



# Town of Highland Beach

## Notice of Public Meeting Protocol

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

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

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

### **ZOOM PARTICIPATION:**

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

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

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

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

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

### **PROVIDING PUBLIC COMMENT:**

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

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

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

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

Published: 05.26.2021 / Updated 04.15.2022

# AGENDA

## NATURAL RESOURCES PRESERVATION ADVISORY BOARD REGULAR MEETING



**Wednesday, November 02, 2022, At 12:30 PM**

**TOWN OF HIGHLAND BEACH, FLORIDA**

3614 S. OCEAN BOULEVARD

HIGHLAND BEACH, FL 33487

Telephone: (561) 278-4548

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

### **TOWN HALL COMMISSION CHAMBERS**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF THE AGENDA**
5. **PUBLIC COMMENT** *(limited to three (3) minutes per speaker)*
6. **PRESENTATIONS**
7. **APPROVAL OF MINUTES**
  - A. October 06, 2022
8. **UNFINISHED BUSINESS**
  - A. Updates from Town Planner Allen
9. **NEW BUSINESS**
  - A. Approval of Natural Resources Preservation Advisory Board Proposed 2023 Calendar Year Meeting Dates
  - B. Follow up on the October 27, 2022 Town of Highland Beach Food Truck Event
  - C. Board Member Updates on Assigned Projects

1. Member Barbara Nestle
2. Member Joshua Davison
3. Member Virginia Eastwood-Egan
4. Member Leonard Brenner
5. Member Diane Matthewman
6. Vice Chairperson Margarita Chappelear
7. Chairperson Nicole Stansfield

#### **10. ANNOUNCEMENTS**

November 09, 2022 -1:00 P.M. Code Enforcement Board Regular Meeting

November 09, 2022 - 6:00 P.M. Public Meeting Accessory Marine Facility Regulations

November 10, 2022 - 9:30 A.M. Planning Board Regular Meeting

November 10, 2022 - 6:00 P.M. Public Meeting Accessory Marine Facility Regulations

December 07, 2022 - 6:00 P.M. Public Meeting Accessory Marine Facility Regulations

#### **11. ADJOURNMENT**

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

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

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**File Attachments for Item:**

A. October 06, 2022



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

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

Date: October 06, 2022  
Time: 9:30 AM

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### 1. CALL TO ORDER

Chairperson Stansfield called the meeting to order at 9:30 A.M.

### 2. ROLL CALL

Member Diane Matthewman  
Member Nicole Stansfield  
Member Joshua Davison  
Member Barbara Nestle  
Administrative Support Specialist Ganelle Thompson

### ABSENT

Member Margarita Chappellear  
Member Virginia Eastwood-Egan  
Member Leonard Brenner

### ADDITIONAL STAFF PRESENT

Town Planner Ingrid Allen

### 3. PLEDGE OF ALLEGIANCE

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

### 4. APPROVAL OF THE AGENDA

**MOTION:** Matthewman/Davison – Moved to approve the agenda as presented, which passed unanimously 4 to 0.

### 5. PUBLIC COMMENT

There were no preregistered public comments.

Date: October 06, 2022

Page 2 of 4

## 6. PRESENTATIONS

None.

## 7. APPROVAL OF MINUTES

A. August 10, 2022

**MOTION:** Matthewman/Nestle - Moved to approve the minutes of August 10, 2022, as presented.

## 8. UNFINISHED BUSINESS

A. Discussion of the Dune Outreach Management Campaign

Chairperson Stansfield read the title of item 8.A. and referred the item to Member Nestle.

Member Nestle discussed the dune outreach campaign and referenced the action plan. The board members discussed the draft outreach letter about dune management and discussed the timeline of when they wanted the residents to receive the letter. The Board mentioned that they wanted the letter to be finalized and sent out to the residents prior to the food truck event.

Town Planner Allen mentioned the time constraints with trying to send the outreach letters prior to the Food Truck Event. She did mention that the letter could be emailed. There was further discussion about sending letters to owners of properties east of State Road A1A. The letters that would be sent to residents would be sent out via email, in the manager's minutes, and mailed to the residents.

Member Davison mentioned that regarding the letter he thought that rephrasing climate change to beach erosion and changing the second paragraph to bullet points would highlight the main ideas and should be considered changes.

The Board discussed their table at the Food truck event. Assistant Town Manager Terisha Cuebas mentioned that the Town can accommodate the Board with their needs for the Food Truck event and that any future food truck event bulletins can be updated to include a note that the Natural Resources Preservation Advisory Board will have a table at the food truck event. The Board members discussed having a laptop and monitor on the table and having the dune presentation displayed in a loop. They will also have a QR code that will direct residents to the Board's webpage.

**MOTION:** Davison/Stansfield- Moved to change the Natural Resources Board website link to the Town link forward slash N, R, P, A, B which is an acronym for Natural Resources Preservation Advisory Board.

Date: October 06, 2022

Page 3 of 4

The Town Managers' Office will clean up the Boards webpage so that it will be ready by the October 27, 2022 food truck event.

The Board mentioned obtaining premade magnets. Town Planner Allen mentioned that it would require the Town Manager's and possibly Town Commission's approval. The Board also discussed having a clipboard that will give the residents the opportunity to provide comments at the food truck event in regard to dune management and they also inquired about the process of booking the library for a dune management event as the Board may be interested in piggybacking off existing events.

The Board made some changes to the proposed outreach letter provided by member Nestle. Chairperson Stansfield took notes of the changes during the meeting and agreed to clean up the letter and send the final draft to Town Planner Allen for distribution to the Board Members.

## **9. NEW BUSINESS**

None.

## **10. ANNOUNCEMENTS**

**Chairperson Stansfield read the announcements into the record.**

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

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

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

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

Chairperson Stansfield read the announcements as follows:

Ms. Thompson canvassed the Board for their next regularly scheduled Board Meeting on November 02, 2022.

Town Planner Allen advised Chairperson Stansfield that the Town Commission would like her to attend the next Town Commission Meeting to discuss the dune management outreach campaign.

The meeting was adjourned at 11:08 A.M.

**APPROVED** at the November 02, 2022 meeting.

ATTEST:

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Chairperson Nicole Stansfield

Transcribed by Ganelle Thompson  
and Latonda Gillion

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Ganelle Thompson,  
Administrative Support Specialist

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Date

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

**File Attachments for Item:**

A. Approval of Natural Resources Preservation Advisory Board Proposed 2023  
Calendar Year Meeting Dates



# TOWN OF HIGHLAND BEACH

## AGENDA MEMORANDUM

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**MEETING TYPE:** Natural Resources Preservation Advisory Board

**MEETING DATE** 11/02/2022

**SUBMITTED BY:** Ganelle Thompson, Administrative Support Specialist

**SUBJECT:** Natural Resources Preservation Advisory 2023 Calendar Year Meeting Dates

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### SUMMARY:

This item is before the Board for discussion and consideration of the proposed 2023 meeting schedule. The proposed meeting dates and times are the first Wednesday of the month in February, May, August, and November at 9:30 A.M., as needed. Per Sec. 2-158. of the Town's code of ordinance, (Ordinance No. 18-004 O) an Organizational Meeting of the Natural Resources Preservation Advisory Board shall be held May 1 of each year, or as soon thereafter as is practicable.

Below are the proposed Natural Resources Preservation Advisory Board 2021 calendar year meeting dates:

- February 1, 2023
- May 3, 2023 – Organizational Meeting
- August 2, 2023
- November 1, 2023

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### FISCAL IMPACT:

N/A

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### ATTACHMENTS:

N/A

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### RECOMMENDATION:

Staff recommends approval of the meeting dates.