commission discussion on such item (Number 10D).
2. Requests that the Planning Board physically observe the various canal/lot widths and existing accessory marine facilities including boat lifts located within the Town.

3. Create maps of the various waterway widths (including canal and lakes).
4. Once Board site observations are complete, staff is to send out notices to all waterfront property owners (west of State Road A1A) prior to the Planning Board meeting where the Board will discuss proposed amendment concepts as provided to the Town Commission on March 15, 2022.

May 12, 2022 – Planning Board considers the April 19, 2022 direction provided by the Town Commission regarding Board review process for proposed amendments to the Accessory Marine Facility regulations of the Town Code.

May 23-27, 2022 – Individual Board site observations, as noted above, are conducted via the Police Department’s Marine Patrol Unit (for those Board members who do not have access to a boat). Note five (5) of the seven (7) Board members conducted their observations on the Marine Patrol Unit vessel.

June 21, 2022 – Town Commission considers a discussion on a “review timeline” for proposed amendment concepts. Consensus from the Commission was to hold neighborhood meetings at the Town library in an effort to engage input from residents on the proposed changes, and that such meetings commence in October or November upon return of seasonal residents

August 16, 2022 - Town Commission considers a discussion on a “review timeline” for proposed amendment concepts. Consensus from the Commission is to hold three (3) evening meetings in early November 2022.

Note that initial Public Input Meetings were scheduled for November 9th and 10th, and December 7th. Due to Hurricane Nicole, the November 9th and 10th meeting dates were rescheduled to December 5th and 13th.

ATTACHMENTS:

List of Proposed Amendment Concepts.

Comment sheets received.

Sign-in sheets from Public Input Meetings.

RECOMMENDATION:

At the discretion of the Commission.

PROPOSED AMENDMENT CONCEPTS

- Maximum height for AMFs = BFE plus 7 feet.
- Exempt personal watercraft (PWC) lifts from the requirement that “in no case shall the lift be higher than the superstructure of the boat when lifted” OR remove requirement.
- Maximum seawall cap width = 3 feet; maximum seawall cap plus dock width = 8 feet.
- Encroachment into water at 25 feet or 25% of waterway width, whichever is less (measured from the shortest distance adjacent to property line).
- 10-foot side setback for all zoning districts. For lots < 100 feet in width, setback is 10% of width; however, setback cannot be less than 5 feet.
- Require a ladder for every 50 feet of dock.

ADDITIONAL CONCEPT:

- Maximum seawall height.

COMMENT SHEETS RECEIVED

From: thomas.stevens
To: Ingrid.Allen
Subject: AMF Comment sheet submittal
Date: Wednesday, December 14, 2022 2:59:50 PM

AMF Comment Sheet

NAME: Thomas Stevens ADDRESS: 2358 South Ocean Blvd. Highland Beach, Florida EMAIL: Thomasjstevens@hotmail.com

1) Maximum height for Accessory Marine Facilities (AMF) at Base Flood Elevation (BFE) plus 7 feet.

I have no objection to this change.

2) Exempt personal watercraft (PWC) lifts from the requirement that "in no case shall the lift be higher than the superstructure of the boat when lifted" or remove requirement.

No action required. Leave the code as is.

3) Maximum seawall cap width of 3 feet: maximum 8-foot width for seawall cap plus dock.

I have no objection to this change.

4) Encroachment of AMF's and seawalls into water at 25 feet or 25% of waterway width, whichever is less (measured from the shortest distance adjacent to property line)

I respectfully object to any rule allowing a property owner to build any pier, seawall or structure beyond the 8 feet allowed for the seawall cap plus dock. As a waterfront property owner I am well aware the sides of the intercoastal waterway are used by Manatees as a throughfare during their migration north and south. They travel close to the seawalls to avoid being struck by boats. Any encroachment of man made structures will force the manatees to travel further out into the intercoastal where they will be in danger of serious injury or death from boat strikes. The manatees are struggling from a loss of critical habitat caused by human encroachment. I hope our town leaders would prioritize the needs of a struggling species over the whims and desires of some waterfront property owners to build needless structures out into our waterways.

5) 10 foot side setback for all zoning districts. For lots less than 100 feet in width, setback is 10% of width: however, setback cannot be less than 5 feet.

I am against any change shortening the side setbacks from 25 feet. The setbacks as they are now ensure privacy, maintain unimpeded views, and maintain a quality of life that waterfront property owners want.

6) Require a ladder for every 50 feet of dock.

I respectfully object to the addition to the code requiring a ladder every 50 feet for waterfront properties for the following reasons;

Reason 1: this rule will not grant or convey any waterfront property owner a right to install a ladder on their property that they don't already have. Any property owner who wants or feels they need a ladder can have one. There is no rule stopping them from installing a ladder.

Reason 2) It will take away a property owners right to determine if they want a ladder or not. The Town has left the decision up to the waterfront property owner for decades, I see no reason to change it.

Reason 3) The ladder requirement would be a solution to a problem that does not exist. I don't see an epidemic of deaths from falls off docks where the death was directly attributed to the lack of a ladder present.

Reason 4) Other local municipalities of similar size and demographics (ie. Gulfstream and Manalapan) do not require a seawall ladder.

Reason 5) The presence of a ladder will increase a property owners risk of being burglarized by criminals using a boat. The ladder will facilitate easier access to the property via a ladder. My home owners insurance company does not require me to have a ladder, but does require me to have a security alarm system. Why is this? It's because my insurance company knows there is a high probability of my home being burglarized and a very very low probability of someone dying from a fall into the water.

For these reasons I urge the Town of Highland Beach to drop any addition to the code mandating a ladder be required on waterfront properties. Although a well meaning proposal the facts do not support the town mandating this requirement. Allow the waterfront property owners to continue to decide for themselves as they have throughout the towns existence.

7) Maximum seawall height.

Maximum seawall height should be the height of Base Flood Elevation.

The question in regards to giving property owners the ability to replace there seawall by building 3 feet in front of the existing wall should be allowed. It should only be allowed to be done once. A one time exemption only. This should prevent someone gaming the system and repeatedly replacing there seawall so they build further and further out into the water.

Additional Comments:

I regards to the question of where should the town determine seawall placement? Where the existing seawall is located now should be the determinate of all future seawall location placement. If you give Property owners the right to extend out to there underwater property lines you will end up with chaotic, and uneven seawalls projecting out haphazardly throughout the Town.



COMMENT SHEET

NAME Paul Gregory Babji

ADDRESS 1092 Bel Lido Drive
Highland Beach, FL 33487

EMAIL ADDRESS gregbabji@comcast.net

1. Maximum height for Accessory Marine Facilities (AMF) at Base Flood Elevation (BFE) plus 7 feet.

I support the proposed change. Open to revisions as well, up to even 9 feet. The goal is to stop boats lifted to extreme elevations

2. Exempt personal watercraft (PWC) lifts from the requirement that "in no case shall the lift be higher than the superstructure of the boat when lifted" OR remove requirement.

I support the proposed change

3. Maximum seawall cap width of 3 feet; maximum 8-foot width for seawall cap plus dock.

I support the proposed change

4. Encroachment of AMFs and seawalls into water at 25 feet or 25% of waterway width, whichever is less (measured from the shortest distance adjacent to property line).

I support the proposed change

5. 10 foot side setback for all zoning districts. For lots less than 100 feet in width, setback is 10% of width; however, setback cannot be less than 5 feet.

I support the proposed change

6. Require a ladder for every 50 feet of dock.

I support the proposed change, 1 ladder every 100 feet is ok as well

7. Maximum seawall height.

Defer to Jenkins (Maine Dept), Base Flood Elevation or even BFE + 3 feet.

Additional Comments:

If you prefer, you can email your comment sheet to iallen@highlandbeach.us
THANK YOU FOR YOUR INPUT...



COMMENT SHEET

David Willens

NAME

2362 South Ocean Blvd

ADDRESS

dwillens65@gmail.com

EMAIL ADDRESS

1. Maximum height for Accessory Marine Facilities (AMF) at Base Flood Elevation (BFE) plus 7 feet.

I support the proposed change.

2. Exempt personal watercraft (PWC) lifts from the requirement that "in no case shall the lift be higher than the superstructure of the boat when lifted" OR remove requirement.

I support the proposed change.

3. Maximum seawall cap width of 3 feet; maximum 8-foot width for seawall cap plus dock.

I support the proposed change.

4. Encroachment of AMFs and seawalls into water at 25 feet or 25% of waterway width, whichever is less (measured from the shortest distance adjacent to property line).

I support the proposed change, except that for properties located directly on the Intracoastal waterway, such encroachment distance should be allowed to a greater extent if and as approved and permitted by the Federal Army Corps of Engineers.

5. 10 foot side setback for all zoning districts. For lots less than 100 feet in width, setback is 10% of width; however, setback cannot be less than 5 feet.

I emphatically support the proposed change. The foremost reason residents buy navigable waterfront properties is marine access/usage, including boating at their home. The current SFR code 25' setback is grossly inconsistent with and much more restrictive than every other local town: ex. Deerfield Beach-5 ft; Gulfstream-5 ft; Boca Raton and Delray-10ft. The code makes absolutely no sense when a SFR with 70' frontage can have a 40' dock vs a SFR with 80' only permits a 30' dock?

6. Require a ladder for every 50 feet of dock.

I think one ladder for every 100 feet of water frontage is sufficient and makes better sense conceptually and from a safety perspective to measure by water frontage rather than dock length.

7. Maximum seawall height.

I would propose to allow seawalls up to a maximum height equal to the then current base flood elevation.

Additional Comments:

~~The dock set back issue is the big issue in my opinion. I live directly on the intracoastal and my property frontage is 80 ft. limiting me to a 30 ft dock. The IC is extremely busy and there are no wake restrictions. Accordingly, without a longer dock and associated "T" dock incorporating a water break design, it is impracticable to dock a boat at my home or even board or access a boat at most times due to boat traffic. A longer dock and water break (as the code amendment is proposed I would be entitled to a 64' dock) would allow a reasonable size vessel to dock within the protected area including to utilize a lift during busy IC use benefitting from reduced wave action at the lift. In fact, I have already obtained Army Corps of Engineers and DEP approval for same but the town Code prohibits my construction permit. This grossly unreasonably restrictive code therefore deprives me of the right to use my property for boating that any reasonable person would expect and materially reduces the value of my property.~~

If you prefer, you can email your comment sheet to iallen@highlandbeach.us

THANK YOU FOR YOUR INPUT...



COMMENT SHEET

Marthin De Beer

4307 Intracoastal Dr, Highland Beach

mfdebeer@mac.com

NAME

ADDRESS

EMAIL ADDRESS

1. Maximum height for Accessory Marine Facilities (AMF) at Base Flood Elevation (BFE) plus 7 feet.

I support this revision. Based on storm surge on the west coast, you may want to consider raising this further to 9 or 10 feet

2. Exempt personal watercraft (PWC) lifts from the requirement that "in no case shall the lift be higher than the superstructure of the boat when lifted" OR remove requirement.

I support this revision.

3. Maximum seawall cap width of 3 feet; maximum 8-foot width for seawall cap plus dock.

I support this revision.

4. Encroachment of AMFs and seawalls into water at 25 feet or 25% of waterway width, whichever is less (measured from the shortest distance adjacent to property line).

I support this revision

5. 10 foot side setback for all zoning districts. For lots less than 100 feet in width, setback is 10% of width; however, setback cannot be less than 5 feet.

I support this as long as this revision ONLY apply to AMFs and dock extending out from the seawall. As long as this setback does NOT apply to docked vessels, I am supportive. Please ensure this does not modify the current case where vessels can extend to the property line.

6. Require a ladder for every 50 feet of dock.

I support this

7. Maximum seawall height.

Additional Comments:

If you prefer, you can email your comment sheet to iallen@highlandbeach.us
THANK YOU FOR YOUR INPUT...

From: [Richard Greenwald](#)
To: [Ingrid Allen](#)
Cc: [Jeff Remas](#); [Marshall Labadie](#)
Subject: Marine structures
Date: Thursday, December 15, 2022 12:57:54 PM

Some first thoughts (subject to profound evolution) after public meeting Tuesday.
Information presented changed some of my ideas held going in to the meeting.
I think the Town was wise to elicit comments and discussion prior to enacting policy.

Easy ones:

1. Each dock, irrespective of length, should have a ladder. This is a life safety requirement.
2. Sea walls must meet new code, heights when reconstructed.
3. New, permanent lifts need to be high enough to get boats out of the water whether that is 7 or 7 1/2 feet.
4. The 25 foot or 25% (whichever is less) measured from the bulkhead (preferred over seawall?) is reasonable. The 8 foot total combined seawall and dock is reasonable. Continuing to artificially enlarge property by extending seawalls over the water is not reasonable.
5. Personal water craft such as jet skis, seadoos or even canoes, kayaks, paddle boards can have (should be encouraged to have) much lower profile lifts.

Harder ones:

1. The fact that “non-permanent” structures such as floating docks, floating lifts can not be regulated by the Town creates a big problem regarding establishing reasonable set backs. With improving technology, lower cost and lack of regulation the use of these items is likely to continue to increase. They have the potential to become increasing hazards and eyesores.

This knowledge has changed my thinking and I am feeling more restrictive regarding permanent structures. I now believe permitting for lifts will need to be configured to individual lots and in regard to neighbors lots. Otherwise conflict can be created.

Note: I find it hard to believe that the Town is powerless and has zero regulatory authority over these often large, imposing but “nonpermanent” structures. Can’t codes be approved based on “safety” or “impingement to forms of navigation e.g. neighbor’s ability to dock”? Would a legal opinion be helpful?

2. Some hypotheticals that occurred to me during the discussions:

A. An owner with 70 feet on the water requests a 50 foot dock. With 25 foot setbacks he could have a 20 foot dock. With 10 foot setbacks 50 feet is ok. At 10% it could be 56 feet long. Anyway, he applies for a 40 foot boat lift for his 45 foot boat. His neighbors on each side (worst case scenario and, I recognize, unlikely to occur) legally have plastic floating docks or lifts extending 15 feet into the water at their property lines. One has 2 jet skis, the other a kayak. No permits were required—maybe fill out a form.
Can our boat owner access his permitted lift? Show me how.

B. A new owner buys that house that now comes with a 40 foot, 8 post lift. The new owner doesn’t have or want a boat. However his southern neighbor wants to install a similar lift for his new 45 foot boat. If granted, neither one may be able to access their lifts. How will that permit process work?

3. The longer setbacks may need to be maintained. PERHAPS LIFT SIZES CAN ONLY BE APPROVED IF THE LIFT CAN BE ACCESSED FROM WATER BEHIND THAT OWNER'S PROPERTY, NOT VIA THEIR NEIGHBORS AREA. But, that is quite restrictive for owners with limited frontage.

Play with the math for different lot sizes, setbacks, lifts and boats and see what you think.

4. I liked the "fit in the box" idea but it is seriously compromised by the use of unregulated impermanent structures. The 25 feet out also compromises neighbors' views if setbacks are reduced from the current standard for single family homes.

5. There needs to be setbacks. One wants owners to enjoy their property but not intrude on others. I like the current 25 foot setbacks and would vote for that while understanding a desire to decrease them. I could possibly be talked into 15 feet. If setbacks are decreased I would favor a "stepped" box to provide less obstructive views for neighbors. I am a big fan of setbacks and protecting neighbor's views but, in fairness, why does a home with more waterfront require bigger setbacks than a smaller lot? What is the rationale for that?

6. I think moored boats should have a setback (3-5 feet?) and not extend to the property line as is allowed currently. Theoretically, neighboring boats can now be "touching". This is a navigational safety issue. Even with whips and spring lines boats can shift position. Even with side thrusters and joy sticks many boaters are less than expert dockers, particularly on windy days.

7. For the Planning Board—they need better definitions of hardship. To me, "I need a variance so I can get a bigger boat" is not a hardship.

First thoughts. Very complicated. Need to think on it some more.

Happy Holidays.

Best to all,

Rick Greenwald
Tranquility Drive (east side of south lake)

Sent from my iPad



COMMENT SHEET

Jeffrey Kleiman

4321 Intracoastal Drive

Jeffreyfl@gmail.com

1084 Bel Lido Drive

NAME

ADDRESS

EMAIL ADDRESS

1. Maximum height for Accessory Marine Facilities (AMF) at Base Flood Elevation (BFE) plus 7 feet.

I support this

2. Exempt personal watercraft (PWC) lifts from the requirement that "in no case shall the lift be higher than the superstructure of the boat when lifted" OR remove requirement.

I support this

3. Maximum seawall cap width of 3 feet; maximum 8-foot width for seawall cap plus dock.

I support this

4. Encroachment of AMFs and seawalls into water at 25 feet or 25% of waterway width, whichever is less (measured from the shortest distance adjacent to property line).

I support this

5. 10 foot side setback for all zoning districts. For lots less than 100 feet in width, setback is 10% of width; however, setback cannot be less than 5 feet.

I support this

6. Require a ladder for every 50 feet of dock.

I support this

7. Maximum seawall height.

I would think that the seawall should be allowed to be as high as a new house ground floor is allowed to be.

Additional Comments:

If you prefer, you can email your comment sheet to iallen@highlandbeach.us
THANK YOU FOR YOUR INPUT...



COMMENT SHEET

robert spahr

NAME

4225 Tranquility

ADDRESS

rspah50@gmail.com

EMAIL ADDRESS

1. Maximum height for Accessory Marine Facilities (AMF) at Base Flood Elevation (BFE) plus 7 feet.

suggest 8 ft

2. Exempt personal watercraft (PWC) lifts from the requirement that "in no case shall the lift be higher than the superstructure of the boat when lifted" OR remove requirement.

yes

3. Maximum seawall cap width of 3 feet; maximum 8-foot width for seawall cap plus dock.

yes

4. Encroachment of AMFs and seawalls into water at 25 feet or 25% of waterway width, whichever is less (measured from the shortest distance adjacent to property line).

needs some work on wording

5. 10 foot side setback for all zoning districts. For lots less than 100 feet in width, setback is 10% of width; however, setback cannot be less than 5 feet.

Yes

6. Require a ladder for every 50 feet of dock.

One ladder per lot/dock

7. Maximum seawall height.

i dont know

Additional Comments:

If you prefer, you can email your comment sheet to iallen@highlandbeach.us
THANK YOU FOR YOUR INPUT...



SIGN-IN SHEET

AMF Public Input Meeting 12-5-22

NAME	ADDRESS	EMAIL	PHONE #
ERIC GOLDBERG	3412 S. DEAN BLVD #1102 Highway 754211	goldberge@gmail	610-24220 613-24220
DAVID STEAN	2901 S OCEAN BLVD #804 #9	dstean1043@aol.com	561 202-3205
Athene Woff Jenny Woff	1005 Russell Dr 4	woffstake@aol.com	561 444-4988
Jordan Gulitz	402. S. Ocean Blvd 3912 Highlan Beach	midasy@aol.com	201 704 0344
ADICK KENNEDY	3914 So Ocean Blvd HB V Por 469	deschner133@sprinl.com	848 661 3642
EUGENE GARRETT	1070 Red Lick Dr HB	trunoy@aol.com	561 274.8769
Joseph Loeffler	4318 S DEAN BL	JAY.SEA@verizon.net	431 921 8522
Mark Dutter	7316 S. Dean Blvd.	MOUTER1569@bman.com	Rev 713-205-3894
Thomas Stevens	2358 S Ocean Blvd	ThomasStevens@aol.com	561 563 4975



SIGN-IN SHEET

AMF Public Input Meeting 12-5-22

NAME	ADDRESS	EMAIL	PHONE #
KARL ERIC JOHNSON	23578 S. Ocean Blvd	KETSMDP@gmail.com	561 563 4458
Robert Spahr	4225 Tanager Ct	RSPAH50@gmail.com	352 3028
Ted I. Allman	3912 S. Ocean Blvd	ted.allman@gmail.com	919-264-8607
KYLE MARTINEZ	2860 N.E. 1651	KMF@AMERICANBAND.com	561 809 8701



SIGN-IN SHEET

AMF Public Input Meeting 12-5-22

NAME	ADDRESS	EMAIL	PHONE #
Greg Babij	1092 Belvid Dr	gregbabij@tsh.com	
David Wilkins	2362 S. Ocean Blvd	dwilkins65@gmail	
Mike Jenkins	11814 9th St WPB FL	mjenkins@cpw1.net	561-377-8213
Maggie Chapplear	1015 BelAir Dr #1	Contact maggie.chapplear@gmail.com	571-438 2299



SIGN-IN SHEET

AMF Public Input Meeting **12-7-22**

NAME	ADDRESS	EMAIL	PHONE #
FORNBERG	REGENCY HIGHLAND		610-613-2420
① STEVENSON	3420 So OCEAN 4740 S. OCEAN BLVD 206 BRAEMAR		617-775-2305 561-236-9194
LIVRE MENDLSON	3700 S OCEAN BLVD #121D	msirm1@gmail.com	561 251 4965
MARIA CORTES	4311 S. Ocean Blvd.		713-705-3891



SIGN-IN SHEET

AMF Public Input Meeting **12-13-22**

NAME	ADDRESS	EMAIL	PHONE #
Lindsay Trivento	1103 + 1105 Russell Dr.	Lindsay.Trivento@gmail	954 8997889
Marea P Anderson	4201 Tranquility	7	561-901-7684
Jose Andrea	4201 TRAND. DR.		
Lynn & Lee Foeking	1041 Boca Cove Ln	l.foeking@comcast.net	815-791-5532
Robert Evans	3420 So. M Ocean Blvd.	ROBERTAYRELL@ME.COM	917-658-2380
Silvio Blaskovic	1118A Highland Beach Dr.	Sailorpa@gmail.com	561-573-4137
Boban Bida	1120 Highland Beach Dr.	C.m.bida@comcast.net	561-573-4139
Milena Bida	1120 Highland Beach Dr.	Milena.bida@comcast.net	561-573-4140
Sara Fogner	1083 Bel Lido Dr.	saraeric@yahoo.com	954 3282737



SIGN-IN SHEET

AMF Public Input Meeting **12-13-22**

NAME	ADDRESS	EMAIL	PHONE #
Glenn Parsons	3912 S. Ocean Pk6 Highland Beach	gpinwyd@ gmail.com	307-690- 3558
Tom Ruotolo	3400		
KICKERMAN	PERRY KICKERMAN LITTY DR.	kickerman@ bellSouth.com	
DEB & MARK SMITH	3720 S Ocean 9X HB		



CANAL, LAKE AND LOT WIDTHS¹

MAP 1 – SOUTH GRAND CT.

MAP 2 – NORTH GRAND CT.

MAP 3 – IN BETWEEN RUSSELL DR. AND BOCA COVE LN.

MAP 4 – IN BETWEEN BEL AIR DR. AND RUSSELL DR.

MAP 5 – SOUTH OF BEL LIDO DR.

MAP 6 – NORTH OF BEL LIDO DR.

MAP 7 – LOT WIDTHS 2540-2700 S. OCEAN BLVD. (RESIDENTIAL SINGLE FAMILY ZONING DISTRICT)

MAP 8 – LOT WIDTHS 2500-2366 S. OCEAN BLVD. (RESIDENTIAL SINGLE FAMILY ZONING DISTRICT)

MAP 9 – LOT WIDTHS 2362-2332 S. OCEAN BLVD. (RESIDENTIAL SINGLE FAMILY ZONING DISTRICT)

¹Canal, Lake and Rear lot widths (LW) provided are an approximate.

MAP 1 Canal widths – South of Grand Court



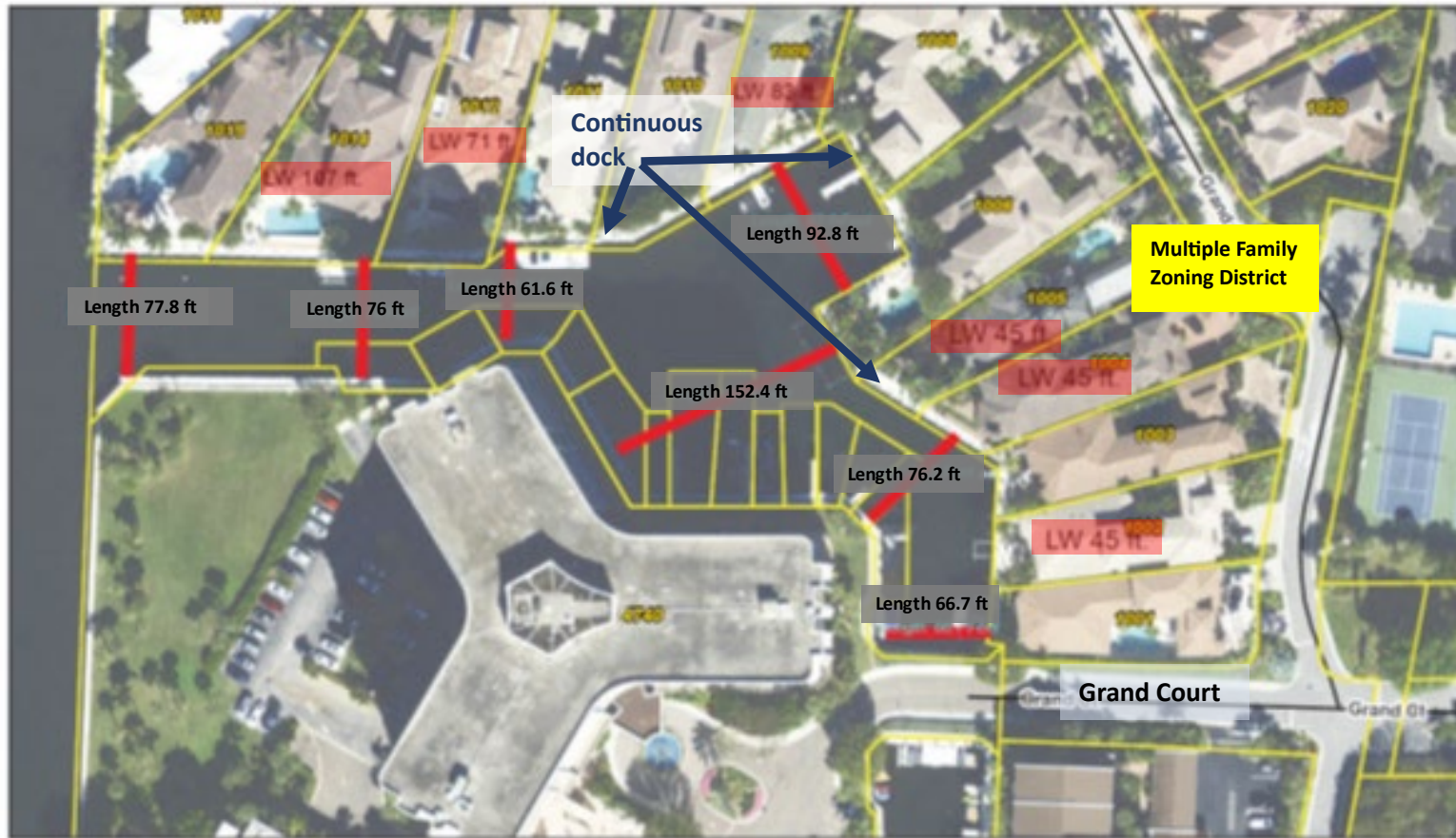
5/2/2022, 9:47:56 AM

- Highland Beach Boundary
- Highland Beach Parcels
- Highland Beach Address Points
- Streets Centerline



Team of Highland Beach
J. Allen

MAP 2 Canal widths – North of Grand Court



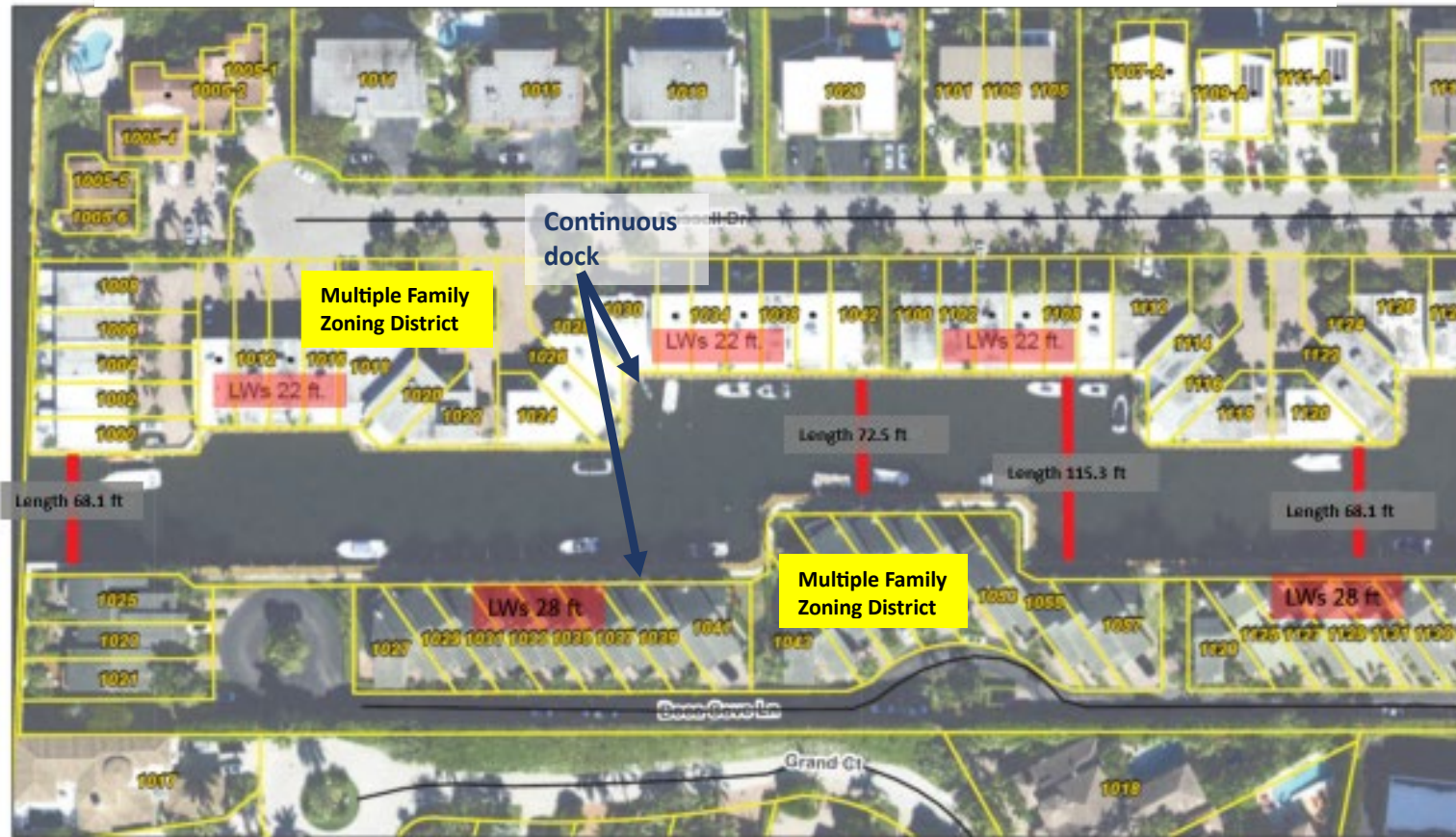
5/2/2022, 3:37:59 PM

- Highland Beach Boundary
- Highland Beach Parcels
- Highland Beach Address Points
- Streets Centerline

1:1,128
 0 45 90 180 ft
 0 12.5 25 50 m
 Source: Esri, DeLorme, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

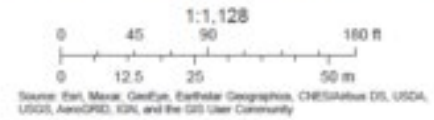
Town of Highland Beach
 1 of 1

MAP 3 Canal widths: In between Russell Drive and Boca Cove Lane



5/2/2022, 3:48:25 PM

- Highland Beach Boundary
- Highland Beach Parcels
- Highland Beach Address Points
- Streets Centerline



Town of Highland Beach
J. Allen

MAP 4 Canal widths: In between Bel Air Drive and Russell Drive



MAP 5 Canal widths: South of Bel Lido Drive



MAP 6 Canal widths: North of Bel Lido Drive



5/2/2022, 4:22:30 PM

- Highland Beach Boundary
- Highland Beach Parcels
- Streets Centerline
- Highland Beach Address Points



Town of Highland Beach
1:2,257

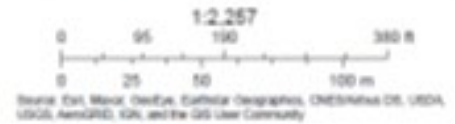
MAP 7

Lot widths: 2540-2700 South Ocean Blvd.



5/3/2022, 9:17:36 AM

- Highland Beach Boundary
- Highland Beach Parcels
- Highland Beach Address Points
- Streets Centerline



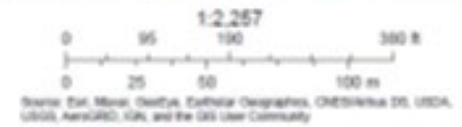
Town of Highland Beach
J. Allen

MAP 8 Canal widths: 2366-2500 South Ocean Blvd.



5/2/2022, 4:35:31 PM

- Highland Beach Boundary
- Highland Beach Parcels
- Highland Beach Address Points
- Streets Centerline



Town of Highland Beach
J. Allen

MAP 9 Lot widths: 2332-2362 South Ocean Blvd.



5/3/2022, 10:12:17 AM

- Highland Beach Boundary
- Highland Beach Parcels
- Highland Beach Address Points
- Streets Centerline



Town of Highland Beach
1/2022

PUBLIC COMMENTS RECEIVED

PUBLIC COMMENTS RECEIVED

RECEIVED

APR 08 2022

Town of Highland Beach, FL
Town Clerk's Office

April 8, 2022

Mayor Douglas Hillman and Commissioners of Highland Beach:

Enclosed are letters, signed and dated, from 14 of the 17 (82.35%) single-family waterfront (Intracoastal) homeowners located on Byrd Beach Plat, who strongly oppose the proposed change of the 25 foot side yard setback for accessory marine facilities.

Hand Delivered by Karl-Eric Johanson, MD

Please acknowledge receipt to kejmdpc@hotmail.com

Thank you

RECEIVED

APR 08 2022

Town of Highland Beach
3614 South Ocean Blvd
Highland Beach, FL 33487

Town of Highland Beach, FL
Town Clerk's Office

Dear Mayor Douglas Hillman and Commissioners of
Highland Beach:

Please be advised that as a single-family waterfront
(Intracoastal) homeowner (Byrd Beach), I strongly
oppose changing the Town of Highland Beach Code of
Ordinances Section 30-68 (g)(6)d1.

More specifically, I oppose reducing the existing 25 foot
side yard setback to 10 feet as proposed in Amendment #5
(10 foot side setback for all zoning) for accessory marine
facilities for single-family waterfront residences, presented
at the Town Commission meeting on March 15, 2022.

I request leaving Section 30-68 (g)(6)d1 as it presently
exists for Byrd Beach residential single-family properties,
in order to preserve the quality of life and the character of
the neighborhood.

Sincerely,



Name Myrta Gonzalez
Andrew Tuorto

Address 2332 South Ocean Blvd
Highland Beach, FL 33487

Dated April 6, 2022

RECEIVED

APR 08 2022

Town of Highland Beach
3614 South Ocean Blvd
Highland Beach, FL 33487

Town of Highland Beach, FL
Town Clerk's Office

Dear Mayor Douglas Hillman and Commissioners of Highland Beach:

Please be advised that as a single-family waterfront (Intracoastal) homeowner (Byrd Beach), I strongly oppose changing the Town of Highland Beach Code of Ordinances Section 30-68 (g)(6)d1.

More specifically, I oppose reducing the existing 25 foot side yard setback to 10 feet as proposed in Amendment #5 (10 foot side setback for all zoning) for accessory marine facilities for single-family waterfront residences, presented at the Town Commission meeting on March 15, 2022.

I request leaving Section 30-68 (g)(6)d1 as it presently exists for Byrd Beach residential single-family properties, in order to preserve the quality of life and the character of the neighborhood.

Sincerely,



Name John Scott

Address 2342 South Ocean Blvd
Highland Beach, FL 33487

Dated April 04, 2022

RECEIVED

Town of Highland Beach
3614 South Ocean Blvd
Highland Beach, FL 33487

APR 08 2022

Town of Highland Beach, FL
Town Clerk's Office

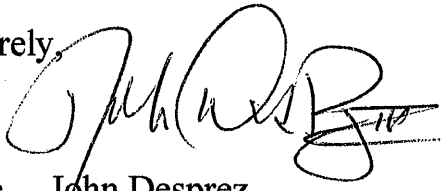
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the neighborhood.

Sincerely,



Name John Desprez

Address 2348 South Ocean Blvd
Highland Beach, FL 33487

Dated April 4, 2022

RECEIVED

APR 08 2022

Town of Highland Beach, FL
Town Clerk's Office

Town of Highland Beach
3614 South Ocean Blvd
Highland Beach, FL 33487

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Sincerely,



Name Stuart Olsten

Address 2352 South Ocean Blvd
Highland Beach, FL 33487

Dated April 2, 2022

RECEIVED

APR 08 2022

Town of Highland Beach, FL
Town Clerk's Office

Town of Highland Beach
3614 South Ocean Blvd
Highland Beach, FL 33487

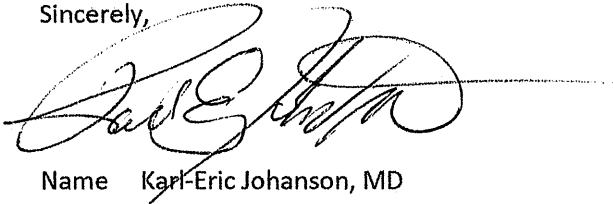
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I request leaving Section 30-68 (g)(6)d1 as it presently exists for Byrd Beach residential single-family properties, in order to preserve the quality of life and the character of the neighborhood.

Sincerely,



Name Karl-Eric Johanson, MD

Address 2358 South Ocean Blvd
Highland Beach, FL 33487

Dated April ST 1, 2022

RECEIVED

APR 08 2022

Town of Highland Beach, FL
Town Clerk's Office

Town of Highland Beach
3614 South Ocean Blvd
Highland Beach, FL 33487

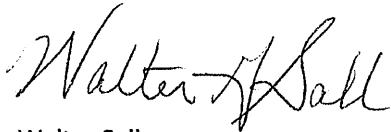
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I request leaving Section 30-68 (g)(6)d1 as it presently exists for Byrd Beach residential single-family properties, in order to preserve the quality of life and the character of the neighborhood.

Sincerely,



Name Walter Sall

Address 2366 South Ocean Blvd
Highland Beach, FL 33487

Dated April 3, 2022



430 Park Ave.
Suite 201
New York, NY 10022

646-561-2626
ausdan@trellus.com

Adam Usdan
Portfolio Manager

RECEIVED

April 4, 2022

APR 08 2022

Town of Highland Beach, FL
Town Clerk's Office

Town of Highland Beach
3614 South Ocean Blvd
Highland Beach, FL 33487

Dear Mayor Douglas Hillman and Commissioners of Highland Beach:

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I request leaving Section 30-68 (g)(6)d1 as it presently exists for Byrd Beach residential single-family properties, in order to preserve the quality of life and the character of the neighborhood.

Sincerely,

Adam Usdan

Address: 2388 South Ocean Blvd
Highland Beach, FL 33487

RECEIVED

APR 08 2022

Town of Highland Beach, FL
Town Clerk's Office

Town of Highland Beach
3614 South Ocean Blvd
Highland Beach, FL 33487

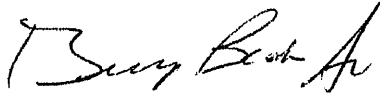
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Sincerely,



Name George Bach

Address 2434 South Ocean Blvd
Highland Beach, FL 33487

Dated April 2, 2022

RECEIVED

APR 08 2022

Town of Highland Beach
3614 South Ocean Blvd
Highland Beach, FL 33487

Town of Highland Beach, FL
Town Clerk's Office

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at the Town Commission meeting on March 15, 2022.

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exists for Byrd Beach residential single-family properties,
in order to preserve the quality of life and the character of
the neighborhood.

Sincerely,



Name Charles Warden

Address 2444 South Ocean Blvd
Highland Beach, FL 33487

Dated April 12, 2022

RECEIVED

APR 08 2022

Town of Highland Beach, FL
Town Clerk's Office

Town of Highland Beach
3614 South Ocean Blvd
Highland Beach, FL 33487

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(10 foot side setback for all zoning) for accessory marine
facilities for single-family waterfront residences, presented
at the Town Commission meeting on March 15, 2022.

I request leaving Section 30-68 (g)(6)d1 as it presently
exists for Byrd Beach residential single-family properties,
in order to preserve the quality of life and the character of
the neighborhood.

Sincerely,



Name Beverly DeRosa

Address 2454 South Ocean Blvd
Highland Beach, FL 33487

Dated April 1, 2022

RECEIVED

APR 08 2022

Town of Highland Beach, FL
Town Clerk's Office

Town of Highland Beach
3614 South Ocean Blvd
Highland Beach, FL 33487

Dear Mayor Douglas Hillman and Commissioners of Highland Beach:

Please be advised that as a single-family waterfront (Intracoastal) homeowner (Byrd Beach), I strongly oppose changing the Town of Highland Beach Code of Ordinances Section 30-68 (g)(6)d1.

More specifically, I oppose reducing the existing 25 foot side yard setback to 10 feet as proposed in Amendment #5 (10 foot side setback for all zoning) for accessory marine facilities for single-family waterfront residences, presented at the Town Commission meeting on March 15, 2022.

I request leaving Section 30-68 (g)(6)d1 as it presently exists for Byrd Beach residential single-family properties, in order to preserve the quality of life and the character of the neighborhood.

Sincerely,



Name Stephen Garchik

Address 2474 South Ocean Blvd
Highland Beach, FL 33487

Dated April 1, 2022

RECEIVED

APR 08 2022

Town of Highland Beach, FL
Town Clerk's Office

Town of Highland Beach
3614 South Ocean Blvd
Highland Beach, FL 33487

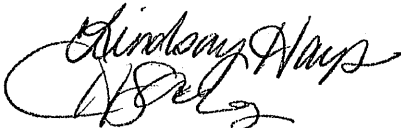
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More specifically, I oppose reducing the existing 25 foot side yard setback to 10 feet as proposed in Amendment #5 (10 foot side setback for all zoning) for accessory marine facilities for single-family waterfront residences, presented at the Town Commission meeting on March 15, 2022.

I request leaving Section 30-68 (g)(6)d1 as it presently exists for Byrd Beach residential single-family properties, in order to preserve the quality of life and the character of the neighborhood.

Sincerely,



Name Lindsay Hays
Hamed Saraj

Address 2540 South Ocean Blvd
Highland Beach, FL 33487

Dated April 5, 2022

RECEIVED

APR 08 2022

Town of Highland Beach, FL
Town Clerk's Office

Town of Highland Beach
3614 South Ocean Blvd
Highland Beach, FL 33487

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I request leaving Section 30-68 (g)(6)d1 as it presently exists for Byrd Beach residential single-family properties, in order to preserve the quality of life and the character of the neighborhood.

Sincerely,



Name Mikhail Vesselov

Address 2564 South Ocean Blvd
Highland Beach, FL 33487

Dated April 5, 2022

RECEIVED

APR 08 2022

Town of Highland Beach, FL
Town Clerk's Office

Town of Highland Beach
3614 South Ocean Blvd
Highland Beach, FL 33487

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More specifically, I oppose reducing the existing 25 foot
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I request leaving Section 30-68 (g)(6)d1 as it presently
exists for Byrd Beach residential single-family properties,
in order to preserve the quality of life and the character of
the neighborhood.

Sincerely,



Name Christopher Kokinakos

Address 2700 South Ocean Blvd
Highland Beach, FL 33487

Dated April 07, 2022

From: Marshall Labadie
To: Craig Hartmann; Ingrid Allen; Jeff Remas
Subject: FW: Marine ladders.
Date: Thursday, April 28, 2022 8:16:44 AM

FYI....

Sincerely,

Marshall Labadie
Town Manager

Town of Highland Beach
3614 South Ocean Boulevard
Highland Beach, FL 33487
(561) 278-4548 Office
(561) 265-3582 Fax
www.highlandbeach.us

-----Original Message-----

From: Jeffrey <jeffreyfl@gmail.com>
Sent: Wednesday, April 27, 2022 11:26 PM
To: Doug hillman <dchillman@aol.com>
Cc: Marshall Labadie <mlabadie@highlandbeach.us>; Evalyn David <edavid@highlandbeach.us>; Peggy Gossett-Seidman <pseidman@highlandbeach.us>; John Shoemaker <jshoemaker@highlandbeach.us>; Natasha Moore <nmoore@highlandbeach.us>; Terisha Cuebas <tcuebas@highlandbeach.us>
Subject: Marine ladders.

Mayor, Thank you for bringing up my concern that the marine ladder ordinance should include seawalls in addition to docks.

It's not often that I recommend a new ordinance. In fact, it's never happened before. This ordinance, together with its enforcement utilizing our police boat, has the potential to save a child's life.

Commissioner David suggested that we find a way to get ladders on properties sooner than later.

I'd like to suggest that there is no reason to wait until we adopt an ordinance. Let's immediately recommend to waterfront property owners that they install a ladder.

During regular rounds, our police boat crew could make a list of properties that are missing ladders. Our town staff could then mail out a recommendation letter to the individual property owners.

I would like to believe that once a property owner is made aware that their property does not have a life-saving ladder, most will comply.

Thank you,
Jeffrey Kleiman
3907 South Ocean Blvd.

From: [Jeff Remas](#)
To: [Ingrid Allen](#)
Subject: FW: Re:
Date: Friday, April 1, 2022 2:47:17 PM
Attachments: [image001.png](#)

FYI the bottom email



Respectfully,
Jeff Remas, CBO
Building Code Official
Floodplain Administrator

Town of Highland Beach
3616 S. Ocean Boulevard
Highland Beach, FL 33487
(561) 278-4540 Office
(561) 278-2606 Fax
www.highlandbeach.us

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from the Town of Highland Beach officials and employees regarding public business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The views expressed in this message may not necessarily reflect those of the Town of Highland Beach.

From: julietteidi@aol.com <julietteidi@aol.com>

Sent: Wednesday, March 30, 2022 10:57 AM

To: julietteidi@aol.com; Douglas Hillman <dhillman@highlandbeach.us>; Natasha Moore <nmoore@highlandbeach.us>; Pgossett-seidman@highlandbeach.us; Evalyn David <edavid@highlandbeach.us>; John Shoemaker <jshoemaker@highlandbeach.us>; Marshall Labadie <mlabadie@highlandbeach.us>; Terisha Cuebas <tcuebas@highlandbeach.us>; Jeff Remas <bco@highlandbeach.us>

Cc: rdbrown1@aol.com

Subject: Re:

To the entire commission and building department:

I would like to add some additional comments as well. If the 25% Greg was referring to is 25% of the total distance of each waterway, I suggest all of you come and take a look at my backyard waterway and seawall. There is nothing more "honest and real" than looking with your own eyes. Allowing 25ft or 25% on both sides of waterway's will be awfully tight for other vessels to navigate. Also keep in mind the ongoing new future construction (especially in Bel Lido) is taking down existing homes, building new large scale residences with new seawalls (incredibly too high) and projections out into our waterways.

I invite the entire commission and building department to venture into my backyard and look at what we our wedged between two large high end upscale residences with seawalls that are 6ft to 8ft higher than ours. In no way can we "match" their new height and raise our seawall as high as theirs. Why? because if we did the new raised seawall height would be higher than our existing finish first floor height. Water of course would drain towards the house, not away from it.

I was told, (and correct me if I have this wrong), the Florida department of protection services has implemented a required new seawall height for all new construction BUT..... with NO height restrictions. Really? a minium is required but no height restrictions? Doesn't that sound insane? NO height restrictions?

Please feel free to drive down to our house and see with your own eyes what has occurred. here. I do NOT believe a retaining wall that both new houses has between the property lines will keep the water out of our yard or cul de sac. By the way, I have a 7ft hedge and when both homes are completed ABOVE my hedge I will see there fence and when I stand at my seawall facing theirs I will be looking at the feet at my head height. Think about what I just described. I assume none of you would appreciate this. And it actually believe it could under-value our property now.

It's unbelievable to me that existing homes in Bel Lido have absolutely no say or any rights regarding what has happened.

I am happy to invite all of you to take a look right in my backyard. You can reach my on my cell (954-614-0454) if anyone is interested what is happening construction wise in your town that you run and control!

Thank you all again!

Juliette Battisti

4201 Intracoastal Drive
Highland Beach, FL 33487
CELL: 954-614-0454
EMAIL: JulietteDI@aol.com

In a message dated 3/30/2022 8:53:10 AM Eastern Standard Time, julietteidi@aol.com writes:

My apologies. I sent the email below to the wrong emails. I beleive I have the correct emails this notice should go to? I hope I did it right!

From: julietteidi@aol.com
To: peggygossettpr@gmail.com
Cc: drhcorso@gmail.com, bco@highlandbeach.us
Sent: 3/30/2022 8:44:20 AM Eastern Standard Time
Subject:

FYI Robert just used his laser golf finder to determine the measurement at our seawall in the back to the other seawall on the other side. It was 31 yds which is a total of 93 feet. Greg's idea is too generic. It only works if the waterway is large enough to accommodate both sides of his newly proposed 25ft of seawall/dock and boat lift combined to project out into our waterway's.

Greg and Ingrid **Assumed** all the waterways are at least 100 feet. They are not. So you can not write a code that allows a 25ft total seawall or dock for every single resident. The town has to know the width of EACH waterway prior to allowing that to happen..... Now Greg's other calculation of 25% I didn't understand. 25% of what?

Again, barges and larger boats will be an issue to navigate the waterway's especially when they need to turn the vessel around. I saw it happen with the overly large long barge front end hit the neighbors fence that was along their seawall.. The Bethie Re the large luxury boat enters our waterway from the Intracoastal backwards because he cannot turn the boat around where he docks it on the North end of Tranquility. And, that is an area where nothing new has changed. All the old original seawalls remain without any of these new proposed revisions.

Please, someone take a good look at this closely. And remember, we do not have boats any

longer at our house so it doesn't effect us in a negative way. It does however, effect my fellow neighbors if you permit this.

Thank you

Juliette Battisti

4201 Intracoastal Drive
Highland Beach, FL 33487
CELL: 954-614-0454
EMAIL: JulietteIDI@aol.com

From: [Marshall Labadie](#)
To: [Commission](#)
Cc: [Ingrid Allen](#); [Lanelda Gaskins](#)
Subject: FW: 11/7/2023 commission meeting
Date: Monday, November 6, 2023 11:14:10 AM
Attachments: [image001.png](#)

FYI....



Marshall Labadie, ICMA-CM
Town Manager

Town of Highland Beach
3614 South Ocean Boulevard
Highland Beach, FL 33487
(T) 561.278.4548
(F) 561.265.3582

[Working to protect our 3 Miles of Paradise](#)

From: Marc Siegel <mnsiegel@hotmail.com>
Sent: Friday, November 3, 2023 1:41 PM
To: Marshall Labadie <mlabadie@highlandbeach.us>
Subject: 11/7/2023 commission meeting

Marshall,

I reviewed the agenda for the upcoming meeting and am concerned about the possible changes to the marine ordinances. If you recall, residents of Boca Highland Beach Club and Marina had to deal with the install of poles and pilings at 1006 Grand Court (Touchette).

I was a strong opponent to the eyesore that Mr.Touchette had installed and all the friction that was created within the community and town due to this installation. Errors were made in the installation as well as the proposals by the marine installation company.

With this in mind,I sincerely hope that the commission consider this in their discussions for change and minimize the height requirements as well as control the oversized docks and the consideration for the neighboring property. Oversized boats and vessels belong in marina's that can accommodate them.

Sincerely

Marc N.Siegel

Ingrid Allen

From: Marshall Labadie
Sent: Monday, November 6, 2023 11:44 AM
To: Ingrid Allen
Subject: FW: Report and Recommendation of Planning Board

FYI....

-----Original Message-----

From: Richard Greenwald <ragreenwald@bellsouth.net>
Sent: Monday, November 6, 2023 10:32 AM
To: Natasha Moore <nmoore@highlandbeach.us>; David Stern <dstern@highlandbeach.us>; Evalyn David <edavid@highlandbeach.us>; Don Peters <dpeters@highlandbeach.us>; Judith Goldberg <jgoldberg@highlandbeach.us>
Cc: Marshall Labadie <mlabadie@highlandbeach.us>
Subject: Report and Recommendation of Planning Board

Good morning,

I will not be able to attend the Nov. 9 meeting when a Planning Board report is to be presented to the Commission.

Please allow me to voice serious objection on the part of Shelley and myself to recommendations of the Planning Board regarding accessory marine structures. These observations are based on first reads. There may be more to come.

The proposed recommendation for dock setbacks from the Planning Board is zero, as in none.

In my neighborhood setbacks are currently 25 feet. We happen to like that. Over the last few years, I have been present for Greg Babij's report, Commission discussions, Ingrid's public comment meetings, Bel Lido meetings etc. etc. I have heard proposals ranging from "not broken, keep the status quo", a "box", a "notched box", 15 foot setbacks, 10% of the length of property setbacks, 5 feet from the property line for docked boats extending beyond docks and a variety of other proposals. I never heard a group recommendation for "property line to property line", zero setbacks for docks. That is a supremely radical departure from the status quo. Where did it come from?

As I said, Shelley and I are strongly opposed for both aesthetic and safety reasons.

Furthermore, there are no proposed set back restrictions on floating structures which I assume means plastic or rubber docks, lifts, bait pens, and other objects. I have heard conflicting reports from staff about what the Town can regulate vs. what is confined to the State. I would like to see a legal opinion on this topic as in some instances a municipality may tailor regulations as long as they are not less restrictive than that imposed by State statute.

There is another major problem which I hope is a clerical error rather than a surreptitious attempt to change the rules. The amendment was supposed to read "extend 25 feet or 25% of the waterway "whichever is less". However, in the agenda text recommendation, "whichever is less" is conspicuously left out. This may not make a difference in some neighborhoods, but it definitely does in mine and several others where 25% could be over 75 feet. Totally unacceptable—and rather suspicious.

What's the Planning Board's next step? Recommend eliminating all existing property line setbacks for any purpose? After all, shouldn't property owners have full use of their property?

The Planning Board is, of course, free to recommend whatever they choose. However, should the above suggestions move forward into a proposed ordinance the Commission should anticipate some serious pushback. Given the numerous important items under Town consideration, this may not be the best time to stir contention and polarization.

Thank you for your attention.

Best regards,

Richard and Shelley Greenwald
4308 Tranquility Drive

Sent from my iPad

From: [Richard Greenwald](#)
To: [Natasha Moore](#); [Evalyn David](#)
Cc: [Ingrid Allen](#); [Marshall Labadie](#)
Subject: Marine structures
Date: Tuesday, November 14, 2023 9:12:32 AM

Good morning,

I watched the recent Commission meeting video.

I was pleased to learn that the proposed rule for extension into the waterway is “25 feet or 25%, whichever is less” and that the “whichever is less” was “inadvertently” left out in the Planning Board recommendation report. The “25 ft., 25% whichever is less” should be specifically codified, so there can be no misunderstanding.

I heard no comment regarding regulation of “non permanent” structures—plastic lifts, docks and other floating items. I am still requesting clarification on what can and can’t be regulated under Town code.

Two suggestions that might aid in informed decision making as the process moves forward:

1. Create some images of what the view would be from a single family property if neighbors on both sides built property line to property line docks. Add a boat lift at each property line. Place a 35-40 foot boat on the elevated boat lift. Give each boat a tuna tower. Have the images include the usual surface area view, but more important a virtual 3D view showing mass. Create the images with “lines of sight” from individuals walking or sitting in the back yard of the now boxed in adjacent property. What does it do to “unencumbered” views? Is the result acceptable?

The same can be done for multi family and condo zoned areas. Try it with varying waterfront lot sizes and setbacks for docks and attachments, on straight stretches and for corner lots. I don’t know how to do this, but I think with readily available software someone with the appropriate skills can.

2. Create images of boats, lifts, floating objects moored property line to property line. Add some lifts. Demonstrate how docking and navigation would work safely in this scenario. I don’t believe it would, if everyone exercised this maximum option under the Planning Board proposed “no setback” recommendations. Try out a virtual construction on some of the narrower canals and turns.

As an aside, I totally reject the stated argument that if the Town passes “bad” codes the neighbors can “work it out”. Codes should be carefully considered and designed to set a fair standard for all. Fostering potential conflict and litigation among neighbors is an extraordinarily bad idea.

Thanks for all the work you do for Highland Beach.

Wishing everyone a Happy Thanksgiving.

Best regards,

Rick Greenwald

Sent from my iPad

**COMMENT SHEETS
RECEIVED FROM FEBRUARY 23, 2023 BEL LIDO
HOA MEETING**



COMMENT SHEET

Gilda Corrales
NAME

4411 INTRACOASTAL DRIVE
ADDRESS

CORTA2AOL.COM
EMAIL ADDRESS

1. Maximum height for Accessory Marine Facilities (AMF) at Base Flood Elevation (BFE) plus 7 feet.

OK with this

2. Exempt personal watercraft (PWC) lifts from the requirement that "in no case shall the lift be higher than the superstructure of the boat when lifted" OR remove requirement.

in no case shall the lift be higher than the superstructure

↑
OK with this

3. Maximum seawall cap width of 3 feet; maximum 8-foot width for seawall cap plus dock.

OK

4. Encroachment of AMFs and seawalls into water at 25 feet or 25% of waterway width, whichever is less (measured from the shortest distance adjacent to property line). → This is really a bad idea. Our lot is a point lot. Our neighbor across is another point lot in Bellido. If we both go out 25', there will be no way for other boats to go in or out of our basin - check it on Google Maps
OR 4411 INTRACOASTAL DRIVE

5. 10 foot side setback for all zoning districts. For lots less than 100 feet in width, setback is 10% of width; however, setback cannot be less than 5 feet.
That is way to close, people here have huge yachts, they will take out neighbors views. You can have an 80' yacht with a 40' dock - you do not need an 80' dock.

6. Require a ladder for every 50 feet of dock.
OK

7. Maximum seawall height.
6' Above sea level

Additional Comments: Boat Lifts Permits should be restrained to UNUSUAL circumstances. They block other peoples views that do not own a boat and paid high prices for their lots and homes. Is not all about people with boats. We have water to park boats in.
If you prefer, you can email your comment sheet to iallen@highlandbeach.us
THANK YOU FOR YOUR INPUT...



COMMENT SHEET

SHELLEY GREENWALD

NAME

4305 TRANQUILITY

ADDRESS

SKG-1 at bulldozer, net

EMAIL ADDRESS

1. Maximum height for Accessory Marine Facilities (AMF) at Base Flood Elevation (BFE) plus 7 feet.

don't care

2. Exempt personal watercraft (PWC) lifts from the requirement that "in no case shall the lift be higher than the superstructure of the boat when lifted" OR remove requirement.

OK

3. Maximum seawall cap width of 3 feet; maximum 8-foot width for seawall cap plus dock.

7-8 ft on certainly no more

4. Encroachment of AMFs and seawalls into water at 25 feet or 25% of waterway width, whichever is less (measured from the shortest distance adjacent to property line).

OK

5. 10 foot side setback for all zoning districts. For lots less than 100 feet in width, setback is 10% of width; however, setback cannot be less than 5 feet.

Leave alone 25 feet

6. Require a ladder for every 50 feet of dock.

1 per dock

7. Maximum seawall height.

none

Additional Comments:

*Need to regulate plastic, rubber floating docks, lifts etc
Request more on property lines which is terrible*

If you prefer, you can email your comment sheet to iallen@highlandbeach.us

THANK YOU FOR YOUR INPUT ...



COMMENT SHEET

Jonathan Wiener, MD. 4409 Intracoastal Drive JWieners@me.com
 NAME ADDRESS EMAIL ADDRESS

1. Maximum height for Accessory Marine Facilities (AMF) at Base Flood Elevation (BFE) plus 7 feet.

Should be 10 feet (water is rising)
 & at least 6 feet for new construction
 Boat lifts should only be allowed on Intracoastal

2. Exempt personal watercraft (PWC) lifts from the requirement that "in no case shall the lift be higher than the superstructure of the boat when lifted" OR remove requirement.

No

they
 Block
 views

3. Maximum seawall cap width of 3 feet; maximum 8-foot width for seawall cap plus dock.

Fine

4. Encroachment of AMFs and seawalls into water at 25 feet or 25% of waterway width, whichever is less (measured from the shortest distance adjacent to property line).

25 feet is way too much
encroachment on canals

5. 10 foot side setback for all zoning districts. For lots less than 100 feet in width, setback is 10% of width; however, setback cannot be less than 5 feet.

25 feet should remain in effect
No one should encroach on neighbor
without permission

6. Require a ladder for every 50 feet of dock.

Agree

7. Maximum seawall height.

10 feet

Additional Comments:

Jon W...
4409 Intracoastal Drive

If you prefer, you can email your comment sheet to iallen@highlandbeach.us

THANK YOU FOR YOUR INPUT...

File Attachments for Item:

D. Continued discussion of 2023-2024 Strategic Priorities Plan Update and Review



**TOWN OF HIGHLAND BEACH
2023 STRATEGIC PRIORITIES PLAN
APRIL 2024 *(This is a working document)***

OUR VISION:

The Town of Highland Beach is a beautiful safe harbor in paradise whose residents never leave.

OUR MISSION:

To provide exceptional governance and municipal services, in partnership with our residents, in a fiscally responsible manner with an emphasis on planning for the future.

OUR MOTTO:

“3 Miles of Paradise”

OUR VALUES:

Help citizens live a better life by providing a safe and secure community.

Inclusiveness – we respect people, value diversity and are committed to equality.

Give exceptional citizen service.

Honor public trust through ethical behavior, transparency and servant leadership.

Lead with integrity at every level.

Assure fiscal responsibility and accountability.

Nurture and respect our natural environment.

Deliver services through collaborated efforts and coordinated actions.

STRATEGIC PRIORITIES

This strategic priority plan identifies ranked community projects and initiatives within four (4) operational categories. These projects and initiatives are classified as “Commenced” and “Planned” based on their implementation status and/or schedule. The strategic priority plan is a dynamic and simple document that serves as a decision-making tool to be updated on a quarterly basis via reports to the Town Commission. The strategic priorities are worked on concurrently by the assigned departments and staff with the ranking driving resource allocation. The plan is intrinsically linked to the annual operating budget which commits funds to complete the projects and initiatives identified. Completing a project and/or initiative leads to attaining the operational category goal for each and leads to fulfilling the mission and vision of the Town.

Organizational Excellence

Strengthen the Town’s ability to strategically, and effectively, deliver municipal services in a fiscally responsible, collaborative, inclusive and innovative manner.

Projects/Initiatives:

SP 4: Communication & Community Engagement

Description: Actively communicate with the public through multiple mediums and platforms to ensure the community receives timely value-added communications regarding town business and affairs. Also, plan community events.

Progress: Ongoing. The town has launched a website design project with CivicPlus to improve navigation, usability, and content access. The Manager’s Office sends out a weekly news flash, the Manager’s Monthly Newsletter (emailed and mailed), updates Channel 99, and regular updates to Facebook. The Manager’s Office is evaluating the value of using polls, surveys and other social media platforms.

SP 5: State Appropriations

Description: Requests for state financial assistance for capital improvement and planning projects. Annually evaluate town operations and capital improvement plan for opportunities for appropriation requests and/or grants.

Progress: FY 2024 Appropriation requests submitted and sponsored: (1) sanitary sewer lining project and (2) lift station rehabilitation.

SP 7: Charter Review/Amendments—Funding Limitations

Description: Annual review and consideration of necessary charter revisions and/or amendments to ensure effective and efficient town operations consistent with best management practices. This project also involves evaluation of the previous charter amendments with focus on funding limitation question.

Progress: Commission has included referendum language on the March 2024 election. Following the March 2024 election, the Commission will evaluate the results of the election and

commence evaluating failed referendum questions from the previous three election cycles (Commissioner Salaries, Payment authorization Process, etc.)

March 2024 Ballot Questions:

1. Financing a Sanitary Sewer Lining Rehabilitation Project.
2. Raising the Current Funding Limitation.
3. Ability to Designate Election Canvassing Duties to Palm Beach County.

SP 12: Financial Management Systems

Description: The Finance Department in partnership with the Manager’s Office is updating the town’s investment policy.

Progress: The investment policy update is scheduled for the Spring of 2024.

SP 13: Public Record Digitization/Management Project

Description: This project is the digitization of historical, hard copy records and documents.

Progress: Seventy-five thousand (75,000) records digitized to date and the goal is to digitize all historical records by end of 2024 and create a policy governing record management moving forward. Policy is drafted and under administrative review.

Departments:

Town Manager’s Office
Highland Beach Fire Rescue Department
Finance Department
Clerks’ Office
IT Consultant

Advisory Board(s):

Financial Advisory Board

Public Infrastructure & Resiliency

Ensure that Town managed and maintained facilities, infrastructure and public places are afforded appropriate attention, maintenance, repairs, and upgrades.

Projects/Initiatives:

SP 6: A1A Highway RRR Project

Description: Partner with FDOT to ensure the road rehabilitation and resurfacing (RRR) project is completed with limited and controlled disruptions to the community. The project includes needed drainage improvements, paved shoulder enhancements to accommodate cyclists and embedded crosswalk lighting.

Progress: FDOT has held public education meetings and awarded construction contract. Public construction outreach meeting scheduled for March 7, 2024. FDOT is reviewing traffic control strategies to limit disruptions. Work tentatively scheduled to commence May 2024 with

construction lasting 12 to 15 months.

SP 8: Town Entry Signs (A1A)

Description: The two existing town entry signs have deteriorated and need to be replaced.

Progress: The commission has solicited resident input via a design contest which closed on February 6, 2023. Architectural design was completed in November 2023. Request for Proposals (RFP) issued, and bids accepted and reviewed January 2024. Target completion late winter 2024.

SP 9: Marine Accessory Structures Ordinance Amendment(s)

Description: Conduct an in-depth review of all ordinance provisions related to the installation and construction of marine accessory structures to ensure they are appropriate for waterfront property owners. The review shall include a public engagement process. The project is being facilitated by the Planning Board, ordinance sponsor and staff at the direction of the Town Commission.

Progress: Ordinance stakeholder group drafted amendment concepts that were presented at three public workshops in December 2022. The Town Commission directed the Planning Board to evaluate public review comments when drafting amendments for Commission consideration. The Planning Board is currently reviewing the comments and amendments to return to the Commission for their final adoption.

SP 16: Zoning District Evaluation (Density)

Description: The Town Commission has directed to the Planning Board to commence a public review process of the permitted zoning densities of each zoning district within the town to see if it is appropriate to revise to preserve town character, accommodate redevelopment and protect property values.

Progress: The Planning Board has commenced its discussion of the public engagement process. The Commission has temporarily suspended further review pending Milani Park Project and “Live Local” legislative modifications.

Departments:

Highland Beach Fire Rescue Department
Public Works Department
Town Planner
Town Manager’s Office
Finance Department

Advisory Board(s):

Financial Advisory Board
Planning Board

Community Safety

Proactively plan for and responsively maintain a safe and resilient community focused on visibility, awareness and care for residents and visitors.

Projects/Initiatives:

SP 1: Fire Rescue Department Implementation

Description: Multi-year project that involves the establishment of the town's first fire rescue department. Project involves contract termination with the City of Delray Beach, securing charter funding authorization, obtain COCPN/State Licenses, organizational expansion (HR), recruitment of fire rescue personnel, procurement of apparatus and special equipment, development of EMS and Fire policies and protocols, and Fire Station Construction.

Progress: Commenced in FY 2021. Targeted completion May 1, 2024. Major Projects Elements:

- (1) Secure Charter Funding Approval \$10 million (Complete);
- (2) Hire Fire Chief (Complete);
- (3) Secure Medical Director (Complete);
- (4) Obtain COCPN (Complete);
- (5) Fire Station Construction (Target Completion March 2024-TCO);
- (6) HR/Risk Management (Complete);
- (8) Recruit and hire Fire/Paramedics, Driver/Engineers ad Captains (Started June 2023).

It is important to note that the aforementioned project components are not an exhaustive list and that many other related tasks exist.

SP 3: Code Enforcement Board/Special Magistrate

Description: Consider the use of or integration of a Special Magistrate to review and issue Code Enforcement orders for all or some code violations to improve efficiency and reduce risk.

Progress: No progress to date but discussion is planned for Commission discussion Spring 2024 driven by pending departure of multiple Code Enforcement Board members and starting of Fire Marshall duties on May 1, 2024.

SP 11: Old Fire Station

Description: Consider the rehabilitation of the Old Fire Station to not only store back-up apparatus and equipment for the Fire Rescue department but also create useful and beautiful multi-purpose space for community functions.

Progress: Preliminary design concepts and structural evaluation of old fire station completed. Fifty percent (50%) plans including preliminary cost estimate under development.

SP 14: Evaluate Ordinance Development Process

Description: Consider reviewing the current ordinance development procedure to ensure it is the most efficient and effective means of addressing community problems and challenges and engages the residents.

Progress: No progress to date. Preparing discussion for future Commission meeting Summer/Fall 2024.

SP 15: Home Occupation Ordinance Provisions

Description: House Bill 403 which became effective July 1, 2021, prohibits local governments from taking certain actions relating to the licensure and regulation of home-based businesses, specifies conditions under which a business is considered a home-based business, authorizes home-based businesses to operate in areas zoned for residential use if the business meets certain criteria, specifies that home-based businesses are subject to certain business taxes and authorizes adversely affected current or prospective home-based business owners to challenge certain local government actions in violation of the statute.

The current “home occupation” regulations provided in Chapter 30 need to be revised to be compliant with Florida Statutes.

Progress: Draft revisions have been completed by staff and will be presented to the Planning Board and Town Commission in the summer 2024. No other progress to date.

SP 17: Temporary Sign Ordinance Review

Description: The Town Commission has directed staff to update the ordinance provisions related to temporary signs with a focus on political signs and real estate signs.

Departments:

Police Department
Building Department/Code Enforcement
Town Planner
Highland Beach Fire Rescue Department
Town Manager’s Office

Advisory Board(s)/Community Support Group(s):

Planning Board
Board of Appeals and Adjustments
Code Enforcement Board
Highland Beach Police Foundation

Community Enrichment & Sustainability

Recognize the vital role Highland Beach’s natural resources play in a healthy community and implement projects and policies that sustain them. Support residents’ desire for community services and programs that enhance personal growth, knowledge and quality of life.

Projects/Initiatives:

SP 2: Milani Park

Description: Continue to work with Palm Beach County Administration and Parks and Recreation Department along with County Commissioners on the future development of the Milani Park. Milani Park is governed by a settlement agreement that stipulates design of the park and the timing of construction. The county has one more 5-year extension.

Progress: The Mayor and the Town Manager have met and will continue to meet as needed with the county staff and county commissioner to express town concerns over the park development. County Administration has authorized commencement on the project. Item is a standing item on Commission agendas. A public meeting was held February 1st at 6:00 P.M in the Highland Beach Library. The Town has assembled a consulting team to assist as directed. The Commission passed a resolution opposing the project and is attempting to develop a formal partnership with the Milani Family.

SP 10: Dune Restoration & Management

Description: The Town Commission assigned the Natural Resource Preservation Advisory Board (NRPAB) to work with staff to educate the public on the importance of dune restoration and management. Additionally, the commission directed staff to obtain a proposal from coastal engineering firm to update the 2013 Beach Erosion Study, and that the study identify dune areas in need of restoration.

Progress: The Commission directed the Town Manager’s office to update the 2013 Beach Feasibility Study, which is being done. The final report is under review by staff and should be available for Commission/Public Review in March 2024.

SP 18: Intracoastal Waterway (Speed Control)

Description: Community concerns exist regarding the safety of the intracoastal waterway, and the town needs to take an active role in its management.

Progress: Ongoing. The Marine Unit of the Police Department started in March of 2022 to improve boater safety by enforcing existing speeds, educating boaters, and heightening intracoastal presence. The police department will collect data and information that can be utilized by all stakeholders in the future to lower speeds and wakes in the intracoastal. The town will continue to meet with our neighboring communities and stakeholders to form partnerships to manage this critical resource.

SP 19: Gas-Powered Leaf Blower Regulations

Description: Community concern has surfaced over the continued use of gas-powered leaf blowers within the community based on noise, pollution, and personal health.

Progress: No progress.

Departments:

Town Planner
Highland Beach Library
Town Manager’s Office

Advisory Board(s)/Community Support Groups:

Natural Resources Preservation Advisory Board
Planning Board
Friends of the Library
Library Volunteers

Emerging Issues

The following emerging issues may require action by the community in the short-term planning horizon resulting in the creation of a new project/initiative or require re-prioritization of existing projects/initiatives.

The emerging issues include:

- Aging/Underbuilt Infrastructure, Facilities & Structures
- A1A Drainage/Flooding Issues
- Climate Change/Sea Level Rise effect upon Intracoastal Waterways
- Outdated Management Systems
- American Disabilities Act (ADA) Requirements
- Inflation/Recessionary Concerns
- Charter Spending Limits
- Property Insurance
- Affordability/Cost of Living

New Projects & Initiatives:

Police Marine Docking/Access Facility (added 3/26)
Electric Vehicle Ordinance/Design Protocols (added 3/26)
Fire Inspection Compliance -- Condominiums (added 3/26)
New Fire Station – Mayor Douglas Hillman (commence project scope on 4/2)

Action Planning:

The successful implementation of the projects and initiatives defined in the strategic priorities plan is contingent upon the development of an action plan. The action plan must provide clear direction with the ordered tasks/steps needed with target completion dates along with resources needed to complete the project. The plan shall identify those responsible for completing the steps and tasks and monitoring the progress of the project.

As a project or initiative identified in the Strategic Priorities Plan moves from the “Planned” stage to “Commenced” stage, an action plan will be created by the assigned department. The action plan shall include:

- A well-defined description of the project/initiative to be completed; and,
- Tasks/steps that need to be carried out to complete the project/initiative; and,
- Department/Employee who will be in charge of carrying out each task; and,
- When will these tasks be completed (deadlines and milestones); and,
- Resources needed to complete the tasks; and,

- Measures to evaluate progress.

The assigned department shall forward its action plan to the Town Manager for review and approval. Once approved, the action plan will be posted on the Town website and will be updated on a monthly basis. It is important to note that some project may require a more complex action plan based on the scope of the project/initiative. The *Action Plan Template* is attached for reference.

Strategic Priorities: Completed Projects & Initiatives List

Fiscal Year 2020

1. PBA Collective Bargaining Agreement 2020 - 2023
2. FOP Collective Bargaining/General Employees 2020-2023
3. Sanitary Sewer Collection System Evaluation -- CCTV
4. FY 2020-2025 Water & Sewer Rate Study
5. Crosswalk Enhancement Project – Pedestrian Activated Signs/Flashers
6. Install ERP IT System: BS&A Modules Permitting, GL, Fixed Assets, Cash Receipting, AP/AR, PO, Utility Billing
7. Define Purchasing/AP/AR Process, Roles & Responsibilities
8. Update Building Administrative Code Section -- 7th Edition of Florida Building Code:
9. Complete Salary Table & Job Description Update
10. Implement Geographic Information System (GIS) & Expand Capacity
11. Southeast Palm Beach County Coastal Resiliency Partnership & Climate Vulnerability Assessment
12. Bucket Tree Pilot Program

Fiscal Year 2021

1. Charter Review Process
2. Study Alternate Fire Rescue Service Models
3. Building Recertification Ordinance/Program
4. Crosswalk Enhancement Project – Overhead Lighting
5. Police Department – Marine Unit Formation
6. As-built drawing for Municipal Complex project
7. Right-of-Way (ROW) Disruption Ordinance
8. Town Hall Building Improvements
9. Fire Rescue Services Implementation
PR Campaign, Retain Fire Rescue Services Consultants; Retain Medical Director and Assistant Medical Director; Election; Retain architect for fire station design; Commenced fire station design process; Development of Medical Protocols; EMS vehicle selection; Execution of fire services dispatch agreement; Preparation of COCPN and State EMS application documents.
10. FY 2020-2025 Water & Sewer Rate Study Update

Fiscal Year 2022

1. Veterans' tab on Town's website
2. Police Department Accreditation (incl. Marine Unit)
3. Fund Balance Guidelines/Policy Revision
4. Property Rights Element – Comprehensive Plan Update
5. Building Permit Discount

Fiscal Year 2023

1. PBA Collective Bargaining Agreement FY 2023 – 2026
2. FOP Collective Bargaining (General Employees) FY 2023-2026
3. FY 2023 Appropriation Received: \$250,000 for Lift Station Rehabilitation
4. 5-year financial forecast model completed (Updated Annually)
5. Purchasing Policy Update
6. Interactive Budget Posted on Website (Updated Annually)

7. Solid Waste Contract: FY 2023 -FY 2028 (w/ 2 one-year renewals)
8. Sprint/T-Mobile Cellular Lease Renewal (25-year Agreement based on a 5-year renewal periods)
9. Adopted Sea Turtle Lighting Ordinance
10. Updated Building Recertification Program (compliant with state statute)



2023 – 2028
CAPITAL IMPROVEMENT PLAN
TOWN OF HIGHLAND BEACH

DEVELOPED BY THE PUBLIC WORKS DEPARTMENT

**City Council and Town of Highland Beach Residents,**

I am pleased to present the Capital Improvement Plan for Fiscal Years 2023-2028 that has been prepared by the Town Administration. The following is a strategic guide that outlines the Town of Highland Beach's plan for significant, long-term projects aimed at improving and maintaining the town's infrastructure. These projects range from public works improvements, fire, and life safety upgrades, and maintaining and upgrading existing facilities. The CIP not only provides a detailed projection of the town's capital needs but also a layout of funding sources and timelines for each project. This plan is crucial for the town's sustainable growth and development, ensuring that all projects are systematically planned and executed with the town's best interest in mind. The benefits of the CIP are as follows:

- Ensure timely and systematic repair and replacement of aging infrastructure.
- To forecast the capital needs for the near- and long-term future to serve as a guide in making budgetary decisions.
- Identify the most economical and efficient means of timing and financing (if needed) capital projects.
- Provide an opportunity for public input in the budget and finance process.
- Help to eliminate unanticipated, poorly planned, or unnecessary capital expenditure.

As with many five-year plans, there are also projects that have not been funded. Several are dependent upon other projects occurring first, while others are at a funding level that may need alternate funding sources for our infrastructure needs to maximize the value of our public dollars.



2023-2024 Capital Improvement Plan (CIP)

Dept	Project #	Projects	Rank	Description	Budget
WS	24-001	Muffler Replacement for Generator	2	Ensures the generator operates efficiently and reduces noise	\$ 100,000
WS	24-002	Media Replacement - Scrubber Tower 1	11	Assure optimal performance in the treatment process, and that harmful contaminants are removed from the water supply	\$ 100,000
PW/DST	24-003	Fence Replacement	3	Fence is leaning and needs to be replaced should be pulled into 2023 before hurricane season	\$ 50,000
SW	24-006	Pipe Well Coating (3)	9	Extend useful life of piping and assure operational efficiency	\$ 150,000
SW	24-007	Library Sewer Rehabilitation	10	Sewer rehabilitation for library as it has reached end of useful life	\$ 50,000
WS	24-009	Metal Storage Building	8	Procuring and building of a metal building for storage and auto coverage from the elements	\$ 60,000
PW/DST	24-010	Bridge Rehabilitation	7	Fix cracks in pillars, and other structural components	\$ 150,000
SW	24-014	Upgrade Electrical Panel Lift Station 1	4	Upgrade electrical panel for lift station 1	\$ 50,000
WS	24-016	Water Plant Blower Replacement	13	Bring up this project from 2025	\$ 50,000
WS	24-017	Vehicle Purchase	5	Purchase a new vehicle to replace aging vehicle	\$ 30,000
SW	24-018	Raise Lift Station 3	1	Raise lift station	\$ 225,000
PW/DST	24-019	Gas Dispenser & Pump	6	End of life for gas pump and dispenser	\$ 30,000
PW/DST	24-020	Town Entry Signs	14	New entry signage for entrance of town in North and South	\$ 100,000
PD/DST	24-002	Axon 2024-2028	1	AXON Contract body worn cameras, taser-less lethal, in car cameras and ALPR Cameras	\$ 52,000
PD/DST	24-003	Flock Safety	2	License Plate Reader and surveillance cameras	\$ 25,000
PD/DST	24-004	Motorola	3	Replacement of current police radios and new (23) units	\$ 53,000
PD/DST	24-005	New Carpet for Police Department	4	Replacement of carpet for PD	\$ 12,000
FD/GF	24-001	Rescue Holmatro Equipment	1	Purchase of Holmatro Cutter, Spreader, Ram, and associated battery packs	\$ 44,000
TOTAL 2024 Budget Year					\$ 1,361,000



Project # 24-001 – Replace Muffler for Water Plant Generator

I. Introduction

The purpose of this capital improvement plan is to outline the steps and resources required to replace the muffler of the large generator at the Town of Highland Beach. The generator is a critical component of the facility's operations, providing backup power in case of power outages or emergencies. The muffler replacement will ensure the generator operates efficiently and complies with noise regulations.

II. Project Scope

The project will involve the following tasks:

1. Assessment of the current muffler condition and determination of replacement requirements.
2. Procurement of a new muffler that meets the generator's specifications and complies with local noise regulations.
3. Removal and disposal of the old muffler.
4. Installation of the new muffler.
5. Testing and commissioning of the generator with the new muffler.

III. Budget

The estimated budget for this project includes the following costs:

1. Muffler procurement: \$70,000
 2. Labor for removal, installation, and testing: \$15,000
 3. Disposal of the old muffler: \$5,000
 4. Contingency (10%): \$10,000
- Total estimated budget: \$100,000

IV. Timeline

The project is expected to be completed within the following timeline:

1. Assessment and procurement: 2-4 weeks
 2. Removal and installation: 1 week
 3. Testing and commissioning: 1 week
- Total project duration: ~1 month

V. Risks and Mitigation Strategies

1. Risk: Delays in procurement due to supply chain issues or custom requirements.

Mitigation: Begin the procurement process early and maintain communication with suppliers to ensure timely delivery.

2. Risk: Unforeseen complications during removal or installation, leading to increased labor costs or project delays.



Mitigation: Allocate a contingency budget and schedule buffer to accommodate unexpected issues.

3. Risk: Non-compliance with local noise regulations after installation.

Mitigation: Ensure the new muffler meets all regulatory requirements and conduct thorough testing after installation.

VI. Conclusion

This capital improvement plan outlines the necessary steps, budget, and timeline for replacing the muffler at the Town of Highland Beach. By following this plan, the facility can ensure the generator operates efficiently and complies with noise regulations, ultimately contributing to the overall reliability and safety of the Town of Highland Beach.

VII. Progress Reporting

Project has been completed.

VIII. Funding Source

Water Fund 401-533.000-564.000 Machinery & Equipment



Project # 24-002– Media Replacement Scrubber Tower 1

I. Introduction

A. Project Overview

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements for the replacement of media in a scrubber tower at the Town of Highland Beach’s water plant. The scrubber tower plays a crucial role in the treatment process, ensuring that harmful contaminants are removed from the water supply. Over time, the media within the scrubber tower can become less effective, necessitating its replacement to maintain optimal performance.

B. Project Goals

The primary goal of this project is to replace the media in the scrubber tower to ensure the continued efficiency and effectiveness of the water treatment process. This will involve the removal of the existing media, procurement of new media, and installation of the new media within the scrubber tower.

II. Project Scope

A. Assessment and Planning

1. Conduct a thorough assessment of the current scrubber tower media to determine its remaining useful life and the need for replacement.
2. Develop a detailed project plan, including a timeline and budget, for the replacement of the scrubber tower media.

B. Procurement

1. Identify and select a suitable supplier for the new scrubber tower media, ensuring that the chosen media meets the required specifications and quality standards.
2. Obtain quotes from multiple suppliers to ensure the best value for the government agency.
3. Place an order for the new media and coordinate delivery to the water plant.

C. Removal and Disposal of Existing Media

1. Develop a safe and efficient plan for the removal of the existing media from the scrubber tower.
2. Dispose of the old media in accordance with local regulations and environmental guidelines.

D. Installation of New Media

1. Prepare the scrubber tower for the installation of the new media, ensuring that all necessary safety precautions are in place.
2. Install the new media in the scrubber tower, following the manufacturer's guidelines and best practices.
3. Test the scrubber tower to ensure that the new media is functioning properly and efficiently.



III. Budget and Funding

1. Planning & Procurement \$5,000
2. Media equipment purchase \$70,000
3. Labor & Installation \$25,000
4. Total Budget \$100,000

IV. Project Timeline

1. Planning & Procurement 2-4 Weeks
 2. Media Installation 1 Week
- Total Time ~1.5 months

V. Conclusion

The replacement of the media in the scrubber tower is a critical component of maintaining the efficiency and effectiveness of the water treatment process at the Town of Highland Beach plant. By following this Capital Improvement Plan, the town can ensure that the project is completed on time, within budget, and with minimal disruption to the plant's operations.

VI. Progress Reporting

Awaiting Bids from Vendors

VII. Funding Source

Water Fund 401-533.000-563.000 Improvements Other Than Building



Project # 24-003 – Fence Replacement

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements for the replacement of fencing at the Town of Highland Beach’s city complex. The existing fences have reached the end of their useful life and require replacement to ensure the safety, security, and aesthetics of the agency's properties.

II. Background

The current fences have been in place for several years and have experienced wear and tear, resulting in a decline in their overall condition. The replacement of these fences is essential to maintain the security and appearance of the agency's facilities.

III. Scope of Work

The scope of work for this CIP includes the following tasks:

1. Assessment of existing fences to determine the extent of replacement required.
2. Development of design specifications and standards for the new fencing.
3. Procurement of materials and services for fence replacement.
4. Removal and disposal of existing fences.
5. Installation of new fencing according to design specifications.
6. Inspection and quality control of the completed fence replacement project.

IV. Budget and Timeline

The estimated budget for this CIP is \$50,000 which includes the cost of materials, labor, and any necessary permits or fees. The timeline for completion of this project is approximately 1-2 months from the start date, with the following milestones:

1. Assessment and design development: 1 week
2. Procurement of materials and services: 1-2 weeks
3. Removal and disposal of existing fences: 1 week
4. Installation of new fencing: 1 week
5. Inspection and quality control: 1 week

V. Conclusion

The replacement of fencing at the Town of Highland Beach’s facilities is a necessary investment to ensure the safety, security, and aesthetics of the properties. This Capital Improvement Plan outlines the steps, budget, and timeline required to successfully complete this project. Upon completion, the



TOHB CIP 2023-2028

March 2024

new fencing will provide a secure and visually appealing perimeter for the agency's facilities.

VI. Progress Reporting

Remaining fence to be delivered the week of March 20th with an anticipated construction start date of April 1st.

VII. Funding Source

Tax Fund 103-574.000-563.000 Improvements Other Than Buildings



Project # 24-006 - Pipe Well Coating (3)

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and resources required to implement pipe well coatings in the Town of Highland Beach's sewer system. This project aims to improve the longevity and performance of the sewer system by protecting the pipes from corrosion, erosion, and other forms of damage. The plan will cover the assessment of current pipe conditions, selection of appropriate coating materials, budgeting, and project timeline.

II. Background and Objectives

The sewer system under the Town of Highland Beach has been experiencing issues related to pipe deterioration, which can lead to leaks, blockages, and potential environmental hazards. To address these concerns, the Town of Highland Beach has decided to invest in pipe well coatings as a preventive measure to extend the service life of the sewer system.

The objectives of this CIP are to:

1. Assess the current condition of the sewer system pipes and identify priority areas for coating application.
2. Select appropriate coating materials that meet industry standards and environmental regulations.
3. Develop a budget and timeline for the project, including procurement, labor, and contingencies.
4. Implement the pipe well coating project in a timely and efficient manner, minimizing disruptions to the sewer system's operation.

III. Assessment and Prioritization

A thorough assessment of the sewer system's pipes will be conducted to determine their current condition and identify priority areas for coating application. This assessment will involve visual inspections, as well as non-destructive testing methods such as ultrasonic thickness measurements and corrosion mapping. Based on the assessment results, a prioritized list of pipe sections requiring coating will be developed.

IV. Coating Material Selection

The selection of appropriate coating materials is crucial to the success of this project. The chosen materials must meet industry standards for corrosion protection, adhere well to the pipe surfaces, and comply with environmental regulations. A thorough review of available coating materials will be conducted, and consultations with industry experts and manufacturers will be sought to ensure the best possible choice is made.



V. Budget

1. Pipe Assessment \$15,000
 2. Procurement & Selection of materials \$10,000
 3. Application & Installation: \$125,000
- Total Budget: \$150,000

VI. Implementation and Monitoring

The pipe well coating project will be implemented according to the established budget. Proper safety measures and quality control procedures will be followed throughout the project to ensure the coatings are applied correctly and effectively. Upon completion of the project, a final inspection will be conducted to verify the quality of the work and confirm that the project objectives have been met.

VII. Conclusion

The implementation of pipe well coatings in the sewer system will significantly improve its longevity and performance, ultimately benefiting the government agency and the community it serves. This Capital Improvement Plan provides a comprehensive roadmap for the successful completion of this important infrastructure project.

VIII. Progress Reporting

This project is slated to start in June of 2024.

IX. Funding Source

Sewer Fund 402-535.000-564.000 Machinery & Equipment



Project # 24-007 – Library Sewer Rehabilitation

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and resources required for the rehabilitation of the sewer system servicing the Town of Highland Beach's library. This project aims to address the aging infrastructure, improve the overall efficiency of the sewer system, and ensure the continued safe and reliable operation of the library facility.

II. Project Background and Justification

The library's sewer system has been in service for several years and is showing signs of deterioration, including pipe corrosion, blockages, and potential leaks. These issues can lead to environmental hazards, health risks, and costly emergency repairs if not addressed promptly. The rehabilitation of the sewer system will not only improve its functionality but also extend its lifespan, reducing the likelihood of future disruptions to library services.

III. Project Scope

The scope of the library sewer rehabilitation project includes:

1. Inspection and assessment of the existing sewer system to identify areas of concern and prioritize repairs.
2. Replacement or repair of damaged or deteriorated pipes, joints, and connections.
3. Installation of new, more durable materials to improve the system's longevity and resistance to corrosion.
4. Implementation of preventative maintenance measures to minimize future issues and extend the life of the sewer system.

IV. Project Timeline

The proposed timeline for the library sewer rehabilitation project is as follows:

1. Preliminary planning and assessment: 1 week
 2. Procurement of materials and contractor selection: 1 month
 3. Construction and rehabilitation work: 1 week
 4. Post-construction inspection and project closeout: 1 week
- Total Project Length ~1 month

V. Project Budget

The estimated budget for the library sewer rehabilitation project includes:

1. Inspection and assessment: \$1,000
 2. Materials and supplies: \$14,000
 3. Labor and contractor fees: \$30,000
 4. Contingency fund (10% of total project cost): \$5,000
- Total Project Budget: \$50,000



VI. Conclusion

The rehabilitation of the library's sewer system is a critical investment in the town's infrastructure and the continued operation of the library facility. By addressing the aging system and implementing preventative maintenance measures, the town can ensure the safety and reliability of the sewer system for years to come. This Capital Improvement Plan provides a comprehensive roadmap for the successful completion of this important project.

VII. Progress Report

Awaiting the third vendor to provide a final quote. PO Process to begin in the next 2 weeks.

VIII. Funding Source

Sewer Fund 402-535.000-563.000 Improvements Other Than Buildings



Project # 24-009 – Metal Storage Building

I. Introduction

The purpose of this Capital Improvement Plan is to outline the necessary steps, costs, and timeline for the purchase of a metal storage building. This project aims to provide the Town of Highland Beach with a durable and secure facility to store equipment, supplies, and other valuable assets efficiently.

II. Project Scope

The project scope includes the following activities:

1. Assess the town's storage requirements, including the size, capacity, and specific features needed for the storage building.
2. Research and identify reputable suppliers or manufacturers of metal storage buildings.
3. Evaluate various options, considering factors such as price, quality, durability, and customization possibilities.
4. Obtain necessary permits and approvals for the installation of the storage building
5. Procure the selected metal storage building and coordinate delivery to the designated site.
6. Prepare the site, including clearing and leveling if required.
7. Install the metal storage building, following manufacturer guidelines and ensuring compliance with safety regulations.
8. Conduct final inspections and quality checks.

III. Project Timeline

The CIP will be implemented over a period of 3 months, with the following milestones:

1. Assessment and planning: 1 month duration
 - Assess storage needs and conduct research on metal storage building options.
2. Design and construction: 1 month duration
 - Obtain necessary permits and approvals
 - Finalize procurement process and order the selected metal storage building
 - Prepare site for installation and coordinate the delivery of the metal storage building
 - Install the metal storage building
3. Project completion and evaluation: 1-2 week duration
 - Conduct final inspection and quality checks on metal storage building



IV. Budget and Funding

The estimated cost for the metal storage building inclusive of installation is \$60,000. The budget will cover the costs of assessment, planning, design, construction, and project management.

V. Conclusion

The construction of a new metal storage building will allow public works to secure and store equipment. This project aims to provide the town with a durable and secure facility to store equipment, supplies, and other valuable assets efficiently.

VI. Progress Report

The bidding has been completed and the project will come in under budget. The bid is ~20K all in with installation and freight. May be placed on hold depending on project importance.

VII. Funding Source

Water Fund 401-533.000-563.000 Improvements Other Than Building



Project # 24-010 – Bridge Rehabilitation

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and resources required for the rehabilitation of the Lido bridge under the jurisdiction of the Town of Highland Beach. This plan will address the current condition of the bridge, identify the scope of work, establish a timeline for completion, and provide a detailed budget for the project. The goal of this CIP is to ensure the safety and longevity of the bridge, while minimizing disruptions to the community and maintaining fiscal responsibility.

II. Background and Current Condition

The Lido bridge in question has been in service for several decades and has reached the end of its useful life. Regular inspections have revealed signs of deterioration, including corrosion, cracking, and spalling of the concrete and steel components. Additionally, the bridge's load capacity has been reduced due to these issues, posing a potential safety risk to the public.

III. Scope of Work

The rehabilitation project will involve the following tasks:

1. Detailed inspection and assessment of the bridge's current condition
2. Development of a comprehensive rehabilitation plan, including structural repairs, surface treatments, and drainage improvements
3. Procurement of necessary materials and equipment
4. Implementation of traffic management plans to minimize disruptions during construction
5. Execution of the rehabilitation work, including removal and replacement of damaged components, application of protective coatings, and installation of new drainage systems
6. Final inspection and certification of the rehabilitated bridge

IV. Timeline

The project is expected to take approximately 8-10 months to complete, from the initial inspection and assessment to the final certification of the rehabilitated bridge. This timeline includes time for procurement, stakeholder coordination, and any unforeseen delays or complications.

V. Budget

The estimated budget for the small bridge rehabilitation project is as follows:

1. Inspection and assessment: \$1,000
 2. Materials and equipment: \$135,000
 3. Contingency (10%): \$14,000
- Total Estimated Budget: \$150,000



VI. Conclusion

The rehabilitation of the Lido bridge is a necessary investment to ensure the safety and functionality of this critical piece of infrastructure. By following this Capital Improvement Plan, the Town of Highland Beach can effectively manage the project, minimize disruptions to the community, and maintain fiscal responsibility. Upon completion, the rehabilitated bridge will provide many more years of reliable service to the public.

VII. Progress Report

This project is slated to start in April of 2024 with meeting starting to kick off with B&W the week of March 20th.

VIII. Funding Source

Tax Fund 103-574.000-563.000 Improvements Other Than Buildings



Project # 24-014 – Upgrade Electrical Panel Lift Station 1

I. Introduction

The purpose of this Capital Improvement Plan is to outline the necessary steps and investments required to upgrade the electrical panel at lift station 1.

II. Background

The existing electrical panel at lift station 1 has reached the end of useful life. An upgrade is needed to assure safe operation and adhere to electrical code standards.

III. Objectives

The primary objectives of this CIP are to:

1. Assess the current state of the electrical panel at lift station 1
2. Develop a comprehensive plan for the procurement, installation, and design of a new electrical panel.
3. Ensure installation and upgrade of electrical panel at lift station 1

IV. Scope

The scope of this CIP includes the following tasks:

1. Assessment and Planning
 - a. Conduct a thorough assessment of the existing electrical panel at lift station 1.
 - b. Identify areas for improvement and develop a prioritized list of upgrades and replacements.
 - c. Develop a detailed project timeline and budget for the procurement and installation of upgraded electrical panel.
2. Procurement
 - a. Obtain quotes from multiple vendors and select the most cost-effective option.
 - b. Coordinate with the selected vendor to ensure timely delivery and installation.
3. Installation and Integration
 - a. Develop a detailed installation plan, including any necessary infrastructure upgrades.

V. Budget

The estimated budget is \$50,000 and will include assessment and planning phase and installation of the upgraded electrical panel at lift station 1.



VI. Conclusion

This Capital Improvement Plan will ensure the successful installation and upgrade necessary for the electrical panel at lift station 1.

VII. Progress Report

Vendor has been hired through a bid process. Material order has been placed awaiting elongated shipping periods installation slated for December 2023

VIII. Funding Source

Sewer Fund 402-535.000-563.000 Improvements Other Than Building



Project # 24-016 – Replace Water Plant Blower

I. Introduction

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements for the replacement of one blower at the water plant operated by the Town of Highland Beach. The blowers are essential components of the water treatment process, providing aeration and maintaining proper oxygen levels in the water. The replacement of these blowers will ensure the continued efficiency and reliability of the water plant operations.

II. Project Scope

This CIP will cover the following aspects of the blower replacement project:

1. Assessment of the existing blower condition and performance
2. Identification of suitable replacement blower
3. Procurement of the new blower
4. Installation and commissioning of the new blower
5. Disposal of the old blower
6. Training of plant personnel on the operation and maintenance of the new blower

III. Project Timeline

The project will be executed in the following phases:

1. Assessment and identification 1 week
2. Procurement 1 month (sole source)
3. Installation and commissioning 1-2 months

The total estimated duration of the project is ~3 months.

IV. Budget

The budget for the blower replacement project will include the following cost components:

1. Procurement of new blowers: \$30,000
2. Installation and commissioning: \$10,000
3. Add (2) electrical motors: \$10,000

The total estimated budget for the project is \$50,000

V. Revenue Increase

The replacement of the blower is expected to result in increased efficiency and reduced downtime for the water plant. This will lead to a more reliable water supply for the town resulting in increased revenue from water usage fees. Additionally, the new blower may have lower energy consumption, leading to cost savings on utility bills.



VI. Conclusion

The replacement of the blower in the water plant is a necessary investment to ensure the continued efficiency and reliability of the water treatment process. This Capital Improvement Plan provides a comprehensive outline of the project scope, timeline, and budget, as well as the potential revenue increase resulting from the project. By following this plan, the Town of Highland Beach can successfully execute the blower replacement project and secure the long-term viability of the water plant.

VII. Progress Report

This project is slated to start August 2024.

VIII. Funding Source

Water Fund 401-533.000-564.000 Machinery & Equipment



Project # 24-017 Vehicle Purchase

I. Introduction

The purpose of this Capital Improvement Plan is to outline the process and requirements for the acquisition of a new vehicle for the Town of Highland Beach. This plan will detail the necessary steps, budget allocation, and timeline for the successful procurement and implementation of the new vehicle into the existing fleet.

II. Background

The Town of Highland Beach has identified a need for a new vehicle to support its operations and services. The current vehicle is aging, and the replacement vehicle will improve efficiency, reduce maintenance costs, and enhance the overall effectiveness of the department.

III. Objectives

The primary objectives of this CIP are to:

1. Identify the specific vehicle requirements for the Town of Highland Beach.
2. Develop a budget and funding plan for the vehicle purchase.
3. Establish a procurement process that ensures transparency and compliance with government regulations.
4. Implement a timeline for the acquisition and integration of the new vehicle into the existing fleet.

IV. Vehicle Requirements

The new vehicle should meet the following requirements:

1. Type: SUV
2. Seating capacity: 4
3. Fuel efficiency: Explore Hybrid; 20+ MPG
4. Safety features: Standard Safety Features

V. Budget and Funding

The estimated budget for the vehicle purchase is \$30,000. This budget includes the cost of the vehicle, registration fees, and any necessary modifications or accessories. Funding for this project will be sourced from the Water System Fund under Capital Machinery and Equipment

VI. Procurement Process

The procurement process for the new vehicle will follow the Town of Highland Beach's established procurement policies and procedures. This process will include:



1. Developing a Request for Proposal (RFP) that outlines the vehicle requirements and evaluation criteria.
2. Advertising the RFP to potential suppliers and vendors.
3. Evaluating proposals based on the established criteria, including price, vehicle specifications, warranty, and vendor reputation.
4. Selecting the winning proposal and negotiating a final contract.
5. Awarding the contract and initiating the purchase process.

VII. Timeline

The following timeline outlines the key milestones for the vehicle purchase:

1. Develop RFP: September 15th, 2023
2. Advertise RFP: October 15th, 2023
3. Proposal submission deadline: November 15th, 2024
4. Proposal evaluation and vendor selection: December 15th, 2024
5. Contract negotiation and award: January 15th, 2024
6. Vehicle delivery and integration: TBD Based on Availability

VIII. Conclusion

This Capital Improvement Plan provides a comprehensive framework for the acquisition of a new vehicle for the Town of Highland Beach. By following this plan, the Town of Highland Beach will ensure a transparent and efficient procurement process, resulting in the successful integration of a new vehicle that meets the department's needs and enhances its operational capabilities.

IX. Progress Report

Project is complete

X. Funding Source

Water Fund 401-533.000-563.000 Improvements Other Than Buildings



Project # 24-018 Raise Lift Station 3

Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements to raise lift station 3 in the Town of Highland Beach. This project has been approved and it is a carry-over from the 2022 Budget. The vendor has been chosen and work will begin within a month.

I. Budget Estimate

The estimated budget for this project is \$225K of CAPEX funds from Town of Highland Beach combined with Grant Budget of \$225K from the State of Florida

II. Project Timeline

The estimated timeline for this project is ~ 9 months from start to finish inclusive of all inspections and engineering.

III. Progress Report

The actual construction phase of this project has been delayed; several administrative meetings have occurred; parts are 12+months out; Grant managers have been advised.

IV. Funding Source

Sewer Fund 402-535.000-563.000 Improvements Other Than Buildings



Project # 24-019 Gas Dispenser & Pump Replacement

Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements for the installation of a 1000-gallon gas dispenser and pump system for the Town of Highland Beach. This project aims to improve fuel accessibility and efficiency for the agency's fleet of vehicles, ultimately reducing downtime and operational costs.

II. Project Description

The proposed gas dispenser and pump system will consist of an above-ground 1000-gallon fuel storage tank, a fuel dispenser with a metering system, and a pump to transfer fuel from the tank to the dispenser. The system will be designed to meet all applicable safety and environmental regulations.

III. Project Scope

The scope of this project includes the following tasks:

1. Site assessment and preparation
2. Procurement of necessary permits and approvals
3. Procurement of materials and equipment
4. Installation of the gas dispenser and pump system
5. Testing and commissioning of the system
6. Training of agency personnel on the proper use and maintenance of the system

IV. Budget Estimate

The estimated budget for this project is as follows:

1. Site assessment and preparation: \$1,000
 2. Permits and approvals: \$0
 3. Materials and equipment: \$20,000
 5. Installation: \$9,000
- Total Estimated Budget: \$30,000

V. Project Timeline

The estimated timeline for this project is as follows:

1. Site assessment and preparation: 1 week
 2. Permits and approvals: 1 week
 3. Procurement of materials and equipment: 2-4 weeks
 5. Installation: 1 week
- Total Project Duration: ~2 months



VI. Conclusion

The implementation of this Capital Improvement Plan will provide the Town of Highland Beach with a reliable and efficient fueling system for its fleet of vehicles. By investing in this project, the agency will benefit from reduced operational costs, improved vehicle uptime, and increased overall efficiency.

VII. Progress Report

Awaiting final quote from vendor

VIII. Funding Report

Public Works 401-533.000-564.000 Machinery & Equipment



Project # 24-020 – Town Entrance Signs

I. Introduction

The purpose of this Capital Improvement Plan is to outline the necessary steps and investments required to redesign and update the entrance in the North & South (along A1A) of the Town of Highland Beach.

II. Background

The existing entrances have reached its life expectancy. A redesign and rebuild of the signage and entrance will enhance the appearance to the Town of Highland Beach.

III. Objectives

The primary objectives of this CIP are to:

1. Assess the current state of the entrances of Town of Highland Beach and begin the initial steps of re-design.
2. Develop a comprehensive plan for the procurement, installation, and design of the new signage.
3. Ensure a smooth transition with minimal disruption of the new entrances build to the residents of the Town of Highland Beach

IV. Scope

The scope of this CIP includes the following tasks:

1. Assessment and Planning
 - a. Conduct a thorough assessment of the existing entrances.
 - b. Identify areas for improvement and develop a prioritized list of upgrades and replacements.
 - c. Develop a detailed project timeline and budget for the procurement, installation, and re-design of the entranceways.
2. Procurement
 - a. Obtain quotes from multiple vendors and select the most cost-effective option.
 - b. Coordinate with the selected vendor to ensure timely delivery and installation.
3. Installation and Integration
 - a. Develop a detailed installation plan, including any necessary infrastructure upgrades.

V. Budget

The estimated budget is \$100,000 and will include assessment and planning phase, the cost of signage, design, and installation.



VI. Conclusion

This Capital Improvement Plan will ensure the successful re-design and installation of the new entrance signage for the Town of Highland Beach

VII. Progress Report

The cost of this project has been reduced to ~ \$50K with the inclusion of new license reader poles for the PD

VIII. Funding Source

Tax Fund 103-574.000-563.000 Improvements Other Than Buildings



Police Department - Project # 24-002 – Axon 2024-2028

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements for the ongoing cost and maintenance of our AXON suite of solutions.

II. Background

The town of Highland Beach has entered into a multi-year contract with Axon, Inc. to provide evidence solutions, body worn cameras, Taser less-lethal devices, in-car cameras, and ALPR cameras. This item will be included each year through the length of this CIP.

III. Objectives

- a. Provide evidence, transparency and accountability through the use of body worn cameras.
- b. Provide an evidence storage solution.
- c. Provide less lethal alternative devices for use by our police officers.
- d. Provide in-car camera systems for evidence, accountability and officer safety.
- e. Ensure that current safety and technological advancements are implemented, as available.

IV. Project Scope

- a. Annual costs based on contract.

V. Budget

The estimated budget for this CIP is \$52,000 annually which includes the cost of the contract to provide the entire suite of products as listed in the background.

VI. Conclusion

This is a ten-year contract with static costs. This cost reoccurs each year of this CIP 2024-2028.

VII. Progress Report

This is a yearly occurring charge for the next 5 years as part of a contract.

VIII. Funding Source

Tax Fund 103-574.000-564.000 Machinery & Equipment



Police Department - Project # 24-003 – Flock Safety

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements for the ongoing cost and maintenance of our Flock Safety suite of License Recognition Cameras (LPR) and Surveillance Cameras.

II. Background

The town of Highland Beach has entered into a multi-year contract with FLOCK Safety, Inc. to provide License Recognition Cameras (LPR) and Surveillance Cameras

III. Objectives

- a. Provide License Plate Recognition technology to enhance the safety and security of the community.
- b. Provide surveillance cameras for traffic, crime suppression and follow-up investigations.

IV. Project Scope

- a. Annual costs based on contract.

V. Budget

The estimated budget for this CIP is \$25,000 annually which includes the cost of the contract to provide the LPR and surveillance cameras.

VI. Conclusion

This is a ten -year contract with static costs. This cost reoccurs each year of this CIP 2024-2028.

VII. Progress Report

This is an ongoing charge per contract.

VIII. Funding Source

Tax Fund 103-574.000-564.000 Machinery & Equipment



Police Department - Project # 24-004 – Motorola

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements for the replacement of our current police radios.

II. Background

The Town of Highland Beach has existing radios which will reach their recommended replacement interval this year. We have also undergone a test and evaluation phase which has determined that we have several areas within the town limits where radio coverage is lacking or is substandard. The recent test and evaluation project identified new technological equipment that will alleviate the coverage gaps and will provide additional capabilities.

III. Objectives

- a. Identified radio coverage gaps which may impact officer safety.
- b. Identified a hardware solution with testing and field evaluation.
- c. Provide new hand-held radios which alleviate the coverage issues and provide enhanced capabilities.

IV. Project Scope

- a. Annual costs based on contract.

V. Budget

The estimated budget for this CIP is \$53,000 annually which includes the cost of the contract to provide hand-held radios for all department members. (23) Twenty-three units.

VI. Conclusion

This is a 7 -year contract/financing with static costs. This cost reoccurs each year of this CIP 2024-2028. Functioning communications equipment is a public safety imperative.

VII. Progress Report

This is an ongoing charge per contract and new equipment to be delivered in April 2024.

VIII. Funding Source

Tax Fund 103-574.000-564.000 Machinery & Equipment



Police Department - Project # 24-005 – Carpet(s) Replacement for Police Station

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements for the replacement of carpet(s) within the Town of Highland Beach’s police station. This project aims to improve the functionality, organization, and overall appearance of the police station, ultimately enhancing the work environment for employees and visitors.

II. Project Background and Justification

Over time, carpet(s) within the Town of Highland Beach have experienced wear and tear resulting in decreased functionality and an outdated appearance. The current carpet(s) may no longer meet the organizational needs of the agency, and their deteriorating condition may negatively impact the overall work environment. The replacement of these carpet(s) is essential to maintain a professional and efficient workspace.

III. Project Scope

The scope of this project includes the assessment of current carpet conditions, the selection of appropriate replacement carpet(s), and the installation of new carpet(s) throughout the police station. The project will focus on the following areas:

1. Assessment of current carpet(s) conditions and identification of areas in need of replacement
2. Research and selection of suitable carpet(s) materials
3. Development of a detailed project timeline and budget
4. Coordination with vendors and contractors for carpet procurement and installation
5. Disposal of old carpet(s); cleanup of work areas

IV. Budget and Funding

The budget for this project will cover the costs of carpet(s) assessment, procurement, installation, and disposal. The estimated budget for this project is as follows:

1. Carpet(s) assessment and planning: \$1,000
 2. Carpet(s) procurement: \$34,000
 3. Installation and labor costs: \$4,500
 4. Disposal and cleanup: \$500
- Total Estimated Budget: \$40,000



V. Project Timeline

The estimated timeline for this project is as follows:

1. Carpet(s) assessment and planning: 2 weeks
 2. Carpet(s) procurement: 1 month
 3. Installation and labor: 1 week
 4. Disposal and cleanup: 1 week
- Total Project Duration: ~1.5 months

VI. Conclusion

The replacement of carpet(s) within the Town of Highland Beach’s police station is a necessary investment to maintain a functional and professional work environment. This Capital Improvement Plan outlines the steps, budget, and timeline required to successfully complete this project.

VII. Progress Report

Project Completed

VIII. Funding Source

Tax Fund 103-574.000-563.000 Improvements Other Than Buildings



Fire Department - Project # 24-001 – Rescue Holmatro Equipment

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements to purchase Holmatro lifesaving equipment.

II. Background

The Town of Highland Beach Fire Department would like to purchase lifesaving equipment made by Holmatro. These will assist in any car accident or other life scenario that will need to use of hydraulic powered opening and spreading equipment.

III. Project Scope

Purchase of Hydraulic cutting, spreading, and ramming devices made by Holmatro.

IV. Budget

The estimated budget for this CIP is \$44,000

V. Progress Report

Project Completed.

VI. Funding Source

Fire Fund 001-522.000-564.000 Machinery & Equipment



2024-2025 Capital Improvement Plan (CIP)

Dept	Project #	Projects	Rank	Description	Budget
SW	25-001	Raise Lift Station 2	1	Assure flooding protection and operational efficiency	\$ 300,000
WS	25-002	Acid Bulk & Day Tank Replacement	2	Replacement of aging tanks that are showing ware and tare and have visual leakage	\$ 205,000
WS	25-003	Paint Elevated Tank	3	Maintain structural integrity and appearance of water tower ensuring conjoined functionality and service to the community	\$ 320,000
WS	25-004	Water Plant Blower Replacement	4	Replacement of aging blowers to assure the continued efficiency and reliability of the water plant operations	\$ 50,000
WS	25-005	Garage Door Replacement	5	Garage doors are reaching endo of life and need replacement	\$ 75,000
SW	25-006	Sewer Lining Replacement	6	Updating the lining of the sewers to extend useful life and efficiency	\$ 3,500,000
PW	25-007	Resurfacing and Repaving of Town Complex	7	After Firestation is completed repaving of town complex	\$ 250,000
PW	25-008	Old Firestation demo/re-store	8	Teardown and repurpose of old firestation	\$ 1,200,000
PW	25-009	Police Marine Unit Docking (Grants)	9	Building of docks for Police Marine Units (w/o Seawall) w Seawall +20K	\$ 125,000
PW	25-010	Crosswalk path embedded lighting	10	Additon of lighting on pedestrian crosswalk path	\$ 250,000
PW	25-011	Replace PLC Switch Gear	11	Replacement of switch gear for PLC	\$ 100,000
PD	25-001	Fleet Vehicle Purchase	1	Replacement of aging police vehicles inclusive of emergency operation equipment	\$ 60,000
PD	25-002	Marine Unit Trailer	2	Purchase of a new trailer for Marine Unit	\$ 20,000
PD	25-003	Administrative Area Reconfiguration and New C.	3	Reconfiguration of administrative area including wall removal and new cabinets	\$ 60,000
FD	25-001	Rescue Holmatro Equipment Engine 2	1	Purchase of Holmatro Cutter, Spreader, Ram, and associated battery packs for engine 2	\$ 50,000
FD	25-002	Milwaukee Equipment Purchase	2	Milwaukee equipment purchase for engine 2	\$ 25,000
TOTAL 2025 Budget Year					\$ 6,590,000



Project # 25-001 – Raise Lift Station 2

I. Executive Summary

This Capital Improvement Plan outlines the necessary steps and estimated costs for raising “Lift Station 2” for sewer in the water plant operated by the Town of Highland Beach. The purpose of this project is to improve the efficiency and reliability of the sewer system, reduce the risk of flooding, and ensure compliance with environmental regulations.

II. Project Background and Justification

“Lift Station 2” has been in operation for several years and is experiencing increased demand due to population growth and infrastructure development in the area. Additionally, the current lift station is located in a flood-prone area, which poses a risk to the facility and the surrounding community. Raising the lift station will address these issues and ensure the continued operation of the sewer system.

III. Project Scope

The scope of this project includes the following tasks:

1. Conduct a site assessment and geotechnical investigation to determine the elevation for the raised lift station.
2. Develop engineering designs and specifications for the raised lift station, including structural, electrical, and mechanical components.
3. Obtain necessary permits and approvals from relevant regulatory agencies.
4. Construct the new raised lift station, including the installation of pumps, controls, and other equipment.
5. Connect the new lift station to the existing sewer system and perform testing to ensure proper operation.
6. Restore the site and surrounding area to its original condition.

IV. Project Schedule

The estimated timeline for this project is as follows:

1. Site assessment and geotechnical investigation: 3 months
 2. Engineering design and permitting: 3 months
 3. Construction and installation: 9 months
- Total project duration: 15 months

V. Project Budget

The estimated budget for this project is as follows:

1. Site assessment and geotechnical investigation: \$20,000
2. Engineering design and permitting: \$10,000
3. Construction and installation: \$250,000
4. Testing and commissioning: \$20,000



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Total project cost: \$300,000

VI. Funding Sources

Funding for this project will be provided by the Town of Highland Beach capital improvement budget, as well as potential grants or loans from state or federal sources.

VII. Conclusion

Raising “Lift Station 2” for sewer in the Town of Highland Beach’s water plant is a critical infrastructure improvement project that will enhance the efficiency and reliability of the sewer system, reduce the risk of flooding, and ensure compliance with environmental regulations. This Capital Improvement Plan provides a comprehensive overview of the project scope, schedule, and budget, and serves as a roadmap for successful project implementation.



Project # 25-002 – Acid Bulk Tank & Day Tank Replacement

I. Introduction

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements for the replacement of an acid bulk tank and day tank at the Town of Highland Beach water plant. This project aims to ensure the continued safe and efficient operation of the water treatment process, as well as compliance with relevant regulations and industry standards.

II. Project Background

The existing acid bulk tank and day tank at the water plant has reached the end of its useful life and is showing signs of wear and corrosion. This poses a risk to the safety and efficiency of the water treatment process, as well as potential environmental hazards. The replacement of the tank is essential to maintain the integrity of the water plant's operations and to meet the Town of Highland Beach commitment to providing clean and safe water to the community.

III. Project Scope

The scope of work for the acid bulk and day tank replacement project includes the following tasks:

1. Assessment and selection of a suitable replacement tank, considering factors such as capacity, material, and compatibility with existing infrastructure.
2. Development of a detailed project plan, including timeline, budget, and resource requirements.
3. Procurement of the selected replacement tanks and any necessary ancillary equipment.
4. Removal and disposal of the existing tanks in accordance with environmental regulations and best practices.
5. Installation of the new acid bulk tank and day tank, including any necessary modifications to existing infrastructure.
6. Testing and commissioning of the new tanks to ensure proper operation and integration with the water treatment process.
7. Training of plant personnel on the operation and maintenance of the new tanks.
8. Documentation of the project, including as-built drawings, equipment manuals, and maintenance schedules.

IV. Budget Estimate

The estimated budget for the acid bulk tank replacement project is as follows:

1. Assessment and selection: \$10,000
2. Project planning: \$5,000
3. Tank procurement: \$100,000



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4. Removal and disposal of existing tank: \$20,000
 5. Installation and infrastructure modifications: \$50,000
 6. Testing and commissioning: \$10,000
 7. Training: \$5,000
 8. Documentation: \$5,000
- Total Estimated Budget: \$205,000

V. Project Timeline

The proposed timeline for the acid bulk tank replacement project is as follows:

1. Assessment and selection: 1 month
 2. Project planning: 2-3 weeks
 3. Tank procurement: 2-3 months
 4. Removal and disposal of existing tank: 1 week
 5. Installation and infrastructure modifications: 1 week
 6. Testing and commissioning: 1 week
 7. As-Builts: when completed
- Total Project Duration: ~3 months

VI. Conclusion

The replacement of the acid bulk tank and day tank at the Town of Highland Beach is a critical project to ensure the continued safe and efficient operation of the water treatment process. This Capital Improvement Plan provides a comprehensive overview of the project scope, budget, and timeline, and serves as a guide for the successful execution of the project.



Project # 25-003 – Paint Elevated Tank Exterior & Interior

I. Introduction

The purpose of this Capital Improvement Plan is to outline the necessary steps, costs, and timeline for painting an elevated 500,000-gallon water tower for the Town of Highland Beach. This project aims to maintain the structural integrity and appearance of the water tower, ensuring its continued functionality and service to the community.

II. Project Scope

The scope of this project includes the following tasks:

1. Assessment and inspection of the water tower's current condition
2. Preparation of the water tower's surface for painting
3. Selection and procurement of appropriate paint materials
4. Painting of the water tower's exterior and interior surfaces
5. Inspection and quality control of the completed painting work
6. Project management and coordination

III. Project Timeline

The estimated timeline for the completion of this project is as follows:

1. Assessment and inspection: 1 week
 2. Preparation of the water tower's surface: 2 weeks
 3. Selection and procurement of paint materials: 2 weeks
 4. Painting of the water tower: 1 month
 5. Inspection and quality control: 1 week
 6. Project management and coordination: Throughout the project
- Total estimated project duration: ~2 months

IV. Project Budget

The estimated budget for this project includes the following costs:

1. Assessment and inspection: \$10,000
 2. Surface preparation: \$50,000
 3. Paint materials: \$75,000
 4. Painting labor: \$150,000
 5. Inspection and quality control: \$10,000
 6. Project management and coordination: \$25,000
 7. Purchase water from Boca Raton TBD
- Total estimated project cost: \$320,000

V. Revenue Increase

The painting of the water tower will not only improve its appearance but also extend its lifespan, reducing the need for costly repairs or replacement in the future. This will result in long-term savings for the Town of Highland Beach and



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the community it serves. Additionally, a well-maintained water tower can contribute to a positive public image.

VI. Conclusion

This Capital Improvement Plan outlines the necessary steps, costs, and timeline for painting an elevated 500,000-gallon water tower for the Town of Highland Beach. By investing in this project, the town will ensure the continued functionality and service of the water tower, while also contributing to the community's overall well-being and economic growth.



Project # 25-005 – Garage Door Replacement

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements for the replacement of garage doors within the Town of Highland Beach's facilities. This project aims to improve the functionality, safety, and aesthetics of the garage doors, ultimately enhancing the overall efficiency and security of the facilities.

II. Project Background and Justification

Over time, garage doors can become worn, damaged, or outdated, leading to potential safety hazards and decreased functionality. The Town of Highland Beach has identified the need for garage door replacements in several of its facilities to ensure the continued safety and efficiency of its operations.

III. Project Scope

The scope of this project includes the assessment, removal, and replacement of garage doors in the identified facilities. This will involve:

1. Conducting a thorough assessment of the current garage doors to determine the extent of wear and damage.
2. Identifying suitable replacement garage doors that meet the town's requirements for functionality, safety, and aesthetics.
3. Coordinating with contractors for the removal of existing garage doors and installation of new ones.
4. Ensuring proper disposal of old garage doors and any associated waste materials.
5. Conducting a final inspection to ensure the successful completion of the project.

IV. Budget and Funding

The budget of \$75,000 for this project will include costs associated with the assessment, removal, and replacement of garage doors, as well as any necessary permits and disposal fees.

V. Project Timeline

The project timeline will be determined based on the availability of funding and the scheduling of contractors. The following is a tentative timeline for the project:

1. Assessment and identification of replacement garage doors: 1 week
2. Procurement of garage doors and coordination with contractors: 2-3 months
3. Removal and installation of garage doors: 1 week
4. Final inspection and project completion: 1 week



VI. Conclusion

The garage door replacement project is a necessary investment for the Town of Highland Beach to ensure the continued safety and efficiency of its facilities. By following this Capital Improvement Plan, the agency can successfully complete the project within the allocated budget and timeline, ultimately enhancing the overall functionality and security of its facilities.



Project # 25-006 – Sewer Lining Replacement

I. Executive Summary

The purpose of this Capital Improvement Plan (CIP) is to outline the necessary steps and resources required for the successful implementation of a sewer lining replacement project in the town. This project aims to improve the overall efficiency and longevity of the town's sewer system, reduce the risk of sewer overflows and backups, and minimize the environmental impact of aging infrastructure.

II. Project Background and Justification

The town's sewer system has been in operation for several decades, and over time, the lining of the sewer pipes has deteriorated due to corrosion, wear, and infiltration of tree roots. This has led to reduced capacity, increased risk of blockages, and potential for sewer overflows. A comprehensive assessment of the sewer system has identified the need for a sewer lining replacement project to address these issues and ensure the continued reliable operation of the system.

III. Project Scope

The scope of the sewer lining replacement project includes:

1. Inspection and assessment of the existing sewer system to identify priority areas for lining replacement.
2. Selection of appropriate lining materials and methods, considering factors such as durability, ease of installation, and environmental impact.
3. Coordination with utility companies and other stakeholders to minimize disruptions during the project.
4. Removal and disposal of existing sewer lining materials, as necessary.
5. Installation of new sewer lining in identified priority areas.
6. Inspection and testing of the newly installed lining to ensure proper function and adherence to specifications.
7. Restoration of any disturbed surfaces, such as roadways or sidewalks, following the completion of the project.

IV. Project Timeline

The sewer lining replacement project is anticipated to take approximately 12-18 months to complete, from initial planning and assessment through final inspection and restoration. Key milestones in the project timeline include:

1. Project initiation and assessment: 3-4 months
2. Material and method selection: 1-2 months
3. Coordination and permitting: 2-3 months
4. Lining removal and installation: 6-8 months
5. Inspection, testing, and restoration: 1-2 months



V. Project Budget

The estimated budget for the sewer lining replacement project is as follows:

Total estimated project cost: \$3,500,000

VI. Funding Sources

Potential funding sources for the sewer lining replacement project include:

1. Town's capital improvement budget
2. State and federal grants for infrastructure improvements
3. Low-interest loans from state or federal agencies
4. Utility rate increases or special assessments, if necessary

VII. Conclusion

The sewer lining replacement project is a critical investment in the town's infrastructure, ensuring the continued reliable operation of the sewer system and minimizing the risk of overflows and backups. By proactively addressing the aging sewer lining, the town can avoid more costly and disruptive repairs in the future and protect the health and safety of its residents and the environment.



Project # 25-007 – Re-Surfacing and Re-Paving of Town Complex

I. Introduction

The purpose of this Capital Improvement Plan is to outline the necessary steps and investments required to repave the town complex parking and lots and road surfaces.

II. Background

The existing roadway and parking lot will need to be re-paved after the fire station is completed to upgrade the look and functionality of the complex.

III. Objectives

The primary objectives of this CIP are to:

1. Assess the current state of the road and parking lots surface
2. Develop a comprehensive plan for the procurement, installation, and completion of the re-paving and surfacing
3. Ensure re-paving and re-surfacing meets the expectations of the town

IV. Scope

The scope of this CIP includes the following tasks:

1. Assessment and Planning
 - a. Conduct a thorough assessment of the current surfaces at the town complex
 - b. Identify areas for improvement and develop a prioritized list of upgrades and replacements.
 - c. Develop a detailed project timeline and budget for the procurement and installation of the re-paving and re-surfacing.
2. Procurement
 - a. Obtain quotes from multiple vendors and select the most cost-effective option.
 - b. Coordinate with the selected vendor to ensure timely delivery and installation.
3. Installation and Integration
 - a. Develop a detailed installation plan, including any necessary infrastructure upgrades.

V. Budget

The estimated budget is \$250,000 and will include assessment and planning and installation of the re-surfacing and paving.

VI. Conclusion

This Capital Improvement Plan will ensure the successful re-surfacing and re-paving of the town complex at Highland Beach.



Project # 25-008 – Old fire station demolition and remodel

I. Introduction

The purpose of this Capital Improvement Plan is to outline the necessary steps and investments required to demolish and renovate the old fire station at the town complex.

II. Background

The existing fire station will be replaced with a new fire station and the current structure will be renovated for a different purpose at the town complex.

III. Objectives

The primary objectives of this CIP are to:

1. Assess the current state of the old fire station
2. Develop a comprehensive plan for the demolition and re-design of the re-purposed space
3. Ensure re-purposed building is re-designed and used for re-purpose

IV. Scope

The scope of this CIP includes the following tasks:

1. Assessment and Planning
 - a. Conduct a thorough assessment of the current unused fire station
 - b. Identify areas for improvement and develop a prioritized list of upgrades and replacements.
 - c. Develop a detailed project timeline and budget for the procurement, installation, and redesign of old fire station.
2. Procurement
 - a. Obtain quotes from multiple vendors and select the most cost-effective option.
 - b. Coordinate with the selected vendor to ensure timely delivery and installation.
3. Installation and Integration
 - a. Develop a detailed installation plan, including any necessary infrastructure upgrades.

V. Budget

The estimated budget is \$1,200,000 and will include assessment and planning and installation of the re-surfacing and paving.

VI. Conclusion

This Capital Improvement Plan will ensure the successful re-purpose of the old fire station at the town's complex.



Project # 25-009 – Police Marine Unit Docking Station Build

I. Introduction

The purpose of this Capital Improvement Plan is to outline the necessary steps and investments required to build a police marine dock for the law enforcement vessels.

II. Background

Currently we do not have a dock for law enforcement sea vessels.

III. Objectives

The primary objectives of this CIP are to:

1. Assess and chose a location for a new dock
2. Develop a comprehensive plan for the building of the marine dock
3. Ensure successful budget and completion of the marine dock station

IV. Scope

The scope of this CIP includes the following tasks:

1. Assessment and Planning
 - a. Conduct a thorough assessment of needed dock and location
 - b. Identify location and procurement of dock material and installation vendors.
 - c. Develop a detailed project timeline and budget for the procurement, installation, and opening of the new marine unit dock.
2. Procurement
 - a. Obtain quotes from multiple vendors and select the most cost-effective option.
 - b. Coordinate with the selected vendor to ensure timely delivery and installation.
3. Installation and Integration
 - a. Develop a detailed installation plan, including any necessary infrastructure upgrades.

V. Budget

The estimated budget is \$125,000 and will include assessment and planning and installation of the dock. If a seawall is needed and extra \$20-25K will be needed for completion

VI. Conclusion

This Capital Improvement Plan will ensure the successful build of the marine unit dock at the Town of Highland Beach



Project # 25-010 – Pedestrian Cross Walk Path Lighting

I. Introduction

The purpose of this Capital Improvement Plan is to outline the necessary steps and investments required for addition of imbedded pedestrian crosswalk path lighting.

II. Background

Currently we do not have imbedded walk path lighting at the pedestrian lighting.

III. Objectives

The primary objectives of this CIP are to:

1. Assess placement of imbedded path lighting
2. Develop a comprehensive plan for the addition of crosswalk path lighting
3. Ensure successful budget and completion of the crosswalk path lighting

IV. Scope

The scope of this CIP includes the following tasks:

1. Assessment and Planning
 - a. Conduct a thorough assessment
 - b. Identify location and procurement of crosswalk path lighting.
 - c. Develop a detailed project timeline and budget for the procurement and installation.
2. Procurement
 - a. Obtain quotes from multiple vendors and select the most cost-effective option.
 - b. Coordinate with the selected vendor to ensure timely delivery and installation.
3. Installation and Integration
 - a. Develop a detailed installation plan, including any necessary infrastructure upgrades.

V. Budget

The estimated budget is \$250,000 and will include assessment and planning and installation of the dock. If a seawall is needed and extra \$20-25K will be needed for completion

VI. Conclusion

This Capital Improvement Plan will ensure the successful addition of crosswalk lighting at the Town of Highland Beach



Project # 25-011 – Replace PLC Switch Gear

I. Introduction

The purpose of this Capital Improvement Plan is to outline the necessary steps, budget, and timeline for replacing the PLC switch gear.

II. Project Scope

Purchase and installation of PLC switch gear.

III. Budget

The estimated budget of \$100,000 for this project includes the following costs:

1. Labor: The cost of hiring installers for the PLC
2. Materials: The cost of the PLC
3. Disposal: The cost of disposing of waste materials in accordance with government regulations.
4. Contingency: A contingency fund to cover any unforeseen expenses or changes in project scope.

IV. Conclusion

This Capital Improvement Plan outlines the necessary steps, budget, and costs for the replacement of the PLC switch gear.



Project # 25-012 – Replace AC Town Hall & Library

I. Introduction

The purpose of this Capital Improvement Plan is to outline the necessary steps and investments to replace the AC units at Town Hall and Library

II. Background

The existing AC units have reached the end of their useful life.

III. Objectives

The primary objectives of this CIP are to:

1. Assess the current state of the AC Units
2. Develop a comprehensive plan for the procurement and installation of the AC units
3. Ensure installation and upgrade of the AC units

IV. Scope

The scope of this CIP includes the following tasks:

1. Assessment and Planning
 - a. Conduct a thorough assessment of the existing AC units
 - b. Identify areas for improvement and develop a prioritized list of upgrades and replacements.
 - c. Develop a detailed project timeline and budget for the procurement and installation of the AC units.
2. Procurement
 - a. Obtain quotes from multiple vendors and select the most cost-effective option.
 - b. Coordinate with the selected vendor to ensure timely delivery and installation.
3. Installation and Integration
 - a. Develop a detailed installation plan, including any necessary infrastructure upgrades.

V. Budget

The estimated budget is \$50,000 and will include assessment and planning phase and installation of the AC units at the Town Hall and Library

VI. Conclusion

This Capital Improvement Plan will ensure the successful installation of the AC units at the Town Hall and Library for the Town of Highland Beach



Police Department - Project # 25-001 – Fleet Vehicle

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements for the replacement of police fleet vehicles.

II. Background

Fleet vehicles are on a five- year replacement interval.

III. Objectives

- a. Maintain police fleet for 24/7 emergency operations.
- b. Ensure that current safety and technological advancements are implemented, as available.

IV. Project Scope

- a. Annual assessment of vehicle condition for replacement rotation.
- b. Identification of suitable emergency vehicles meeting Sheriff Cooperative Bid criteria.

V. Budget

The estimated budget for this CIP is \$60,000 which includes the cost of the vehicle and all associated emergency operation equipment.

VI. Conclusion

The replacement interval ensures a well-maintained fleet that is capable of emergency response and routine patrol functions.



Police Department - Project # 25-002 – Marine Unit Trailer

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements for the purchase of a new marine unit trailer.

II. Background

Purchase of a new Marine Unit Trailer

III. Budget

The estimated budget for this CIP is \$20,000.



Police Department - Project # 25-003 – Admin Area Reconfigure for Police Station

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements for the replacement of carpet(s) within the Town of Highland Beach’s police station. This project aims to improve the functionality, organization, and overall appearance of the police station, ultimately enhancing the work environment for employees and visitors.

II. Project Background and Justification

Over time, carpet(s) within the Town of Highland Beach have experienced wear and tear resulting in decreased functionality and an outdated appearance. The current carpet(s) may no longer meet the organizational needs of the agency, and their deteriorating condition may negatively impact the overall work environment. The replacement of these carpet(s) is essential to maintain a professional and efficient workspace.

III. Project Scope

The scope of this project includes the assessment of current carpet conditions, the selection of appropriate replacement carpet(s), and the installation of new carpet(s) throughout the police station. The project will focus on the following areas:

1. Assessment of current carpet(s) conditions and identification of areas in need of replacement
2. Research and selection of suitable carpet(s) materials
3. Development of a detailed project timeline and budget
4. Coordination with vendors and contractors for carpet procurement and installation
5. Disposal of old carpet(s); cleanup of work areas

IV. Budget and Funding

The budget for this project will cover the costs of carpet(s) assessment, procurement, installation, and disposal. The estimated budget for this project is as follows:

Total Estimated Budget: \$60,000



V. Project Timeline

The estimated timeline for this project is as follows:

1. Carpet(s) assessment and planning: 2 weeks
 2. Carpet(s) procurement: 1 month
 3. Installation and labor: 1 week
 4. Disposal and cleanup: 1 week
- Total Project Duration: ~1.5 months

VI. Conclusion

The replacement of carpet(s) within the Town of Highland Beach’s police station is a necessary investment to maintain a functional and professional work environment. This Capital Improvement Plan outlines the steps, budget, and timeline required to successfully complete this project.



Fire Department - Project # 25-001 – Rescue Holmatro Equipment ENG 2

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements to purchase Holmatro lifesaving equipment.

II. Background

The Town of Highland Beach Fire Department would like to purchase lifesaving equipment made by Holmatro. These will assist in any car accident or other life scenario that will need to use of hydraulic powered opening and spreading equipment.

III. Project Scope

Purchase of Hydraulic cutting, spreading, and ramming devices made by Holmatro.

IV. Budget

The estimated budget for this CIP is \$50,000



Fire Department - Project # 25-002 – Milwaukee Equipment ENG 2

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements to purchase Milwaukee equipment.

II. Background

The Town of Highland Beach Fire Department would like to purchase equipment made by Milwaukee. These will assist in day-to-day operations of the fire department.

III. Budget

The estimated budget for this CIP is \$25,000



2025-2026 Capital Improvement Plan (CIP)

Dept	Project #	Projects	Rank	Description	Budget
WS	26-001	Water Plant Roof Replacement	1	Ensures continued safe and efficient operation of the water plant by providing a durable and eather resisant r	\$ 250,000
WS	26-002	Media Replacement Scubber Tower 2	2	Assure optimal performance in the treatment process, and that harmful contininants are removed from the	\$ 125,000
PW	26-003	Chiller Replacement HVAC	3	Ensure cooling to crucial compnents in the water plant	\$ 90,000
PW	26-004	Replacement of Portable Generator	4	Portable Generator to reach end of life	\$ 80,000
PD	26-001	Fleet Vehicle Purchase	1	Replacement of aging police vehicles inclusive of emergency operation equipment	\$ 60,000
FD	26-001	Fleet Vehicle Purchase	1	Replacement of aging fire vehicles inclusive of emergency operation equipment - light duty truck	\$ 70,000
FD	26-002	Fleet Vehicle Purchase	2	Replacement of aging fire vehicles inclusive of emergency operation equipment	\$ 45,000
FD	26-003	Hose Testing Pump	3	Purchase of hose testing pump	\$ 5,000
TOTAL 2026 Budget Year					\$ 725,000



Project # 26-001 – Water Plant Roof Replacement

I. Introduction

The purpose of this Capital Improvement Plan is to outline the process for replacing the roof of the water plant building for the Town of Highland Beach. This project aims to ensure the continued safe and efficient operation of the water plant by providing a durable and weather-resistant roof.

II. Project Scope

The project scope includes the removal of the existing roof, the installation of a new roofing system, and any necessary repairs or modifications to the building structure. The new roof should be designed to withstand the local climate and environmental conditions, as well as meet all applicable building codes and regulations.

III. Project Timeline

The project timeline will be determined based on the availability of funding, contractor schedules, and any permitting or regulatory requirements. A tentative timeline is as follows:

1. Planning and design: 2-4 weeks
2. Permitting and regulatory approvals: 1 week
3. Contractor selection and bidding process: 1-2 months
4. Roof removal and installation: 3-5 weeks
5. Final inspections and project closeout: 1 week

IV. Budget and Funding

The budget for this project will be determined based on the cost of materials, labor, and any additional expenses related to permitting, inspections, or other regulatory requirements. A preliminary budget estimate is as follows:

1. Roofing materials: \$85,000 - \$115,000
 2. Labor and installation: \$75,000 - \$100,000
 3. Contingency (10%): \$20,000 - \$25,000
- Total Estimated Budget: \$180,000 - \$240,000

V. Contractor Selection

A competitive bidding process will be used to select a qualified contractor to complete the roof replacement. The selected contractor must have experience with similar projects and be able to demonstrate a successful track record of completing projects on time and within budget.

VI. Project Management and Oversight

The Town of Highland Beach will designate a project manager to oversee the roof replacement project. This individual will be responsible for coordinating



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with the contractor, ensuring compliance with all applicable regulations, and managing the project budget and timeline.

VII. Conclusion

The replacement of the roof at the water plant building is a critical capital improvement project that will ensure the continued safe and efficient operation of the facility. By following this CIP, the Town of Highland Beach can successfully complete the project on time and within budget, while also meeting all regulatory requirements.



Project # 26-002 – Media Replacement Scrubber Tower 2

I. Introduction

A. Project Overview

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements for the replacement of media in a scrubber tower at the Town of Highland Beach’s water plant. The scrubber tower plays a crucial role in the treatment process, ensuring that harmful contaminants are removed from the water supply. Over time, the media within the scrubber tower can become less effective, necessitating its replacement to maintain optimal performance.

B. Project Goals

The primary goal of this project is to replace the media in the scrubber tower to ensure the continued efficiency and effectiveness of the water treatment process. This will involve the removal of the existing media, procurement of new media, and installation of the new media within the scrubber tower.

II. Project Scope

A. Assessment and Planning

1. Conduct a thorough assessment of the current scrubber tower media to determine its remaining useful life and the need for replacement.
2. Develop a detailed project plan, including a timeline and budget, for the replacement of the scrubber tower media.

B. Procurement

1. Identify and select a suitable supplier for the new scrubber tower media, ensuring that the chosen media meets the required specifications and quality standards.
2. Obtain quotes from multiple suppliers to ensure the best value for the Town of Highland Beach.
3. Place an order for the new media and coordinate delivery to the water plant.

C. Removal and Disposal of Existing Media

1. Develop a safe and efficient plan for the removal of the existing media from the scrubber tower.
2. Dispose of the old media in accordance with local regulations and environmental guidelines.

D. Installation of New Media

1. Prepare the scrubber tower for the installation of the new media, ensuring that all necessary safety precautions are in place.
2. Install the new media in the scrubber tower, following the manufacturer's guidelines and best practices.



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3. Test the scrubber tower to ensure that the new media is functioning properly and efficiently.

III. Budget and Funding

1. Planning & Procurement \$5,000
 2. Media equipment purchase \$90,000
 3. Labor & Installation \$30,000
- Total \$125,000

IV. Project Timeline

1. Planning & Procurement 2-4 Weeks
 2. Media Installation 2 Weeks
- Total Time ~1.5 months

V. Conclusion

The replacement of the media in the scrubber tower is a critical component of maintaining the efficiency and effectiveness of the water treatment process at the Town of Highland Beach plant. By following this Capital Improvement Plan, the town can ensure that the project is completed on time, within budget, and with minimal disruption to the plant's operations.



Project # 26-003 – Chiller Replacement

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements for the replacement of a chiller at the Town of Highland Beach's water plant. This project aims to improve the efficiency and reliability of the HVAC system, ensuring optimal temperature control and energy savings for the facility.

II. Project Background and Justification

The existing chiller in the water plant's HVAC unit has been in operation for several years and is nearing the end of its useful life. As a result, the unit has experienced a decline in performance, leading to increased energy consumption and maintenance costs. Replacing the chiller with a new, energy-efficient model will not only improve the overall performance of the HVAC system but also reduce operational costs and the plant's environmental impact.

III. Project Scope

The scope of this project includes the following tasks:

1. Assessment of the existing chiller and HVAC system to determine the appropriate replacement model and specifications.
2. Procurement of the new chiller, including soliciting bids from qualified vendors and selecting the most cost-effective option.
3. Removal and disposal of the existing chiller in accordance with local regulations and environmental guidelines.
4. Installation of the new chiller, including any necessary modifications to the existing HVAC system.
5. Testing and commissioning of the new chiller to ensure proper operation and integration with the HVAC system.
6. Training of plant personnel on the operation and maintenance of the new chiller.

IV. Project Timeline

The estimated timeline for the chiller replacement project is as follows:

1. Assessment and procurement: 2 months
 2. Removal and disposal of the existing chiller: 1-2 weeks
 3. Installation and commissioning of the new chiller: 1-2 weeks
 4. Training of plant personnel: 1 week
- Total project duration: ~3 months



V. Project Budget

The estimated budget for the chiller replacement project includes the following costs:

1. Assessment and procurement: \$10,000
 2. Removal and disposal of the existing chiller: \$5,000
 3. Purchase of the new chiller: \$60,000
 4. Installation and commissioning: \$15,000
- Total project cost: \$90,000

VI. Conclusion

The replacement of the chiller in the Town of Highland Beach's water plant's HVAC unit is a necessary investment to ensure the continued efficient operation of the facility. By implementing this Capital Improvement Plan, the town will benefit from improved temperature control, reduced energy consumption, and lower maintenance costs, ultimately resulting in long-term savings and a more sustainable water plant.



Project # 26-004 – Replacement of Portable Generator

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the steps and resources required to purchase a portable generator for the Town of Highland Beach's water plant. This investment will ensure the continuous operation of the water plant during power outages, emergencies, and maintenance activities, ultimately safeguarding the town's water supply and quality.

II. Background and Justification

The water plant is a critical infrastructure for the town, providing clean and safe drinking water to residents and businesses. A reliable power source is essential for the plant's operation, and the current backup power system is outdated and insufficient. The purchase of a portable generator will enhance the plant's resilience and ensure uninterrupted service during unforeseen events.

III. Project Scope

The project scope includes the following activities:

1. Research and selection of a suitable portable generator that meets the water plant's power requirements and complies with local regulations.
2. Procurement of the portable generator, including soliciting bids from vendors, evaluating proposals, and awarding a contract.
3. Delivery and installation of the portable generator at the water plant.
4. Training of water plant staff on the operation and maintenance of the portable generator.
5. Development of emergency response and maintenance procedures for the portable generator.

IV. Budget and Funding

The total budget for this project is estimated at \$90,000, which includes the cost of the portable generator, delivery, installation, and staff training. The town will seek funding through a combination of sources, including the general fund, grants, and low-interest loans.

V. Project Timeline

The project timeline is as follows:

1. Research and selection of a suitable portable generator: 2-4 weeks
2. Procurement process: 2-3 months
3. Delivery and installation: 1-2 weeks
4. Staff training: 1 week
5. Development of emergency response and maintenance procedures: 1 week

VI. Conclusion



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The purchase of a \$80,000 portable generator for the water plant is a necessary investment to ensure the continuous operation of this critical infrastructure. By following this Capital Improvement Plan, the Town of Highland Beach will enhance the resilience of its water supply and protect the health and well-being of its residents.



Police Department - Project # 26-001 – Fleet Vehicle

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements for the replacement of police fleet vehicles.

II. Background

Fleet vehicles are on a five- year replacement interval.

III. Objectives

- a. Maintain police fleet for 24/7 emergency operations.
- b. Ensure that current safety and technological advancements are implemented, as available.

IV. Project Scope

- c. Annual assessment of vehicle condition for replacement rotation.
- d. Identification of suitable emergency vehicles meeting Sheriff Cooperative Bid criteria.

V. Budget

The estimated budget for this CIP is \$60,000 which includes the cost of the vehicle and all associated emergency operation equipment.

VI. Conclusion

The replacement interval ensures a well-maintained fleet that is capable of emergency response and routine patrol functions.



Fire Department - Project # 26-001 – Fleet Vehicle

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements for the replacement of fire department fleet vehicles.

II. Background

Purchase of a pick-up truck with winch for vehicle excavation

III. Objectives

a. Purchase of a light duty truck

IV. Project Scope

b. Identification of suitable emergency vehicles meeting cooperative Bid criteria.

V. Budget

The estimated budget for this CIP is \$70,000 which includes the cost of the vehicle and all associated emergency operation equipment.

VI. Conclusion

The replacement interval ensures a well-maintained fleet that is capable of emergency response and routine patrol functions.



Fire Department - Project # 26-002 – Fleet Vehicle

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements for the replacement of fire department fleet vehicles.

II. Background

Purchase of a fleet vehicle for the Asst. Fire Chief

III. Objectives

Purchase of an SUV

IV. Budget

The estimated budget for this CIP is \$45,000 which includes the cost of the vehicle and all associated emergency operation equipment.



Fire Department - Project # 26-003 – Hose Testing Pump

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements for the purchase of a hose testing pump

II. Background

Purchase a hose testing pump per specifications

V. Budget

The estimated budget for this CIP is \$5,000 which includes the total cost of the hose testing pump.



2026-2027 Capital Improvement Plan (CIP)

Dept	Project #	Projects	Rank	Description	Budget
PW	27-002	Library Roof Replacement	2	Roof will reach end of life; replacement will ensure continued safe operation of the library	\$ 250,000
WS	27-003	De-Gassifier Tower Media Replacement	3	Existing media will reach its usefule life and will require a replacement to maintain optimal performance	\$ 175,000
PW	27-004	Replacement of Portable Generator	4	Portable Generator to reach end of life	\$ 85,000
PD	27-001	Fleet Vehicle Purchase	1	Replacement of aging police vehicles inclusive of emergency operation equipment	\$ 60,000
TOTAL 2027 Budget Year					\$ 570,000



Project # 27-002 – Library Roof Replacement

I. Introduction

The purpose of this Capital Improvement Plan is to outline the process for replacing the roof of the library building for the Town of Highland Beach. This project aims to ensure the continued safe and efficient operation of the library by providing a durable and weather-resistant roof.

II. Project Scope

The project scope includes the removal of the existing roof, the installation of a new roofing system, and any necessary repairs or modifications to the building structure. The new roof should be designed to withstand the local climate and environmental conditions, as well as meet all applicable building codes and regulations.

III. Project Timeline

The project timeline will be determined based on the availability of funding, contractor schedules, and any permitting or regulatory requirements. A tentative timeline is as follows:

1. Planning and design: 2-4 weeks
2. Permitting and regulatory approvals: 1 week
3. Contractor selection and bidding process: 1-2 months
4. Roof removal and installation: 3-5 weeks
5. Final inspections and project closeout: 1 week

IV. Budget and Funding

The budget for this project will be determined based on the cost of materials, labor, and any additional expenses related to permitting, inspections, or other regulatory requirements. A preliminary budget estimate is as follows:

1. Roofing materials: \$85,000 - \$115,000
 2. Labor and installation: \$75,000 - \$100,000
 3. Contingency (10%): \$20,000 - \$25,000
- Total Estimated Budget: \$180,000 - \$240,000

V. Contractor Selection

A competitive bidding process will be used to select a qualified contractor to complete the roof replacement. The selected contractor must have experience with similar projects and be able to demonstrate a successful track record of completing projects on time and within budget.

VI. Project Management and Oversight

The Town of Highland Beach will designate a project manager to oversee the roof replacement project. This individual will be responsible for coordinating



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with the contractor, ensuring compliance with all applicable regulations, and managing the project budget and timeline.

VII. Conclusion

The replacement of the roof at the library building is a critical capital improvement project that will ensure the continued safe and efficient operation of the facility. By following this CIP, the Town of Highland Beach can successfully complete the project on time and within budget, while also meeting all regulatory requirements.



Project # 27-003 – De-gasifier Tower Media Replacement

I. Introduction

A. Purpose of the Plan: The purpose of this Capital Improvement Plan is to outline the necessary steps, budget, and timeline for the replacement of media in a de-gasifier tower in the Town of Highland Beach’s water plant.

II. Background

A. Current Situation: The existing media in the de-gasifier tower will reach the end of its useful life and requires replacement to maintain optimal performance and water quality standards.

III. Project Scope

A. Scope of Work: The project will involve the removal of the existing media, procurement and installation of new media, and any necessary system adjustments or upgrades to accommodate the new media.

B. Project Goals: The primary goal of this project is to ensure the continued efficient operation of the de-gasifier tower and maintain compliance with water quality regulations.

IV. Budget and Funding

A. Estimated Costs: The total estimated cost for the media replacement project is \$175,000 which includes the cost of materials, labor, and any necessary system upgrades.

B. Funding Sources: Funding for this project will be provided by the Town of Highland Beach’s capital improvement budget.

V. Timeline

A. Project Start Date: TBD

B. Project Completion Date: TBD

VI. Procurement and Contracting

A. Procurement Process: The Town of Highland Beach will follow its standard procurement process, including the issuance of a Request for Proposals (RFP) to solicit bids from qualified contractors.

B. Contract Award: The contract for the media replacement project will be awarded to the most responsive and responsible bidder, based on the evaluation criteria outlined in the RFP.

VII. Project Management and Oversight

A. Project Manager: The Town of Highland Beach will designate a project manager to oversee the media replacement project and ensure that it is completed on time and within budget.



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B. Reporting and Monitoring: The project manager will provide regular progress reports to the agency's management team and will be responsible for monitoring the project's performance against the established timeline and budget.

VIII. Conclusion

A. Importance of the Project: The replacement of media in the de-gasifier tower is a critical component of maintaining the water plant's operational efficiency and compliance with water quality standards. This Capital Improvement Plan provides a comprehensive framework for the successful completion of this important project.



Project # 27-004 – Replacement of Portable Generator

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the steps and resources required to purchase a portable generator for the Town of Highland Beach's water plant. This investment will ensure the continuous operation of the water plant during power outages, emergencies, and maintenance activities, ultimately safeguarding the town's water supply and quality.

II. Background and Justification

The water plant is a critical infrastructure for the town, providing clean and safe drinking water to residents and businesses. A reliable power source is essential for the plant's operation, and the current backup power system is outdated and insufficient. The purchase of a portable generator will enhance the plant's resilience and ensure uninterrupted service during unforeseen events.

III. Project Scope

The project scope includes the following activities:

1. Research and selection of a suitable portable generator that meets the water plant's power requirements and complies with local regulations.
2. Procurement of the portable generator, including soliciting bids from vendors, evaluating proposals, and awarding a contract.
3. Delivery and installation of the portable generator at the water plant.
4. Training of water plant staff on the operation and maintenance of the portable generator.
5. Development of emergency response and maintenance procedures for the portable generator.

IV. Budget and Funding

The total budget for this project is estimated at \$85,000 which includes the cost of the portable generator, delivery, installation, and staff training. The town will seek funding through a combination of sources, including the general fund, grants, and low-interest loans.

V. Project Timeline

The project timeline is as follows:

1. Research and selection of a suitable portable generator: 2-4 weeks
2. Procurement process: 2-3 months
3. Delivery and installation: 1-2 weeks
4. Staff training: 1 week
5. Development of emergency response and maintenance procedures: 1 week

VI. Conclusion



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The purchase of a \$90,000 portable generator for the water plant is a necessary investment to ensure the continuous operation of this critical infrastructure. By following this Capital Improvement Plan, the Town of Highland Beach will enhance the resilience of its water supply and protect the health and well-being of its residents.



Police Department - Project # 27-001 – Fleet Vehicle

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements for the replacement of police fleet vehicles.

II. Background

Fleet vehicles are on a five- year replacement interval.

III. Objectives

- a. Maintain police fleet for 24/7 emergency operations.
- b. Ensure that current safety and technological advancements are implemented, as available.

IV. Project Scope

- c. Annual assessment of vehicle condition for replacement rotation.
- d. Identification of suitable emergency vehicles meeting Sheriff Cooperative Bid criteria.

V. Budget

The estimated budget for this CIP is \$60,000 which includes the cost of the vehicle and all associated emergency operation equipment.

VI. Conclusion

The replacement interval ensures a well-maintained fleet that is capable of emergency response and routine patrol functions.



2027-2028 Capital Improvement Plan (CIP)

Dept	Project #	Projects	Rank	Description	Budget
WS	28-002	New CO2 Tank	2	Existing tank's useful life will be expired by 2027-2028	\$ 350,000
PW	28-003	Resurfacing Walk Path	3	Walkpath will show signs of ware and tare in an estimated 5 years	\$ 350,000
WS	28-004	Steel Support for De-Gassifier & Scrubber	4	Existing steel structures will reach their end of life and are currently showing corrosion and structural fatigue	\$ 100,000
WS	28-005	Steel Beam Replacement for Membranes	5	Existing steel beams will reach their end of life and are currently showing corrosion and structural fatigue	\$ 300,000
PW	28-006	Resurfacing of Town Roads	6	Resurfacing expected in 5 years from ware and tare on the roads	\$ 500,000
WS	28-007	Replace Cartridge Filter Vessels	7	Existing system has been operational for several years and has reached the end of its useful life; replacement ensures clean and safe drinking water to the town	\$ 100,000
PD	28-001	Inflatable Collar for Marine Patrol Vessel	1	Purchase of inflatable collar for police marine unit	\$ 20,000
FD	28-001	Fleet Vehicle Purchase	1	Replacement of aging fire vehicles inclusive of emergency operation equipment	\$ 60,000
TOTAL 2028 Budget Year					\$ 1,780,000



Project # 28-002 – New CO2 Tank

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and resources required to replace the existing CO2 tank in the Town of Highland Beach’s water plant. This project aims to ensure the continued efficient operation of the water plant, maintain compliance with environmental and safety regulations, and improve the overall quality of water supplied to the town's residents.

II. Project Description

The existing CO2 tank in the water plant will reach the end of its useful life and require replacement. The new CO2 tank will have a capacity suitable for the plant's current and projected future needs. The project will involve the removal of the old tank, procurement and installation of the new tank, and any necessary modifications to the existing infrastructure.

III. Project Scope

1. Assessment of the current CO2 tank's condition and capacity requirements
2. Identification of potential suppliers and evaluation of their proposals
3. Selection of the most suitable CO2 tank based on cost, quality, and compatibility with existing infrastructure
4. Removal and disposal of the existing CO2 tank in compliance with environmental and safety regulations
5. Procurement and installation of the new CO2 tank
6. Modification of existing infrastructure, if necessary, to accommodate the new tank
7. Testing and commissioning of the new CO2 tank
8. Training of plant personnel on the operation and maintenance of the new tank

IV. Budget Estimate

The estimated budget for this project includes the following costs:

1. Assessment and planning: \$10,000
 2. Removal and disposal of the existing tank: \$20,000
 3. Procurement and installation of the new tank: \$275,000
 4. Infrastructure modifications: \$30,000
 5. Testing and commissioning: \$10,000
 6. Training: \$5,000
- Total Estimated Budget: \$350,000

V. Project Timeline

The project is expected to be completed within six months, with the following milestones:

1. Assessment and planning: Month 1



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2. Removal and disposal of the existing tank: Month 2
3. Procurement and installation of the new tank: Months 2
4. Infrastructure modifications: Month 2
5. Testing and commissioning: Month 2
6. Training: Month 2

VI. Conclusion

The replacement of the CO2 tank in the Town of Highland Beach's water plant is a critical project to ensure the continued efficient operation of the plant and the provision of high-quality water to the town's residents. This Capital Improvement Plan provides a comprehensive outline of the project's scope, budget, and timeline, ensuring that the project is completed on time and within budget.



Project # 28-003 – Re-surfacing Walk path

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and resources required to resurface a walk path in the Town of Highland Beach. This project aims to improve the safety, accessibility, and overall appearance of the walk path, benefiting the community and promoting outdoor activities. The plan will cover the project's scope, timeline, budget, and potential funding sources.

II. Project Scope

The resurfacing project will focus on the following aspects:

1. Assessment of the current walk path condition, identifying areas that require immediate attention and potential future issues.
2. Selection of appropriate resurfacing materials and techniques, considering factors such as durability, cost, and environmental impact.
3. Coordination with relevant stakeholders, community members, and contractors.
4. Execution of the resurfacing project, ensuring minimal disruption to the community and adherence to safety standards.

III. Timeline

The proposed timeline for the walk path resurfacing project is as follows:

1. Initial assessment and planning: 2 months
 2. Securing funding and necessary permits: 3 months
 3. Contractor selection and project preparation: 2 months
 4. Resurfacing execution: 3 months
 5. Final inspection and project closeout: 1 month
- Total project duration: 11 months

IV. Budget

The estimated budget for the walk path resurfacing project includes the following components:

1. Assessment and planning: \$17,500
 2. Resurfacing materials: \$120,000
 3. Labor and contractor fees: \$177,500
 4. Contingency fund (10% of total budget): \$35,000
- Total estimated budget: \$350,000



VI. Conclusion

The proposed walk path resurfacing project will significantly improve the safety, accessibility, and appearance of the path, encouraging outdoor activities and fostering a sense of community pride. By following this Capital Improvement Plan, the Town of Highland Beach can ensure a successful project that benefits residents and visitors alike.



Project # 28-004 – Steel Support for De-Gasifier and Scrubber Tanks

I. Project Overview

A. Objective: The primary objective of this capital improvement plan is to replace the existing steel beams supporting the exterior de-gasifier tanks and scrubbers in the Town of Highland Beach’s water plant, ensuring the structural integrity and safety of the facility.

B. Scope: This project will involve the assessment of the current steel beams, design and procurement of new steel beams, and the removal and installation of the new beams.

II. Assessment and Design

A. Inspection: A thorough inspection of the existing steel beams will be conducted to determine the extent of corrosion, wear, and damage.

B. Engineering: Based on the inspection results, a structural engineer will design new steel beams that meet the required load-bearing capacity and safety standards.

C. Approval: The new design will be submitted to the appropriate government agency for review and approval.

III. Procurement

A. Sourcing: Upon approval of the design, a qualified supplier will be selected to provide the new steel beams.

B. Quality Assurance: The procured steel beams will undergo quality assurance checks to ensure they meet the design specifications and safety standards.

IV. Removal and Installation

A. Preparation: The area surrounding the de-gasifier tanks and scrubbers will be prepared for the removal and installation process, including the implementation of safety measures and temporary support structures.

B. Removal: The existing steel beams will be carefully removed, ensuring minimal disruption to the water plant's operations.

C. Installation: The new steel beams will be installed according to the approved design, ensuring proper alignment and secure connections.

D. Inspection: A final inspection will be conducted to verify the successful installation of the new steel beams and the removal of the old beams.

V. Project Management

A. Schedule: A detailed project schedule will be developed, outlining the timeline for each phase of the project.

B. Budget: The anticipated budget is \$100,000 including the costs for design, procurement, removal, installation, and project management.



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C. Risk Management: Potential risks and mitigation strategies will be identified and addressed throughout the project.

VI. Completion and Documentation

A. Final Report: Upon completion of the project, a final report will be submitted to the government agency, detailing the work performed, the results of the inspections, and any lessons learned.

B. Maintenance Plan: A maintenance plan will be developed to ensure the ongoing integrity and safety of the new steel beams, including regular inspections and preventative maintenance activities.



Project # 28-005 – Steel Beam Replacement for Membranes

I. Introduction

A. Objective: The primary objective of this capital improvement plan is to outline the necessary steps and resources required to replace the steel beams supporting a membrane vessel in the Town of Highland Beach’s water plant.

II. Background

A. Current Situation: The existing steel beams will reach the end of their service life and are showing signs of corrosion and structural fatigue, posing a risk to the integrity of the membrane vessel and overall plant operations.

III. Scope of Work

- A. Assessment: Conduct a thorough assessment of the current steel beams to determine the extent of damage and identify any additional areas of concern.
- B. Design: Develop a detailed design for the replacement steel beams, ensuring they meet all relevant codes and standards for structural integrity and safety.
- C. Procurement: Procure the necessary materials, equipment, and labor required for the replacement of the steel beams.
- D. Removal: Safely remove the existing steel beams, taking care to minimize disruption to plant operations and ensure the safety of all personnel.
- E. Installation: Install the new steel beams according to the approved design, ensuring proper alignment and secure connections.
- F. Inspection: Conduct a thorough inspection of the installed steel beams to confirm their structural integrity and compliance with all relevant codes and standards.
- G. Documentation: Update all relevant documentation, including drawings, maintenance records, and asset management systems, to reflect the replacement of the steel beams.

IV. Budget and Timeline

- A. Budget: The projected budget is \$300,000 including all costs associated with materials, labor, equipment, and contingencies.
- B. Timeline: The timeline is ~9-12 months, taking into account the availability of resources, potential disruptions to plant operations, and any required permitting or regulatory approvals.

V. Risk Management

- A. Safety: Implement appropriate safety measures throughout the project to protect personnel and minimize the risk of accidents or injuries.
- B. Environmental: Ensure all work is conducted in compliance with applicable environmental regulations and best practices to minimize any potential impacts on the surrounding environment.



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C. Quality: Implement a quality assurance and quality control program to ensure the replacement steel beams meet all required specifications and standards.

VI. Conclusion

A. Successful completion of this capital improvement plan will result in the safe and efficient replacement of the steel beams supporting the membrane vessel, ensuring the continued operation and reliability of the large water plant for the Town of Highland Beach.



Project # 28-006 – Resurfacing of Town Roads

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and resources required to resurface 1.3 miles of roadways within the Town of Highland Beach. This project aims to improve the overall quality and safety of the town's transportation infrastructure, benefiting both residents and visitors. The plan will cover the project's objectives, scope, timeline, budget, and potential funding sources.

II. Project Objectives

1. Improve the safety and functionality of the town's roadways.
2. Enhance the overall appearance of the town's transportation infrastructure.
3. Extend the lifespan of the roadways through proper maintenance and rehabilitation.
4. Minimize disruptions to traffic and local businesses during the resurfacing process.

III. Project Scope

The scope of this project includes the following tasks:

1. Conduct a thorough assessment of the current condition of the 1.3 miles of roadways to be resurfaced.
2. Develop a detailed project plan, including a timeline and budget.
3. Identify and secure funding sources for the project.
4. Coordinate with local stakeholders, including residents, businesses, and other government agencies.
5. Procure necessary materials and equipment for the resurfacing process.
6. Hire and manage a qualified contractor to complete the resurfacing work.
7. Monitor the progress of the project and adjust as necessary.
8. Conduct a final inspection of the completed work and address any outstanding issues.

IV. Project Timeline

The estimated timeline for this project is as follows:

1. Assessment and planning: 1-2 weeks
 2. Funding acquisition: TBD
 3. Procurement and contractor selection: 2-4 weeks
 4. Resurfacing work: 1 month
 5. Final inspection and project closeout: 1-2 weeks
- Total project duration: ~2 months



V. Project Budget

The estimated budget for this project is as follows:

1. Assessment and planning: \$50,000
 2. Materials and equipment: \$300,000
 3. Contractor fees: \$100,000
 4. Contingency fund: \$50,000
- Total project budget: \$500,000

VI. Funding Sources

Potential funding sources for this project include:

1. Local government budget allocations
2. State and federal transportation grants
3. Public-private partnerships
4. Special assessment districts or tax increment financing

VII. Conclusion

This Capital Improvement Plan provides a comprehensive framework for the successful resurfacing of 1.3 miles of roadways within the Town of Highland Beach. By following this plan, the town can improve the safety, functionality, and appearance of its transportation infrastructure, ultimately benefiting the entire community.



Project # 28-007 – Replace Cartridge Filter Vessels in Water Plant

I. Introduction

A. Purpose of the Plan: The purpose of this Capital Improvement Plan is to outline the necessary steps, budget, and timeline for the replacement of a cartridge filter vessel system in a large water plant operated by the Town of Highland Beach.

II. Project Background

A. Current System: The existing cartridge filter vessel system has been in operation for several years and will reach the end of its useful life. The system will no longer operate at optimal efficiency, leading to increased maintenance costs and potential risks to water quality.

B. Need for Replacement: The replacement of the cartridge filter vessel system is essential to ensure the continued provision of clean and safe drinking water to the community served by the water plant. The new system will improve efficiency, reduce maintenance costs, and enhance the overall reliability of the water treatment process.

III. Project Scope

A. System Specifications: The new cartridge filter vessel system will be designed to meet the specific needs of the water plant, including capacity, flow rate, and filtration requirements. The system will be compatible with existing infrastructure and comply with all relevant regulations and industry standards.

B. Procurement: The Town of Highland Beach will issue a Request for Proposals (RFP) to solicit bids from qualified vendors for the supply and installation of the new cartridge filter vessel system. The selection process will consider factors such as price, technical specifications, and vendor experience.

C. Installation: The selected vendor will be responsible for the removal of the existing cartridge filter vessel system and the installation of the new system. This will include any necessary modifications to the water plant infrastructure, as well as the provision of training and support for plant staff.

IV. Budget and Funding

A. Estimated Costs: The total cost of the project, including procurement, installation, and any associated infrastructure modifications, is estimated at \$100,000. This figure is subject to change based on the final system specifications and vendor proposals.

V. Project Timeline

A. RFP Issuance: The Town of Highland Beach plans to issue the RFP for the cartridge filter vessel system replacement within the next three months.



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B. Vendor Selection: The agency anticipates selecting a vendor within three months of the RFP issuance, following a thorough evaluation of proposals.

C. Installation and Commissioning: The installation of the new cartridge filter vessel system is expected to take approximately 6-9 months from the date of vendor selection, including any necessary infrastructure modifications and staff training.

VI. Conclusion

The replacement of the cartridge filter vessel system in the large water plant is a critical capital improvement project for the Town of Highland Beach. By following this plan, the agency will ensure the continued provision of clean and safe drinking water to the community while improving efficiency and reducing maintenance costs.



Fire Department - Project # 28-001 – Fleet Vehicle

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements for the replacement of fire department fleet vehicles.

II. Background

Purchase of a fleet vehicle for Chief

III. Objectives

Purchase of an SUV

IV. Budget

The estimated budget for this CIP is \$60,000 which includes the cost of the vehicle and all associated emergency operation equipment.



Police Department - Project # 28-001 – Inflatable Collar for the Marine Patrol Vessel

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements for the replacement of the inflatable collar for the marine patrol unit.

II. Background

The inflatable collar on the marine patrol vessel will reach end of warranty coverage in late 2027. The recommended interval for replacement is 7 years.

III. Objectives

- a. Maintain police vessel for 24/7 emergency operations and routine patrol functions.
- b. Ensure that current safety and technological advancements are implemented, as available.

IV. Project Scope

- a. Annual assessment of inflatable collar’s condition for replacement rotation.
- b. Obtain prices from the current vendor, Fluid Marine, for replacement costs and installation.

V. Budget

The estimated budget for this CIP is \$20,000 which includes the cost of the inflatable collar and installation.

VI. Conclusion

The replacement interval ensures a well-maintained vessel that is capable of emergency response and routine patrol functions.



Fire Department - Project # 28-001 – Fleet Vehicle

I. Executive Summary

The purpose of this Capital Improvement Plan is to outline the necessary steps and budget requirements for the replacement of fire department fleet vehicles.

II. Background

Replacement of Fire Chief’s Vehicle

III. Objectives

Purchase of an SUV for replacement of life expectancy of 5 years

IV. Budget

The estimated budget for this CIP is \$50,000 which includes the cost of the vehicle and all associated emergency operation equipment.

Capital Improvement Plan : FY 2024 -- 2028

Dpt	Project #	Projects	Rank	Description	Budget	Status	PO Number	Final Amount Spent	Variance
WS	24-001	Muffler Replacement for Generator	2	Ensures the generator operates efficiently and reduces noise	\$ 100,000	Pantropic Power has completed the work and the muffler has been installed; awaiting Commission Approval on 3/5	24-0898	\$ 83,200.00	\$ 6,800.00
WS	24-002	Media Replacement - Scrubber Tower 1	11	Assure optimal performance in the treatment process, and that harmful contaminants are removed from tr	\$ 100,000	Met with Vendor and scoped the work to be performed still awaiting final quote			
PW/DST	24-003	Fence Replacement	3	Fence is leaning and needs to be replaced should be pulled into 2023 before hurricane season	\$ 50,000	60% of the fence equipment has arrived; installer is still awaiting the other 40% to begin the job. Vendor said the remaining material will be delivered the week of Mar 20th. We anticipate the construction starting the week of April 1st.	24-0810	\$ 49,990.00	\$ 10.00
SW	24-006	Pipe Well Coating (3)	9	Extend useful life of piping and assure operational efficiency	\$ 150,000	This project will kickoff ~ June			
SW	24-007	Library Sewer Rehabilitation	10	Sewer rehabilitation for library as it has reached end of useful life	\$ 50,000	Vendor has come out and scoped the work; awaiting a final cost to proceed. We have received quotes from 2 vendors and are awaiting a 3rd quote when the vendor does not seem interested. Moving forward with PO process in the next 2 weeks.			
WS	24-009	Metal Storage Building	8	Procuring and building of a metal building for storage and auto coverage from the elemets	\$ 60,000	Might be placed on hold based on other needs; still evaluating; received 3 quotes from three vendors expect to be ~\$25K all in		\$ 25,000.00	\$ 35,000.00
PW/DST	24-010	Bridge Rehabilitation	7	Fix cracks in pillars, and other structural components	\$ 150,000	Working with Baxter Woodman have received the Engineering and PM costs for ~\$65K that will be funded out of Penny Sales Tax. Based on B&W estimate the Bridge will cost \$250K to rehabilitate coming in over budget. Prof fees PO has been created 24-0899	24-0899	Not Started	N/A
SW	24-014	Upgrade Electrical Panel Lift Station 1	4	Upgrade electrical panel for lift station 1	\$ 50,000	Vendor Paralee awaiting quote	N/A	N/A	N/A
WS	24-016	Water Plant Blower Replacement	13	Bring up this project from 2025	\$ 50,000	This project has not been started waiting for cost on scrubber tower packing; to begin ~ August			
WS	24-017	Vehicle Purchase	5	Purchase a new vehicle to replace aging vehicle	\$ 30,000	Vehicle Purchases have been completed	N/A	N/A	N/A
SW	24-018	Raise Lift Station 3	1	Raise lift station	\$ 225,000	The actual construction phase of this project has been delayed; several administrative meetings have occurred; parts are 12+months out; Grant managers have been advised	24-0840	Not Started	N/A
PW/DST	24-019	Gas Dispenser & Pump	6	End of life for gas pump and dispenser	\$ 30,000	Spoke to Vendor awaiting final quote			
PW/DST	24-020	Town Entry Signs	14	New entry signage for entrance of town in North and South	\$ 100,000	Spoke with Vendor they are still working on FDOT permitting; once approved they will start on fabrication 6-8 weeks out	24-0884	\$ 24,780.00	
PD/DST	24-002	Axon 2024-2028	1	AXON Contract body worn cameras, taser-less lethal, in car cameras and ALPR Cameras	\$ 52,000	Last payment was for \$48,248.24. Out of discretionary sales tax and no PD was created	N/A	\$ 48,248.24	\$ 3,751.76
PD/DST	24-003	Flock Safety	2	License Plate Reader and surveillance cameras	\$ 25,000		23-0714	\$ 27,700.00	(\$2,700.00)
PD/DST	24-004	Motorola	3	Replacement of current police radios and new (23) units	\$ 53,000	Delivery of radio units are expected to be completed by April	In Process		
PD/DST	24-005	New Carpet for Police Department	4	Replacement of carpet for PD	\$ 12,000	This project has been completed	24-0841	\$ 11,385.00	\$ 615.00
FD/GF	24-001	Rescue Holmatro Equipment	1	Purchase of Holmatro Cutter, Spreader, Ram, and associated battery packs	\$ 44,000	This project has been completed	24-0834	\$ 43,654.00	\$ 346.00
TOTAL 2024 Budget Year					\$ 1,361,000				
SW	25-001	Raise Lift Station 2	1	Assure flooding protection and operational efficiency	\$ 300,000				
WS	25-002	Acid Bulk & Day Tank Replacement	2	Replacement of aging tanks that are showing ware and tare and have visual leakage	\$ 205,000				
WS	25-003	Paint Elevated Tank	3	Maintain structural integrity and appearance of water tower ensuring conjoined functionality and service to t	\$ 320,000				
WS	25-005	Garage Door Replacement	4	Garage doors are reaching end of life and need replacement	\$ 75,000				
SW	25-006	Sewer Lining Replacement	5	Updating the lining of the sewers to extend useful life and efficiency	\$ 3,500,000				
PW	25-007	Resurfacing and Repaving of Town Complex	6	After Firestation is completed repaving of town complex	\$ 250,000				
PW	25-008	Old Firestation demo/re-store	7	Tear down and repurpose of old firestation	\$ 1,200,000				
PW	25-009	Police Marine Unit Docking (Grants)	8	Building of docks for Police Marine Units (w/o Seawall) w Seawall +20K	\$ 125,000				
PW	25-010	Crosswalk path embedded lighting	9	Addition of lighting on pedestrian crosswalk path	\$ 250,000				
PW	25-011	Replace PLC Switch Gear	10	Replacement of switch gear for PLC	\$ 100,000				
PW	25-012	Replace AC Town Hall & Library	11	Replace AC units in Town Hall & Library	\$ 50,000				
PD	25-001	Fleet Vehicle Purchase	1	Replacement of aging police vehicles inclusive of emergency operation equipment	\$ 60,000				
PD	25-002	Marine Unit Trailer	2	Purchase of a new trailer for Marine Unit	\$ 20,000				
PD	25-003	Administrative Area Reconfiguration and New Cabinets	3	Reconfiguration of administrative area including wall removal and new cabinets	\$ 60,000				
FD	25-001	Rescue Holmatro Equipment Engine 2	1	Purchase of Holmatro Cutter, Spreader, Ram, and associated battery packs for engine 2	\$ 50,000				
FD	25-002	Milwaukee Equipment Purchase	2	Milwaukee equipment purchase for engine 2	\$ 25,000				
TOTAL 2025 Budget Year					\$ 6,590,000				
WS	26-001	Water Plant Roof Replacement	1	Ensures continued safe and efficient operation of the water plant by providing a durable and eather resisar	\$ 250,000				
WS	26-002	Media Replacement Scrubber Tower 2	2	Assure optimal performance in the treatment process, and that harmful contaminants are removed from tr	\$ 125,000				
PW	26-003	Chiller Replacement HVAC	3	Ensure cooling to crucial components in the water plant	\$ 90,000				
PW	26-004	Replacement of Portable Generator	4	Portable Generator to reach end of life	\$ 80,000				
PD	26-001	Fleet Vehicle Purchase	1	Replacement of aging police vehicles inclusive of emergency operation equipment	\$ 60,000				
FD	26-001	Fleet Vehicle Purchase	1	Replacement of aging fire vehicles inclusive of emergency operation equipment - light duty truck	\$ 70,000				
FD	26-002	Fleet Vehicle Purchase	2	Replacement of aging fire vehicles inclusive of emergency operation equipment	\$ 45,000				
FD	26-003	Hose Testing Pump	3	Purchase of hose testing pump	\$ 5,000				
TOTAL 2026 Budget Year					\$ 725,000				
PW	27-002	Library Roof Replacement	2	Roof will reach end of life; replacement will ensure continued safe operation of the library	\$ 250,000				
WS	27-003	De-Gassifier Tower Media Replacement	3	Existing media will reach its useful life and will require a replacement to maintain optimal performance	\$ 175,000				
PW	27-004	Replacement of Portable Generator	4	Portable Generator to reach end of life	\$ 85,000				
PD	27-001	Fleet Vehicle Purchase	1	Replacement of aging police vehicles inclusive of emergency operation equipment	\$ 60,000				
TOTAL 2027 Budget Year					\$ 570,000				
WS	28-002	New CO2 Tank	2	Existing tank's useful life will be expired by 2027-2028	\$ 350,000				
PW	28-003	Resurfacing Walk Path	3	Walkpath will show signs of ware and tare in an estimated 5 years	\$ 350,000				
WS	28-004	Steel Support for De-Gassifier & Scrubber	4	Existing steel structures will reach their end of life and are currently showing corrosion and structural fatig	\$ 100,000				
WS	28-005	Steel Beam Replacement for Membranes	5	Existing steel beams will reach their end of life and are currently showing corrosion and structural fatigue	\$ 300,000				
PW	28-006	Resurfacing of Town Roads	6	Resurfacing expected in 5 years from ware and tare on the roads	\$ 500,000	Existing system has been operational for several years and has reached the end of its useful life;			
WS	28-007	Replace Cartridge Filter Vessels	7	replacement ensures clean and safe drinking water to the town	\$ 100,000				
PD	28-001	Inflatable Collar for Marine Patrol Vessel	1	Purchase of inflatable collar for police marine unit	\$ 20,000				
FD	28-001	Fleet Vehicle Purchase	1	Replacement of aging fire vehicles inclusive of emergency operation equipment	\$ 60,000				
TOTAL 2028 Budget Year					\$ 1,780,000				
TOTAL 5 Year CIP Budget					\$ 11,026,000				

File Attachments for Item:

A. Resolution No. 2024-005

A Resolution of the Town Commission of the Town of Highland Beach, Florida, declaring the results of the Municipal Referendum Election held on March 19, 2024; providing for an effective date; and for other purposes.



RESOLUTION NO. 2024-005

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, DECLARING THE RESULTS OF THE MUNICIPAL REFERENDUM ELECTION HELD ON MARCH 19, 2024; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, on the 19th day of March, 2024, the Election Clerks and Inspectors subscribed their oaths and performed their duties in said Referendum Election in accordance with the law; and

WHEREAS, the Palm Beach County Canvassing Board members have certified the results of the Municipal Election as follows:

APPROXIMATE TOTAL REGISTERED VOTERS: 3,900

APPROXIMATE TOTAL RECORDED BALLOTS CAST: 978

BALLOT QUESTION 1 received 226 “NO” votes and 752 received “YES” votes:

SHALL THE TOWN OF HIGHLAND BEACH UNDERTAKE AND FUND A SANITARY SEWER LINING REHABILITATION PROJECT FOR A COST NOT EXCEEDING \$3,500,000 AND ISSUE BONDS NOT EXCEEDING SUCH AMOUNT, IN ONE OR MORE SERIES, BEARING INTEREST NOT EXCEEDING THE MAXIMUM LEGAL RATE, MATURING NOT LATER THAN 30 YEARS FROM ISSUANCE, PLEDGING THE TOWN’S FULL FAITH AND CREDIT AND AD VALOREM REVENUES COLLECTED TO PAY SUCH BONDS, ALL AS DESCRIBED IN RESOLUTION NUMBER 2023-031?

BALLOT QUESTION 2 received 387 “NO” votes and 589 received “YES” votes:

SHALL THE FUNDING LIMITATION OF \$350,000, ESTABLISHED IN 1992 AND SET FORTH IN THE TOWN OF HIGHLAND BEACH CHARTER AT SECTION 2.01(30), BE ADJUSTED TO \$900,000 TO ACCOUNT FOR THE PAST 32 YEARS OF INFLATION AND BE ADJUSTED ANNUALLY THEREAFTER ON JUNE 1ST (BEGINNING IN 2025) IN ACCORDANCE WITH THE REGIONAL CONSUMER PRICE INDEX?

BALLOT QUESTION 3 received 290 “NO” votes and 671 received “YES” votes:

SHALL THE TOWN OF HIGHLAND BEACH AMEND ITS CHARTER AT ARTICLE I, SECTION 1.06(7) TO PROVIDE THE TOWN COMMISSION THE DISCRETION TO DESIGNATE, BY RESOLUTION, THE PALM BEACH COUNTY CANVASSING BOARD TO SERVE AS HIGHLAND BEACH’S CANVASSING BOARD DURING UNIFORM MUNICIPAL ELECTIONS?

WHEREAS, Palm Beach County Canvassing Board members have duly canvassed the returns of the described election and have certified the foregoing as true and correct tabulations of the total recorded and absentee votes cast; and

WHEREAS, the Town Commission wishes to formally adopt and declare the voting results of the Municipal Referendum Election; and

WHEREAS, the Town Commission deems approval of this Resolution to be in the best interest of the health, safety and welfare of the residents and citizens of the Town of Highland Beach and the public at large.

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

Section 1. The above recitals are true and correct and are incorporated herein by this reference.

Section 2. The Town Commission accepts the official results of the Municipal Referendum Election held on March 19, 2024.

Section 3. The official results shall be entered and recorded in the minutes of the Town Commission.

Section 4. This Resolution shall become in full force and effect immediately upon its passage and adoption.

DONE AND ADOPTED by the Town Commission of the Town of Highland Beach, Florida, this **2nd** day of **April** 2024.

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 Evalyn David
Commissioner Donald Peters
Commissioner Judith Goldberg



The Supervisor of Elections for Palm Beach County hereby certifies the following Municipality:

Town of Highland Beach

☆ **Highland Beach Question 1 (Vote For 1)**
Participating Precincts Reporting: 1 / 1

Choice	Percent	Votes
Yes (For Bonds)	76.89%	752
No (Against Bonds)	23.11%	226
		978

☆ **Highland Beach Question 2 (Vote For 1)**
Participating Precincts Reporting: 1 / 1

Choice	Percent	Votes
Yes (For Approval)	60.35%	589
No (Against Approval)	39.65%	387
		976

☆ **Highland Beach Question 3 (Vote For 1)**
Participating Precincts Reporting: 1 / 1

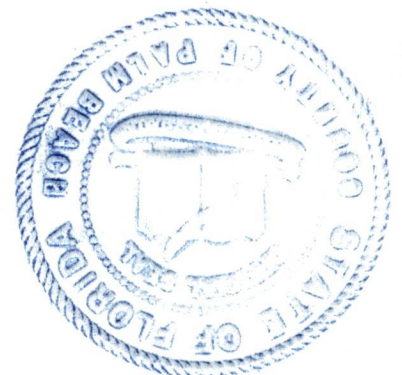
Choice	Percent	Votes
Yes (For Approval)	69.82%	671
No (Against Approval)	30.18%	290
		961

Witness my hand and official seal at Palm Beach County, on April 1, 2024.

By: Wendy Sartory Link

Wendy Sartory Link

Supervisor of Elections Palm Beach County



Wendy Sartory Link Palm Beach County Supervisor of Elections



Highland Beach Question 1

2801 Show Detailed View			
Choice		Percent	Votes
Yes (For Bonds)		76.89%	752
No (Against Bonds)		23.11%	226
			978





Highland Beach Question 2

2801 Show Detailed View			
Choice		Percent	Votes
Yes (For Approval)		60.35%	589
No (Against Approval)		39.65%	387
			976



Highland Beach Question 3

2801 Show Detailed View			
Choice		Percent	Votes
Yes (For Approval)		69.82%	671
No (Against Approval)		30.18%	290
			961

File Attachments for Item:

B. Consideration of a Proposed Resolution of the Town Commission of the Town of Highland Beach, Florida, naming the Highland Beach Fire Rescue Building, Station No. 120 in honor of former Mayor Douglas Hillman for having served with distinction as the Mayor of the Town of Highland Beach from March of 2020 through March of 2023.



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting

MEETING DATE 04/02/2024

SUBMITTED BY: Lanelda Gaskins, Town Clerk

SUBJECT: Consideration of a Proposed Resolution of the Town Commission of the Town of Highland Beach, Florida, naming the Highland Beach Fire Rescue Building, Station No. 120 in honor of former Mayor Douglas Hillman for having served with distinction as the Mayor of the Town of Highland Beach from March of 2020 through March of 2023.

SUMMARY:

Attached for Town Commission discussion and consideration is a Proposed Resolution naming the Highland Beach Fire Rescue Building, Station No. 120 in honor of former Mayor Douglas Hillman for having served with distinction as the Mayor of the Town of Highland Beach from March of 2020 through March of 2023.

Mayor Hillman's legacy of service and significant contributions to establishing and funding the first Town of Highland Beach Fire Rescue Department are deserving of the highest honor and recognition from the community.

FISCAL IMPACT:

To Be Determined

ATTACHMENTS:

Proposed Resolution

RECOMMENDATION:

Commission discretion.



PROPOSED RESOLUTION

A RESOLUTION OF THE TOWN COMMISSION OF HIGHLAND BEACH, FLORIDA, NAMING THE HIGHLAND BEACH FIRE RESCUE BUILDING, STATION NO. 120 IN HONOR OF FORMER MAYOR DOUGLAS HILLMAN FOR HAVING SERVED WITH DISTINCTION AS A MAYOR OF THE TOWN OF HIGHLAND BEACH FROM MARCH OF 2020 THROUGH MARCH OF 2023.

WHEREAS, Douglas “Doug” Hillman, the former Mayor has made significant contributions to our community; and

WHEREAS, in May of 2019, the Town Commission appointed Douglas Hillman to the Financial Advisory Board; and

WHEREAS, in March of 2020, Douglas Hillman was elected to the Office of Mayor-Commissioner, and

WHEREAS, in March of 2023, Douglas Hillman was reelected to the Office of Mayor-Commissioner and served in the capacity of Mayor until March 15, 2024; and

WHEREAS, Douglas Hillman also served as the President of both Dalton Place Condominium and Boca Highland Beach Club and Marina; and

WHEREAS, Mayor Hillman’s legacy of service and significant contributions to establishing and funding the first Town of Highland Beach Fire Rescue Department are deserving of the highest honor and recognition from the community.

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

The Town of Highland Beach Fire Rescue Building, Station 120, shall be hereby named the "Douglas Hillman Memorial Fire House" in honor of Mayor Hillman's outstanding contributions and dedicated service to the town.

The dedication of the Douglas Hillman Memorial Fire House shall serve as a lasting tribute to Mayor Hillman's legacy and as a reminder of his enduring impact on the safety and welfare of the Highland Beach community.

The appropriate signage and plaques shall be installed at the Douglas Hillman Memorial Fire House to commemorate Mayor Hillman's service and significant role in the establishment of Town of Highland Beach's Fire Rescue Department.

DONE AND ADOPTED by the Town Commission of the Town of Highland Beach, Florida, this ____ day of _____, 2024.

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 Evalyn David
Commissioner Donald Peters
Commissioner Judith M. Goldberg