



# TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING AGENDA

Tuesday, February 03, 2026 AT 1:30 PM

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

## Town Commission

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

Mayor  
Vice Mayor  
Commissioner  
Commissioner  
Commissioner

Marshall Labadie  
Lanelda Gaskins  
Leonard G. Rubin

Town Manager  
Town Clerk  
Town Attorney

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

[A.](#) Resolution No. 2026-001

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

7. **PUBLIC COMMENTS**

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

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

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

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

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

A. Approval of Meeting Minutes

January 06, 2026 Town Commission Meeting Minutes

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

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

B. Building Department Recertification Program Update

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

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

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

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

**12. TOWN COMMISSION COMMENTS**

Commissioner Jason Chudnofsky

Commissioner Judith M. Goldberg

Commissioner Donald Peters

Vice Mayor David Stern

Mayor Natasha Moore

**13. TOWN ATTORNEY'S REPORT**

**14. TOWN MANAGER'S REPORT****15. ANNOUNCEMENTS****Board Vacancies**

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

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

**Meetings and Events**

February 12, 2026 9:30 A.M. Planning Board Regular Meeting

February 16, 2026 Town Hall closed in observance of Presidents' Day

February 17, 2026 Wine & Lite Bites Dune Event hosted by the Natural Resources Preservation Advisory Board at Highland Beach Library from 6:00 p.m. to 8:00 p.m. (Cost \$35.pp)

February 19, 2026 12:00 P.M. Annual Advisory Board Luncheon

March 03, 2026 1:30 P.M. Town Commission Meeting

**Board Action Report**

None.

**16. ADJOURNMENT**

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

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

**File Attachments for Item:**

A. Resolution No. 2026-001

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



# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

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**MEETING TYPE:** Commission Meeting  
**MEETING DATE** February 03, 2026  
**SUBMITTED BY:** Jaclyn DeHart, Deputy Town Clerk  
**THROUGH** Lanelda Gaskins, Town Clerk  
**SUBJECT:** Resolution No. 2026-001

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

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## **SUMMARY:**

Consideration of Resolution No. 2026-001 ratifying the selection, appointments, and term of office of a member of the Natural Resources Preservation Advisory Board (NRPAB); and providing an effective date.

On September 15, 2025, one (1) Board Member resigned which created one (1) vacancy.

The Town Clerk's Office received one (1) board application for Town Commission consideration. The applicant's name is as follows:

Joseph Loeffler (Bel Lido)

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

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## **FISCAL IMPACT:**

N/A

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## **ATTACHMENTS:**

Joseph Loeffler application and vetting form  
Resolution No. 2026-001

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## **RECOMMENDATION:**

With the Commission's consideration, Staff recommends the adoption of Resolution No. 2026-001 for one applicant to serve a term as outlined in the resolution.



**RESOLUTION NO. 2026-001**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, RATIFYING THE SELECTION, APPOINTMENTS AND TERM OF OFFICE OF MEMBERS OF THE NATURAL RESOURCES PRESERVATION ADVISORY BOARD; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 2, Article V, Division 3, Sec. 2-135 of the Town’s Code of Ordinances establishes the Natural Resources Preservation Advisory Board and governs the membership, qualification, function, and rules of the Natural Resources Preservation Advisory Board; and

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

**WHEREAS**, on September 15, 2025, one (1) member resigned, thereby opening one (1) vacancy on the Board; and

**WHEREAS**, the Town Clerk’s Office received one (1) application for consideration; and

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

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

**WHEREAS**, Town residents interested in serving on or continuing to serve on the Natural Resources Preservation Advisory Board have submitted board applications for the Town Commission’s consideration.

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

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

**Section 2.** Consistent with the Town’s Code of Ordinances, one (1) member has been selected by the Town Commission to serve on the Natural Resources Preservation Advisory Board for a unexpired term ending April 30, 2027, as follows:

**Board Member** Joseph Loeffler

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

**DONE AND ADOPTED** by the Town Commission of the Town of Highland Beach, Florida, this 03<sup>rd</sup> day of February 2026.

**ATTEST:**

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

**REVIEWED FOR LEGAL  
SUFFICIENCY**

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

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

**VOTES:**

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

**YES NO**



# MEMORANDUM

TO: Lanelda Gaskins, MMC, Town Clerk

FROM: Barbara Nestle

DATE: Jan 15 2026

SUBJECT: Initial Vetting of Applicant: Joseph Loeffler

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On Jan 15 2026 (date), I met with Joseph Loeffler (applicant's name) to discuss his/her community involvement, education, professional experiences and the positive impact he/she could bring to this Board for the betterment of the Highland Beach community.

Detail Explanation:

It is with great enthusiasm that I fully support **Stephen** as the newest member of our town's Natural Resources Advisory Board. His unique blend of executive leadership as mayor on an island, environmental stewardship, and public safety experience makes him an ideal asset for protecting our shoreline and the Intercoastal.

**Proven Coastal Leadership:** As the former Mayor of Fire Island, NY—a unique, car-free barrier island accessible only by boat—Stephen has firsthand experience managing the complexities of island ecosystems.

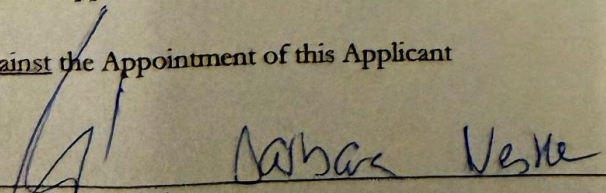
**Technical Expertise in Erosion:** He has successfully spearheaded large-scale **erosion control** and **beach nourishment projects**, giving him a practical understanding of the engineering and environmental balance and community efforts required to protect our coasts.

**Community Engagement:** Stephen didn't just lead from a desk; he organized and led **volunteer dune planting initiatives**, proving his ability to mobilize the community for conservation efforts.

**Public Safety Background:** With an extensive career in law enforcement as both a patrol officer and a detective, he brings an analytical and disciplined approach to board governance and local regulations.

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

- For the Appointment of this Applicant
- Against the Appointment of this Applicant

  
Signature of Board Chairperson



Town of Highland Beach

RECEIVED

Town Clerk's Office
3614 S. Ocean Boulevard
Highland Beach, Florida 33487

JUL 15 2025

Phone: (561) 278-4548 Fax: (561) 265-3582

Town of Highland Beach, FL
Town Clerk's Office

BOARDS AND COMMITTEES APPLICATION

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

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

NAME: Joseph Loeffler PHONE: 6319218522

HOME ADDRESS: 4318 South Ocean Blvd APT. NO.

SUBDIVISION: Bel Lido EMAIL ADDRESS: jay.sea@verizon.net

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

- Board of Adjustment & Appeals
Financial Advisory Board
Planning Board
Code Enforcement Board
Natural Resources Preservation Board
Other Board /Committee

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

Are you a resident of Highland Beach? Yes [checked] No
Are you a registered voter in Highland Beach/Palm Beach County, FL? Yes No
Are you currently serving on a Town Board? Yes [checked] No
Have you ever served on a Town Board/Committee? Yes No [checked]
If so, please indicate the Board(s)/Committee(s)? Date of Service:
Are you willing to attend monthly board meetings? In Person Yes No
Per Town Code of Ordinance, I understand any member absence from three (3) consecutive meetings will be considered as resignation from the board/committee. Yes [checked] No

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

Dowling College with a BBA  
Detective with the Suffolk County Police Dept for 32 years

Please summarize your volunteer experience(s):

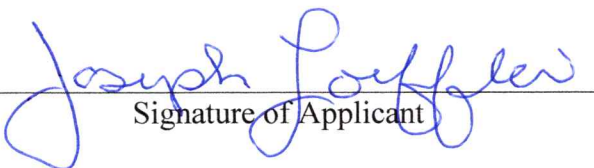
4 year Trustee with the Village of Ocena Beach NY  
4 year Mayor Village of Ocean Beach  
50 year member of the Ocean Beach Vol Fire Dept  
3 year Chief of the Ocean Beach Fire Dept.

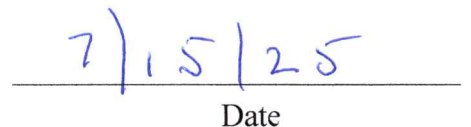
Florida Law requires appointed members on the Planning and Board of Adjustment and Appeals Boards to file a Form 1 - Statement of Financial Interests Disclosure form on an annual basis.

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

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

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

  
\_\_\_\_\_  
Signature of Applicant

  
\_\_\_\_\_  
Date

Resume Attached.

**File Attachments for Item:**

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

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



# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission  
**MEETING DATE** February 3, 2026  
**SUBMITTED BY:** Leonard G. Rubin, Town Attorney  
**SUBJECT:** Ordinance Providing Reasonable Accommodation Procedure for Certified Recovery Residences (**Second Reading**)

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## **INTRODUCTION:**

During its last session, the Florida Legislature amended Section 397.487, Florida Statutes to require the governing body of each municipality to adopt an ordinance establishing procedures for the review and approval of certified recovery residences in its jurisdiction, including a process for requesting reasonable accommodation. The statute also provides specific application requirements and timelines for inclusion in such an ordinance.

The proposed Ordinance satisfies this new statutory requirement and was introduced to the Town Commission at its November 4, 2025 meeting. Because the Ordinance amends the Town's Zoning Code, the Planning Board reviewed the proposed Ordinance at a public hearing held on December 11, 2025, and unanimously recommended approval as submitted.

## **SUMMARY:**

By way of background, the Town's enforcement and application of its land development regulations is subject to a number of federal and state legislative acts, including, but not limited, the Americans with Disabilities Act (ADA) and the Fair Housing Act (FHA). Persons undergoing substance abuse treatment are considered disabled under both the ADA and FHA. Such persons often reside in recovery residences which may or may not be affiliated with a licensed substance abuse treatment program. These residences are intended to allow disabled persons to undergo recovery in an integrated, community-based setting.

Consistent with applicable case law interpreting these acts and their legislative history, the Town must provide a procedure whereby disabled individuals and qualifying entities serving disabled persons may request a reasonable accommodation from the Town's land development regulations to resolve possible unintended violations of the law, thereby exhausting their administrative remedies. The State of Florida has established procedures for the certification of recovery residences, as well as the certification of the persons who manage the residence and supervise the residents and staff.

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The attached Ordinance provides procedures for processing reasonable accommodation requests by entities wishing to establish a certified recovery residence in the Town.

- A qualifying entity must provide proof of any licensable service component the entity holds pursuant to Chapter 397, Florida Statutes.
- All qualifying entities or other providers of housing to persons in recovery must provide proof that they are a certified recovery residence and the person responsible for overseeing the management of the residence is a certified recovery residence administrator.
- The applicant, whether an individual, qualifying entity or housing provider, must provide proof that a reasonable accommodation is sought because of a disability and that the requested accommodation is reasonable and necessary to afford the disabled person equal opportunity to use and enjoy housing.
- The applicant shall have the burden of establishing that the individuals on whose behalf the application is filed are disabled and protected under applicable laws, including the FHA and ADA.

All applications for reasonable accommodation shall be considered by a special magistrate appointed by the Town Commission within sixty (60) days after receipt of a completed application or the application shall be deemed approved. The magistrate shall be a retired judge or practicing attorney with at least five (5) years of experience in the field of local government land use, and the code enforcement special magistrate may service in this capacity. The magistrate may grant the application in whole or in part, with or without conditions, or deny the application, stating with specificity the objective, evidence-based reasons for denial. The magistrate's decision shall constitute a final order and may only be appealed to the circuit court. Finally, any reasonable accommodation may be revoked if the applicant violates any condition of approval or the applicant's required certifications lapse or are revoked and not reinstated within one hundred and eighty (180) days.

At its January 6, 2026 meeting, the Town Commission approved the Ordinance on first reading with the condition that the Ordinance be modified to expressly state that no actual treatment take place at a certified recovery residence. To that end, the following language has been added to Section 30-124(a) of the proposed Ordinance:

Certified recovery residences, as defined below, shall be utilized solely for housing, peer support, and life skills training and shall not, under any circumstances, be utilized for clinical substance abuse treatment of any type or level of care, including, but not limited, detoxification, inpatient residential treatment, partial hospitalization, or outpatient treatment.

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#### **FISCAL IMPACT:**

Staff costs for processing the applications and cost of special magistrate to consider reasonable accommodation applications (when applicable).

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**ATTACHMENTS:**

Ordinance No. 2026-001

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**RECOMMENDATION:**

Staff recommends Town Commission consideration and approval on second and final reading of the attached Ordinance providing a Reasonable Accommodation Procedure for Certified Recovery Residences as required by state statute.



**TOWN OF HIGHLAND BEACH**

**ORDINANCE NO. 2026-001**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, AMENDING ARTICLE VII, "ADMINISTRATION AND ENFORCEMENT," OF CHAPTER 30, "ZONING CODE," OF THE TOWN CODE OF ORDINANCES BY ADOPTING A NEW SECTION 30-124, "REASONABLE ACCOMMODATION PROCEDURE FOR CERTIFIED RECOVERY RESIDENCES;" PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Town of Highland Beach’s application of its land development regulations and related rules, policies, and practices is governed by ever evolving case law addressing the rights of applicants and affected parties under the Fair Housing Act, the Americans with Disabilities Act and other applicable state and federal regulations; and

WHEREAS, persons undergoing substance abuse treatment are considered disabled within the meaning of both the Fair Housing Act and the Americans with Disabilities Act, and the Town Commission wishes to assure that its land development regulations treat such persons in a non-discriminatory manner while maintaining the Town’s fundamental land use authority; and

WHEREAS, pursuant to Section 397.487(1), Florida Statutes, the Florida Legislature determined that: (1) persons suffering from addiction have a higher success rate of achieving long-lasting sobriety when given the opportunity to build a stronger foundation by living in a recovery residence while undergoing or after completing treatment from a licensed service provider; and (2) the state and its subdivisions, including municipalities, have a legitimate interest in protecting persons suffering from addiction, who represent a vulnerable consumer population in need of adequate housing; and

WHEREAS, the Florida Legislature has further determined that persons suffering from addiction who live in recovery residences can be better protected by programs providing for both the certification of recovery residences and the certification of recovery residence administrators to ensure that such administrators adhere to certain core competencies; and

WHEREAS, Section 397.487(15), Florida Statutes, requires the governing body of each municipality to adopt an Ordinance establishing procedures for the review and approval of certified recovery residences within its jurisdiction, including a process for requesting reasonable accommodation from any land use regulations that serve to prohibit the establishment of a certified recovery residence; and

1 WHEREAS, the Town Commission determines that the certification of recovery residences  
2 and the management and supervision of such residences by a certified recovery residence  
3 administrator is necessary and appropriate to further the health, safety, and general welfare of the  
4 residents of recovery residences and the general public; and

5 WHEREAS, the Town’s Planning Board has conducted a public hearing on this Ordinance  
6 and provided its recommendation to the Town Commission; and

7 WHEREAS, the Town Commission has determined that the adoption of this Ordinance is in  
8 the best interests of the health, safety, and welfare of the residents of the Town of Highland Beach.

9 NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN  
10 OF HIGHLAND BEACH, FLORIDA as follows:

11 **Section 1.** The foregoing “Whereas” clauses are hereby ratified as true and confirmed and are  
12 incorporated herein.

13 **Section 2.** The Town Commission hereby amends Article VII, “Administration and  
14 Enforcement,” of Chapter 30, “Zoning Code,” of the Town Code of Ordinances by adopting a new  
15 Section 30-124 to provide as follows:

16 **Sec. 30-124. Reasonable accommodation procedure for certified recovery**  
17 **residences.**

18  
19 (a) *Purpose.* The purpose of this section is to provide procedures for the  
20 review and approval of certified recovery residences within the town as required by  
21 Section 397.487(15), Florida Statutes. **Certified recovery residences, as defined**  
22 **below, shall be utilized solely for housing, peer support, and life skills training and**  
23 **shall not, under any circumstances, be utilized for clinical substance abuse treatment**  
24 **of any type or level of care, including, but not limited to, detoxification, inpatient**  
25 **residential treatment, partial hospitalization, or outpatient treatment.**

26 (b) *Definitions.* When used in this section, the following terms shall have  
27 the meanings ascribed to them:

28 *Certified recovery residence* means a recovery residence that holds a valid  
29 certificate of compliance pursuant to Section 397.487, Florida Statutes, and is  
30 actively managed by a certified recovery residence administrator.

31 *Certified recovery residence administrator* means a recovery resident  
32 administrator who holds a valid certificate of compliance pursuant to Section  
33 397.487, Florida Statutes.

1            *Disabled individual or a disabled person* means an individual that qualifies  
2 as disabled and/or handicapped under the Fair Housing Act, the Americans with  
3 Disabilities Act or other state or federal regulation and who: (i) has a physical or  
4 mental impairment which substantially limits one or major life activities; (ii) has a  
5 record of having such impairment; and (iii) is regarded as having such impairment.

6            *Licensed service provider* means a public agency under Chapter 397, Florida  
7 Statutes, a private for-profit or not-for-profit agency under Chapter 397, Florida  
8 Statutes, a physician or any other private practitioner licensed under this chapter, or  
9 a hospital that offers substance abuse services through one or more licensed service  
10 components.

11           *Qualifying entity* shall mean, a licensed service provider in the State of  
12 Florida as defined by Section 397.311(25), Florida Statutes, or an entity who is in  
13 the business of providing recovery residences for individuals disabled due to  
14 substance abuse.

15           *Recovery residence* means a residential dwelling unit or other form of group  
16 housing that is offered or advertised through any means by any person or entity as a  
17 residence that provides a peer-supported, alcohol-free, and drug-free living  
18 environment.

19           *Recovery residence administrator* means the person responsible for the  
20 overall management of the recovery residence, including but not limited to, the  
21 supervision of residents and staff employed by, or volunteering for, the residence.

22           *Service component or component* means a discrete operational entity within  
23 a service provider which is subject to licensing as defined by the rules adopted to  
24 implement Chapter 397, Florida Statutes.

25           *Substance abuse* means the misuse of, or dependence on alcohol, illicit drugs,  
26 or prescription medications.

27           (c)    *Application procedure.* Any applicant, whether a disabled individual  
28 or a qualifying entity, who wishes to operate a certified recovery residence within  
29 the town may apply for a reasonable accommodation with respect to the town's land  
30 development regulations, zoning laws, codes, rules, practices, and/or procedures by  
31 submitting an application for a reasonable accommodation pursuant this section.

32           (1)    All qualifying entities shall submit, as part of their application for  
33 a reasonable accommodation, proof of any licensable service

1 component the qualifying entity holds pursuant to Chapter 397,  
2 Florida Statutes.

3 (2) All qualifying entities or other providers of housing to persons in  
4 recovery shall submit such information as the town may deem  
5 sufficient to demonstrate that the entity is a certified recovery  
6 residence under state law.

7 (3) All qualifying entities and other providers of housing to persons in  
8 recovery shall submit such information as the town may deem  
9 necessary to demonstrate that the administrator responsible for the  
10 overall management and the supervision of residents and staff is a  
11 certified recovery residence administrator under state law.

12 (4) Applicants making application for a reasonable accommodation,  
13 whether individually or through a qualifying entity, shall submit proof  
14 that each individual is seeking a reasonable accommodation due to the  
15 individual's handicap or disability and that the requested  
16 accommodation is reasonable and necessary to afford the handicapped  
17 or disabled person equal opportunity to use and enjoy housing.

18 (5) An applicant for a reasonable accommodation under this section shall  
19 apply using the form available from the town clerk's office. In  
20 addition to the information required above, the application shall, at a  
21 minimum:

22 a. Provide the name and contact information of the applicant or  
23 the applicant's authorized representative.

24 b. Identify the property address and the parcel identification  
25 number; and

26 c. Describe the accommodation requested and the specific  
27 regulation or policy from which relief is sought.

28 (6) The town shall display a notice on the town's website advising the  
29 public that an application for reasonable accommodation as provided  
30 in this section has been submitted to the town.

31 (7) A disabled individual, qualifying entity, or other provider of housing  
32 to persons in recovery who has applied for a reasonable  
33 accommodation may be represented at all stages of the reasonable

1 accommodation proceedings by a person designated by the disabled  
2 individual as their authorized agent. Any authorized agent  
3 representing an individual, or, if applicable, a qualifying entity or  
4 housing provider, shall submit a written authorization designating the  
5 individual as the agent authorized to legally bind the applicant to the  
6 representations in the application, or any conditions agreed to or  
7 imposed as part of the order of the special magistrate.

8 (8) No application fee shall be imposed by the town in connection with  
9 an application for a reasonable accommodation.

10 (d) *Completed applications.* All applications for a reasonable  
11 accommodation shall be date-stamped by the town clerk and reviewed by the town  
12 building official or designee. If additional information is required, the town building  
13 official or designee shall notify the applicant within thirty (30) days of receipt of the  
14 application and allow the applicant at least thirty (30) days to respond.

15 (e) *Special magistrate process.*

- 16 (1) All completed applications shall be considered by a special magistrate  
17 appointed by the town commission. The special magistrate shall be:
- 18 a. a retired judge who has served in either the circuit court or a  
19 higher Florida court or as a federal district judge or circuit  
20 federal judge; or
  - 21 b. a practicing member of the Florida Bar with at least five (5)  
22 years of experience in the field of local government or land use  
23 law.

24 The code enforcement special magistrate may serve as the special  
25 magistrate pursuant to this section.

26 (2) The town shall be responsible for mailing via certified mail a notice  
27 containing the date and time of the special magistrate's hearing to  
28 consider the application. All applications shall be considered by the  
29 special magistrate within sixty (60) days after receipt of a completed  
30 application or the application shall be deemed approved unless the  
31 town and the applicant agree in writing to a reasonable extension of  
32 time.

(3) Upon consideration of the application and at the conclusion of the hearing, the special magistrate may:

- a. grant the reasonable accommodation application as requested in whole or in part, with or without conditions; or
- b. deny the reasonable accommodation application, stating with specificity the objective, evidence-based reasons for denial and identifying deficiencies or actions necessary for reconsideration, if any.

(4) All decisions of the special magistrate shall be in writing. The written decision of the special magistrate shall constitute a final order and shall be sent to the applicant by certified mail, return receipt requested, at the address specified by the applicant on the application form. If denied, the applicant may appeal the final order by petition for writ of certiorari within thirty (30) days of the date it is rendered.

(f) *Revocation of approval.* Any reasonable accommodation granted pursuant to this section shall be revoked if:

- (1) the applicant violates any conditions of approval; or
- (2) the applicant’s required certifications lapse or are revoked and not reinstated within one hundred and eighty (180) days.

**Section 3.** The provisions of this Ordinance shall become and be made a part of the Code of the Town of Highland beach, Florida.

**Section 4.** If any section, paragraph, sentence, clause, phrase, or word of this Ordinance is for any reason held by a court of competent jurisdiction to be unconstitutional, inoperative, or void, such holding shall not affect the remainder of the Ordinance.

**Section 5.** All ordinances or parts of ordinances and resolutions or parts of resolutions of the Town of Highland beach, Florida, which are in conflict with this Ordinance, are hereby repealed to the extent of such conflict.

**Section 6.** This Ordinance shall be effective immediately upon adoption.

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

<b>VOTES:</b>	<b>YES</b>	<b>NO</b>
Mayor Natasha Moore	X	
Vice Mayor David Stern	X	
Commissioner Donald Peters	X	
Commissioner Judith M. Goldberg	X	

Commissioner Jason Chudnofsky X

PASSED on first reading at the Regular Commission meeting held on the 6<sup>th</sup> day of January, 2026.

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

**VOTES: YES NO**

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

PASSED AND ADOPTED on second and final reading at the Regular Commission meeting held on the 3<sup>rd</sup> day of February, 2026.

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

ATTEST:

**REVIEWED FOR LEGAL SUFFICIENCY**

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

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



Affidavit of Legal Notice submission and publication

Highland Beach Legal Notice

Submission Time: **01/23/2026 1:37 PM (EST)**

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

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

- Ord. No. 2026-001 Reasonable Accommodations.docx
- signature.png

Signature of Affiant \_\_\_\_\_

A handwritten signature in blue ink, appearing to be "JL", written over a horizontal line.

Signature of Notary Public \_\_\_\_\_

A handwritten signature in red ink, appearing to be "Jaclyn Dehart", written over a horizontal line.

Notary Stamp \_\_\_\_\_



JACLYN DEHART  
Commission # HH 325292  
Expires October 24, 2026

Highland Beach Legal Notice Submission

# Highland Beach Legal Notice


01/23/2026 1:37 PM (EST)

Submitted by Lanelda Gaskins (lgaskins@highlandbeach.us)

## Legal Notice

<b>Please choose a category</b>	Public Notice - Highland Beach
<b>Title</b>	February 3, 2026, Town Commission Meeting - Ordinance No. 2026-001 Adopting New Section 30-124, Reasonable Accommodation Procedure for Certified Recovery Residences
<b>Publish Date</b>	01/23/2026
<b>Publish Time</b>	1:34 PM (EST)
<b>Description</b>	<p><b>TOWN OF HIGHLAND BEACH NOTICE OF PUBLIC HEARING</b></p> <p>NOTICE IS HERBY GIVEN that the Town Commission of the Town of Highland Beach, Florida will hold a public hearing on the following proposed ordinance at a Regular Meeting on Tuesday, February 3, 2026, at 1:30 p.m., or soon thereafter, at which time they will consider its adoption. The Meeting will be held in the Town Hall Commission Chambers located at 3614 South Ocean Boulevard, Highland Beach, Florida. All interested citizens are invited to participate in the meeting and be heard on Tuesday, February 3, 2026, with respect to the ordinance.</p> <p>Ordinance No. 2026-001 An Ordinance of the Town Commission of the Town of Highland Beach, Florida, amending Article VII, "Administration and Enforcement," of Chapter 30, "Zoning Code," of the Town Code of by adopting a New Section 30-124, "Reasonable Accommodation Procedure for Certified Recovery Residences," providing for codification; providing for severability; and providing for an effective date.</p> <p>Information on the ordinance may be obtained by emailing the Town Clerk's Office at townclerk@highlandbeach.us. Additionally, a copy of the ordinance will be available on the on the Town's webpage at <a href="https://highlandbeach-fl.municodem meetings.com/">https://highlandbeach-fl.municodem meetings.com/</a> no later than Friday, January 30, 2026.</p> <p>NOTICE: If a person decides to appeal any decision made by the Town Commission with respect to any matter considered at this meeting must ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is based. This NOTICE is required by State Law.</p> <p>In accordance with the Americans with Disabilities Act and section 286.26, Florida Statutes, persons requiring special accommodations to participate in this meeting should contact the Town Clerk's Office at townclerk@highlandbeach.us at least 48 hours prior to the meeting. Individuals who are hearing or speech impaired may contact the Florida Relay Service at 1-800-955-8770 (TDD) or 1-800-955-8771 (voice). at 1-800-955-8770 or 1-800-955-8771.</p> <p>Lanelda Gaskins, MMC, Town Clerk</p>

### Attach Files (Optional)

 Ord. No. 2026-001 Reasonable Accomondations.docx

**Submitted by (Email Address)** lgaskins@highlandbeach.us

Notifications

No

Signature

A handwritten signature in black ink, consisting of a stylized, cursive-like script that is difficult to decipher. The signature is written on a horizontal line.

**File Attachments for Item:**

A. Approval of Meeting Minutes

January 06, 2026 Town Commission Meeting Minutes

# DRAFT



## TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

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

Date: January 06, 2026  
Time: 1:30 PM

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

Mayor Moore called the meeting to order.

### **2. ROLL CALL**

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

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

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

### **4. INVOCATION**

None.

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

Town Clerk Gaskins requested a modification to the agenda to add a Presentation by State Representative Peggy Gossett-Seidman, District 91 to the agenda under Presentation and Proclamations.

**MOTION:** Goldberg/Stern - A motion was made and seconded to modify the agenda to include the presentation. The motion passed unanimously, 5 to 0.

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

#### **Presentation by State Representative Peggy Gossett-Seidman, District 91.**

State Representative Gossett-Seidman, District 91 presented a congratulatory letter from Governor Ron DeSantis commemorating the 75th anniversary of the founding of the Town of Highland Beach.

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

There were no public comments.

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

**A. Ordinance No. 2026-001**

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

Mayor Moore read the title of Ordinance No. 2026-001 (First Reading).

Town Attorney Rubin presented this item, noting that it had previously been introduced to the Town Commission several months earlier and was subsequently reviewed by the Planning Board, which recommended approval as drafted. He explained that the Florida Legislature recently amended the statutes to require municipalities to establish procedures for the approval of certified recovery residences. He further explained that the state certification program requires both recovery residences and their administrators to be certified. Accordingly, the proposed ordinance would require any recovery residence established within the town to be certified by the State of Florida and managed by a certified recovery residence administrator.

Attorney Rubin further explained that local governments have to provide a procedure for individuals seeking reasonable accommodations from regulations that might prevent establishing such homes within their jurisdiction.

This ordinance requires proof that any recovery residence be certified and managed by a certified recovery residence administrator. Applicants must show what services they would provide and demonstrate why they need the accommodation. A magistrate would consider applications to remove politics from the decision-making process. The magistrate could approve, deny, or approve with conditions. Approvals could be revoked if conditions are violated or certifications lapse.

Town Attorney Rubin clarified that the ordinance does not override condominium or homeowners association documents but applies only to Town regulations. He also noted that such facilities were unlikely in Highland Beach due to the lack of commercial office space for treatment components, but the town needed to comply with state requirements.

There was a question whether the ordinance should include language clarifying that it does not apply to actual treatment facilities. Mr. Rubin agreed to add language in the ordinance for the second reading.

Mayor Moore opened the item for public comments. There were no public comments for the ordinance.

**MOTION:** Goldberg/Peters - A motion was made and seconded to approve Ordinance No. 2026-001 providing reasonable accommodation procedure for certified recovery residences with staff recommendations as discussed. The motion passed unanimously, 5 to 0.

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

**A. Approval of Meeting Minutes**

**December 02, 2025 Town Commission Meeting Minutes**

**B. Approve and authorize the Mayor to execute a contract with Paralee Company, Inc. for instrumentation service and repair on as needed basis, in an amount not to exceed \$100,000.00, pursuant to an Invitation to Bid No. 22020 issued by the City of Deltona.**

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

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

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

Mayor Moore read the title of Item 10.A.

Town Manager Labadie reported that the FDOT RRR project was winding down, with barrels removed and bike lane conflicts with turn lanes now marked. Substantial completion is scheduled for the end of next week. Remaining work consists of small projects, touch-ups, and punch list items.

He noted that the timing issues at the Linton Boulevard intersection were still being addressed as it relates to the loop that activates signal sequences. He expected this issue to be resolved in the coming weeks as part of the substantial completion process.

He added that State Representative Gossett-Seidman had picked up the town's appropriation request for improving crosswalks with pedestrian-activated signal systems and repaving the remaining portions of the pathway. If the appropriation does not go through, the town will proceed with installing the crosswalk lighting as budgeted.

The Town Commission emphasized that traffic congestion at the Linton Boulevard intersection was the biggest complaint being received from residents, with traffic backups extending past The Sands.

**B. Building Department Recertification Program Update**

Mayor Moore read the title of Item 10.B. followed by Jeff Remas, Building Official providing an update on the Building Recertification Program. As of January 6, 2026, two more buildings had been recertified, which brings the total to 30 out of 54 buildings recertified. Currently, 19 buildings are under Concrete Restoration Permit, one building has submitted its Phase 1 report which is under review, and one building is overdue on submitting Phase 1 reports and will receive a 30-day late notice. Overall, the program is in good shape with the number of recertified buildings continuing to increase each month.

A question was raised by the Town Commission regarding when recertifications would next be required for buildings that had already been certified. Building Official Remas clarified that recertification is required every seven years from the date of certification, not from the date of the first report.

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

Mayor Moore read the title of Item 10.C. followed by Town Attorney Rubin presenting this item. He explained the changes made to the proposed resolution following the previous commission discussion. The resolution now clarifies that when an ordinance is introduced to the town commission, the commission may assign one of its members as sponsor and may forward it to appropriate advisory boards. The resolution acknowledges that anything amending the zoning code must go to the Planning Board as required by state statute and town code.

Also, a waiver provision had been added, allowing the town commission to waive requirements when warranted, and clarifying that failure to follow the resolution's requirements would not invalidate an ordinance if statutory requirements were met.

Mayor Moore raised concern from a resident about the potential for ordinances to move through the process too quickly without adequate public input. She suggested adding language stating that the intention is not for ordinances to be approved in a single meeting and that the town intends to ensure the public has adequate time to consider and provide recommendations and comments. Town Manager Labadie explained that sometimes ordinances appear to be further along in the process because staff quickly prepare professional drafts when requested, which can give the impression that more work has been done behind the scenes than actually occurred.

The Town Commission discussed the procedures for the initiation and adoption of Town ordinances. It was the consensus of the Town Commission for Town Attorney Rubin to include additional language concerning the intent is to ensure that the public has adequate time to provide input on the ordinances. Town Attorney Rubin will prepare the changes and be brought back to the Town Commission at a future meeting.

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

**A. Discussion of Fiscal Year (FY) 2025-2026 Strategic Priorities Plan.**

Town Manager Labadie presented the draft 2025-2026 Strategic Priorities Plan, noting that it did not yet include the Capital Improvement Plan (CIP), which would be added as a supplement. He explained that the document serves as a foundation for the budget process, allowing the town to prioritize projects and track progress.

Town Commission discussed several new projects to be added to the plan and ranked the priorities including: reasonable accommodation for certified recovery residences (nearly complete after first reading), e-bike, scooter, and motorcycle regulations to address safety concerns on the walking and bike paths (high priority), GIS inventory of built assets to map and maintain town infrastructure (medium priority), waterfront seawall/dock clarification to address gaps between property line extensions and structures (low priority), and permanent signage size regulations (high priority).

The Commission also discussed priorities for existing projects, including moving A1A right-of-way beautification higher on the list now that the FDOT project is nearly complete, continuing to prioritize the police marine docking project despite some delays with engineering and maintaining the fire station annex as a high priority.

Town Manager Labadie noted that several projects would naturally rise in priority as higher-ranked items are completed, and that the next version would include the CIP projects and their progress.

Mayor Moore opened the item for public comments, and the following individuals provided public comments:

Mr. Rick Greenwald.

Mr. Carlos Martinez of Boca Highland

Town Manager Labadie will update the 2025-2026 Strategic Priorities Plan and will bring the plan back to the Town Commission at the next meeting.

**12. TOWN COMMISSION COMMENTS**

Commissioner Jason Chudnofsky thanked staff for their work in 2025 and expressed optimism for 2026. He also thanked the Town Attorney for clearly explaining legal matters in layman's terms.

Commissioner Judith M. Goldberg concurred with Commissioner Chudnofsky and voiced pride in being part of the Town and the State of Florida.

Commissioner Donald Peters noted that A1A looks nice and was pleased to see bicycles using the bike path instead of the sidewalks. He thanked the Town Attorney for the thorough explanation of the sober homes ordinance and wished everyone a happy, healthy new year.

Vice Mayor David Stern concurred with the previous remarks and wished everyone a healthy, happy, and prosperous year.

Mayor Natasha Moore agreed with the comments. She had no additional remarks.

**13. TOWN ATTORNEY'S REPORT**

Town Attorney Rubin mentioned that another state-mandated ordinance regarding plating would be coming before the Town Commission in the next couple of months. The new requirement is that plats must be approved administratively and cannot go before any board. He wished everyone a Happy New Year.

**14. TOWN MANAGER'S REPORT**

Town Manager Labadie provided updates on several matters:

The Golden City project (south of Toscana) has permits from the state to clear the site, and the town is preempted by the state from stopping this work. However, any development would still require town approvals through the planning board and commission.

The town's Comprehensive Plan update has been deemed null and void by the Department of Commerce, which identified provisions considered "more burdensome or restrictive" under House Bill 180. Town staff are working to address these issues, though some seem contradictory, such as considering environmental protection and sewer connection requirements to be "restrictive." Town Attorney Rubin explained that there were several other municipalities and jurisdictions who received a similar letter from the Department of Commerce.

The state requested that the town assign a number to the findings in the audit report, and the town complied with the request.

**15. ANNOUNCEMENTS**

Mayor Moore read the announcement as follows:

**Board Vacancies**

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

Natural Resources Preservation Advisory Board      One (1) vacancy for an unexpired term end April 30, 2027

**Meetings and Events**

January 07, 2026      11:00 A.M.      Natural Resources Preservation Advisory Board Regular Meeting

January 08, 2026      9:30 A.M.      Planning Board Regular Meeting

January 13, 2026      1:00 P.M.      Special Magistrate Hearing  
January 19, 2026      Town Hall closed in observance of Martin Luther King, Jr. Day  
February 03, 2026      1:30 P.M.      Town Commission Meeting

**Board Action Report**

None.

Town Clerk Gaskins noted that the January 13th Special Magistrate hearing has been canceled.

**16. ADJOURNMENT**

The meeting adjourned at 3:16 P.M.

**APPROVED:** February 03, 2026, Town Commission Meeting.

Signed Minutes on file in the Town  
Clerk's Office

ATTEST:

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Natasha Moore, Mayor

Transcribed by  
Lanelda Gaskins

02/03/2026

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Lanelda Gaskins, MMC  
Town Clerk

Date

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



**File Attachments for Item:**

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



# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission Meeting  
**MEETING DATE** February 3, 2026  
**SUBMITTED BY:** Town Manager's Office  
**SUBJECT:** Discussion of Fiscal Year (FY) 2025-2026 Strategic Priorities Plan

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## **SUMMARY:**

The purpose of this agenda item is to present the Town Commission with a revised Strategic Priorities Plan that reflects the comments, direction, and discussion provided by the Commission at the January 6, 2026 meeting.

Based on that feedback, the Strategic Priorities Plan has been refined and updated to better align with Commission priorities and areas of emphasis. The revised document is attached and is ready for Commission review and consideration.

Also attached for review is the updated Capital Improvement Projects (CIP) list, which provides the current status and scope of major capital initiatives. While the CIP continues to be refined due to ongoing design and engineering efforts for several large projects, this updated project list is intended to support the Commission's strategic discussions and prioritization efforts.

This agenda item continues the Commission's annual strategic planning process and supports the upcoming ranking of initiatives for the next fiscal year.

Staff Report--January 6, 2026: The purpose of this memorandum is to formally transmit the Town's Annual Strategic Priorities Update and to outline the next steps in the Commission's annual strategic review process.

Attached for Commission review are the following materials:

- Year-End Strategic Priorities Update – This document provides a status update on the ranked initiatives and projects included in last year's Commission-approved Strategic Priorities Plan. It also identifies newly discussed initiatives that have emerged over the past six months and were not previously ranked by the Commission.
-

- Updated Strategic Priorities Plan (Full Version) – This document reflects the most current version of the Town’s Strategic Priorities Plan, incorporating progress to date and recently identified initiatives.

Not included with this memorandum is an update to the Capital Improvement Plan (CIP). The CIP update is currently underway and has been slowed due to the complexity, design development, and engineering requirements associated with several major capital projects. The updated CIP will be provided to the Town Commission at the next scheduled meeting for review and discussion.

### **Next Steps for the Town Commission**

The next phase of the strategic planning process is for the Town Commission to:

- Review the progress and status of the previously ranked strategic initiatives; and
- Commence the ranking of initiatives and priorities for the upcoming year.

The Strategic Priorities Plan will be discussed over the course of the next several Commission meetings to allow adequate time for thoughtful review, discussion, and refinement before final rankings are adopted.

### **Fiscal Context and Emerging Considerations**

As part of this annual review, it is important to acknowledge the emerging and significant threat of potential reductions or elimination of property tax revenue at the state level. Such changes could materially impact the Town’s long-term financial capacity and may significantly slow or alter the implementation of strategic initiatives—particularly capital improvement projects. This fiscal uncertainty underscores the importance of careful prioritization and alignment between strategic goals and available financial resources.

### **Relationship to the Budget Process**

The Strategic Priorities Plan serves as a foundational policy document for the Town. Together with the Five-Year Financial Forecast, it guides the development of the Town’s annual budget and informs decisions regarding resource allocation, staffing, and capital investment.

Staff looks forward to continued collaboration with the Town Commission as we review progress, refine priorities, and establish a clear and achievable strategic direction for the upcoming year.

Please feel free to contact me should you have any questions in advance of our upcoming discussions.

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### **FISCAL IMPACT:**

TBD

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**ATTACHMENTS:**

FY 26 Strategic Priorities: Ranked Project List (*Year-end Update*) – Revised  
FY 26 Capital Improvement Plan -- Update

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**RECOMMENDATION:**

Commission review and discussion.



## FY 26 STRATEGIC PRIORITIES: RANKED PROJECT LIST

### Year-end Update

### February 3, 2026

#### SP 1: Milani Park

Description: Continue to work with Palm Beach County Administration and Parks and Recreation Department along with County Commissioner(s) on the future development of 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: County moving forward with project construction and has agreed to phase in parking with Phase I consisting of 38 general parking spaces. Construction planned for Summer 2026.

#### SP 2: Sanitary Sewer Lining Project

Description: The sanitary sewer system has begun to show signs of deterioration and needs complete rehabilitation via a comprehensive lining project. The selected method of rehabilitation is the least disruptive and most cost effective. The residents in March of 2024 authorized the project at a not to exceed cost of \$3.5 million. Secured a contract with Institutorm via OMINIA for \$1.5 million.

Progress: Project commenced and side streets complete. A1A with completion targeted for March 2026.

#### SP 3: Police Department Real-Time Operations Center (*Old Post Office*)

Description: Explore the rehabilitation of the old Post Office into a real-time operations center and public entrance to the Police Department. Project will evaluation physical connection of the old Post Office to the existing Police Station and create a real-time operations center focused on crime prevention. Project also incorporates landscape architecture, site paving and ADA improvements.

Progress: Design and cost estimation 50% complete.

#### 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. Town Manager's Office is in the process of developing "My Highland Beach" app to improve interactive communication with residents. Also, plan community events.

Progress: Ongoing. "My Highland Beach" app initial rollout complete. FY 2026 focus is adding timely, value-added content, increase the number of users and integrate with other communication platforms.

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

Description: The project involves the design and construction of a marine docking facility to support the Police Department's patrol and rescue vessel. The facility will be situated at the western end of the Town Hall complex, behind the library. To offset project costs, the Town will actively seek grants and appropriations.

Progress: State appropriation for the project secured and joint public safety referendum passed; however, engineering and permit delays have resulted in a one-year delay in the project to allow for securing annual FIND Grant.

#### SP 6: Fire Station Annex

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

Progress: Joint public safety referendum passed and design engineering 50% complete.

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

Description: The increasing presence of electric bikes, scooters, motorcycles, and similar motorized devices on our pathways and streets has created growing safety concerns. As these devices become more common, so too have conflicts among users—particularly between motorized riders and pedestrians who share the same limited spaces. In response, local municipalities and the State are evaluating reasonable regulations aimed at promoting safe, responsible use and ensuring the protection of pedestrians and residents alike.

Progress: None

**SP 8: 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 2026 Highland Beach Pedestrian Safety Project - In-road crosswalk lighting and repaving pathway.

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

Description: The state legislature approved SB 954 that requires all municipalities to codify a reasonable accommodations procedure for recovery facilities pursuant to the Fair Housing Act and American with Disabilities Act.

Progress: Town Commission reviewed initial drafted developed by the Town Attorney and forwarded to the Planning Board for review and recommendations.

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

Description: This initiative advances the Town’s commitment to proactive public safety by directing the Police Department’s leadership team to evaluate and systematically deploy crime-prevention and community-policing programs supported by cost-effective, modern technologies. Using a structured, data-driven approach, all programs and technologies will undergo operational and cost-benefit evaluation to ensure fiscal responsibility and measurable public safety outcomes.

Progress: Ongoing. Town Commission authorize 10-year technology contract with Axon.

**SP 11: Comprehensive Plan Update**

Description: Pursuant to state law, local governments are required to periodically update their Comprehensive Plan. The Town’s comprehensive plan functions as a roadmap for a community’s future growth and development, encompassing principles, guidelines, standards, and strategies to ensure orderly economic, social, physical, environmental, and fiscal growth. It captures the community’s commitment to implementing sustainable, balanced development initiatives through detailed sections, which often include goals, objectives, and policies. These sections outline how the local government’s programs, activities, and land development regulations will align with and promote the plan in a cohesive and consistent manner

Progress: Comprehensive Plan modifications reviewed by Planning Board and Town Commission and sent to State for review. State issued “null and void” letter stating

many goals and objectives were more restrictive and burdensome and thus non-complaint with SB 180.

### **SP 12: Sign Ordinance Review**

Description: The Town Commission and concerned residents have requested staff to evaluate the ordinance provisions related to temporary signs with a focus on political signs and real estate signs as well as permanent signs with a focus on size.

Progress: The temporary signs component has been suspended due to limitations imposed by SB 180. Consideration can resume in 2027. The permanent signage size component was heard by the Town Commission who then directed the Planning Board to review community request for larger permanent signs and develop recommendations for consideration.

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

Description: Expand the use of the Town's existing Geographic Information System (GIS) software (ESRI) and Global Positioning System (GPS) tools to establish a comprehensive inventory of all built assets, enabling improved maintenance, enhanced operational planning, and more proactive lifecycle management. This initiative will support data-driven decision-making, streamline field operations, and ensure accurate, real-time information is available to staff responsible for infrastructure, utilities, public safety, and facilities management.

Progress: None.

### **SP 14: Financial Management Systems**

Description: The Finance Department in partnership with the Manager's Office is updating the town's investment policy and the 5-year Financial Forecast Model.

Progress: Ongoing. Revised model to be developed for May 2026 incorporating legislative and economic changes (e.g. property taxes.)

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

Description: In response to the increasing use of electric vehicles and other battery-powered modes of transport, the Town Commission has tasked the Fire Department, in collaboration with Condominium Associations, with developing fire safety guidelines for vehicle charging and rechargeable battery storage. These guidelines will aim to ensure safe practices and reduce fire risks within the community. The guidelines will be accompanied by a public outreach campaign.

Progress: Guidelines developed by Highlands Place Condominium and Vice Mayor Stern and will be used as template for other groups. Outreach pending.

### **SP 16: Preferred Employer Program**

Description: The Town Manager's Office, in collaboration with the Town Commission, will design and implement a comprehensive compensation, workplace, and benefits program. This initiative aims to attract and retain high-quality employees who excel in teamwork and are committed to delivering exceptional municipal services and public safety.

Progress: Ongoing with annual budget. Year 2 of the multi-year process complete and will be evaluated annually with 5-Year Financial Forecast and budget process.

### **SP 17: GIS Inventory of Built Assets**

Description: Expand the use of the Town's existing Geographic Information System (GIS) software (ESRI) and Global Positioning System (GPS) tools to establish a

comprehensive inventory of all built assets, enabling improved maintenance, enhanced operational planning, and more proactive lifecycle management. This initiative will support data-driven decision-making, streamline field operations, and ensure accurate, real-time information is available to staff responsible for infrastructure, utilities, public safety, and facilities management.

Progress: None.

#### **SP 18: A1A Right-of-Way Beautification Project**

Description: The Town Commission has expressed interest in evaluating the landscape conditions of the A1A Right-of-Way following the completion of the reconstruction and resurfacing of the State Road. This evaluation aims to assess whether landscaping applications are necessary or beneficial to enhance the aesthetics and functionality of the greenspace within the right-of-way.

Progress: No progress.

#### **SP 19: Waterfront Seawall/Dock Clarification**

Description: Review the existing Town Code provisions governing hardscape walkways installed adjacent to seawalls, docks, or the Intracoastal shoreline. Recent applications have identified potential unintended limitations within current language—specifically the phrase “whichever is further landward”—which may restrict the ability of property owners to construct safe, continuous walkways to the true edge of their waterfront land. This may affect not only properties with traditional seawalls but also direct Intracoastal lots with natural shoreline conditions.

Progress: None.

#### **SP 20: 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.

Progress: The updated the 2013 Beach Feasibility Study completed. Natural Resource Advisory Board educating the public on the results. Successful public engagement at town events and breakfast event.

#### **SP 21: 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 22: 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 suspended further review pending Milani Park Project and “Live Local” legislative modifications. No other progress.

**SP 23: 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: Town Commission discussed and directed review by all advisory boards on November 4, 2025. Advisory Board reviews to be scheduled through 2<sup>nd</sup> and 3<sup>rd</sup> Quarter FY 2026.

**SP 24: 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.

**2025 Actual Expenditure + CIP Future Outlook**

Dept	Project #	Projects	Description	Budget	Actual	Variance	Status
WS	25-002	Pump Skid Replacement	Replacement of acid pump skid as old pumps were not functioning correctly	\$ 150,000	\$ 138,168	\$ 11,832	Replace Acid Pumps and skid plus ventilation system
WS	25-001	Replace Membrane Side Ports & Seal Rings	Membrane housing are reaching EOL replacements needed to assure continued operation	\$ 80,000	\$ 61,363	\$ 18,637	Project completed
WS	25-005	Garage Door Replacement	Garage doors are reached end of life and need replacement	\$ 75,000	\$ 24,123	\$ 50,877	Project completed
WS	25-004	Rehabilitate Support Degassifier	Current support is rusting and will reach EOL	\$ 50,000	\$ 13,500	\$ 36,500	Instituform Vendor to coat and line against rust and wether protection 5 year warranty This project is in progress and has been approved by the commission
PW/DST	25-011	Replace PLC Switch Gear	Replacement of switch gear for PLC	\$ 100,000	\$ 79,955	\$ 20,045	
PW	25-012	Replace AC Town Hall & Library	Replace AC units in Town Hall & Library	\$ 100,000	\$ 102,000	\$ (2,000)	Project is completed still awaiting final billing of 42K
WS	25-013	New VT Scada Software	New version of software upgrade infra and SaaS	\$ 100,000	\$ 89,000	\$ 11,000	Awaiting HB IT to finsih setup on computers
SW	25-014	Pumps for LS 1	New pumps for Lift Station needed assets have reached EOL	\$ 150,000	\$ 149,179	\$ 821	Project Completed
PW/DST	25-015	Gator Vehicle	New beach utility vehicle John Deere is not suited for beach use and needs replacement	\$ 25,000	\$ 22,491	\$ 2,509	Purchased and Delivered A-Christian Glass also added the back door replacement that increased price over budget; work to begin in late April
PW/DST	25-016	Town Hall Public Entrance Doors Replacement	Modernize appearance of Town Hall	\$ 30,000	\$ 35,907	\$ (5,907)	
BD	25-001	New Office Build	Build of new offices (3) for employees	\$ 150,000	\$ 135,000	\$ 15,000	Project Completed Vehicle purchases and management have been approved by the
PD/DST	25-001	(13) Fleet Vehicle Purchase	Assigned vehicles PD (13 Units)	\$ 950,000	\$ 932,250	\$ 17,750	Town Comission -- Enterprise Fleet Management
PD/DST	25-004	Beach Utility Vehicle	Beach Utility Vehicle	\$ 30,000	\$ 31,500	\$ (1,500)	Vehicle purchased October 2024
<b>TOTAL 2025 Budget Year</b>				<b>\$ 1,990,000</b>	<b>\$ 1,814,435</b>	<b>\$ 175,565</b>	
WS/BD	26-001	Water Plant Roof Replacement	Ensures continued safe and efficient operation of the water plant by providing a durable and weather resistant roof	\$ 350,000			Building Department
PW/DST	25-009	Police Marine Unit Docking (Grants)	Building of docks for Police Marine Units (w/o Seawall) w Seawall +20K	\$ 175,000	\$ -	\$ 175,000	Project postponed until 2026; Carryover from 2025 This will begin in 2026; Southern Bridge was selected Vendor.
PW/DST	25-017	Repair Bridge	Repair and replace end cap on bridge along with structural rigidity enhancements	\$ 625,000	\$ -	\$ 625,000	Kickoff meeting February 2; Carryover from 2025
PD	25-003	PD Real Time Operations Center/New Entrance	Reconstruct the Old Post Office into a Real Time Operations Center with new public entrance and expanded locker room	\$ 750,000	\$ -	\$ 750,000	Move to 2026 increase to full build; Carryover from 2025 275K Appropriation Approval; ~ 75K for engineering finalizing ; engineering almost 50% completed
SW	25-001	Raise Lift Station 2 Construction	Assure flooding protection and operational efficiency	\$ 275,000			Kicking off project in February 2026
WS	25-002	Acid Bulk & Day Tank Replacement	Replacement of aging tanks that are showing ware and have visual leakage	\$ 205,000			Project anticipated to start in June
BD	26-003	Chiller Replacement HVAC	Ensure cooling to crucial compnents in the water plant	\$ 90,000			Waiting on final quote for the 3 quotes to begin project
WS	26-011	Store Front Upgrade Public Works + Windows	New windows or coverings on lower level of PW building along with new storefront entrance	\$ 250,000			Study to minimize TDS and water quality; engaging Hazen & Sawyer
WS	26-012	Well No. 8 Study	Study for Well No. 8 viabilty and enhancements	\$ 150,000			Up from 150K
WS	26-006	Mezzanine Walk Install	Install structure to access tall equipment in wtaer plant	\$ 200,000			Project to start in March 2026 -- Appropriation Request made for 2026
PW	26-010	Crosswalk path embedded lighting	Additon of lighting on pedestrian crosswalk path	\$ 300,000			Fiberglass beams for support corrosion resistant; begin procurmeent in March
WS	28-004	Steel Beam Replacement for Membranes	Existing steel beans showing corrosion and structural fatigue	\$ 150,000			Construction
PW	25-008	Old Firestation demo/re-store Construction	Teardown and repurpose of old firestation	\$ 1,200,000			This roof will need replacement before WTP; Bid docs are being worked on and will be out by end of January 2026
PW	27-002	Library Roof Replacement	Roof will reach end of life; replacement will ensure continued safe operation of the library	\$ 250,000			A1A Component to commence Janaury 2026; Side Streets Complete
SW	26-007	Sewer Lining Replacement	Updating the lining of the sewers to extend useful life and efficiency	\$ 1,366,526			This is for the Delray Unit/ <b>Budgeted in 2025 not funded</b>
FD	26-002	Rescue Holmatro Equipment	Purchase of Holmatro Cutter, Spreader, Ram, and associated battery packs	\$ 60,000			L120 & L220/ <b>Budgeted in 2025 not funded</b>
FD	26-003	Rescue Jacks	Vehicle Stabilization Struts x \$4,000	\$ 18,000			Complete advance life support Equipment for L220
FD	26-004	Lucas 3 Chest Compression Device	Powered CPR Machine to assist in the management of victims of cardiac arrest	\$ 24,000			
PD	26-003	Construction Marine Docking Facility (PD)	Construction costs of marine dock; working on 50% grant cost coverage	\$ 1,000,000			
<b>TOTAL 2026 Budget Year</b>				<b>\$ 7,438,526</b>			

**2025 Actual Expenditure + CIP Future Outlook**

Dept	Project #	Projects	Description	Budget	Actual	Variance	Status
PW	27-007	Lateral Relining A1A	Laterals to be relined in A1A	\$ 100,000			
PW	27-005	Electrical Upgrade Town Hall	Electrical box and wiring to be reviewed and upgraded as needed; possible HV upgrade	\$ 100,000			
PW	27-006	Window Upgrade for Town Hall	Upgrade to storm impact windows for Town Hall	\$ 75,000			
PW	28-010	UPS Back up purchase	UPS backup for Fire Rescue, Building Department, and PW computer services	\$ 150,000			
PW	27-004	Replacement of Portable Generator	Portable Generator to reach end of life	\$ 85,000			LS3 & LS4 generators
BD	25-007	Resurfacing and Repaving of Town Complex	After Firestation is completed repaving of town complex	\$ 500,000			Moved to 2026
FD	27-001	Fleet Vehicle Purchase	Replacement of aging fire vehicles inclusive of emergency operation equipment	\$ 60,000			
PD	27-001	Fleet Vehicle Purchase	Replacement of aging police vehicles inclusive of emergency operation equipment	\$ 225,000			
PD	27-003	Outboard Marine Engines (2)	Current engines will reach 5000 hours replacement needed; working on available grants for 50% cost coverage	\$ 130,000			Moved from 2026
PD	27-002	Emergency Message Board	Purchase of an Emergency Message Board	\$ 25,000			
<b>TOTAL 2027 Budget Year</b>				<b>\$ 1,450,000</b>			
PW	28-003	Resurfacing Walk Path	Walkpath will show signs of wear and tear in an estimated 5 years	\$ 350,000			
PW	28-005	Resurfacing of Town Roads	Resurfacing expected in 5 years from wear and tear on the roads	\$ 500,000			
WS	28-008	Clear Well Transfer Pumps	Purchase pumps for clear well as current pumps will be reaching EOL	\$ 350,000			
			Existing system has been operational for several years and has reached the end of its useful life; replacement				
WS	28-006	Replace Cartridge Filter Vessels	ensures clean and safe drinking water to the town	\$ 100,000			
WS	28-007	Vehicle Purchase	Water plant vehicle purchase as current vehicle will be 10+ years old	\$ 40,000			
BD	28-001	Vehicle Purchase - Sr. Building Inspector	New Vehicle	\$ 40,000			
BD	28-002	Vehicle Purchase - Building Official	New Vehicle	\$ 50,000			
PW	28-009	Vehicle Purchase - PW	New Vehicle	\$ 50,000			
PD	28-001	Inflatable Collar for Marine Patrol Vessel	Purchase of inflatable collar for police marine unit	\$ 20,000			
PD	28-002	Laptop Purchase PD	Purchase of new rugged laptops for PD	\$ 50,000			
PD	28-003	Fleet Vehicle Purchase	Replacement of aging police vehicles inclusive of emergency operation equipment	\$ 150,000			
FD	28-001	Fleet Vehicle Purchase	Replacement of aging fire vehicles inclusive of emergency operation equipment	\$ 60,000			
<b>TOTAL 2028 Budget Year</b>				<b>\$ 1,760,000</b>			
PW	29-001	Beach Vehicle Purchase	Current beach vehicle will reach EOL	\$ 30,000			
PW	26-004	Replacement of Portable Generator	Portable Generator to reach end of life	\$ 80,000			moved from 2026 as current generators have very little hours
PW	29-002	Vehicle Purchase	Replacement Vehicle DPW	\$ 45,000			
WS	29-003	Membranes WTP	New Membranes for water treatment plant as old ones will be 12+ years old	\$ 1,000,000			
WS	29-004	High Service Pumps (2)	Replace aging high service as current will be EOL	\$ 300,000			
PW	29-007	Upgrade air exhaust system	Upgrade WTP building circulation	\$ 75,000			
SW	29-008	Raise LS 4	LS 4 will be reaching EOL	\$ 250,000			200 Construction; 50 Engineering
PW	29-009	New Ford F150	New vehicle	\$ 55,000			
PD	29-001	Fleet Vehicle Purchase	Replacement of aging police vehicles inclusive of emergency operation equipment	\$ 75,000			
FD	29-002	Bunker Gear	31 sets of bunker gear	\$ 160,000			
FD	29-001	New Truck Purchase	Current vehicle will be reaching EOL	\$ 80,000			
<b>TOTAL 2029 Budget Year</b>				<b>\$ 2,150,000</b>			
WS	29-010	Train Motor Replacement	(2) Motor Replacement	\$ 175,000			
WS	28-002	New CO2 Tank	Existing tank's useful life will be expired by 2027-2028	\$ 350,000			
PW	30-001	New HVAC for FS-120	Because of environment the HVACs are forecasted to last about 5 years	\$ 250,000			
FD	30-001	Fleet Vehicle Purchase	Replacement of aging fire vehicles inclusive of emergency operation equipment	\$ 750,000			
FD	30-002	Cardiac Monitors/Defib	About 5 yrs useful life reaching EOL	\$ 200,000			
FD	30-005	Hazmat Technical Equipment	About 5 yrs useful life reaching EOL	\$ 20,000			
PD	30-001	Marine Patrol Vessel Replacement	18-24 month delivery	\$ 400,000			

2025 Actual Expenditure + CIP Future Outlook

Dept	Project #	Projects	Description	Budget	Actual	Variance	Status
			TOTAL 2030 Budget Year	\$ 2,145,000			
			TOTAL 5 Year CIP Budget	\$ 16,933,526			

**File Attachments for Item:**

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



# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission Meeting

**MEETING DATE:** February 3, 2026

**SUBMITTED BY:** Ingrid Allen, Town Planner, Building Department

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

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## SUMMARY:

At the August 14, 2025 Planning Board (“Board”) meeting, the Board made a motion to propose to the Town Commission an amendment to Section 30-66(c)(1)a. of the Town Code of Ordinances (“Town Code”) to allow for hard surfaces past the property line to a dock and to put forth Greg Babij as the sponsor of the amendment (motion carried 6-0). *Note that Board Member Babij suggests in his narrative (see Attachment No. 1) to widen the scope of the Board motion to allow (for properties located on the Intracoastal Waterway) hard surfaces to a beach edge located outside the rear property line.* At this same Planning Board meeting, the Board approved a special exception request (see Attachment No. 2) to install a 105 linear foot seawall and seawall cap, a 275 square foot concrete dock, and a 33,000 pound capacity elevator boat lift for the property located at 2564 South Ocean Boulevard (Development Order No. PZ-25-28). The Board approved the request with the condition that sod or artificial turf shall be placed from the property line to the seawall cap. As a proactive effort, staff recommended the latter condition given Section 30-66(c)(1)a of the Town Code provides the following regulation:

***(c)Encroachments into setbacks in the RE, RS, RML, RMM and RMH zoning districts:***

*(1)Unless otherwise provided in the Code, the following structures are allowed in the side or rear required setbacks as set forth herein.*

*a. Walkways, patios **and other hard surfaces for walking, gathering, and sitting** shall be constructed of porous/pervious based materials, no closer than four (4) feet to the closest property line provided the height of the areas does not extend more than four (4) inches above the finished grade. **Notwithstanding the foregoing**, when such walkways, patios **and other hard surfaces abut a waterway, canal or lake**, such hard surfaces may be constructed of nonporous/nonpervious based materials (although porous/pervious based materials are encouraged) and may encroach up to the property line or seawall abutting the water, whichever is further landward, so long as*

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*adequate onsite drainage, as prepared by a registered design professional, is provided for such hard surfaces.*

The approved special exception, noted above, included a seawall cap located approximately two (2) feet from the rear property line. According to the Applicant's plans, existing rip rap was to be removed, and an existing retaining wall (located adjacent to an existing pool) would remain (see Attachment No. 2). During the development review process, staff comments to the Applicant included why the proposed seawall didn't commence at the rear property line given there is no existing seawall at the property, and the rip rap will be removed. The Applicant responded that the proposed seawall location is "consistent with preexisting, hurricane-damaged rock wall." It is worth noting that the Town Code requires a maximum combined seawall cap and dock width at eight (8) feet; however, the Code does not regulate the location of a seawall/seawall cap as it relates to the property line.

While there are various types of seawall designs existing in the Town, it is common to find older seawalls/seawall caps abutting their respective rear property lines while many newer seawalls installations are located within 18 inches of existing seawalls that remain (see Attachment No. 3). The Florida Department of Environmental Protection and the Army Corps of Engineers have been authorizing this 18-inch limit for new seawall installations. When the 18-inch limit is applied between remaining and new seawalls, typically a hard surface is provided at grade from the remaining seawall to the new seawall. It is reasonable to allow a hard surface for such cases where there is a minimal gap between seawalls. The proposed amendment to the Town Code, based on the motion provided by the Board, would allow a new seawall to commence beyond the property line (where there is no existing seawall) and allow a hard surface beyond the property line to access the new seawall and any corresponding dock or other accessory marine facility.

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**FISCAL IMPACT:**

N/A

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**ATTACHMENTS:**

Attachment No. 1 – Narrative provided by Greg Babij

Attachment No. 2 - Planning Board approved plan set (2564 S. Ocean Blvd.) – August 14, 2026

Attachment No. 3 – Sample seawall details

Ordinance Process flowchart

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**RECOMMENDATION:**

At the discretion of the Commission.

**From:** [greg4hb@yahoo.com](mailto:greg4hb@yahoo.com)  
**To:** [Marshall Labadie](#); [Ingrid Allen](#); [Jeff Remas](#); [greg4hb@yahoo.com](mailto:greg4hb@yahoo.com)  
**Subject:** Re: HB Code 30-66 (c)1(a)  
**Date:** Saturday, November 22, 2025 6:45:49 PM

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Marshall,

Ingrid and I met to discuss this further, and she suggested I email you about widening the scope a bit before I present. This issue isn't just related to "seawalls" as it would also be a potential issue for direct intracoastal properties with a west facing back yard and a beach edge opposed to a proper seawall. The same issue would apply. Specifically, if the elevated property extends past the edge of the property line, the existing code could result in an unintended restriction. I would think we would want a property owner to be able to complete a walkway to the edge of the land so they could use it to launch and retrieve kayaks, paddleboards etc opposed to having a strip of land that isn't as easily accessible.

I still believe the most simple fix is to change the language (**bolded**) as I stated below, however there could be a case like I just described, and the Building Debt team may want to brainstorm the best way for that to be adequately addressed in any revision to the code.

Happy to present to the commission and then if they agree, then create a small working group to work on revised language to be brought to the Commission and planning board at a later date via the stated ordinance change protocol.

Regards,  
 Greg

On Saturday, September 27, 2025 at 08:32:28 PM EDT, greg4hb@yahoo.com <greg4hb@yahoo.com> wrote:

Marshall,

In the last planning board meeting, property 2564 S Ocean Blvd was granted the ability to install a new seawall 3 ft beyond the existing retaining wall. The planning board was unanimous in approving this request.

There was an oddity we uncovered however. Highland Beach code 30-66 (c) 1 (a) states that the owner can install a hardscape walkway to the dock/seawall or to the property line, whichever is further landward.

This actually creates an unsafe condition for this homeowners and any others that face the same issue.

The purpose of a hardscape walkway all the way to the seawall is so carts can be used to carry heavy objects to and from a boat. This may consist of simple equipment (ice, provisions etc which may weight 50-100 lbs) or may consist of replacement parts for repairs and equipment for maintenance (100 to as much as 1000 lbs).

Having a 3 ft section in this case where the walkway ends, and then there is either grass or artificial grass between the end of the walking path at the property line and the seawall is unsafe as heavy items will have to be removed from carts and be carried. I have a hard path at my house going to the dock. We use a cart multiple times a week to take items to/from the boat. When we try to run it on the grass next to the boat it sinks in.

Let's not forget that these seawalls do "breathe" as water seeps under them and when tides are very

high, the land can erode. A hard path stays in place particularly if it is properly build in pin piles. Grass or artificial grass "looks" firm until you step on it and can sink in as much as a foot. I see it all the time.

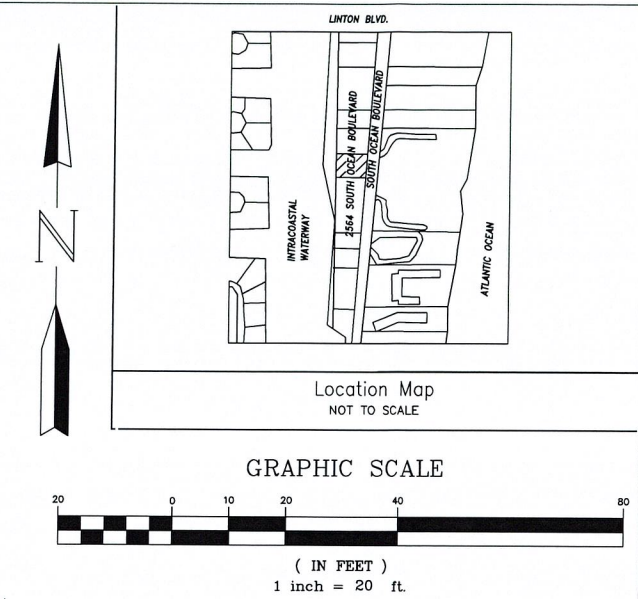
Ingrid suggested i email you about this to see if you think this should be an item for the commission to consider -> **specifically simply removing the language "whichever is further landward."** No other changes are necessary.

I am happy to present it to the commission and if you watch the last planning board meeting the Chair was comfortable with moving this forward for commission consideration.

If the commission sees fit, the planning board can then do a proper than thorough review of if the language should be removed. Based on the last planning board meeting, it seemed unanimous that every member present thought it should be.

Thanks,  
Greg

**RECEIVED**  
 JUL 24 2025  
 HIGHLAND BEACH  
 BUILDING DEPARTMENT

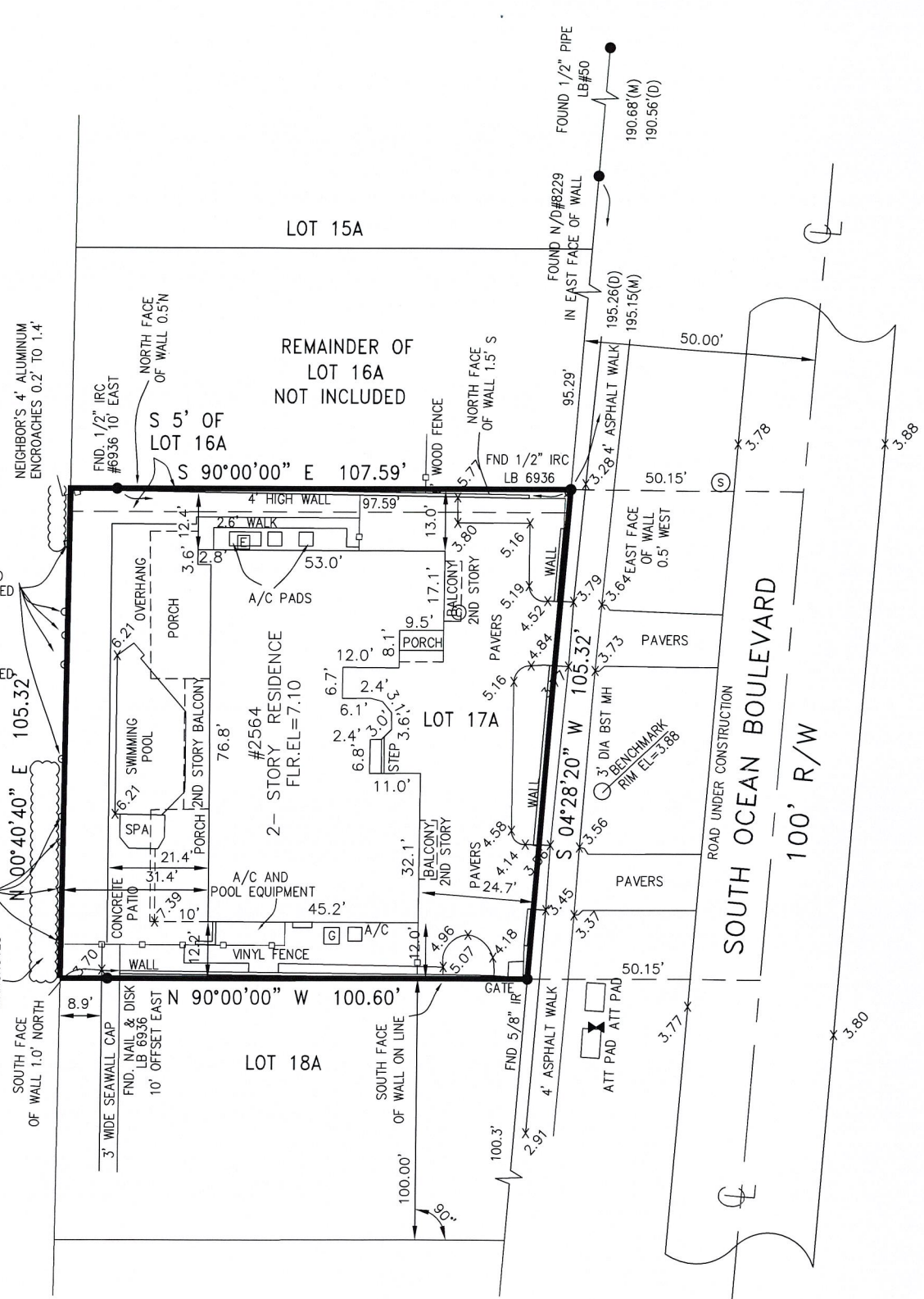


INTRACOASTAL WATERWAY - 300' R/W  
 TIDAL WATERS SUBJECT TO EBB & FLOW

MOORING

DECK REMOVED PILING LOCATED  
 DOCK REMOVED PILING NOT LOCATED  
 CONC. PILING

DECK REMOVED PILING LOCATED  
 RIPRAP & MANGROVES



DESCRIPTION:

THE SOUTH FIVE (5) FEET OF LOT 16-A AND ALL OF LOT 17-A, BYRD BEACH, ACCORDING TO THE MAP OR PLAT THEREOF AS RECORDED IN PLAT BOOK 20, PAGE 1, PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA.

SURVEYOR'S NOTES:

1. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE POLICY OR ABSTRACT. THERE MAY EXIST EASEMENTS AND OTHER MATTERS WHICH MAY AFFECT THE USAGE OF THE LANDS AS SHOWN HEREON.
2. THIS BOUNDARY & TOPOGRAPHIC SURVEY MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE IN CHAPTER 5J-17 OF THE FLORIDA ADMINISTRATIVE CODES. THIS SURVEY DOES NOT PURPORT TO DEFINE THE MEAN HIGH WATER LINE.
3. SUBSURFACE AND ENVIRONMENTAL CONDITIONS WERE NOT ADDRESSED AS A PART OF THIS SURVEY. ONLY VISIBLE ABOVE GROUND IMPROVEMENTS HAVE BEEN SHOWN. THERE MAY EXIST UNDERGROUND UTILITIES, FOUNDATIONS OR OTHER MATTERS WHICH HAVE NOT BEEN REFLECTED ON THIS SURVEY.
4. ADDITIONS AND/OR DELETIONS TO THIS SURVEY MAP BY OTHER THAN THE SIGNING SURVEYOR IS PROHIBITED WITHOUT THE WRITTEN CONSENT OF THIS OFFICE.
5. WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS AND DISTANCES ARE NOT TO BE SCALED FOR CONSTRUCTION AND/OR DESIGN PURPOSES.
6. THIS MAP, AS DEPICTED IN ITS GRAPHIC FORM, BEARING THE SIGNATURE AND SEAL OF THE SURVEYOR, IS THE OFFICIAL DOCUMENT OF THE LANDS AS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCE BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE MAP.
7. THIS SURVEY IS PREPARED FOR THE PARTIES AS STATED HEREON AND IS NOT ASSIGNABLE TO OTHER PARTIES WITHOUT THE WRITTEN CONSENT OF THE SURVEYOR.
8. THIS SURVEY DOCUMENT, AS AN INSTRUMENT OF SERVICE, IS INTENDED FOR THE SPECIFIC PURPOSE AND CLIENT FOR WHICH IT WAS PREPARED AND CERTIFIED. REUSE AND/OR RELIANCE UPON THIS DOCUMENT FOR ANY OTHER PURPOSE WITHOUT WRITTEN AUTHORIZATION AND ADAPTION BY DEAN SURVEYING & MAPPING, INC., SHALL BE WITHOUT LIABILITY TO DEAN SURVEYING & MAPPING, INC.
9. ELEVATIONS AS SHOWN HEREON ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF AND ARE BASED UPON THE NORTH AMERICAN VERTICAL DATUM OF 1988, REFERENCE BENCHMARK IS A U.S.C.G.S BRASS DISK DESIGNATED "M-310" WHICH HAS AN ESTABLISHED ELEVATION OF 5.233.

Legend

- ⊕ Indicates Set 1/2" Iron Rod & Cap #LB6936
- Indicates Found Iron Rod & Cap
- Indicates Found Concrete Monument
- BST Indicates Bell South
- Indicates Water Meter
- ⊙ Indicates Sanitary Cleanout
- ⊕ Indicates Gas Meter
- ⊙ Indicates Sewer Manhole
- ⊕ Indicates Electric Meter

REVISIONS	DATE

NOTE: This drawing is not valid without embossed seal or digital signature of surveyor

BOUNDARY & TOPOGRAPHIC SURVEY Prepared For:  
**ELENA & MIKHAIL VESSELOV**

Richard N Dean  
 Digitally signed by Richard N Dean  
 Date: 2025.05.05 23:44:40 -04'00'

Richard N. Dean  
 Professional Surveyor & Mapper  
 Florida Certificate No. 4406  
 L.B. 6936

Dean Surveying and Mapping, Inc.  
 "The Measuring Line Shall Go Forth" Jeremiah 31:39  
 4201 Westgate Ave.  
 Suite A3  
 West Palm Beach, Florida 33409  
 Tel: (561) 625-8748 Fax: (561) 626-4558

ADDRESS: 2564 SOUTH OCEAN BOULEVARD  
 HIGHLAND BEACH, FL. 33487

PROPERTY LIES IN FLOOD ZONE AE, EL=7 AS PER NATIONAL FLOOD INSURANCE PROGRAM RATE MAP 12099C0987G

FIELD: R.N.D./L.J.	DATE: 5-2-25
DRAWN: M.R.	SCALE: 1" = 20'
SHEET: 1 of 1	JOB No.: 025-409

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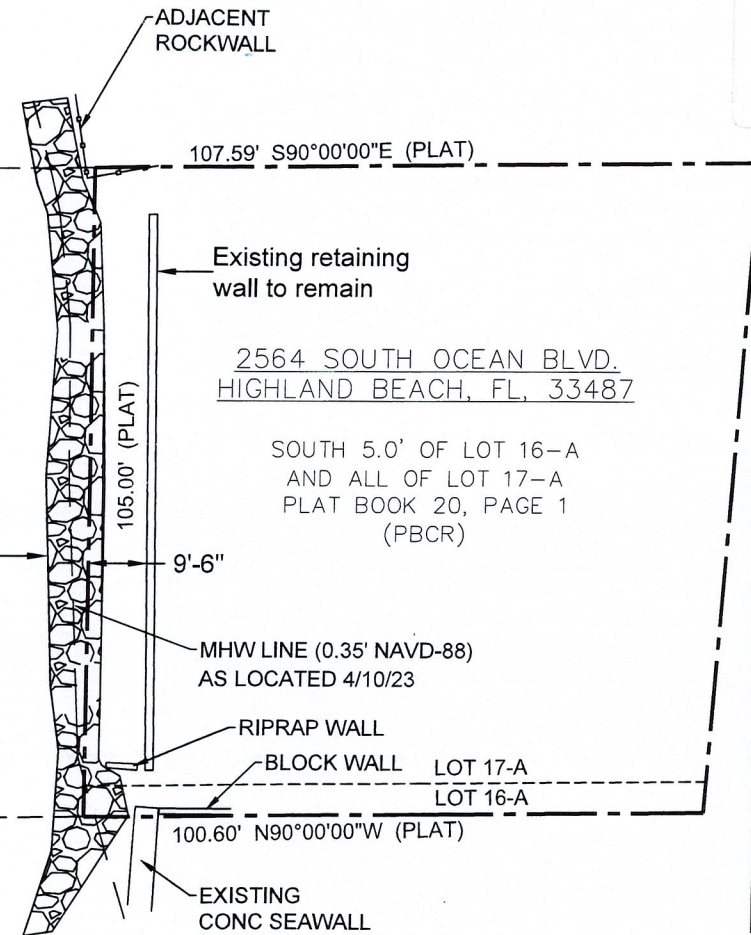
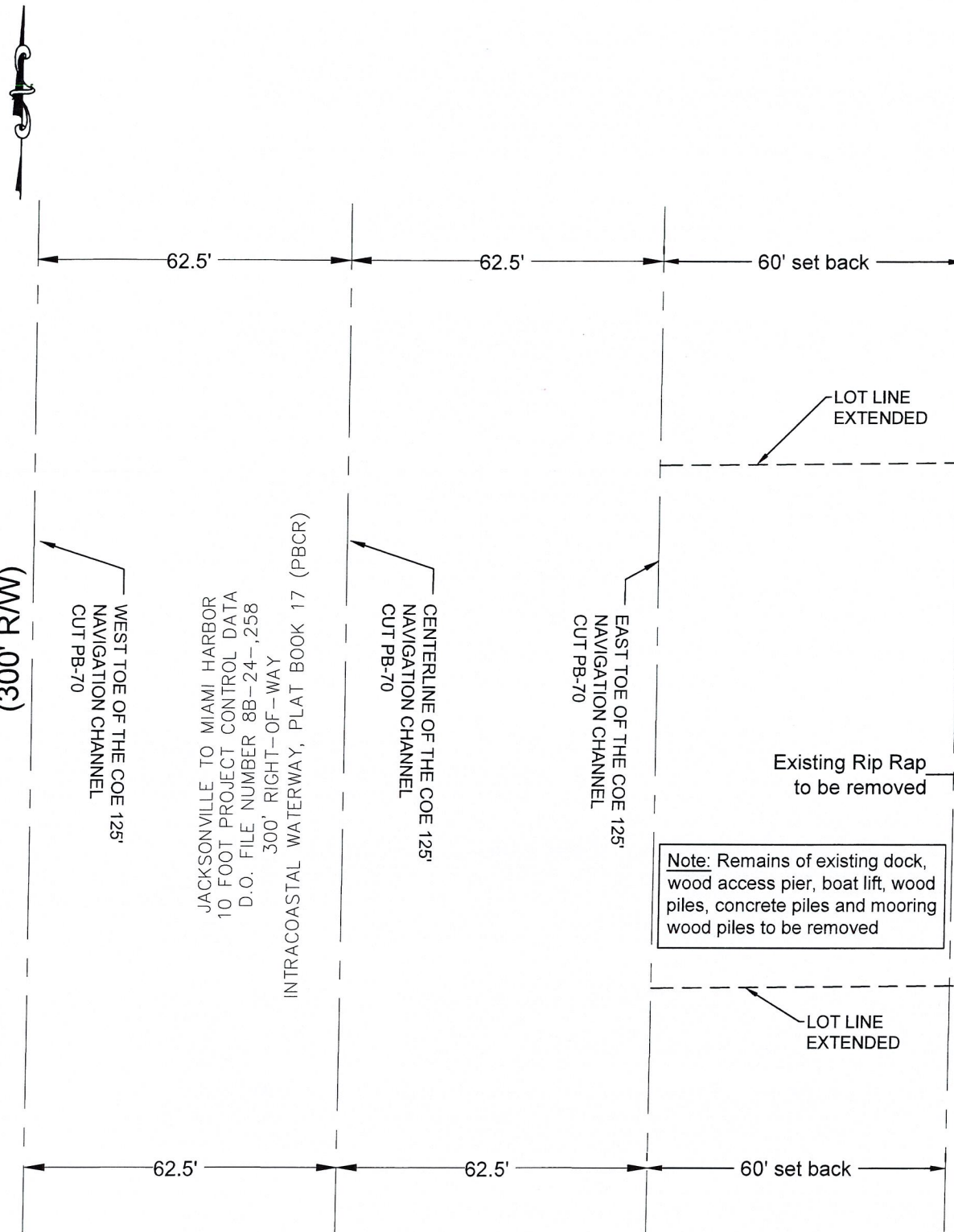
JUL 24 2025

HIGHLAND BEACH  
BUILDING DEPARTMENT

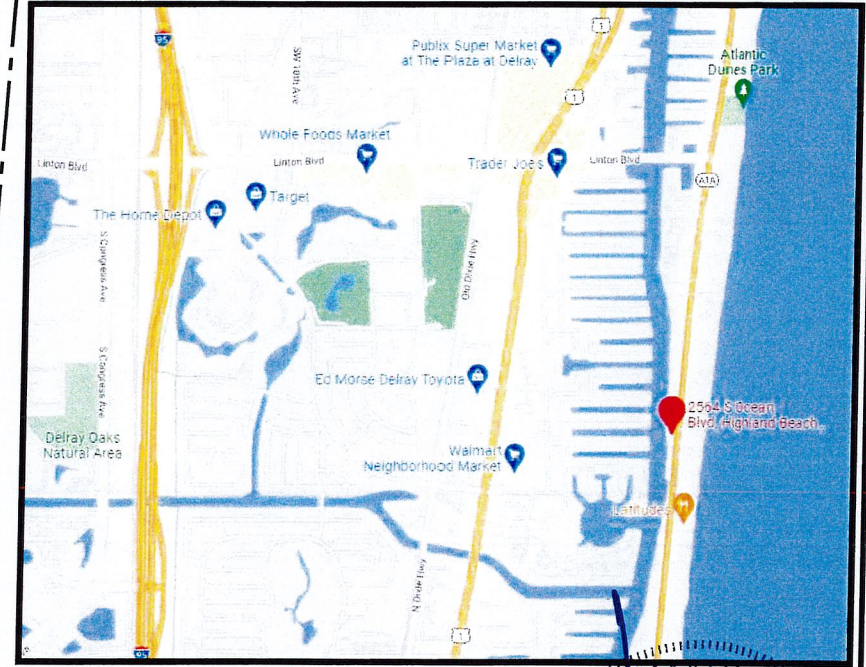
See attached survey supplied by  
owner for exact property information.  
No tree will be removed or  
replanted as part of this permit

**Location Address** 2564 S OCEAN BLVD  
**Municipality** HIGHLAND BEACH  
**Parcel Control Number** 24-43-46-28-09-000-0161  
**Subdivision** BYRD BEACH SUB IN  
**Official Records Book** 28513 **Page**220  
**Sale Date** AUG-2016  
**Legal Description** BYRD BEACH S 5 FT OF LT 16-A & LT 17-A

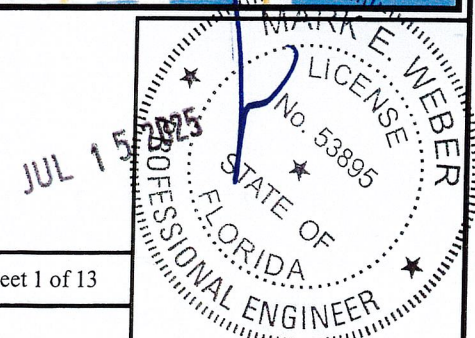
INTRACOASTAL WATERWAY  
(300' RW)



Note: Remains of existing dock, wood access pier, boat lift, wood piles, concrete piles and mooring wood piles to be removed



Location Map



Existing Site Plan

Scale: 1" = 30'

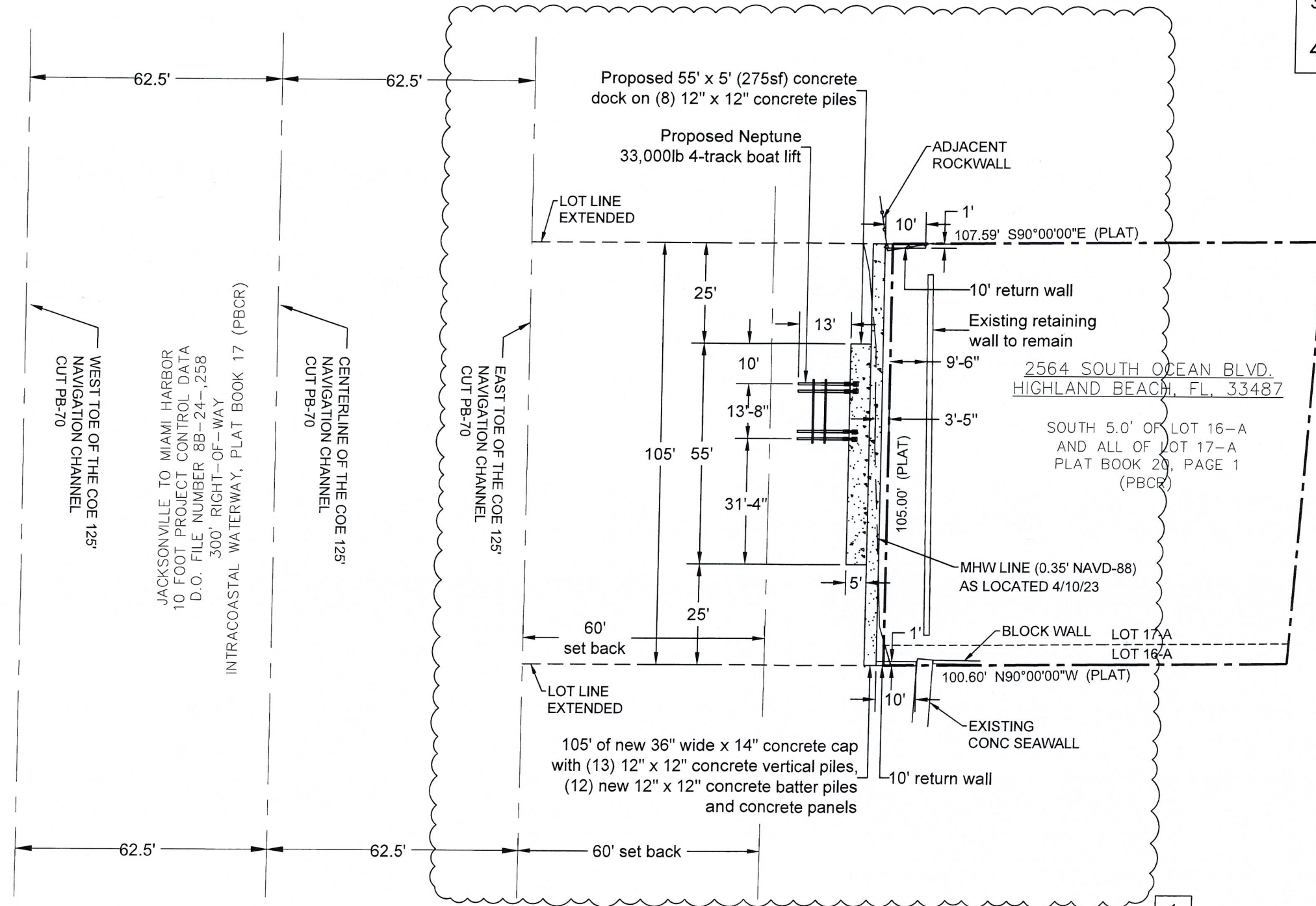
Sheet 1 of 13

PREPARED FOR:  
B&M MARINE CONSTRUCTION INC  
1211 South Military Trail, Suite 200  
Deerfield Beach, Florida 33442  
(954) 421-1700

Project:  
Proposed Dock / Seawall Repair  
Mikhail Vesselov  
2564 South Ocean Blvd.  
Highland Beach, Florida 33487

MARK E. WEBER, P.E.  
LICENSE #53895 | CA 30702  
MW ENGINEERING, INC  
902 NE 1 Street Suite #2  
Pompano Beach, Florida 33060  
Ofc: 754-333-0877  
WWW.MwEngineering.net

**INTRACOASTAL WATERWAY  
(300' R/W)**



- Scope of Work:**
- Existing rip rap removed
  - Construct 105' of 36" x 14" of new seawall, cap, batter piles, vertical piles and panels
  - Install 55' x 5' (275sf) concrete dock on (8) concrete piles
  - Install 33,000lb 4-track boat lift

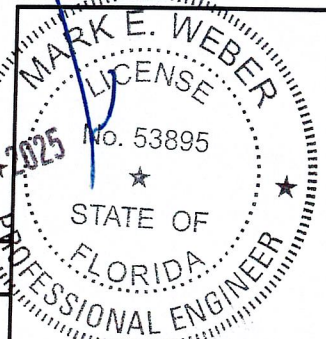
**RECEIVED**

JUL 24 2025

HIGHLAND BEACH  
BUILDING DEPARTMENT

2564 SOUTH OCEAN BLVD.  
HIGHLAND BEACH, FL, 33487

SOUTH 5.0' OF LOT 16-A  
AND ALL OF LOT 17-A  
PLAT BOOK 20, PAGE 1  
(PBCR)



Sheet 2 of 13

**Proposed Site Plan**

Scale: 1" = 30'

1	05.20.25	City Comments
△	REVISIONS	□ CORRECTIONS

PREPARED FOR:  
**B&M MARINE CONSTRUCTION INC**  
1211 South Military Trail, Suite 200  
Deerfield Beach, Florida 33442  
(954) 421-1700

Project:  
**Proposed Dock / Seawall Repair**  
Mikhail Vesselov  
2564 South Ocean Blvd.  
Highland Beach, Florida 33487

MARK E. WEBER, P.E.  
LICENSE #53895 | CA 30702  
MW ENGINEERING, INC  
902 NE 1 Street Suite #2  
Pompano Beach, Florida 33060  
Ofc: 754-333-0877  
WWW.MwEngineering.net

EAST TOE OF THE COE 125' NAVIGATION CHANNEL CUT PB-70

EXTENDED LOT LINE

INTRACOASTAL WATERWAY (300' R/W)

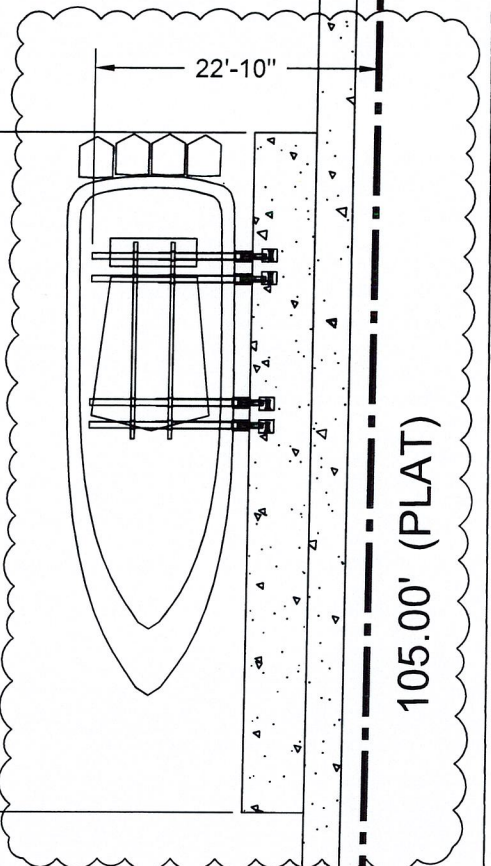
105'

25'

55'

25'

1



105.00' (PLAT)

107.59' S90°00'00"E (PLAT)



For Illustrative Purposes - Boat may Change

LOT 17-A  
LOT 16-A

100.60' N90°00'00"W (PLAT)

LOT LINE EXTENDED

### Plan View - Boat on Lift

Scale: 1" = 15'

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HIGHLAND BEACH BUILDING DEPARTMENT

1	05.20.25	City Comments
<input type="checkbox"/>	REVISIONS	<input type="checkbox"/> CORRECTIONS

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Deerfield Beach, Florida 33442  
(954) 421-1700

Project:

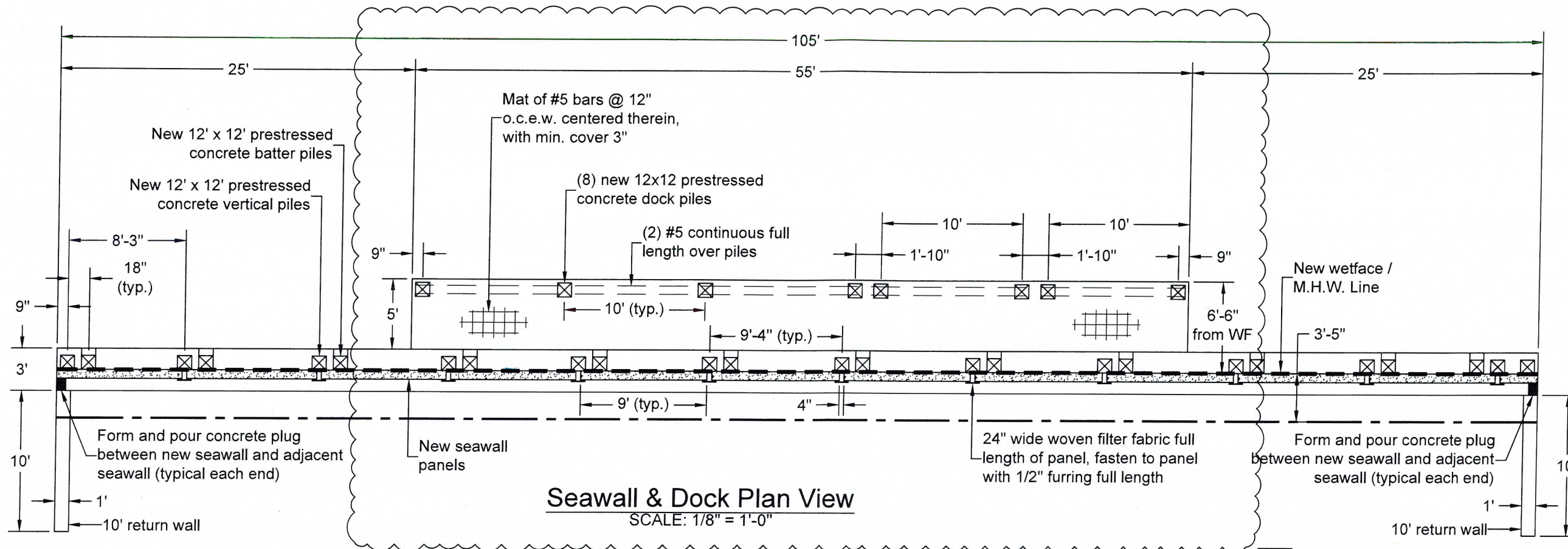
Proposed Dock / Seawall Repair  
Mikhail Vesselov  
2564 South Ocean Blvd.  
Highland Beach, Florida 33487

Sheet 3 of 13

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MARK E. WEBER  
LICENSE  
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STATE OF FLORIDA  
PROFESSIONAL ENGINEER

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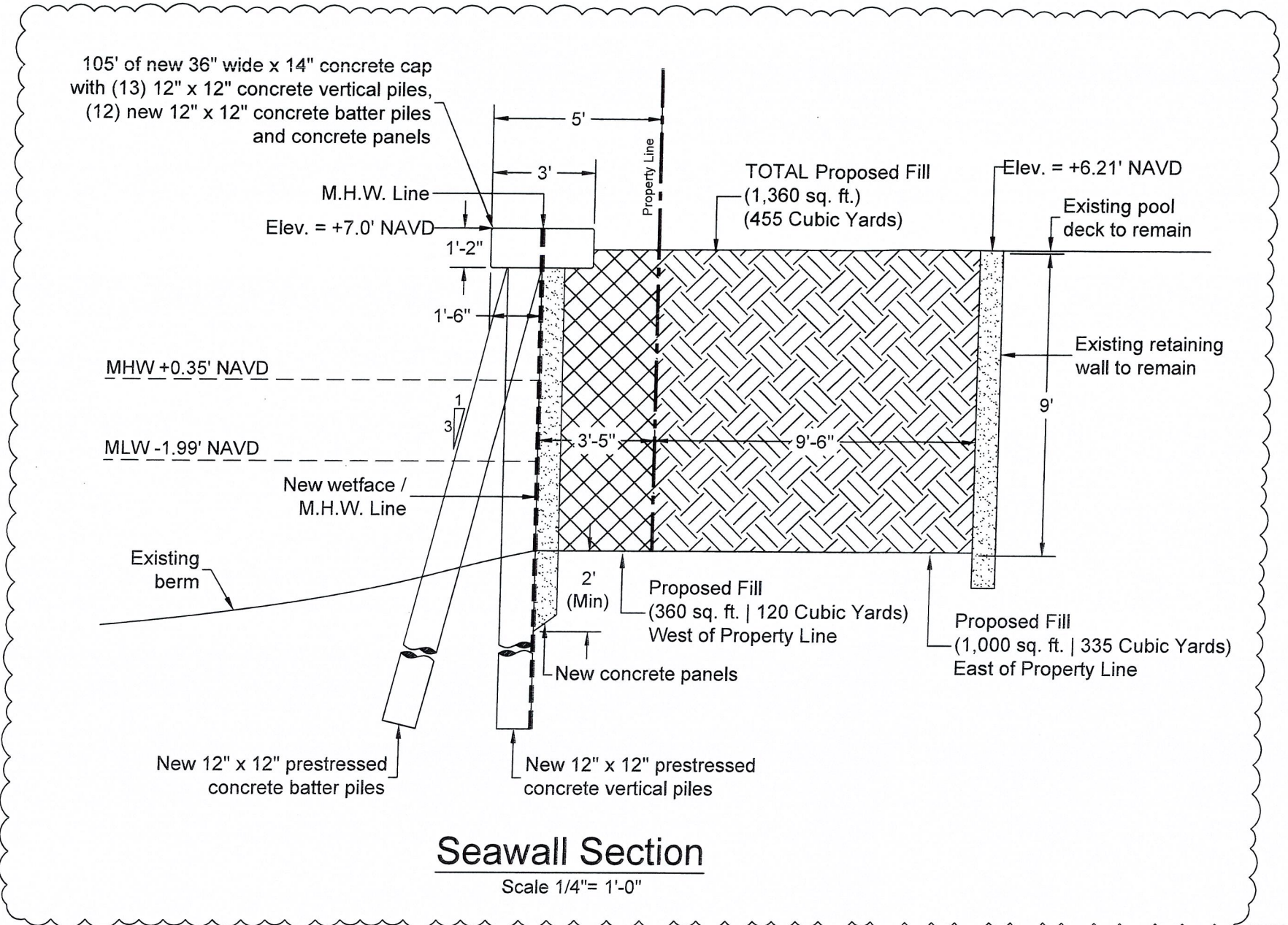
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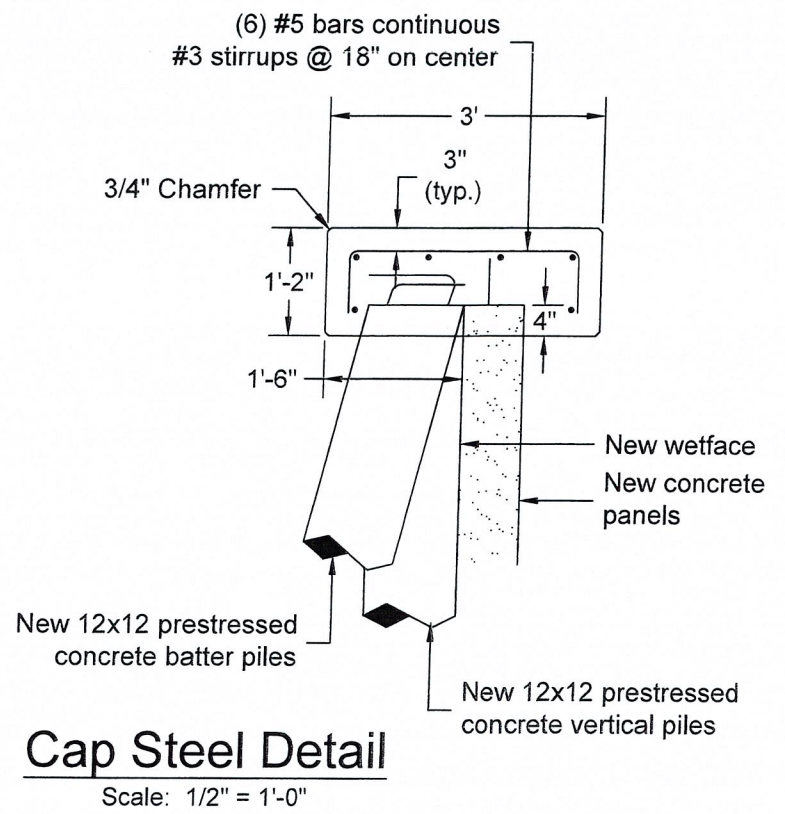
1	05.20.25	City Comments
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**Seawall Section**  
Scale 1/4" = 1'-0"



**Cap Steel Detail**  
Scale: 1/2" = 1'-0"

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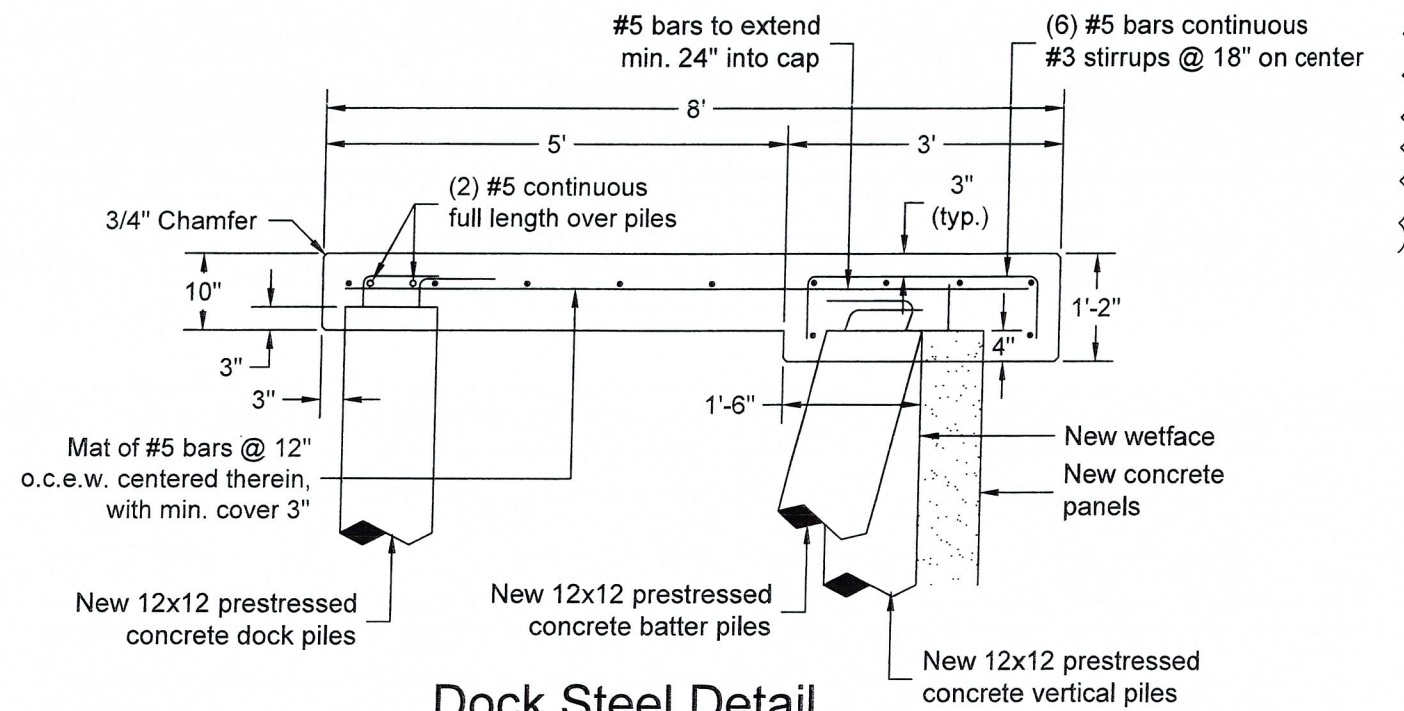
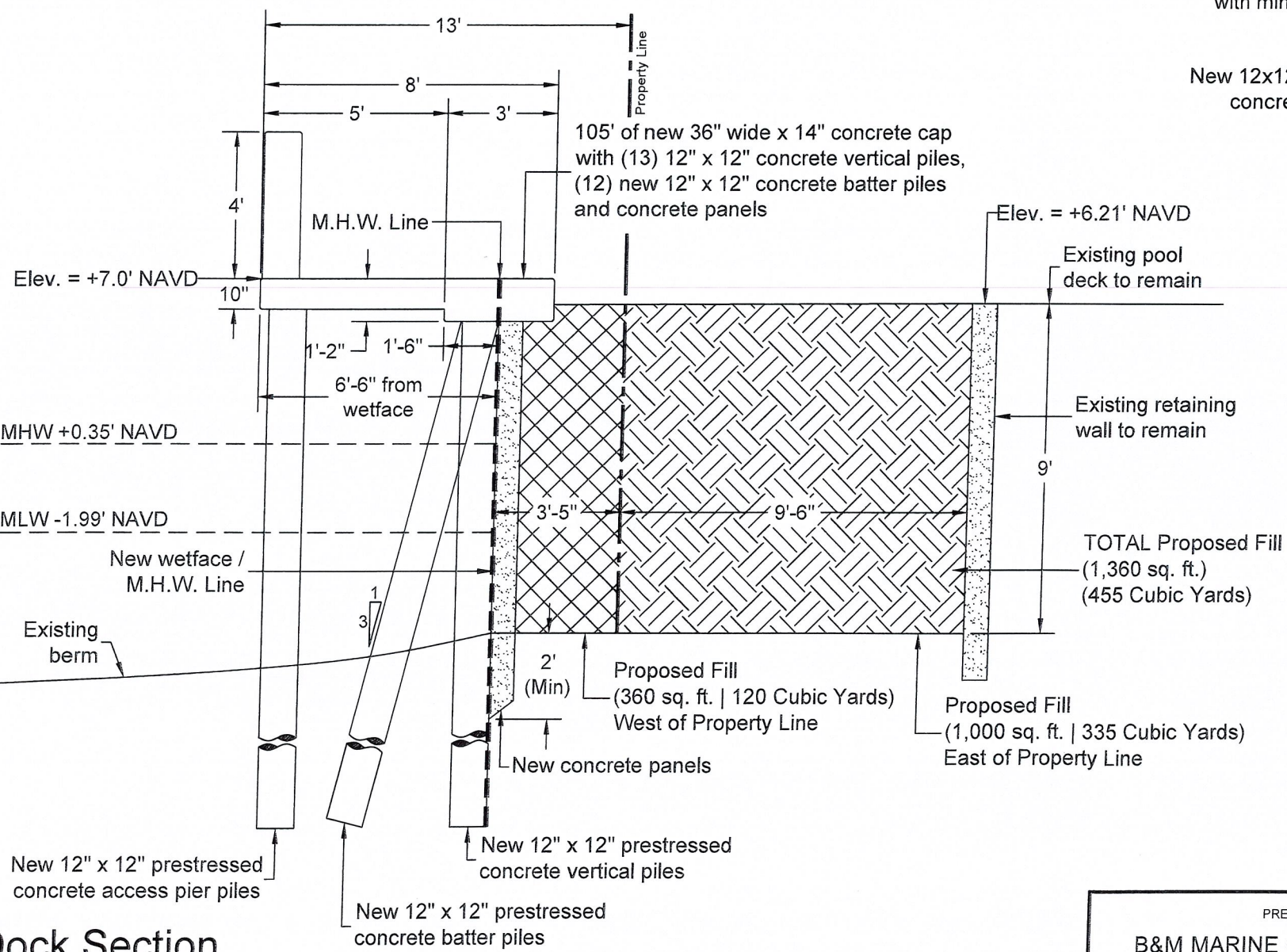
Project:  
**Proposed Dock / Seawall Repair**  
Mikhail Vesselov  
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Highland Beach, Florida 33487

Sheet 5 of 13

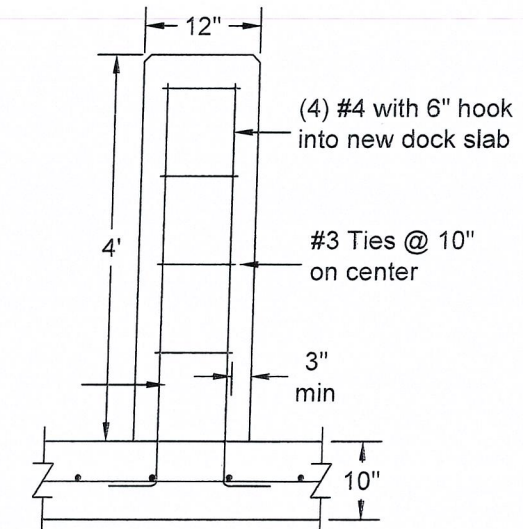
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**Dock Steel Detail**  
Scale: 1/2" = 1'-0"



**Column Detail**  
Scale: 1/4" = 1'-0"

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HIGHLAND BEACH BUILDING DEPARTMENT

Sheet 6 of 13

**Dock Section**  
Scale 1/4" = 1'-0"

1

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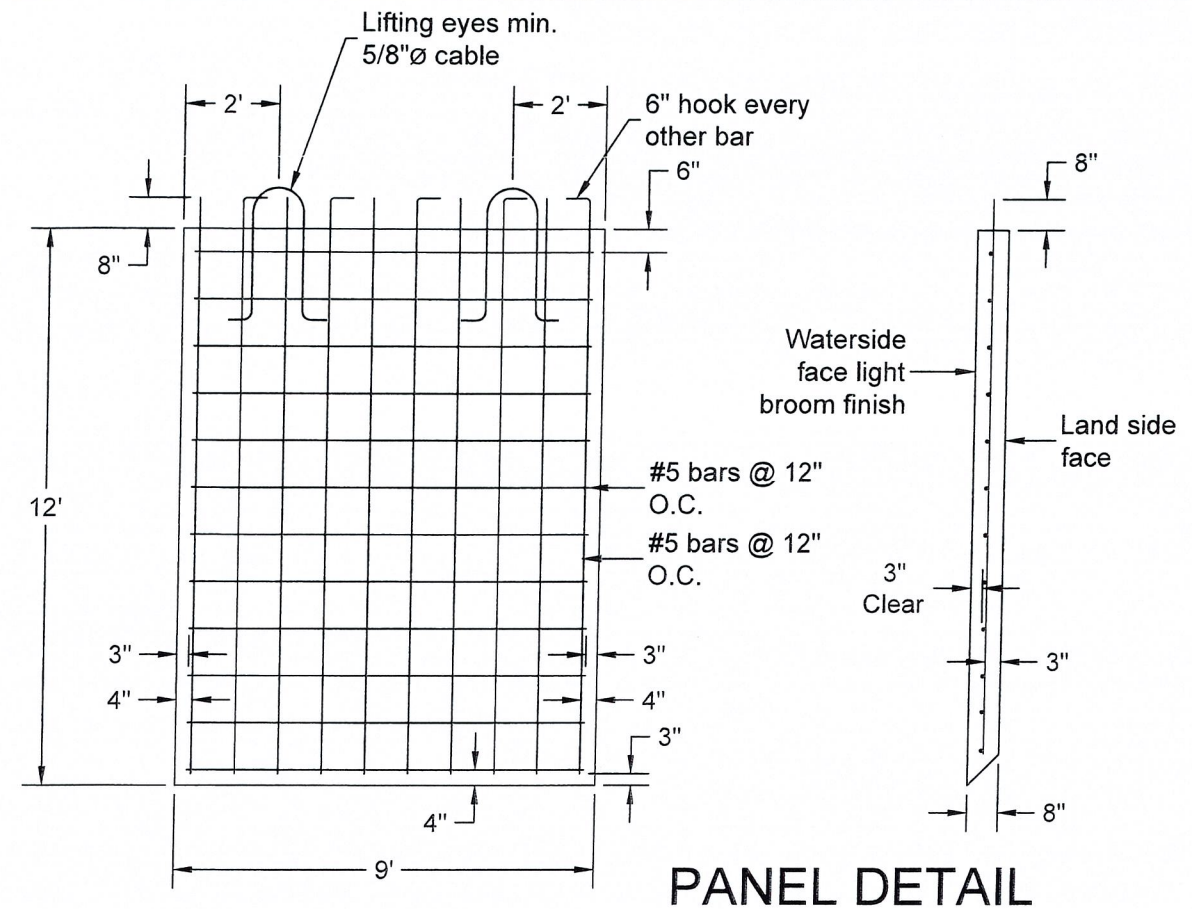
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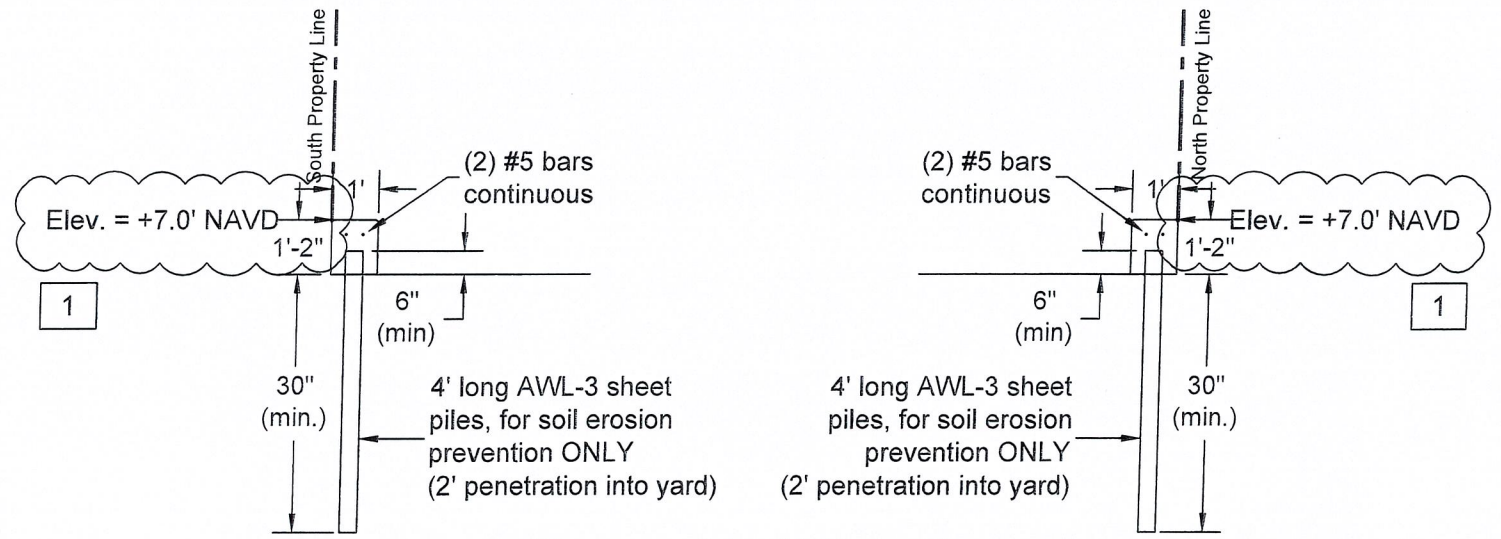
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**NOTE:**  
 PANEL HEIGHT TO BE VERIFIED ON SITE BY  
 CONTRACTOR BEFORE CONSTRUCTION, TO  
 PROVIDE A MINIMUM OF 2' EMBEDMENT  
 INTO EXISTING GRADE.

**PANEL DETAIL**  
 Scale 1/4" = 1'-0"

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**Return Wall Detail**  
 Scale 1/4" = 1'-0"

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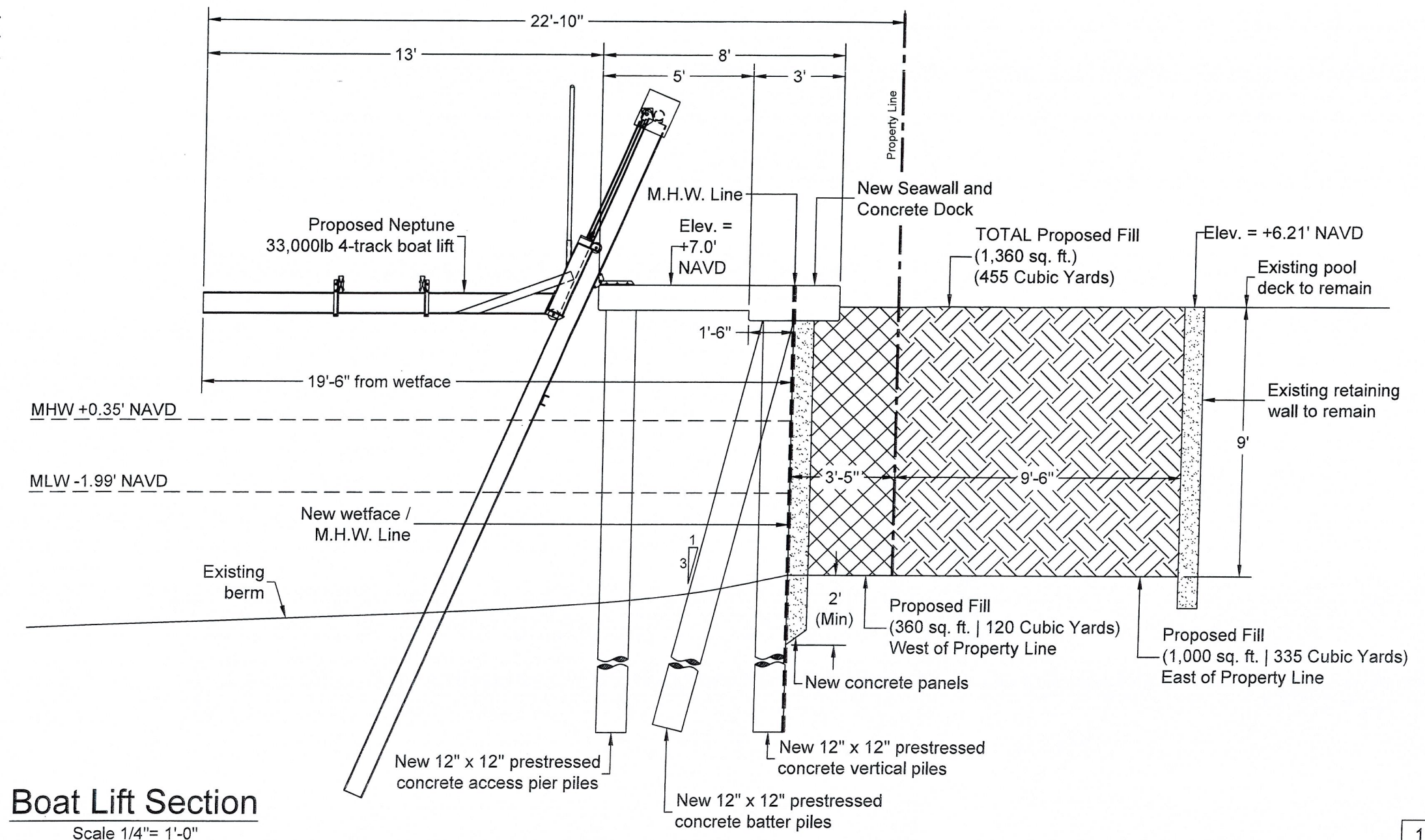
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 MARK E. WEBER  
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**Boat Lift Section**

Scale 1/4" = 1'-0"

1

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 Pompano Beach, Florida 33060  
 Ofc: 754-333-0877  
 WWW.MwEngineering.net

**BOAT KEEL NOTE:**

Boat Keel to be a maximum of one foot above the minimum seawall elevation when lifted.

Boat lift 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:**

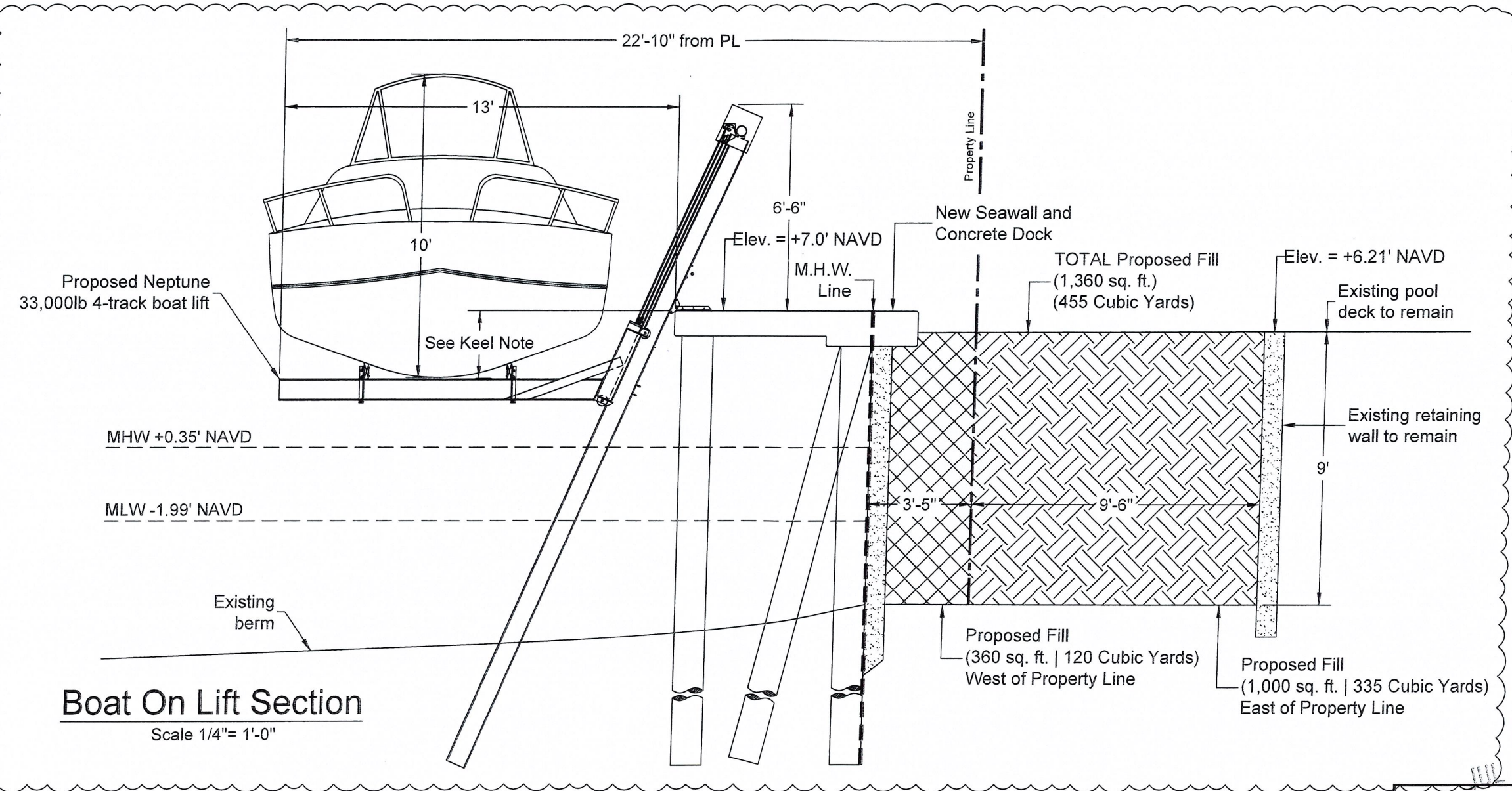
Height of superstructure of boat when lifted shall be compliant with boatlift definition in Sec. 30-131 - Definitions of terms.

*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.*

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**Boat On Lift Section**

Scale 1/4" = 1'-0"

1

Sheet 9 of 13

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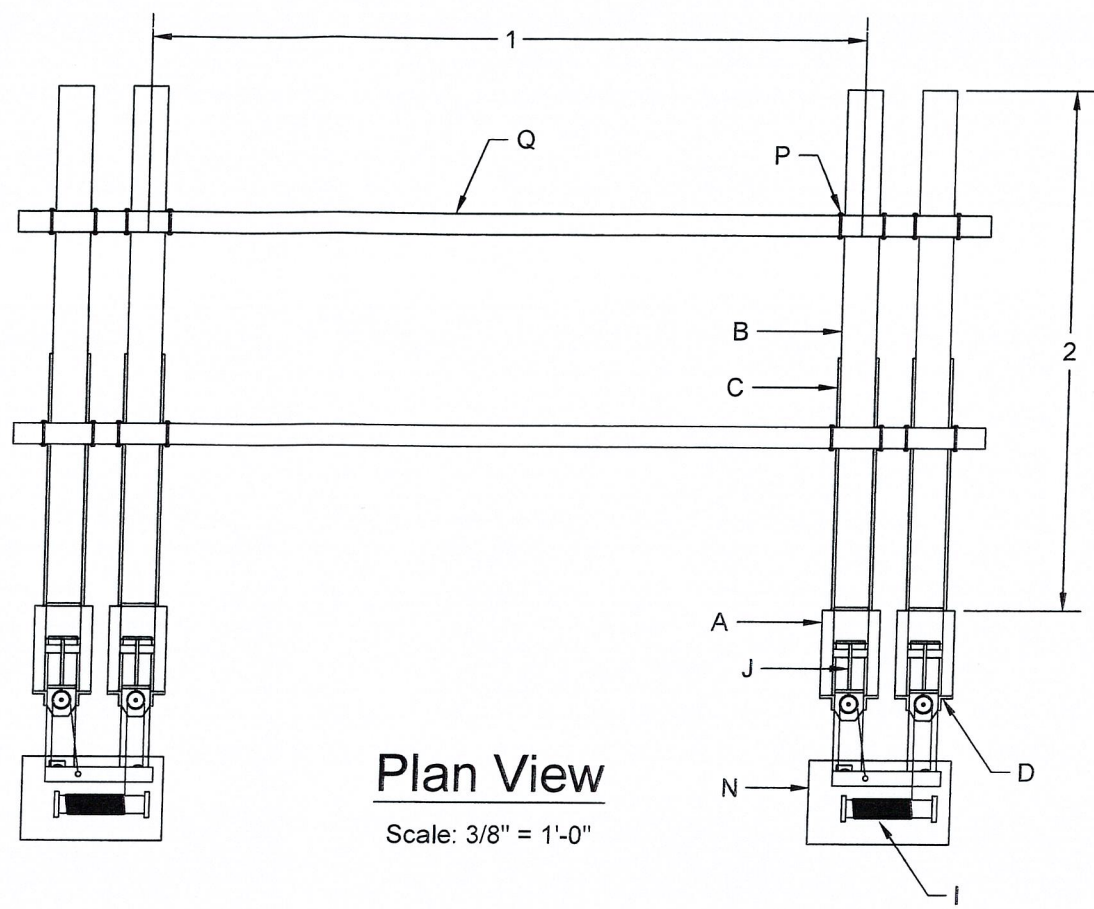
Project:  
**Proposed Dock / Seawall Repair**  
 Mikhail Vesselov  
 2564 South Ocean Blvd.  
 Highland Beach, Florida 33487

Professional Engineer Seal for Mark E. Weber, License #53895, State of Florida. Includes contact information for MW Engineering, Inc. (902 NE 1 Street Suite #2, Pompano Beach, Florida 33060, Ofc: 754-333-0877, WWW.MwEngineering.net).

# Components

	Lift Capacity (In Pounds)	33,000
A	Carriage Boom (2 Required per Lift Arm)	AS C 12"x7.4x60"
B	Cradle Arm	AA I 12"x11.7
C	Gusset Plate (2 Required per Lift Arm)	1/2"x6" Flat Bar
D	Upper Carriage Angle (2 Required per Lift Arm)	3/8"x3"x4" Angle
E	Lower Carriage Angle (2 Required per Lift Arm)	3/8"x4"x6" Angle
F	Pulley Plate (2 Required per Lift Arm)	1/2"x8" Flat Bar
G	Upper Guide Wheel (4 Required per Lift Arm)	6" Diameter
H	Lower Guide Wheel (1 Required per Lift Arm)	6" Diameter
I	Cable Size (Stainless Steel)	7/16" Diameter 7x19 SS 304
J	Guide Track	AA I 12"x11.7
K	Guide Track To Guide Track Brace	AA CS 6"x2.8
L	Attachment Bracket	(1) 3/8"x3"x3" Angle and (1) 3/8"x3"x4" Angle Welded Together with Welded 1/2" Thick Inner Plate
M	Track Mount Connector (2 Required per Lift Arm)	1/2"x3"x6" Angle & 3/4" Bolts
N	Motor Size (Horse Power/Voltage)	Aluminum Housing
O	Guide Post Socket	3" Diameter Schedule 80 Pipe
P	Bunk Bracket Support (2 Each Side of Lift Arm)	1/4"x2"x2"
Q	Bunk Boards**	3"x12" Pressure Treated Southern Yellow Pine #1

\*\* Placement of bunk boards depends on beam of boat



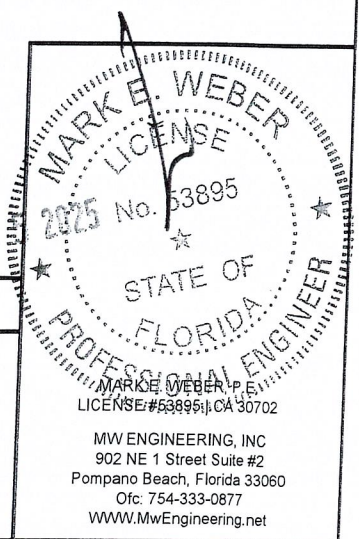
Dimensions		
Lift Capacity (In Pounds)		33,000
Dimension Mark	1	10'
	2	12.5'
	3	-
	4	6'
	5**	1'-6"
	6	-
	7	-
	8	70"
	9	38"

\*\* Placement of bunk boards depends on beam of boat

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HIGHLAND BEACH  
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Sheet 10 of 13

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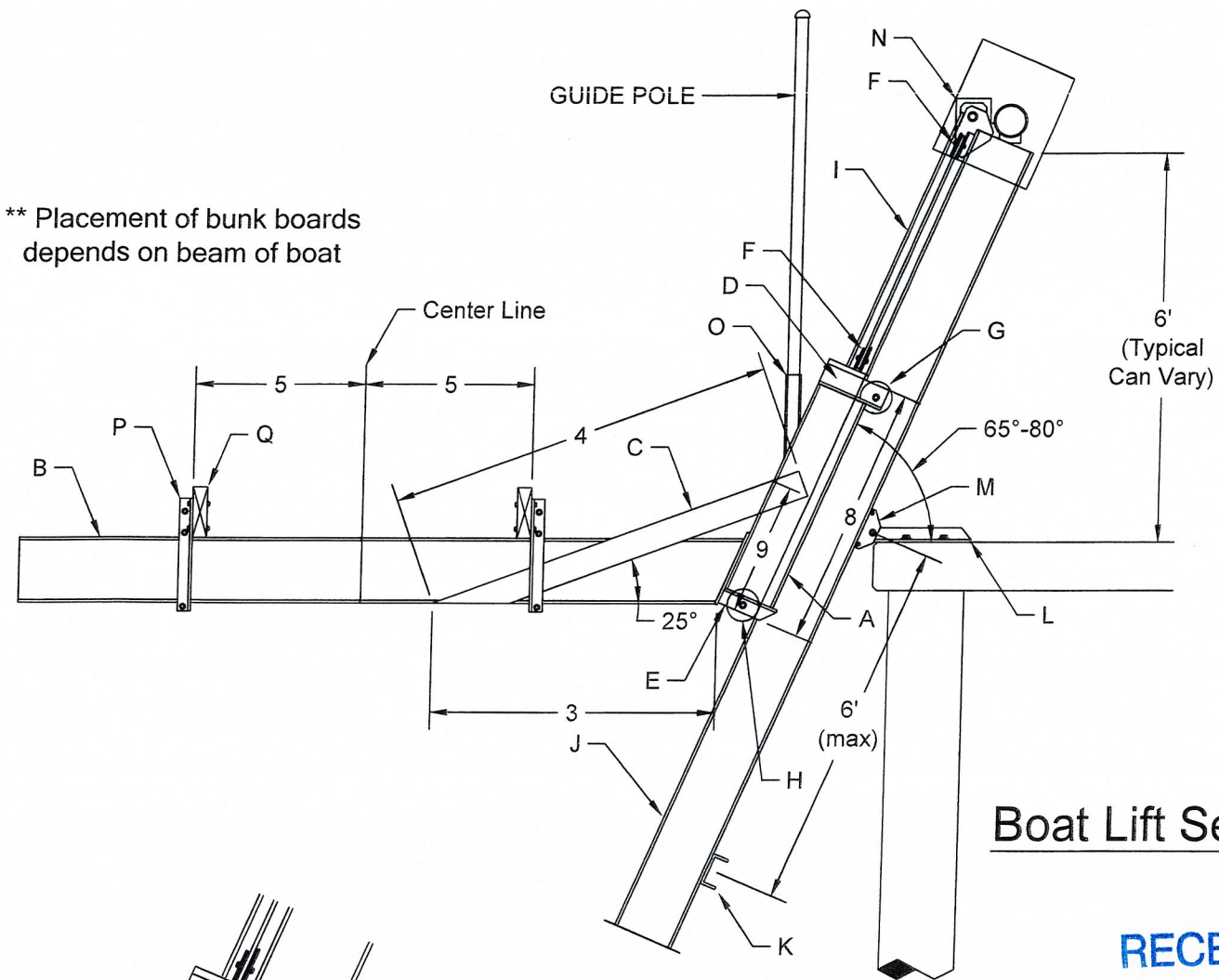
MW ENGINEERING, INC  
902 NE 1 Street Suite #2  
Pompano Beach, Florida 33060  
Ofc: 754-333-0877  
WWW.MwEngineering.net

# Components

	Lift Capacity (In Pounds)	33,000
A	Carriage Boom (2 Required per Lift Arm)	AS C 12"x7.4x60"
B	Cradle Arm	AA I 12"x11.7
C	Gusset Plate (2 Required per Lift Arm)	1/2"x6" Flat Bar
D	Upper Carriage Angle (2 Required per Lift Arm)	3/8"x3"x4" Angle
E	Lower Carriage Angle (2 Required per Lift Arm)	3/8"x4"x6" Angle
F	Pulley Plate (2 Required per Lift Arm)	1/2"x8" Flat Bar
G	Upper Guide Wheel (4 Required per Lift Arm)	6" Diameter
H	Lower Guide Wheel (1 Required per Lift Arm)	6" Diameter
I	Cable Size (Stainless Steel)	7/16" Diameter 7x19 SS 304
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K	Guide Track To Guide Track Brace	AA CS 6"x2.8
L	Attachment Bracket	(1) 3/8"x3"x3" Angle and (1) 3/8"x3"x4" Angle Welded Together with Welded 1/2" Thick Inner Plate
M	Track Mount Connector (2 Required per Lift Arm)	1/2"x3"x6" Angle & 3/4" Bolts
N	Motor Size (Horse Power/Voltage)	Aluminum Housing
O	Guide Post Socket	3" Diameter Schedule 80 Pipe
P	Bunk Bracket Support (2 Each Side of Lift Arm)	1/4"x2"x2"
Q	Bunk Boards**	3"x12" Pressure Treated Southern Yellow Pine #1

\*\* Placement of bunk boards depends on beam of boat

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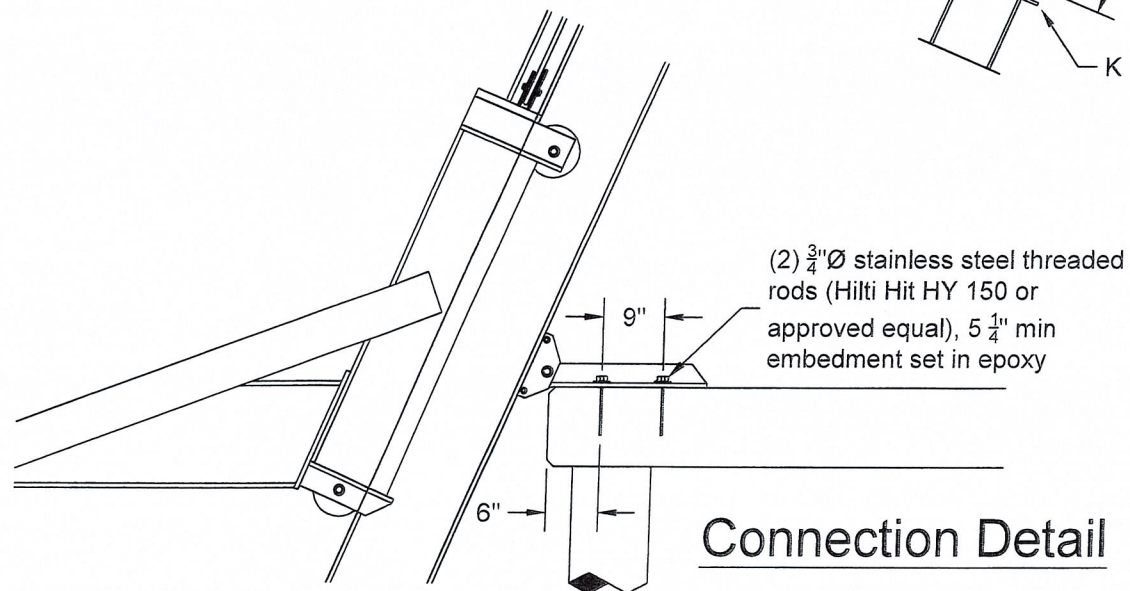


## Boat Lift Section

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## Connection Detail

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MARK E. WEBER, P.E.  
 LICENSE #53895 | CA 30702

MW ENGINEERING, INC  
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**Boat Lift Notes:**

- Design in accordance with Florida Building Code, 8th Edition (2023).
- This lifting structure has been designed to withstand wind loads associated with speeds of  $V(ult) = 180$  MPH, (3 Second Gust) Exposure 'D' without a boat on the lift per ASCE 7-22 using above ground sign/wall method. The lifting structure including boat has been designed to withstand wind speeds of  $V(sustained) = 73$  MPH, remove boat when winds approach this speed or for any named storm event. Boat shall not be stored on lift during high wind events.
- Do not scale drawings for dimensions. Licensed Contractor to verify location of existing utilities prior to commencing work. The Licensed contractor shall install and remove all shoring and bracing as required for the proper installation of the work. Licensed Contractor to obtain all permits as necessary from all Local, State, and Federal agencies.
- Aluminum: Material 6061 T6 Aluminum, all welds are minimum full fillet weld using 5556 filler 1/4 full fillet weld using 5556 filler alloy, all welding must conform to AISC steel construction manual currently adopted edition as inspected and verified by others. The contractor is responsible for insulating aluminum members from dissimilar metals to prevent electrolysis. Aluminum members in contact with concrete and wood shall be protected by "Koppers Bituminous Paint" or Polyethylene Tape UHMW (ultra-high molecular weight). 11.7 mils (0.30 mm) min. total thickness in accordance with current Florida Building Code.
- All anchors to be Hilti Brand or Approved Equal. All bolts shall be hot dipped galvanized or stainless steel & meet the requirements of ASTM A304 with hardened washers and hex nuts. Washers shall be used between wood & bolt head & between wood & nut. Where generic fasteners are labeled, capacities shall be equal to or greater than Hilti Kwik Bolt II or Red Head thru bolts SAE Grade 5 or better. Embedment depths specified herein are depths into solid substrate and do not include thickness of other finishes.
- MW Engineering Inc. has no control of the manufacturing, performance, or installation of this product. These generic plans were engineered in accordance with accepted engineering practices and data provided by the manufacturer. Use of this specification by contractor and permit holder Et al. indemnifies and saves harmless the engineer for all costs and damages from material fabrication, system erection, and construction practices beyond that which is called for by codes and from deviations from this design. Intellectual property of MW Engineering, Inc. All rights reserved. No part of this publication may be reproduced without prior written authorization.
- Piles shall be driven to minimum allowable bearing capacity of 10 tons minimum 8-foot or refusal and sufficiently penetrated sand or rock strata in pre-drilled or punched holes to support lift capacity, weight and loads. Each pile to carry commensurate load (Factor of Safety of 2). Sub-surface conditions can vary greatly.
- The contractor of record shall verify pile type, installation, and driving in compliance with FBC 8th ED (2023). Wood piles shall be a minimum diameter of 8", Miami Dade County requires minimum diameter of 12", 2.5 lb. ACQ treated in accordance with Florida Building Code. Concrete piles shall be 12" x 12" square, attain 6000 psi compressive strength in 28 days and shall be reinforced with four - 7/16" diameter lo-lax strands, 270 kips, and 5 ga. spiral ties.
- Pilings described herein are considered to be part of the host structure and are not part of this certification. The pilings and existing host structure, if any, must be capable of supporting the loaded system as verified by the permit holder and contractor of record. No warranty, either express or implied is contained herein.

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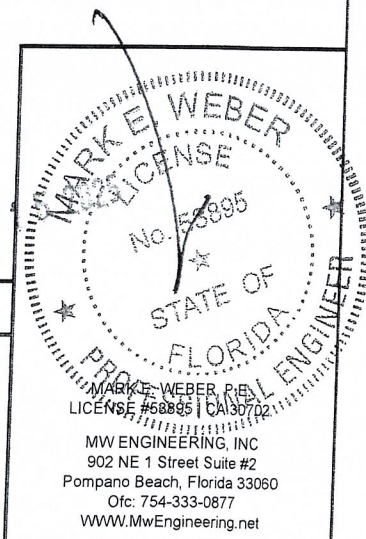
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BUILDING DEPARTMENT

Sheet 12 of 13

PREPARED FOR:  
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GENERAL NOTES:

1. Construction to follow the Florida Building Code 8th Edition (2023) and amendments as applicable and all Local, State and Federal Laws.
2. Licensed contractor shall verify the existing conditions prior to the commencement of the work. Any conflicts or omissions between existing conditions or the various elements of the working drawing shall be brought to the attention of the Engineer prior to the commencement of the work. The Licensed Contractor and all subcontractors are responsible for all lines, elevations, and measurements in connection with their work.
3. Do not scale drawings for dimensions.
4. Any deviation and/or substitution from the information provided herein shall be submitted to the Engineer for approval prior to commencement of work.
5. All unanticipated or unforeseen demolition and/or new construction conditions which require deviation from the plans and notes herein shall be reported to the Engineer prior to commencement of work.
6. All new work and/or materials shall conform to all requirements of each administrative body having jurisdiction in each appertaining circumstance.
7. All new materials and/or patchwork shall be provided to match existing materials and/or adjoining work where practical except as specifically noted herein.
8. Licensed Contractor to shall use all possible care to protect all existing materials, surfaces, and furnishings from damage during all phases of construction.
9. Licensed Contractor to verify location of existing utilities prior to commencing work.
10. The Licensed contractor to install and remove all shoring and bracing as required for the proper execution of the work.
11. Licensed Contractor to obtain all permits as necessary from all Local, State, and Federal agencies.
12. Turbidity barriers to be marked with site contractor's company name using permanent markings no smaller than 3 inches in height on the top of the barrier.

PILE DRIVING:

1. Piles shall be driven using an approved cushion block consisting of material so arranged so as to provide the transmission of hammer energy.
2. Piles shall be driven to a minimum allowable bearing capacity of 10 tons for wood, 25 tons for concrete, and 5 tons for pin piles, a minimum of 8' into berm or refusal.
3. Piles shall be driven with a drop hammer or gravity hammer provided the hammer shall weight no less than 3,000 pounds, and the fall of the hammer shall not exceed 6'.
4. Piles shall be driven with a variation of not more than 1/4 inch per foot from the vertical, or from the batter line indicated, with a maximum variation of the head of the pile from the position shown on the plans of not more than three inches.
5. Where piling must penetrate strata offering high resistance to driving, the structural engineer of record or special inspector may require that the piles be set in pre-drilled or punched holes. The piles shall reach their final penetration by driving.

CONCRETE NOTES:

1. Concrete shall conform to ACI 318-19 and shall be regular weight, sulfate resistant, with a design strength of 5000 psi at 28 days with a maximum water-cementitious materials ratio, by weight aggregate concrete of 0.40.
2. Owner shall employ and pay for testing services from an independent testing laboratory for concrete sampling and testing in accordance with ASTM.
3. Licensed contractor is responsible for the adequacy of forms and shoring and for safe practice in their use and removal.
4. Concrete cover shall be 3" unless otherwise noted on the approved drawings.
5. Reinforcing steel shall be in conformance with the latest version of ASTM A615 Grade 60 specifications. All reinforcement shall be placed in accordance with ACI 315 and ACI Manual of Standard Practice.
6. Splices in reinforcing bars shall be not be less than 48 bar diameters and reinforcing shall be continuous around all corners and changes in direction. Continuity shall be provided at corners or changes in direction by bending the longitudinal steel around the corner 48 bar diameters.
7. Defective, cracked or loose concrete areas must be cut out, the rebar must be cleaned, coated with zinc and repaired with at least 3" of epoxy-concrete mix or gunnite concrete with sulfate-resistant cement.

PILE NOTES:

1. Concrete piles shall attain 6000 psi compressive strength in 28 days.
2. Concrete piles shall be reinforced with four - 7/16"Ø lo-lax strands, 270 kips, and 5 ga. spiral ties.
3. Concrete piles shall be 12"x12" square, minimum length of 20'.
4. Concrete piles shall be cut to leave strands exposed a min. of 18" and tied to dock or cap steel or drill and epoxy (2) #5 8"x12" hook bars 6" into pile.

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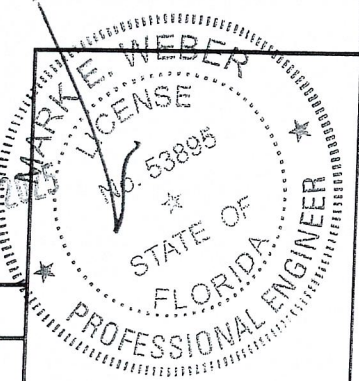
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 Ofc: 754-333-0877  
 WWW.MwEngineering.net



**BOARD ACTION FORM**

**TO:** Ingrid Allen, Town Planner, Planning Division  
Carol Holland, Officer Manager, Building Department  
Jeff Remas, Building Official, Building Department

**FROM:** Town Clerk’s Office

**DATE:** 08/14/2025

**SUBJECT PROPERTY**

**APPLICANT/OWNER:** Elena & Mikhail Vesselov  
**PROPERTY ADDRESS:** 2564 South Ocean Boulevard  
**PROPERTY CONTROL NUMBER:** 24-43-46-28-09-000-0161  
**APPLICATION NO.** PZ-25-28

**REVIEW GIVEN TO SUBJECT PROPERTY**

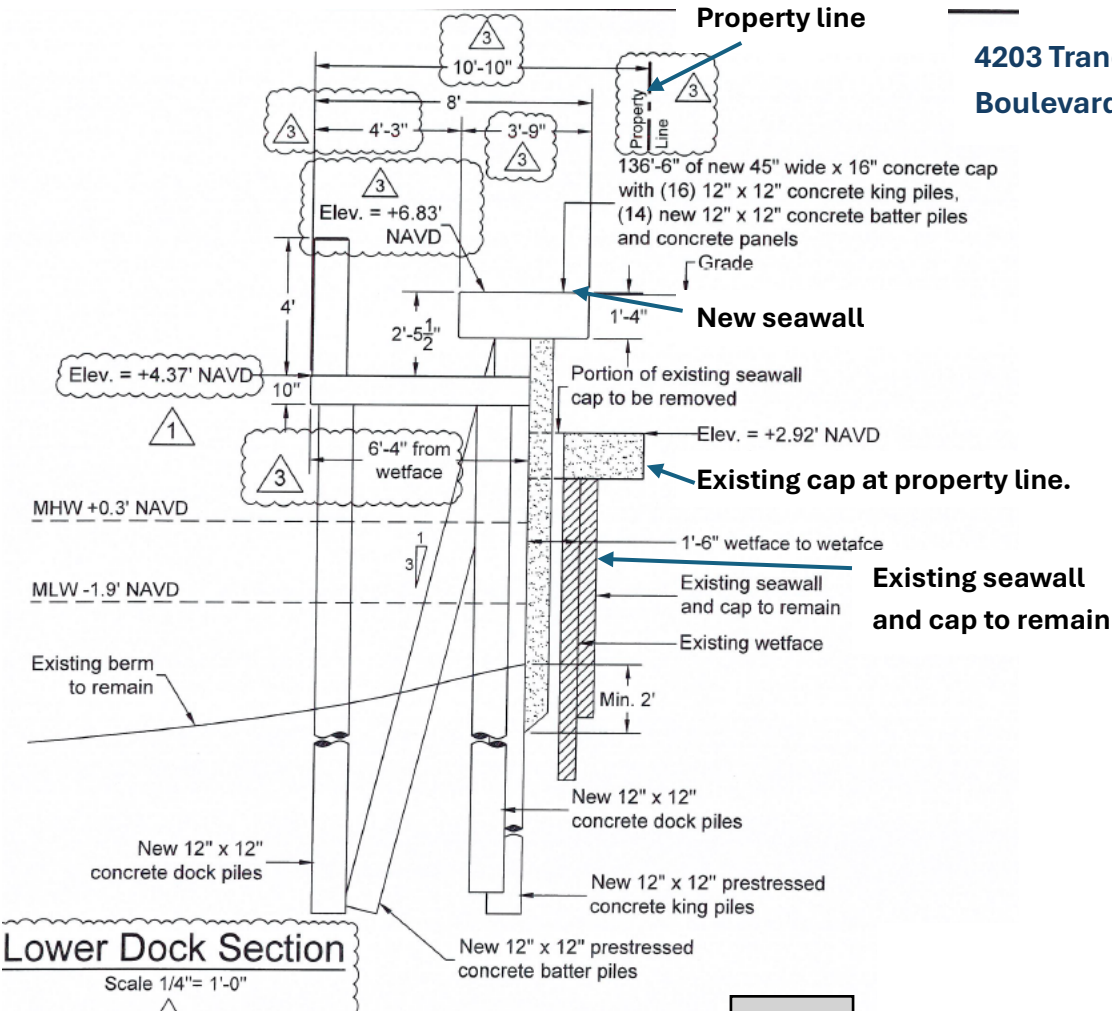
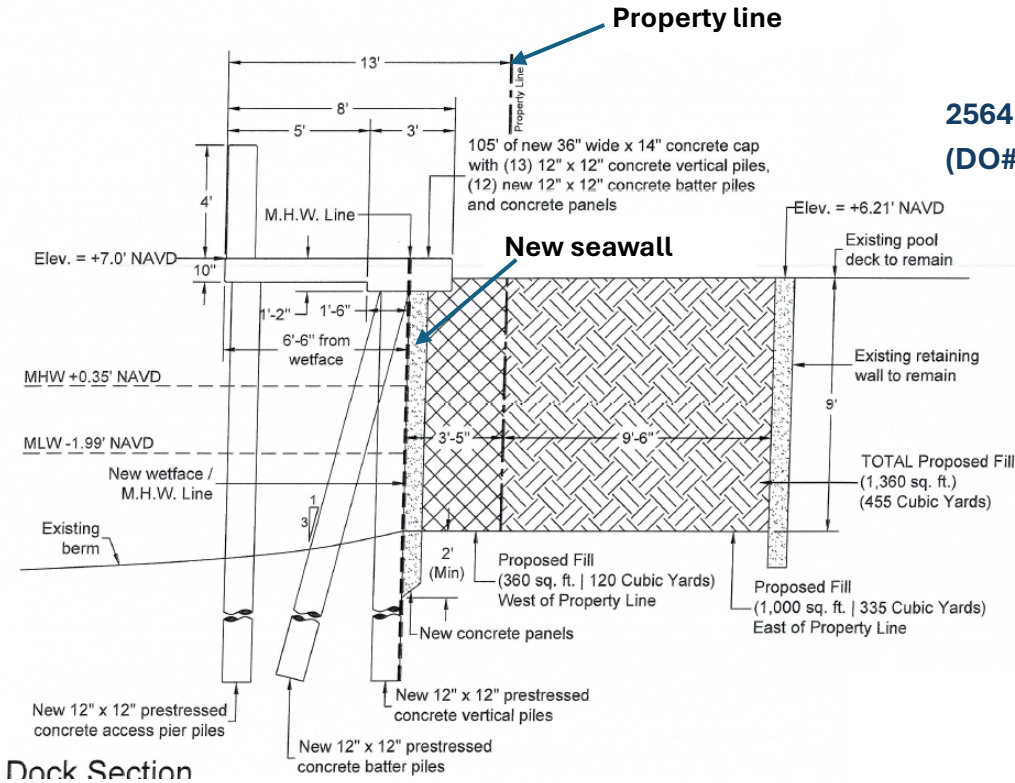
- Preliminary Review:
- Final Review: **Special exception to install a 105 linear foot seawall and seawall cap, a 275 square foot dock, and a 33,000 pound capacity boat lift for the property located at 2564 South Ocean Boulevard.**
- Amended Site Plan Review
- Other

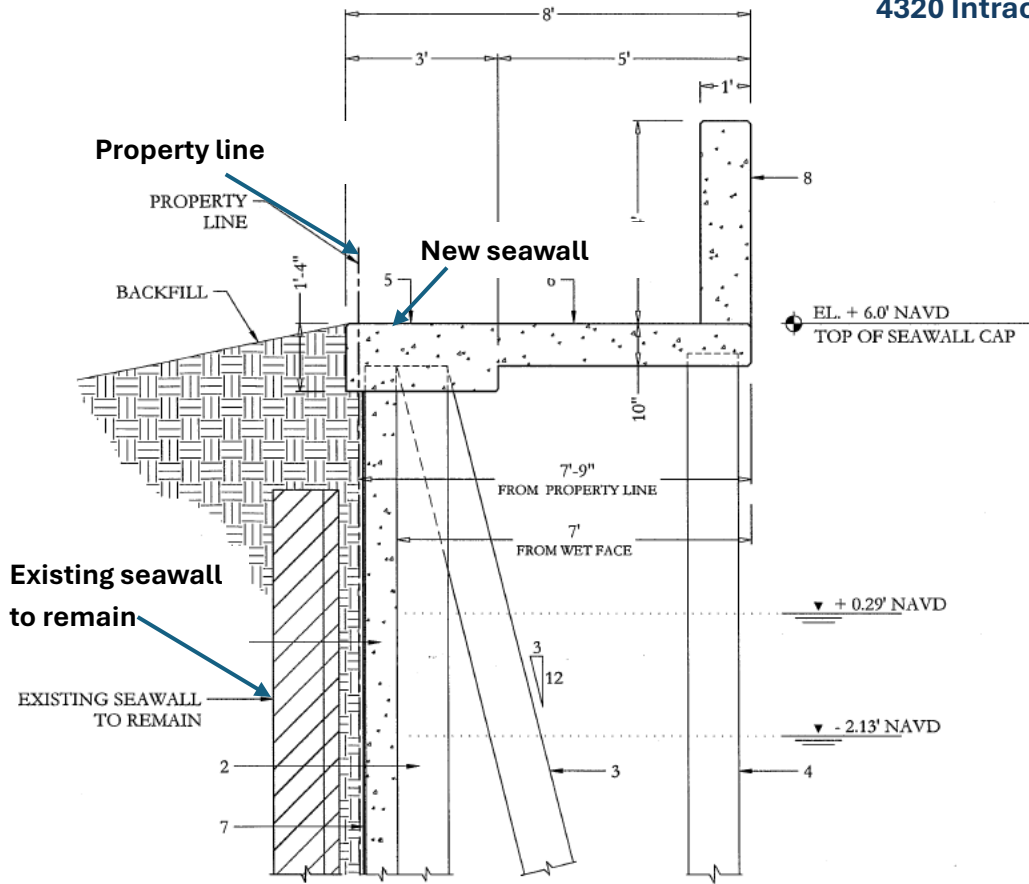
AT THE AUGUST 14, 2025 MEETING, THE PLANNING REVIEWED THE ABOVE MATTER PURSUANT TO THE TOWN CODE OF ORDINANCES, AND HEREBY CERTIFIES THAT THE FOLLOWING ACTION WAS TAKEN:

- Denied
- Approved**
- Approved with Conditions (as noted)
- Other:

THE BOARD’S FINDINGS WERE AS FOLLOWS:

**MOTION:** David/Powell – Moved to approve Development Order No. PZ-25-28 with the following conditions: Sod or artificial turf shall be placed from the property line to the seawall cap and contingent upon Town Commission approval of a land fill permit pursuant to Chapter 14 of the Town Code of Ordinances. Based upon a roll call: Member David (Yes), Member Powell (Yes), Member Babij (Yes), Member Axelrod (Yes), Vice Chairperson Rosen (Yes), and Chairperson Mendelson (Yes). The motion passed on a 6 to 0 vote.





**B SECTION B**  
SHT-4 SCALE: 3/8" = 1'-0"

RECEIVED  
DEC 22 2022

## ORDINANCE INITIATION

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

## INTRODUCTION TOWN COMMISSION

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

Staff/Legal Team  
Research & Draft  
Ordinance

## ADVISORY BOARD(S)

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

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

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

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

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

## TOWN STAFF -- ADOPTION & IMPLEMENTATION

**Topic Summary:**

Current town code: Section 30-66 ( c ) 1 ( a ):

(c)

*Encroachments into setbacks in the RE, RS, RML, RMM and RMH zoning districts:*

(1)

Unless otherwise provided in the Code, the following structures are allowed in the side or rear required setbacks as set forth herein.

a.

Walkways, patios and other hard surfaces for walking, gathering, and sitting shall be constructed of porous/pervious based materials, no closer than four (4) feet to the closest property line provided the height of the areas does not extend more than four (4) inches above the finished grade.

Notwithstanding the foregoing, when such walkways, patios and other hard surfaces abut a waterway, canal or lake, such hard surfaces may be constructed of nonporous/non pervious based materials (although porous/pervious based materials are encouraged) and may encroach up to the property line or seawall abutting the water, **whichever is further landward**, so long as adequate onsite drainage, as prepared by a registered design professional, is provided for such hard surfaces.

This topic came up at the Planning Board meeting on August 14, 2025 when the property at 2564 S Ocean Blvd requested to build a new Seawall that is 3 feet further into the Intracoastal waterway as measured from the existing property line.

The Florida Department of Environmental Protection and the Army Corps of Engineers approved this plan. The Highland Beach Planning Board also approved the plans and recommended that the Commission grant the property extension 3 feet further into the water.

The property owner is approved to install a new seawall, but the way the current Code is written, they cannot have a solid walkway from the property line to the seawall/dock since the property line is further landward than the seawall.

Logically this makes no sense.

The current code also creates a situation where it may not be completely safe for a boater to utilize the accessory marine facilities on the property. Most all homes with boats contain a dock and perhaps a boatlift. Most homes also contain a hard walking path from house to dock, so that a cart can be utilized to transport heavy items such as coolers, ice, inflatable emergency life rafts (weight of approximately 90 lbs) and other gear to and from the boat.

Rolling a heavy cart across grass or artificial grass (which has sand underneath) is difficult. The cart can sink in, and grass/dirt also gets on the boat when transitioning from walking on grass to getting on to a boat. There is no need to force this added inconvenience driven by requiring the hard path on the property to end before it gets to the seawall and dock.

**Recommendation:**

Ask the planning board to review this provision and come up with a recommended change to the code language that would permission a solid walkway all the way to the seawall, even if the property line is further landward.

There is no logical reason to require that the additional property created between the property line and a seawall should forbid a walkway to the dock or boatlift.



Not to scale:

Orange: Property line  
Green: New seawall face

A hard path from from Orange to Green is not permitted I the current code.

**File Attachments for Item:**

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



# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission  
**MEETING DATE** February 3, 2026  
**SUBMITTED BY:** Leonard G. Rubin, Town Attorney  
**SUBJECT:** Introduction of Ordinance Revising Town's Platting Procedures

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## **SUMMARY:**

During last year's session, the Florida Legislature amended Section 177.071, Florida Statutes, to require administrative approval of plats by a designated municipal official. Specifically, Section 177.071, Florida Statutes, now requires that a plat (or replat) must be administratively approved if it complies with the requirements of Section 177.091, Florida Statutes, without any further action or approval by the governing body. It further mandates that the governing body of each municipality designate an administrative authority to receive, review, and process the plat submittal, including designating an administrative official responsible for approving, approving with conditions, or denying the proposed plat. As used in the statute, "administrative authority" means a municipal department or division, and "administrative official" means a city manager, deputy city manager, assistant city manager, or other high ranking municipal department or division director with director or indirect oversight responsibility for the municipality's land development or public works programs.

Section 177.01(2), Florida Statutes, requires the municipality to acknowledge receipt of the plat or replat submittal in writing within seven (7) business days and identify any missing documents or information necessary to process the plat submittal. The municipality must also provide the applicant with information regarding the approval process, including the applicable timeframes for review and approval. If the municipality does not approve the plat, it must notify the applicant in writing of the reasons for denial. Once the plat is administratively approved, it must be recorded in the County's official records.

While the Town will likely not receive many new requests for subdivision and plat approval, the attached Ordinance amends the Town's plat regulations to comply with the new statutory requirements. Specifically, the proposed Ordinance:

- Amends Sections 26-26 and 26-27 of the Town Codes to delete any reference to the Town Commission.
  - Amends Section 26-28(a) of the Town Code to designate the Building Department as the administrative authority for receiving, reviewing, and processing plat submittals.
-

- Amends Section 26-28(b) to require the Building Department to provide the required written notice. Once the Building Official has reviewed the plat (in coordination with the Town Engineer if necessary), the Building Official shall forward the results of such review to the Town Manager, who shall serve as the administrative official responsible for approving, approving with conditions, or denying the plat.
  - Amends Section 26-28(d) to substitute the Town Manager for the Town Commission in administering the provisions of this article, including all bond requirements.
- 

**FISCAL IMPACT:**

There is no fiscal impact.

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**ATTACHMENTS:**

Draft Ordinance

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**RECOMMENDATION:**

Staff recommends that the Town Commission consider the proposed Ordinance and provide direction. Because the Ordinance relates to land development, Staff recommends that it be reviewed by the Planning Board for a recommendation prior to formal consideration by the Town Commission on first reading.

1  
2 **TOWN OF HIGHLAND BEACH**

3  
4 **ORDINANCE NO. \_\_\_\_\_**

5  
6 **AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF**  
7 **HIGHLAND BEACH, FLORIDA, AMENDING ARTICLE II,**  
8 **“SPECIFICATIONS GOVERNING PLATS,” OF CHAPTER 26,**  
9 **“SUBDIVISIONS,” OF THE TOWN CODE OF ORDINANCES TO**  
10 **PROVIDE FOR ADMINISTRATIVE APPROVAL IN COMPLIANCE**  
11 **WITH SECTION 177.071, FLORIDA STATUTES; PROVIDING FOR**  
12 **CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING**  
13 **FOR AN EFFECTIVE DATE.**

14  
15 WHEREAS, the Town of Highland Beach, Florida, is a duly constituted municipality  
16 having such power and authority conferred upon it by the Florida Constitution and Chapter 166,  
17 Florida Statutes, including the authority to regulate the subdivision of land and approval of plats;  
18 and

19 WHEREAS, Section 177.071, Florida Statutes, as recently amended, requires that plats be  
20 administratively approved by a designated authority of the local government, and no further action  
21 or approval by the governing body is required if the plat complies with the statutory requirements;  
22 and

23 WHEREAS, the amended statute further requires that each local government designate, by  
24 ordinance or resolution, an administrative authority to receive, review, and process the plat  
25 submittal and an administrative official responsible for approving, approving with conditions, or  
26 denying the proposed plat; and

27 WHEREAS, the Town Commission wishes to amend Chapter 26 of the Town Code of  
28 Ordinances to comply with the requirements of Section 177.071, Florida Statutes, and determines  
29 that the adoption of this Ordinance is in the best interests of the health, safety, and welfare of the  
30 residents of the Town of Highland Beach.

31 NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE  
32 TOWN OF HIGHLAND BEACH, FLORIDA as follows:

33 **Section 1.** The foregoing “Whereas” clauses are hereby ratified as true and confirmed and  
34 are incorporated herein.

35 **Section 2.** The Town Commission hereby amends Article II, “Specifications Governing  
36 Plats,” of Chapter 26, “Subdivisions,” of the Town Code of Ordinances as follows (additional  
37 language underlined and deleted language ~~stricken through~~):



1 culverts, storm sewers, side drains, inlets, catch basins, manholes, junction  
2 boxes, headwalls, endwalls, retaining walls, bridges and bridge work of all  
3 kinds, seepage wells, french drains, ditch paving, rip-rap and other erosion-  
4 control facilities, swales, ditches, canals and the like shall be subject to the  
5 town's requirements in full. In addition, the town shall have jurisdiction over  
6 the locations of poles, braces, guy wires, meter boxes, valve boxes, light  
7 standards, fire hydrants and the like, to the extent of requiring them to be in  
8 the area which would become the planting space in the ultimately complete  
9 construction of roads and streets, or within one foot of the sidewalk;  
10 jurisdiction over the locations and elevations of water piping, sanitary sewers,  
11 fire mains, underground cables and conduits, gas mains and the like, to the  
12 extent of requiring that none of them be located under present pavement areas,  
13 except where it is necessary to cross under the pavements, in which case the  
14 minimum cover from top of future pavement to top of the underground  
15 installation shall be at least thirty (30) inches; jurisdiction of the top elevations  
16 of meter boxes, inlets, catch basins, manholes, valve boxes and the like, to the  
17 extent of requiring that they be flush with the finished construction  
18 surrounding them; jurisdiction over the scope of utility installation to the  
19 extent of requiring that all water, sewer, gas, electric and communication stubs  
20 and the like, which cross under the pavement, be provided as part of the  
21 subdivision's development; and jurisdiction over the sequence of construction  
22 to the extent of requiring that all underground installations of every kind that  
23 come under the pavement to be currently constructed, or within eight (8) feet  
24 of its edges, shall be installed prior to the stabilization of subgrade and  
25 construction of pavement, to the end that the subgrade or pavement shall not  
26 be cut after it is built.

27 (c) *Administration.* The town manager shall administer this chapter ~~under the~~  
28 ~~direction of the commission.~~

29  
30 **Sec. 26-28. General procedure for filing plats.**

31 (a) *Preparing plat and development plan.* When land is to be subdivided, a plat  
32 and a development plan shall be prepared. The plat shall be prepared by a

1 registered surveyor, and the development plan by a registered engineer, all in  
2 accordance with this chapter. To aid in avoiding unnecessary expense and  
3 delay, it is urged that the surveyor and the engineer furnish tentative plats and  
4 tentative development plans to the town ~~engineer~~ building official or designee  
5 for review prior to the preparation of final plats and plans. Pursuant to Section  
6 177.071, Florida Statutes, the building department shall be the administrative  
7 authority for receiving, reviewing, and processing plat submittals. As a further  
8 aid in the case of large tracts which are to be developed in two (2) or more  
9 increments, the town building official or designee, in coordination with the  
10 town engineer, if necessary, will review and give tentative approval of  
11 proposed plats and proposed development plans of the whole of such tracts,  
12 whereupon the developer may proceed with final plats, plans and development  
13 of the increments one at a time. Tentative plats and tentative development  
14 plans will be reviewed by option holders, prospective buyers, etc., as well as  
15 for owners.

- 16 (b) *Review of plat and development plan.* The plat and two (2) white prints of the  
17 development plan shall be submitted to the town's building department. The  
18 building department shall acknowledge receipt of the submittal in writing  
19 within seven (7) business days and notify the applicant of any missing  
20 documents or information necessary to process the plat submittal as well as  
21 the applicable timeframes and procedures for review. The town building  
22 official or designee shall, in coordination with the town engineer, if necessary,  
23 ~~who shall review them~~ the plat and development plan for conformity with the  
24 requirements of this chapter and Section 177.091, Florida Statutes. The  
25 building official shall forward the results of such review to the town manager,  
26 who shall, pursuant to Section 177.071, Florida Statutes, serve as the  
27 administrative official responsible for approving, approving with conditions,  
28 or denying the proposed plat. The town manager ~~He~~ shall furnish the  
29 developer's surveyor with a written tentative approval of the plat if it is found  
30 to comply, otherwise ~~he~~ the town manager shall furnish a written statement of  
31 its deficiencies. ~~He shall furnish the developer's engineer with a written~~  
32 ~~approval of the development plan if it is found to comply with this chapter,~~

1 otherwise he shall furnish a written statement of its deficiencies. One white  
2 print of the development plan shall be submitted to the county health  
3 department.

4 (c) *Construction work.* After the development plan has been approved the  
5 developer shall proceed according to one of the following methods:

- 6 (1) The work shall thereupon be constructed under the supervision of the  
7 developer's engineer;
- 8 (2) The developer shall furnish a surety company bond guaranteeing the  
9 completion of the work within twelve (12) months; or
- 10 (3) The developer shall enter into engineering and construction contracts  
11 for completion of the work within a realistic time limit specified by  
12 the ~~commission~~ approving body but not exceeding twelve (12)  
13 months, and place funds in escrow to finance such contracts.

14 (d) *Filing the plat.*

15 (1) Should the developer elect to construct the work without a bond or escrow  
16 agreement, in accordance with paragraph (c)(1) above, his engineer shall,  
17 upon completion of the work, furnish the town engineer with a written  
18 certificate of such completion, accompanied by certain records and plans as  
19 hereinafter prescribed, whereupon the town engineer shall recheck the plat  
20 and, if same is found to comply with this chapter, the ~~commission~~ town  
21 manager shall, on the recommendation of the town engineer, accept the plat  
22 for filing.

23 (2) Should the developer elect to furnish a bond guaranteeing completion of the  
24 work within twelve (12) months, in accordance with paragraph (c)(2) above,  
25 the town engineer shall recheck the plat and, if same is found to comply with  
26 this chapter, the ~~commission~~ town manager shall, on the recommendation of  
27 the town engineer, accept the plat for filing contingent on the approved bond  
28 being furnished within ten (10) calendar days. If the bond is not thus furnished,  
29 unless the time for filing bond is extended by the town ~~commission~~ manager,  
30 the acceptance of the plat shall automatically be voided, and the plat shall not  
31 be filed. On completion of the work the developer's engineer shall furnish the  
32 town engineer with a written certificate of such completion, certifying that all

1 such work complies with this chapter and accompanied by certain records and  
2 plans as hereinafter prescribed, whereupon the ~~commission~~ town manager, on  
3 the recommendation of the town engineer, shall accept the work and release  
4 the bond.

5 (3) Should the developer elect to enter into engineering and construction contracts  
6 for completion of the work within a realistic time limit specified by the  
7 commission but not exceeding twelve (12) months, and place funds in escrow  
8 to finance the contracts, in accordance with paragraph (c)(3) above, the town  
9 engineer, after the required contracts and escrow agreement have been made  
10 and approved, shall recheck the plat and, if same is found to comply with this  
11 chapter, the ~~commission~~ town manager shall, on the recommendation of the  
12 town engineer, accept the plat for filing; and upon completion of the work the  
13 developer's engineer shall furnish the town engineer with a written certificate  
14 of such completion, accompanied by certain records and plans as hereinafter  
15 prescribed, whereupon the ~~commission~~ town manager, on the  
16 recommendation of the town engineer, shall authorize final payments from  
17 escrow on the contract, release the escrow agreement, and shall accept the  
18 work, provided the developer's engineer and contractor have been paid in full.

19 \* \* \*

20 **Section 3.** The provisions of this Ordinance shall become and be made a part of the  
21 Code of the Town of Highland beach, Florida.

22 **Section 4.** If any section, paragraph, sentence, clause, phrase, or word of this  
23 Ordinance is for any reason held by a court of competent jurisdiction to be unconstitutional,  
24 inoperative, or void, such holding shall not affect the remainder of the Ordinance.

25 **Section 5.** All ordinances or parts of ordinances and resolutions or parts of resolutions  
26 of the Town of Highland beach, Florida, which are in conflict with this Ordinance, are hereby  
27 repealed to the extent of such conflict.

28 **Section 6.** This Ordinance shall be effective immediately upon adoption.  
29 The forgoing Ordinance, on first reading, was moved by Commissioner \_\_\_\_\_, seconded by  
30 Commissioner \_\_\_\_\_, and upon being put to a vote, the vote was as follows:

31  
32 Mayor Natasha Moore \_\_\_\_\_  
33 Vice Mayor David Stern \_\_\_\_\_  
34 Commissioner Judith Goldberg \_\_\_\_\_

1 Commissioner Donold Peters \_\_\_\_\_  
2 Commissioner Jason Chudnofsky \_\_\_\_\_  
3 PASSED on first reading at the Regular Commission meeting held on the \_\_\_ day of \_\_\_\_\_,  
4 2026.

5  
6 The forgoing Ordinance, on second reading, was moved by Commissioner \_\_\_\_\_, seconded  
7 by Commissioner \_\_\_\_\_, and upon being put to a vote, the vote was as follows:

8  
9 Mayor Natasha Moore \_\_\_\_\_  
10 Vice Mayor David Stern \_\_\_\_\_  
11 Commissioner Judith Goldberg \_\_\_\_\_  
12 Commissioner Donald Peters \_\_\_\_\_  
13 Commissioner Jason Chudnofsky \_\_\_\_\_  
14

15 PASSED AND ADOPTED on second and final reading at the Regular Commission meeting held on  
16 the \_\_\_ day of \_\_\_\_\_, 2026.

17  
18  
19 \_\_\_\_\_  
20 Natasha Moore, Mayor

21 ATTEST:

**REVIEWED FOR LEGAL SUFFICIENCY**

22  
23 \_\_\_\_\_  
24 Lanelda Gaskins, MMC  
25 Town Clerk

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

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

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