

**TOWN OF OCEAN RIDGE  
TOWN COMMISSION REGULAR MEETING  
AGENDA**



**May 1, 2023  
6:00 P.M.  
TOWN HALL – MEETING CHAMBERS**

**TOWN COMMISSION**

Mayor Geoff Pugh

Vice-Mayor Steve Coz  
Commissioner Carolyn Cassidy

**ADMINISTRATION**

Town Manager Lynne Ladner

Town Attorney Christy Goddeau  
Acting Chief of Police Scott McClure

Town Clerk Kelly Avery

**RULES FOR PUBLIC PARTICIPATION**

1. **PUBLIC COMMENT:** The public is encouraged to offer comments with the order of presentation being as follows: Town Staff, Public Comments, Commission discussion and official action. Town Commission meetings are business meetings of the Commission and the right to limit discussion rests with the Commission. **Generally, remarks by an individual will be limited to one time up to three minutes or less regarding any single item on the agenda.** The Mayor or presiding officer has discretion to adjust the amount of time allocated.
  - A. Public Hearings: Any citizen is entitled to speak on items under this section.
  - B. Public Comments: Any citizen is entitled to be heard concerning any matter within the scope of jurisdiction of the Commission under this section. The Commission may withhold comment or direct the Town Manager to take action on requests or comments. The Commission meetings are held for the purpose of discussing and establishing policy and to review such other issues that affect the general welfare of the Town and its residents. Where possible, individual grievances should first be taken up with the Town Staff.
  - C. Regular Agenda and First Reading Items: When extraordinary circumstances or reasons exist and at the discretion of the Commission, citizens may speak on any official agenda item under these sections.
2. **ADDRESSING THE COMMISSION:** At the appropriate time, please step up to the podium and state your name and address for the record. All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the Commission shall be barred by the presiding officer from speaking further, unless permission to continue or again address the Commission is granted by a majority vote of the Commission members present.

**APPELLATE PROCEDURES**

Please be advised that if a person decides to appeal any decision made by the Town Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record includes the testimony and evidence upon which the appeal is based. The Town neither provides nor prepares such record. (F.S. Section 286.0105)

Persons who need an accommodation in order to attend or participate in this meeting should contact the Town Clerk at (561) 732-2635 at least 5 days prior to the meeting in order to request such assistance.

**NOTICE: THE PUBLIC MAY VIEW THE HARD COPY OF THE MEETING MATERIALS AT  
TOWN HALL BEFORE OR DURING THE MEETING**

**CALL TO ORDER****ROLL CALL****PLEDGE OF ALLEGIANCE****ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA****PRESENTATIONS & PROCLAMATIONS**

- a. Proclamation: Municipal Clerks Week – April 30 – May 6, 2023
- b. Proclamation for National Police Week May 15-21, 2023, and National Peace Officers Memorial Day, May 15, 2023
- c. Employee of Recognition – For service above and beyond expectations: Susan Ammons-Tate, Billy Armstrong, Kelly Avery, Robert Blanchette, Jean Hallahan, and Nubia Savino
- d. Presentation on Septic to Sewer and Florida Government Utility Authority – Neil Hennigan and Steve Spratt

**ANNOUNCEMENTS**

- a. The meeting schedule for the next month is as follows: Regular Town Commission Meeting Monday, June 5<sup>th</sup> at 6:00 PM; Town Commission, Budget Workshop Special Town Commission Meeting Monday, June 5<sup>th</sup> at 2 pm; Special Town Commission Meeting Planning & Zoning Commission Meeting Monday, May 15<sup>th</sup> at 8:00 AM; Board of Adjustment Meeting Wednesday, May 17<sup>th</sup> at 9:00 AM. All meetings are held in the Commission Chambers at the Town Hall.
- b. Town Hall will be closed on Monday, May 29, 2023, in observance of Memorial Day
- c. The Town is hosting a blood drive event with One Blood on Friday, May 19<sup>th</sup> from 9 am – 3 pm and Saturday, May 20<sup>th</sup> from 10 am – 4 pm. The bus will be parked behind the Town Hall. All those who wish to donate blood can sign up through a link posted on the Town's website.
- d. Residents who wish to sign up to receive important Town notifications and news through Civic Ready should sign up on the Town's website or call Town Hall for assistance.

**PUBLIC COMMENT – (3-minute individual limit)****APPROVAL OF CONSENT AGENDA (Items that do not require discussion)**

1. Adopt Minutes of the Regular Town Commission Meeting of January 9, 2023
2. Adopt Minutes of the Special Town Commission/Planning & Zoning Joint Meeting of January 11, 2023
3. Acceptance of the Revenue & Expenditure Reports for March 2023
4. Approve the Interlocal Cooperation Agreement between Palm Beach County and the Town of Ocean Ridge to perform Community Development Block Grant (CDBG) Program, Emergency Solutions Program, and Home Investment Partnerships (HOME) Program activities
5. Approval of Third Amendment to Agreement for Iguana Management Services
6. Program for Public Information (PPI) Annual Evaluation Report

**REGULAR AGENDA ITEMS**

7. Appointments to Open Positions on the Town Commission
8. Appointments to Open Positions on the Board of Adjustment & Planning & Zoning Commission
9. Second Reading of Ordinance No. 2022-14 An Ordinance of the Town Commission of the Town of Ocean Ridge, Florida, Approving a Zoning Change Request for a Parcel of Land Consisting of 9.13 Acres, More or Less, Located Northwest of Town Hall along the Intracoastal Waterway, West of North Ocean Boulevard, As More Particularly Described Herein, From Single Family Residence (SFR) Zoning District to Preservation/Conservation(PC) Zoning District; and Providing for Changes to the Official Zoning Map, Repeal of Conflicting Ordinances, Severability, and an Effective Date
10. Building Permit Refund Request for 5831 N Ocean Blvd Unit D1

11. Discussion on Beach Sign Ordinance
12. Discussion regarding a plan to remove bulletproof protective glass at the counter windows in the Town Hall lobby – Vice-Mayor Coz
13. Discussion regarding a plan to reconfigure Town Hall to eliminate security doors to access Town Hall Staff areas and separate Town Hall from Police Department – Vice – Mayor Coz
14. Discussion regarding raking seaweed from the beach to the toe of the dune to facilitate dune renourishment. – Vice-Mayor Coz

**STAFF & COMMITTEE REPORTS**

15. Planning & Zoning Commission
16. Town Manager
17. Town Attorney
18. Police Chief
19. Town Engineer & Public Works
20. Building Official

**TOWN COMMISSIONER COMMENTS**

**ADJOURNMENT**

# **TOWN OF OCEAN RIDGE**

**6450 NORTH OCEAN BOULEVARD**

**OCEAN RIDGE, FLORIDA 33435**

[www.oceanridgeflorida.com](http://www.oceanridgeflorida.com)

(561) 732-2635 ♦ FAX (561) 734-7031

**LYNNE LADNER  
TOWN MANAGER &  
FINANCE DIRECTOR**

**KELLY AVERY  
TOWN CLERK**



**MAYOR  
GEOFF PUGH**

**VICE MAYOR  
STEVE COZ**

**COMMISSIONERS  
CAROLYN CASSIDY**

## **Proclamation for Municipal Clerks Week-April 30-May 6, 2023**

WHEREAS, the Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

WHEREAS, the Office of the Municipal Clerk is the oldest among public servants, and;

WHEREAS, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

WHEREAS, the Municipal Clerk serves as the information center on functions of local government and community.

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

NOW, THEREFORE, I, Geoff Pugh, Mayor of Ocean Ridge, do recognize the week of April 30-May 6, 2023, as Municipal Clerks Week, and I further extend appreciation to our Municipal Clerk, Kelly Avery and Deputy Town Clerk, Katina Pinder, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

In witness thereof, I have hereunto set my hand and caused the Seal of the Town of Ocean Ridge to be affixed on May 1, 2023.

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Geoff Pugh, Mayor

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Kelly Avery, Town Clerk



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**MAYOR  
GEOFF PUGH**

**VICE MAYOR  
STEVE COZ**

**COMMISSIONERS  
CAROLYN CASSIDY**

## **Proclamation for National Police Week- May 15-21, 2023 and National Peace Officers' Memorial Day - May 15, 2023**

WHEREAS, the United States Congress and President of the United States have designated May 15<sup>th</sup> as Peace Officers' Memorial Day, and May 15<sup>th</sup> through May 21<sup>st</sup> as National Police Week; and

WHEREAS, Peace Officers Memorial Day and Police Week is an observance in the United States that pays tribute to the local, state, and federal peace officers who have died, or who have been disabled, in the line of duty; and

WHEREAS, Established by a joint resolution of Congress in 1962, National Police Week pays special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others; and

WHEREAS, the members of the Ocean Ridge Police Department play an essential role in safeguarding the rights and freedoms of the citizens in Ocean Ridge; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

NOW, THEREFORE, I, Geoff Pugh, Mayor of the Town Of Ocean Ridge, call upon all citizens of Ocean Ridge to observe May 15, 2023 as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

I call upon all citizens and all patriotic, civic and educational organizations to observe the week of May 15 -21, 2023 as National Police Week in which all people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

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TOWN CLERK**



**MAYOR  
GEOFF PUGH**

**VICE MAYOR  
STEVE COZ**

**COMMISSIONERS  
CAROLYN CASSIDY**

Furthermore, in respect for the fallen officers, I order the flag at Town Hall to be lowered to half-staff on May 15<sup>th</sup>, and I encourage all citizens to do the same.

In witness thereof, I have hereunto set my hand and caused the Seal of the Town of Ocean Ridge to be affixed on May 1, 2023.

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Geoff Pugh, Mayor

ATTEST:

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Kelly Avery, Town Clerk

**Town of Ocean Ridge, Florida**  
**Town Commission Agenda Memorandum**  
**Office of the Town Manager**

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**Meeting Date: May 1, 2023**  
**Subject: Employee Recognition**

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Mayor & Commissioners:

As you are aware the employee recognition committee normally meets each quarter having accepted nominations to recognize an individual employee for their contributions to the town over the past months both internally and externally. From the beginning of the calendar year until just recently town hall has dealt with being short-staffed as we worked through the process of filling the vacancies in the building clerk and deputy clerk's positions. We have been very fortunate to have several staff members that stepped up to take on responsibilities that were outside of their job roles, required that they learn new skills, and were willing to work additional hours beyond their regular schedules.

Though it is unusual to recognize more than one employee before the end of the year, in this instance in discussions with the recognition committee we believe that it is important to recognize all the employees that contributed to the successful ability of the town to maintain daily operations and service to our residents and customers.

The employees that we are recognizing are: Susan Ammons-Tate, Billy Armstrong, Kelly Avery, Robert Blanchette, Jean Hallahan, and Nubia Savino.

Respectfully,  
Lynne Ladner  
Town Manager



## MORE THAN A NAME

The Florida Governmental Utility Authority (FGUA) is a special purpose government that acquires, owns, improves and operates water and wastewater utilities.

The FGUA is guided by a leadership board comprised of appointed representatives from participating counties or municipalities. This board provides the local governments the decision-making authority in management and operations. All aspects of utility policy, including rate setting and customer service standards fall under the Board's direction.

Through the FGUA's unique structure, local governments can retain decision-making influence regarding the utility service in their communities while eliminating the financial burden of ownership, debt, operation, and maintenance.



**SMART, EFFICIENT  
MANAGEMENT, PLANNING  
AND DEVELOPMENT OF  
WATER & WASTEWATER SERVICES**



### Contact the FGUA Operations Office

280 Wekiva Springs Road, Suite 2000  
Longwood, FL 32779  
(877) 552-FGUA (3482) – toll free  
(407) 629-6900 (phone)  
(407) 629-6963 (fax)  
[info@fgua.com](mailto:info@fgua.com)  
[www.fgua.com](http://www.fgua.com)

“FGUA team members continue to make excellent progress on system upgrades to improve water quality, and on their commitment to provide excellent customer service.”

John Andrews, Co-Chairman, Pasco Customer Committee

## IN GOOD HANDS



The FGUA delivers responsiveness, reliability, and efficiency to member governments. In the past ten years, the FGUA has acquired \$322 million in water and

wastewater utilities and currently manages 120,000 customer connections across Florida. There are 84 individual FGUA utility systems located in 14 counties and cities in Florida. These customers represent annual billings of \$56.5 million for utility services that the FGUA provides. The FGUA's extensive experience in utility operations gives them the ability and knowledge to successfully acquire, manage, and improve utility systems.

## BENEFITS FOR CUSTOMERS & LOCAL GOVERNMENTS

With every acquisition, the FGUA carefully reviews each utility and plans necessary capital improvement projects. These improvements enhance the efficiency and accountability of the water and wastewater services. Improvement projects like

plant expansions and the construction of interconnections among utilities result in more consistent, reliable service for customers.

## The FGUA can provide a vital transitional step for local governments to acquire, interconnect, or consolidate their local utilities.

The FGUA has no employees of its own and uses contractors to perform day-to-day operations, repairs and management of all utilities to achieve the benefits of both private sector efficiency and public ownership accountability. This organizational structure ensures maximum flexibility and cost-effectiveness for all of the FGUA customers. To maintain consistent high quality management oversight, however, the FGUA's System Manager oversees all business activities and implements the plans and directives of the FGUA Board of Directors.

## JOINING THE FGUA

A local government in whose jurisdiction an FGUA utility system is located must consent to an FGUA presence there. This consent forms the partnership. Further, governments may become a member of the FGUA simply

by execution of an interlocal agreement. This interlocal agreement essentially becomes the “constitution” of how the utility will operate in partnership with its member governments.

Florida Statutes grant the FGUA the authority to set utility rates and charges, levy special assessments and issue debt to finance the acquisition and improvements of utility systems. The FGUA enjoys the same benefit of low cost public financing that cities and counties enjoy, including eligibility

for state and federal grants. Each member government is also granted the right to acquire the utility system in their jurisdiction from the FGUA for only the amount of outstanding debt.

The FGUA can provide a vital transitional step for local governments to acquire, interconnect, or consolidate their local utilities. This is particularly helpful in moving problematic private systems with less local control to public ownership. This step relieves the local government of time and resources, allowing substantial improvements to be made to the system if necessary, until they are prepared or desire to assume direct ownership. It also provides local governments a supplemental technical assistance resource.



**REGULAR TOWN COMMISSION MEETING MINUTES  
JANUARY 9, 2023**

**CALL TO ORDER**

The meeting was called to order by Mayor Hurlburt at 6:00p.m.

**ROLL CALL**

Town Clerk Avery led the roll call, which was answered by the following:

Commissioner Coz	Present
Vice Mayor de Haseth	Present
Mayor Hurlburt	Present
Commissioner Pugh	Present
Commissioner Wiescholek	Present

**PLEDGE OF ALLEGIANCE**

Mayor Hurlburt led the pledge of allegiance.

**ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA**

There was a consensus to move Regular Agenda item 11 to the Consent Agenda and Regular Agenda Item 9 was withdrawn.

Commissioner Wiescholek requested to move Regular Agenda item after the presentation.

**Commissioner Wiescholek moved to approve the agenda as amended; seconded by Vice Mayor de Haseth Motion carried 5-0.**

**PRESENTATIONS & PROCLAMATIONS**

1. Mayor Gregg K. Weiss - Palm Beach County Board of Commissioners

Mr. Weiss gave a presentation regarding housing affordability in Palm Beach County, information on helping to restore the Lagoons, and septic/sewer.

The Commission had questions regarding the grants that Mayor Weiss answered.

2. Matt Tight – Introduction to FL Class Investment Pool

Mr. Tight presented a brief overview of the FL Class Investment Pool Fund.

The Commissioners asked Mr. Tight questions regarding the terms of the fund and how it makes money.

**ANNOUNCEMENTS**

- a) The meeting schedule for the month is as follows: Regular Town Commission Meeting Monday, February 6<sup>th</sup> at 6:00 PM; Joint Workshop Meeting of the Town Commission and Planning and Zoning Commission on Wednesday, January 11<sup>th</sup> at 3:00 PM, Planning & Zoning Commission Town Hall.



## **REGULAR TOWN COMMISSION MEETING MINUTES**

**JANUARY 9, 2023**

- b) Please join us on Monday, February 6<sup>th</sup> at 5:00 p.m. in the Commission Chambers for a presentation by our Building Official the topic is Save the Swales.
- c) Town Hall will be closed on Monday, January 16<sup>th</sup> to observe the Martin Luther King Holiday.
- d) The Annual Municipal Election will be held on March 14, 2023. There are two Town Commission seats open for a three-year term. Qualified Candidates Appearing on the Ballot are: Carolyn Cassidy, Robert Galleno, Susan Hurlburt and Martin Wiescholak. / Las Elecciones Municipales Annuales se Celebrarán el 9 de marzo de 2021. Hay dos asientos de la Comisión de la Ciudad abiertos por un periodo de tres años. Los candidatos calificados que aparecen en la papeleta son: Carolyn Cassidy, Robert Galleno, Susan Hurlburt, Martin Wiescholak.
- e) Residents who wish to sign up to receive important information Town notification and news through Civic Ready should sign up on the Town's website or call Town for assistance.

Vice Mayor de Haseth asked for clarification that there were only three candidates who were qualified. Town Clerk Avery confirmed that was correct.

### **PUBLIC COMMENT - (3-minute individual limit)**

Mayor Hurlburt opened the floor for public comment and asked Town Clerk Avery to read the condensed version of protocol.

Town Clerk Avery read the condensed version of protocol.

Terry Brown – gave thanks to the staff and expressed his concern over plastic garbage bags.

Debbie Cook – spoke regarding the signs at Turtle Beach.

Stella Kolb – spoke regarding deterioration of the dunes and public comment.

Kate Newton – spoke regarding signs.

Phil Besler – spoke regarding a misunderstanding of the two clubs receiving free rentals.

James Connolley - spoke regarding removal of no trespassing signs.

Ric Carey – spoke regarding street lighting.

Zoanne Hennigan – spoke regarding light on 113 Island Drive S.

Michael Liberman– spoke regarding requesting additional time needed for his construction pod.

John Shibbles – spoke regarding the property located adjacent to his property permits.

Bryan Joffe – spoke regarding tropical signs on the beach.

Craig Scheckner – read a letter into the record regarding Turtle beach signs from his Association President.

Christopher Koenig - spoke regarding beach signs.

Bill Scarlett – spoke regarding beach access on Adams Road.

Mya Breman – spoke regarding beach access on Fayette Drive.

Janet Schijns – spoke regarding lights and locked gate on beach.

Ernest Mignoli – spoke regarding beach issues.

Mayor Hurlburt closed the floor for public comment.

There was a consensus to place signs for discussion on Regular Agenda items for the next scheduled Town Commission Meeting.

### **APPROVAL OF CONSENT AGENDA (Items that do not require discussion)**

1. Adoption of the Minutes of November 7, 2022, Regular Town Commission Meeting.

## **REGULAR TOWN COMMISSION MEETING MINUTES**

**JANUARY 9, 2023**

2. Adoption of the Minutes of the September 29, 2022, Special Town Commission Meeting.
3. Approve the budgeted expenditure of \$10,815 for the purchase of a MultiSmart Telemetry System for the Woolbright pump station.
4. Adoption of Policy and Procedure for Processing Public Information Requests.
5. Resolution 2023 – 01 Resolution establishing an investment policy statement governing the investment of surplus funds of the Town of Ocean Ridge.
6. Approval of Budgeted funds for IT Refresh up to \$60,000 for IT hardware, software, and licensing.
7. Approval of Budgeted funds for the construction of the Public Works Steel Storage Building in the amount of \$56,319.00.
11. Request from 5006 Old Ocean Blvd. for building permit extension for Permit #21666 and waiver of \$50 renewal fee. **(MOVED FROM REGULAR AGENDA TO CONSENT AGENDA)**

**Commissioner Coz moved to approve the agenda as amended; seconded by Commissioner Pugh Motion carried 5-0.**

### **REGULAR AGENDA ITEMS**

#### **14. Discussion related to refinancing/modification of Town Hall loan (Moved from the end of Regular Agenda Items)**

Mayor Hurlburt asked Interim Town Manager Ladner for an explanation on the item. Interim Town Manager Ladner explained the item.

Mayor Hurlburt opened the floor for public comment.

Phil Bessler – spoke regarding fixed loans.

Terry Brown - recommend full payment of the loan.

Mayor Hulburt closed the floor for public comment.

**Vice Mayor de Haseth moved to direct staff to research three Municipal Financial Advisors to vote on at the next meeting regarding the loan and have Attorney Goddeau look into a locked fixed rate; seconded by Commissioner Wiescholek Motion carried 5-0.**

#### **8. Approval of Employment Contract with Police Chief Richard Jones.**

Mayor Hulburt asked Attorney Goddeau to provide an update on the item. Attorney Goddeau gave an update.

Mayor Hulburt opened the floor for public comment.

Janet Schijns – spoke on behalf of Chief Jones.

Mayor Hulburt closed the floor for public comment and asked for Commissioner's discussion.

There was consensus to approve the contract and further discussion ensued regarding the terms.



**REGULAR TOWN COMMISSION MEETING MINUTES  
JANUARY 9, 2023**

**Commissioner Wiescholek moved to approve the employment contract with Chief Jones including a 3-year term; seconded by Commissioner Pugh Motion carried 4-1.**

**9. ~~Request from 5497 N Ocean Blvd for the refund of permit in the amount of \$6,826.88 for CANCELLED Permit #22919. (REMOVED FROM AGENDA)~~**

**10. Request from 11 Osprey Dr for the refund of permit fees in the amount of \$35,046.88 for CANCELLED Permit #22440.**

Mayor Hulburt asked Building Official Guy to update the Commission on the item. Building Official Guy gave the update.

Mayor Hulburt opened the floor for public comment. There was none. Mayor Hulburt closed the floor for public comment and asked for Commissioners discussion.

A brief discussion ensued between the Commissioners regarding the building permit fees.

**Vice Mayor de Haseth moved to approve the refund of permit fees in the amount of \$21,402.50; seconded by Commissioner Wiescholek. Motion carried 5-0.**

**12. Second Reading of Ordinance No 2022 -10 An Ordinance of the Town of Ocean Ridge, Florida, Authorizing the Amendment of the Town's Comprehensive Plan to Add the Property Right's Element as Required by Section 163.3177, Florida Statutes (2021); and Providing for Repeal of Conflicting Ordinances, Severability, Transmittal, Inclusion in the Comprehensive Plan and Effective Date.**

Town Clerk Avery read the ordinance into the record by title only.

Mayor Hulburt asked Attorney Goddeau to provide an update on the item. Attorney Goddeau gave an update.

Mayor Hulburt opened the floor for public comment.

Terry Brown – spoke regarding property rights.

Mayor Hulburt closed the floor for public comment and asked for Commissioners discussion. There was none.

**Commissioner Wiescholek moved to approve Ordinance No. 2022-10; seconded by Commissioner Pugh Motion carried 5-0.**

**13. First Reading of Ordinance No. 2023-01 An Ordinance Amending Chapter 67, Article III, Division 2, Section 67-52 Entitled, "Commencement and Duration of construction" to set the maximum duration for construction in all Zoning Districts to two (2) years and for other purposes. Providing for repeal of conflicting ordinances, severability, and an effective.**

**REGULAR TOWN COMMISSION MEETING MINUTES  
JANUARY 9, 2023**

Town Clerk Avery read the ordinance into the record by title only.

Mayor Hulburt asked Attorney Goddeau or Building Official Guy to provide an update on the item. Attorney Goddeau gave an update.

Mayor Hulburt opened the floor for public comment. There was none. Mayor Hulburt closed the floor for public comment and asked for Commissioners comments.

A brief discussion ensued.

**Commissioner Wiescholek moved to approve Ordinance No. 2023-01 with sunset provision 12/2025; seconded by Vice de Haset Motion carried 5-0.**

**STAFF & COMMITTEE REPORTS**

**15. Planning & Zoning Commission**

No report.

**16. Interim Town Manager Ladner**

Interim Town Manager Ladner read her report into the record.

A brief discussion ensued between the Commissioners, Interim Manager Ladner, and Chief Jones regarding streetlights.

**17. Town Attorney Goddeau**

Attorney Goddeau gave an update on the Town Managers search with a reception date of Jan 30 and interviews scheduled Jan 31.

**18. Police Chief**

Chief Jones advised that the Police Department report was included in the meeting package. He announced the open house for Crime Prevention on February 1<sup>st</sup> from 5:00 p.m. until 8:00 p.m.. He also presented the new signs for Old Ocean Avenue.

A discussion ensued between the Commissioners, Chief Jones, and Interim Manager Ladner regarding the period in which a pod or temporary structure can be stored on a property.

**REGULAR TOWN COMMISSION MEETING MINUTES  
JANUARY 9, 2023**

**19. Town Engineer & Public Works**

No report.

**20. Building Official**

Building Official Guy advised that the Building Department report was included in the meeting package.

**TOWN COMMISSIONER COMMENTS**

Mayor Hulburt wished everyone happy new year and discussed some of the upcoming projects.

Commissioner Wiescholak suggested moving the discussion on the Referendum topic until the next scheduled meeting. He also explained the dedicated cellular phones use on which commissioners should only conduct town business not personal use.

**Commissioner Wiescholak moved to authorize staff to purchase PBX cell phone system with extension for the Town Commission; seconded by Vice Mayor de Haseth. Motion carried 5-0.**

**ADJOURNMENT**

Meeting Adjourned at 9:18 p.m.

Minutes prepared by Deputy Town Clerk Pinder and adopted by the Town Commission on May 1, 2023.

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Geoff Pugh, Mayor

ATTEST:

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Kelly Avery, Town Clerk

SPECIAL TOWN COMMISSION MEETING MINUTES  
JANUARY 11, 2023

Minutes of the Special Town Commission and Planning and Zoning Commission Joint Workshop of the Town of Ocean Ridge held on Wednesday, January 11, 2022 at 3:00 PM in the Town Hall Commission Chambers and live audio feed provided through Gotomeeting.com.

**CALL TO ORDER**

The meeting was called to order by Mayor Hurlburt at 3:00 p.m.

**ROLL CALL**

Town Clerk Avery led the roll call, which was answered by the following:

Mayor Hurlburt	Present
Vice Mayor de Haseth	Present
Commissioner Coz	Present
Commissioner Pugh	Present
Commissioner Wiescholek	Present
Chair Mark Marsh	Present
Vice Chair Ric Carey	Present
Member Neil Hennigan	Present
Member David Hutchins	Present
Member Penny Kosinski	Present
Alt. Member Robert Rodriguez	Present

Also present was Town Planner Corey O’Gorman.

**PLEDGE OF ALLEGIANCE**

Mayor Hurlburt led the Pledge of Allegiance.

**ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA**

Chair Marsh requested that Member Hennigan cover the FAR topic on the agenda.

**Chair Marsh moved approved the agenda as amended; seconded by Vice Chair Carey. Motion carried 10-0.**

**JOINT WORKSHOP DISCUSSION ITEMS****1. Updating landscaping Ordinance/Trees protecting our canopy**

Mayor Hurlburt gave an update on landscape suggestions to consider for updating the current Town code such as conservation, potable/non-potable water, Florida Landscaping Principles, public health and welfare, historic trees, shade trees, dune and mangrove protection, and soil conservation. She also mentioned the beach paths and erosion.

Town Attorney Goddeau suggested that the Town hire a consultant to revise the landscape code to work on something specific for the Town.

There was discussion regarding other communities that have good landscape codes to review and the types of things that the Planning and Zoning Commission are seeing as far as landscape issues.

Town Attorney Goddeau explained how the process would work with finding a consultant and there was further discussion on other suggestions to do the same without spending as much money. Chair Marsh agreed to speak with a few landscape architects to see if they could get the Town a proposal.

## **2. Floor Area Ratio (FAR)**

Planning and Zoning Member Neil Hennigan gave an overview of the Floor Area Ratio (FAR) topic. He explained how the composition of FAR is evolving and gave examples of how they use the FAR process, such as with sea level FEMA floor heights, garages and parking requirements, and flat pitched roofs. He explained what FAR is, how it is used/calculated, and the trends that they are seeing now. He presented a chart for those present to review.

There was a discussion regarding FEMA, FAR, and building height restrictions. There was a question and further discussion about what the vision of the Town was and what direction the Town wants to go with the possibility of raising the FAR.

There was a discussion regarding possible solutions. Chair Marsh explained that they were not looking for a solution at this time, but more of giving a heads up to as what types of things are coming.

Member Hennigan asked if they could bring this up at the Planning and Zoning meeting and come up with some language to revise the ordinance. There was a consensus to have Planning and Zoning discuss the item and bring it back to the Town Commission.

## **3. Walls fronting the ROW to include landscaping requirements/permissions on the exterior side**

Chair Marsh explained the item and there was a discussion of the plantings in the right of way (ROW).

Building Official Guy explained the current Town Code. Chair Marsh requested that staff be more aware of the impact of the landscaping plans along with gates and walls being more of a visual impact. There was a discussion regarding the landscaping of the front walls.

## **4. Redefine/Clarify the role of P&Z to include “Architectural Review”**

Chair Marsh explained the role of Architectural Review of the Planning and Zoning Commission which is stated in the Town Code. Vice Chair Carey suggested that this type of information be relayed to the applicants during the application process.

There was a discussion on the application process, checklist, and guidelines for the Planning and Zoning Commission.

## **5. Sea Walls – Raising to reduce/eliminate flooding**

There was a question regarding 3D living seawalls and Commissioner Wiescholek explained what it was.

## SPECIAL TOWN COMMISSION MEETING MINUTES JANUARY 11, 2023

Interim Town Manager Ladner mentioned that there was an article and pictures in the packet that displayed the different types of seawalls.

There was a discussion regarding mandated seawalls and the regulations. There was mention of the Town of Gulf Stream passing a resolution regarding raising the seawalls.

Building Official Guy mentioned that the cost is a major issue, and many are resorting to capping instead of raising.

There was a recommendation to have Town Manager Ladner look into the County's suggestions and with other communities.

### **6. Prior to any Mill & Pave projects, factor in future road elevation requirements to mitigate standing waters/Improve safety during storm events**

Vice Mayor de Haseth explained the item and presented a handout to everyone regarding the topic. She gave some suggestions and mentioned it was more of a heads-up of things that the Town needs to be aware of with the grant funding.

Town Manager Ladner explained how the grant writing process works with the Town's grant writer. There was a discussion on the process and different items that need to be submitted for grants, such as septic to sewer.

There was further discussion regarding drainage and driveways. Police Chief Jones mentioned the lack of infrastructure of the FDOT.

Mayor Hurlburt opened the floor for public comment. Seeing none, she closed the floor for public comment.

### **ADJOURNMENT**

Meeting Adjourned at 5:15 p.m.

Minutes prepared by Town Clerk Avery and adopted by the Town Commission on May 1, 2023.

---

Geoff Pugh, Mayor

ATTEST:

---

Kelly Avery, Town Clerk

**Town of Ocean Ridge, Florida**  
**Town Commission Agenda Memorandum**  
**Office of the Town Manager**

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**Meeting Date: May 1, 2023**

**Subject: Interlocal Agreement between Palm Beach County and  
Town of Ocean Ridge to perform Community Development  
Block Grant (CDBG) Program, Emergency Solutions Program  
and Home Investment Partnerships (HOME) Program activities**

---

Mayor & Commissioners:

The Interlocal Agreement between the County and Town for FY 24-26 is an agreement between the parties allowing the County to represent the Town in matters related to housing initiatives for Community Development Grant (CDBG), Emergency Solutions Grant (ESG) and Home Investment Partnership (HOME) Program activities.

These are all programs that the town does not have the staff or resources to apply for or administer internally and the county routinely applies for and administers these grant programs.

Respectfully,  
Lynne Ladner  
Town Manager

**INTERLOCAL COOPERATION AGREEMENT  
BETWEEN PALM BEACH COUNTY  
AND  
TOWN OF OCEAN RIDGE**

**THIS AGREEMENT** made and entered into on \_\_\_\_\_, by and between **Palm Beach County**, a political subdivision of the State of Florida, hereinafter referred to as the "County", and **Town of Ocean Ridge**, a municipality duly organized and existing by virtue of the laws of the State of Florida, hereinafter referred to as the "Municipality".

**WHEREAS**, the parties hereto have the common power to perform Community Development Block Grant (CDBG) Program, Emergency Solutions Grant (ESG) Program and Home Investment Partnerships (HOME) Program activities within their jurisdictions, said common powers being pursuant to Section 125.01, Florida Statutes, and Chapter 163, Part III, Florida Statutes; and

**WHEREAS**, Section 163.01, Florida Statutes, known as the "Florida Interlocal Cooperation Act" authorizes local governments to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities that will harmonize geographic, economic, population and other factors influencing the needs and development of local communities; and

**WHEREAS**, Title I of the Housing and Community Development Act of 1974, as amended, mandates that a county must enter into interlocal cooperation agreements with municipalities in its jurisdiction for the purposes of implementing CDBG activities within said municipalities; and

**WHEREAS**, such interlocal cooperation agreements are also required to implement the HOME Program under Title II of the National Affordable Housing Act of 1990, as amended, and the ESG Program under the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act); and

**WHEREAS**, the County desires to join with the Municipality in order to carry out the planning and professional services necessary to implement the CDBG, ESG and HOME Programs; and

**WHEREAS**, the County and the Municipality agree to cooperate to undertake or assist in undertaking community renewal and lower income housing assistance activities; and

**WHEREAS**, the County and Municipality wish to cooperate in the implementation of the goals and objectives of the County's Consolidated Plan, as approved by the U.S. Department of Housing and Urban Development (HUD); and

**WHEREAS**, the Municipality desires to cooperate with the County for the purpose of implementing the CDBG, ESG and HOME Programs; and

**WHEREAS**, the governing bodies of the County and the Municipality have each authorized this Agreement.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants herein contained, it is agreed as follows:

1. This Agreement covers the CDBG, ESG and HOME Programs and pertains to funds that the County is qualified to receive from HUD under said Programs for Federal Fiscal Years 2024, 2025 and 2026 which cover the three-year urban county qualification period beginning on October 1, 2024, and ending on September 30, 2027 (hereinafter the "Qualification Period"). This Agreement shall remain in effect until the CDBG, ESG and HOME funds and program income received (with respect to activities carried out during the Qualification Period and during any subsequent



three-year qualification periods covered by any renewal of this Agreement) are expended and the funded activities are completed. Neither the Municipality nor the County may terminate, or withdraw from, this Agreement while it remains in effect.

2. This Agreement shall be automatically renewed for a three-year qualification period at the end of the Qualification Period and at the end of each subsequent qualification period unless either party provides the other party a written notice in which it elects not to participate in a new qualification period. If such notice be given, the party electing not to participate shall also send a copy of the written notice to the HUD field office with jurisdiction over the County.

The County shall, by the date specified in HUD's Urban County Qualification Notice for the next qualification period, notify the Municipality in writing of its right not to participate, and the County shall provide a copy of such written notice to the HUD field office with jurisdiction over the County by the date specified in the Urban County Qualification Notice.

3. While this Agreement is in full force and effect, during the Qualification Period and during any subsequent three-year qualification periods covered by any renewal of this Agreement, the County and the Municipality agree to amend this Agreement to incorporate any changes necessary to meet the requirements for cooperation agreements as set forth by HUD in its Urban County Qualification Notices applicable to all subsequent three-year qualification periods, and to provide HUD such amendments as provided in the Urban County Qualification Notices. Failure to comply with the aforesaid shall void the automatic renewal of this Agreement.

4. The Municipality, by executing this Agreement, understands that:

- (a) It may not apply for any grants from appropriations under the State of Florida CDBG Program for fiscal years during the period in which it participates in the County's CDBG Program.
- (b) It may receive a formula allocation under the HOME Program only through the County. Even if the County does not receive a HOME formula allocation, the Municipality understands that it may not receive HOME Program funds from a HOME consortium with other local governments. This, however, does not preclude the County or the Municipality from applying to the State of Florida for HOME Program funds if the State of Florida so allows.
- (c) It may receive a formula allocation under the ESG Program only through the County. This, however, does not preclude the County or the Municipality from applying to the State of Florida for ESG Program funds if the State of Florida so allows.

5. This Agreement is contingent upon the County's qualification as an "urban county" under the CDBG Program as determined by HUD, as well as HUD's award of funds under the CDBG, ESG and HOME Programs.

6. The County and the Municipality agree to cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities. The County and the Municipality also agree to cooperate to enable the County to expend CDBG, ESG and HOME Program funds on eligible activities within the Municipality's jurisdiction during the Qualification Period and during any subsequent qualification periods covered by the renewal of this Agreement.

7. The Municipality shall assist and cooperate with the County in the preparation of the HUD required Consolidated Plan for the use of CDBG, ESG, and HOME Program funds. The County shall prepare the Consolidated Plan application and other necessary documents, and shall take full responsibility and assume all obligations as the applicant. The County and the Municipality agree to comply with said Consolidated Plan and implement activities as outlined in the Action Plan approved by HUD for the use of CDBG, ESG, and HOME Program funds. The County and the Municipality agree that the County is hereby permitted to undertake or assist in undertaking essential community development and housing assistance activities

within the Municipality's jurisdiction.

8. The County, through its Department of Housing and Economic Development, shall assist the Municipality in undertaking all professional and administrative services necessary for the purposes of implementing activities of the CDBG, ESG and HOME Programs, including preparation of all applications and other necessary documents, planning and other administrative activities, as required.
9. Pursuant to 24 CFR 570.501(b), the Municipality is subject to the same requirements applicable to subrecipients, including the requirements of a written agreement as described in 24 CFR 570.503.
10. The Municipality may not sell, trade, or otherwise transfer all or any portion of CDBG Program funds to another metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG Program funds in exchange for any other funds, credits or non-Federal considerations, but must use such CDBG Program funds for activities under Title I of the Housing and Community Development Act of 1974, as amended.
11. The Municipality and the County shall take all actions necessary to assure compliance with the County's certification required by Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, regarding Title VI of the Civil Rights Act of 1964, and the implementing regulations at 24 CFR part 1, the Fair Housing Act, and the implementing regulations at 24 CFR part 100, and affirmatively furthering fair housing. The Municipality and the County shall comply with Section 109 of Title I of the Housing and Community Development Act of 1974, and the implementing regulations at 24 CFR part 6, which incorporates Section 504 of the Rehabilitation Act of 1973, and the implementing regulations at 24 CFR part 8, Title II of the Americans with Disabilities Act, and the implementing regulations at 28 CFR part 35, the Age Discrimination Act of 1975, and the implementing regulations at 24 CFR part 146, Section 3 of the Housing and Urban Development Act of 1968, and other applicable laws. The County shall not fund any activities in, or in support of, the Municipality should the Municipality not affirmatively further fair housing within its jurisdiction or should the Municipality impede the County's actions to comply with the County's fair housing certification. The Municipality agrees to sign the assurances and certifications in the HUD 424-B.
12. The County is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the Municipality warrants and represents that throughout the term of the Agreement, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be considered default of the Agreement.

As a condition of entering into this Agreement, the Municipality represents and warrants that it will comply with the County's Commercial Nondiscrimination Policy as described in Resolution 2017-1770, as amended. As part of such compliance, the Municipality shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or genetic information in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall the Municipality retaliate against any person for reporting instances of such discrimination. The Municipality shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the County's relevant marketplace in Palm Beach County. The Municipality understands and agrees that a material violation of this clause shall be

considered a material breach of this Agreement and may result in termination of this Agreement, disqualification or debarment of the company from participating in County contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. Municipality shall include this language in its subcontracts.

13. The Municipality has adopted, and is enforcing, a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and the Municipality has adopted, and is enforcing, a policy of enforcing applicable State and local laws against physically barring entrance to, or exit from, a facility or location which is the subject of such non-violent civil rights demonstrations within jurisdictions.
14. Palm Beach County has established the Office of Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Inspector General's authority includes, but is not limited to, the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the Municipality, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud. Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 to 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.
15. No provision of this Agreement is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Agreement, including but not limited to any citizen or employees of the County and/or the Municipality.
16. Nothing contained herein shall be deemed to authorize the delegation of the constitutional or statutory duties of the state, county or municipal officers.
17. A copy of this Agreement shall be filed with the Clerk and Comptroller in and for Palm Beach County.

REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officials.

(MUNICIPAL SEAL BELOW)

**TOWN OF OCEAN RIDGE, a  
municipality duly organized and existing by  
virtue of the laws of the State of Florida**

ATTEST:

By: \_\_\_\_\_  
Geoff Pugh, Mayor

By: \_\_\_\_\_  
Kelly Avery, Town Clerk

By: \_\_\_\_\_  
Lynne Ladner, Town Manager

(COUNTY SEAL BELOW)

**PALM BEACH COUNTY, FLORIDA, a  
Political Subdivision of the State of Florida**  
  
**BOARD OF COUNTY COMMISSIONERS**

ATTEST: SHARON R. BOCK,  
Clerk & Comptroller

By: \_\_\_\_\_  
Dave Kerner, Mayor

By: \_\_\_\_\_  
Deputy Clerk

Document No.: \_\_\_\_\_

Approved as to Form and  
Legal Sufficiency

Approved as to Terms and Conditions  
Dept. of Housing and Economic Development

By: \_\_\_\_\_  
Howard J. Falcon, III,  
Chief Assistant County Attorney

By: \_\_\_\_\_  
Sherry Howard  
Deputy Director

**LEGAL CERTIFICATION BY PALM BEACH COUNTY**

As Legal Counsel for Palm Beach County, Florida, I hereby state that the terms and provisions of this Agreement entered into on \_\_\_\_\_ by and between Palm Beach County and **Town of Ocean Ridge** are fully authorized under State and local law, and that the Agreement provides full legal authority for Palm Beach County to undertake, or assist in undertaking, community renewal and lower income housing assistance activities.

\_\_\_\_\_  
Howard J. Falcon, III, Chief Assistant County Attorney  
Palm Beach County, Florida



**Department of  
Housing & Economic  
Development**

Strategic Planning Division  
100 Australian Avenue - Suite 500  
West Palm Beach, FL 33406  
(561) 233-3600  
[www.pbcgov.com/hed](http://www.pbcgov.com/hed)

**Palm Beach County  
Board of County  
Commissioners**

Gregg K. Weiss, Mayor  
Maria Sachs, Vice Mayor  
Maria G. Marino  
Michael A. Barnett  
Marci Woodward  
Sara Baxter  
Mack Bernard

**County Administrator**

Verdenia C. Baker

*"An Equal Opportunity  
Affirmative Action Employer"*

April 20, 2023

Lynn Ladner, Town Manager/Finance Dir.  
Town of Ocean Ridge  
6450 N. Ocean Boulevard  
Ocean Ridge, FL 33435

Dear Ms. Ladner:

This letter serves to solicit the Town of Ocean Ridge participation in Palm Beach County's Urban County Program for Federal Fiscal Years 2024, 2025 and 2026 (October 1, 2024 – September 30, 2026).

In order to receive funding from the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant Program (CDBG), HOME Investments Partnership (HOME) and Emergency Solutions Grant (ESG) Programs, the County is required to form an Urban County Program. This means that the County must solicit the participation of all eligible municipalities within its boundaries to join in the formation of an Urban County jurisdiction. The Town's participation in the Urban County Program will increase the amount of grant funding provided to the County by HUD.

Participation by the Town of Ocean Ridge will allow the Town to be eligible to receive CDBG funding from the County to carry out activities such as infrastructure and public facilities improvements which benefit a low- and moderate- income population. Participation would also entitle the Town's residents to receive homeless prevention benefits under the ESG Program. Under the HOME Program qualified residents may be eligible for homeownership assistance and housing rehabilitation. Residents of the Town of Ocean Ridge can also benefit from the use of these funds for facilities and services which they may frequent but which are located outside your municipal boundaries.

Be advised that participation in the County program will render the Town ineligible to apply for CDBG funds directly from the State of Florida, however, the Town may still be able to apply to the State for HOME and ESG funds.

Please notify the Department of Housing and Economic Development (HED) of your decision whether or not to join the Urban County Program no later than May 19, 2023, with a copy to HUD's Miami Field Office addressed as follows:

Lisa Johnson, Director  
Community Planning & Development Division  
U.S. Department of Housing and Urban Development  
909 SE 1st Avenue, Room 500  
Miami, FL 33131



If you choose to participate in the Urban County Program, please execute four (4) copies of the enclosed interlocal cooperation agreement and return to the HED by May 19, 2023.

Please contact Sheila Brown, Senior Planner, at (561) 233-3688 or [sabrown@pbcgov.org](mailto:sabrown@pbcgov.org), if you have any questions concerning this letter.

Sincerely,

A handwritten signature in blue ink that reads "Jonathan B. Brown".

Jonathan B. Brown, Director  
Department of Housing and Economic Development

Enclosures

CC: Kelly Avery, Town Clerk, Town of Ocean Ridge  
Sherry Howard, Deputy Director, PBC HED  
Carlos Serrano, SPO Director, PBC HED

April XX, 2023

Lisa Johnson, Director  
Community Planning and Development Division  
U.S. Department of Housing & Urban Development  
909 SE 1<sup>st</sup> Avenue, Room 500  
Miami, FL 33131

Jonathan B. Brown, Director  
Housing & Economic Development  
100 S. Australian Avenue, Suite 500  
West Palm Beach, FL 33406

Re: Palm Beach County Urban County Qualification FYs 2024-2027  
Participation by City / Town / Village

Dear Ms. Johnson:

The purpose of this letter is to confirm the City/Town/Village agreement to continue to participate in Palm Beach County's Urban County Program for Fiscal Years 2024-2027

If you have questions, please contact the City/Town/Village at XXX@XXXXXXX or by telephone (XXX) XXX-XXXX. You may also contact Sheila Brown, Senior Planner, Palm Beach County at (561) 233-3688 or [sabrown@pbcgov.org](mailto:sabrown@pbcgov.org).

Sincerely,

XXXXXXXX, Title  
City / Town / Village

cc: Jill Smolen, CPD Representative, US HUD  
Jonathan Brown, Director, PBC HED  
Sherry Howard, Deputy Director, PBC HED  
Carlos Serrano, SPO Director, PBC HED



**Town of Ocean Ridge, Florida**  
**Town Commission Agenda Memorandum**  
**Office of the Town Manager**

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**Meeting Date: May 1, 2023**  
**Subject: Third Amendment to Iguana Control Contract**

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Mayor & Commissioners:

The town contracts with Iguana Control to assist with the elimination of the invasive iguanas in the community. This is a budgeted expense with the contract up for renewal.

Respectfully,  
Lynne Ladner  
Town Manager

**THIRD AMENDMENT TO AGREEMENT FOR IGUANA MANAGEMENT SERVICES**

THIS THIRD AMENDMENT ("Third Amendment") is made as of the 1st day of May 2023, by and between the **Town of Ocean Ridge**, a municipal corporation organized and existing under the laws of the State of Florida, ("Town"), and **Blue Iguana Pest Control, Inc.**, a company authorized to do business in the State of Florida ("Contractor").

**RECITALS**

WHEREAS, the Town entered into an Agreement with Contractor for iguana management services on January 7, 2019 ("Agreement"); and,

WHEREAS, the Town and Contractor amended the Agreement to renew and extend the term for one year term through March 7, 2023 under the same terms and conditions and pricing set forth in the Agreement ("Second Amendment"); and,

WHEREAS, the Town and Contractor desire to renew and extend the term of the Agreement (as amended) for one year through May 1, 2024 with the same pricing as set forth in the Agreement.

NOW THEREFORE, in consideration of the mutual promises set forth herein, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Recitals. The parties agree that the recitals set forth above are true and correct and are fully incorporated herein by reference.
2. Term. The parties agree that the term of the Agreement (as amended) is hereby extended through May 1, 2024.
3. Entire Agreement. The Town and Contractor agree that the Agreement, the First Amendment, Second Amendment, and this Third Amendment set forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Third Amendment may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto. All other terms and conditions of the Agreement, the First Amendment and Second Amendment (except as amended herein) remain in full force and effect.
4. Counterparts. This Third Amendment may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument. Either or both parties may sign this Amendment via facsimile, email or electronically and such signature is as valid as the original signature of such party.

**REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK – SIGNATURE PAGE  
FOLLOWS**

IN WITNESS WHEREOF, the Town and Contractor have caused this Third Amendment to the Agreement for Iguana Management Services to be executed the day and year shown above.

**ATTEST:**

**TOWN OF OCEAN RIDGE**

By: \_\_\_\_\_  
Kelly Avery, Town Clerk

By: \_\_\_\_\_  
Lynne Ladner, Town Manager

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

By: \_\_\_\_\_  
Christy L. Goddeau, Town Attorney

**CONTRACTOR: BLUE IGUANA PEST CONTROL**

[ \_\_\_\_\_ By: \_\_\_\_\_  
\_\_\_\_\_ Print Name:  
\_\_\_\_\_ Title: \_\_\_\_\_  
Corporate Seal]

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

THE FOREGOING instrument was acknowledged before me by means of physical presence or online notarization on this \_\_\_\_ day of \_\_\_\_\_, 2023, by \_\_\_\_\_, as the \_\_\_\_\_ [title] of Blue Iguana Pest Control, a Florida Corporation, who is personally known to me or who has produced \_\_\_\_\_ as identification, and who did take an oath that he or she is duly authorized to execute the foregoing instrument and bind Blue Iguana Pest Control to the same.

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

Notary Seal:

**Town of Ocean Ridge, Florida**  
**Town Commission Agenda Memorandum**  
**Office of the Town Manager**

---

**Meeting Date: May 1, 2023**  
**Subject: Program for Public Information (PPI) Annual  
Evaluation Report**

---

Mayor & Commissioners:

Attached is the final PPI Annual Evaluation Report for 2022-2023. The PPI Task Force met on March 10, 2023, to evaluate the programs and projects conducted over the past year and to discuss topics, messages and desired outcomes for 2023-2024.

Staff recommends adopting the report as submitted.

Respectfully,  
Lynne Ladner  
Town Manager

# **TOWN OF OCEAN RIDGE**

**6450 NORTH OCEAN BOULEVARD  
OCEAN RIDGE, FLORIDA 33435**

www.oceanridgeflorida.com  
(561) 732-2635 ♦ FAX (561) 734-7031

**LYNNE LADNER  
TOWN MANAGER &  
FINANCE DIRECTOR**

**KELLY AVERY  
TOWN CLERK**



**MAYOR  
GEOFF PUGH**

**VICE MAYOR  
STEVE COZ**

**COMMISSIONERS  
CAROLYN CASSIDY**

## **Town of Ocean Ridge Program for Public Information (PPI) Flood Insurance Promotion (FIP) 2022-2023 Annual Evaluation Report**

**Community:** Town of Ocean Ridge, FL

**Name of PPI:** Program for Public Information – Town of Ocean Ridge, FL

**Submitted by:** Lynne Ladner, Town Manager

**Email:** [lladner@oceanridgeflorida.com](mailto:lladner@oceanridgeflorida.com)

**Date of Report:** April 7, 2023

**Date Report sent to Governing Body(s):** May 1, 2023

**1. Date of the annual PPI committee meeting for this evaluation:**

March 10, 2023

**2. List of committee members that attended the annual PPI committee meeting above:**

Lynne Ladner, Chair

Kelly Avery

Robert Sloat

# **TOWN OF OCEAN RIDGE**

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TOWN CLERK**



**MAYOR  
GEOFF PUGH**

**VICE MAYOR  
STEVE COZ**

**COMMISSIONERS  
CAROLYN CASSIDY**

Sally Voorhees

Arthur Ziev

### **3. List the Priority audiences for your community:**

Target Area #1: Repetitive Loss Areas

Target Area #2: Areas with drainage problems

Target Area #3: Evacuation zones

Target Audience #4: Real Estate Agencies

Target Audience #5: Insurance Agencies

Target Audience #6: Banks and Mortgage Companies

Target Audience #7: Homeowner and Condominium Associations

Target Audience #8: New Residents

Target Audience #9: Licensed Vendors (added in 2022)

Target Audience #10: Rental occupied residency (added in 2023)

Target Audience # 11: Rental apartment owners (added in 2023)

### **4. List the Topics and associated messages with the desired outcomes for each message:**

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TOWN CLERK



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GEOFF PUGH

VICE MAYOR  
STEVE COZ

COMMISSIONERS  
CAROLYN CASSIDY

**Table 2: Topics, Messages and Desired Outcomes**

Topic	Message	Outcome
1. Know your flood hazard	If you would like to know if a property is in the SFHA, please visit the Town's website at oceanridgeflorida.com.	More map information inquiries
2. Insure your property for flood hazard	2a. The Town strongly recommends that everyone purchase a flood insurance policy. 2b. Talk to your insurance agent about how to prepare your home for flooding/storm surge and hurricanes when leaving town for an extended period. 2c. Talk to your insurance agent concerning what flood insurance covers, and what it does not cover.	Increase in the number of flood insurance policies
3. Protect people from the hazard	Disconnect electrical appliances, but do not touch any electrical equipment if you are wet or standing in water.	Reduced number of people impacted by electrical shock in flooding events.
4. Protect your property from the hazard	4a. For information on retrofitting or flood proofing your structure to reduce the impact of flooding, call Town Hall at 732-2635. 4b. Be aware of flood insurance implications of elevators. 4c. Protect elevator cab in times of imminent flooding/storm surge, or when leaving town for an extended period by elevating it.	Reduced property loss due to flooding

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	4d. If you hire a property manager when you leave for an extended period, be sure they know about the flood insurance coverage rules for elevators. 4e. Talk to your insurance agent about how to prepare your home for flooding/storm surge and hurricanes when leaving town for an extended period.	
5. Build responsibly	Contact the Building Department at 732-2635 prior to any construction activity.	Reduced number of building department citations
6. Protect natural floodplain functions	Please help keep these areas natural and beautiful by reporting any illegal dumping and littering violation to the town at 732-2635.	Maintenance of natural areas
7. Be prepared for hurricanes	Stay tuned to local TV or radio stations known to have active news bureau information.	Reduced property loss from hurricanes
8. Maintain your storm drains	Keep your storm drains free of debris. Proper drainage will help reduce the risk of flooding.	Reduced street flooding events from clogged storm drains
9. Be prepared for new FEMA maps	Consider the impact of the new FEMA maps and plan accordingly.	Increased awareness of the new maps and enhanced preparation for their implementation.
10. Plan for storm surges	If you are advised to evacuate, turn off utilities at the main switches or valves.	Reduced destruction following evacuation.



# **TOWN OF OCEAN RIDGE**

**6450 NORTH OCEAN BOULEVARD  
OCEAN RIDGE, FLORIDA 33435**

www.oceanridgeflorida.com  
(561) 732-2635 ♦ FAX (561) 734-7031

**LYNNE LADNER  
TOWN MANAGER &  
FINANCE DIRECTOR**

**KELLY AVERY  
TOWN CLERK**



**MAYOR  
GEOFF PUGH**

**VICE MAYOR  
STEVE COZ**

**COMMISSIONERS  
CAROLYN CASSIDY**

## **5. List the projects in the PPI used to convey the above messages:**

Annual community flood hazard publication distributed

Annual community flood hazard publication made available

Twitter tweets of flood information

Facebook postings of flood information

Flood insurance promotion (370) Letter from Mayor

Newsletter emailed

Next Door postings

Palm Beach County Dart Apps

You Tube flood mitigation postings

Civic Ready (Reverse 911)

Literature distribution in Town buildings

Locally produced TV shows – Palm Beach County EOC

Literature Distribution at Garden Club

New FEMA flood map workshop

Literature Distribution with Sea Angels

TV Show – Governor's Hurricane Conf.

Flood Insurance Advice Brochures Distribution

Coffee with a Cop

Articles and announcements in community newspaper Coastal Star

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**VICE MAYOR  
STEVE COZ**

**COMMISSIONERS  
CAROLYN CASSIDY**

Home Depot Hurricane and Flood Expo

FPL bills with fliers

Target flood prone areas: Letter to residents with flood mitigation information

Target short term rentals: Letter to residents with flood mitigation information

Target realtors: Letter to realtors with flood mitigation information

Target Repetitive Loss Areas: Repetitive Loss Areas Outreach

Target evacuation zones: Letter to residents with flood mitigation information

Target insurance agencies: Letter to agencies with flood mitigation information

Target HOAs and condos: Email advisements with flood mitigation information

Target new residences: Letter to residents with flood mitigation information (after meeting)

## **6. List which projects were implemented for this reporting period:**

Annual community flood hazard publication distributed

Annual community flood hazard publication made available

Twitter tweets of flood information

Facebook postings of flood information

Flood insurance promotion (370) Letter from Mayor

Newsletter emailed

Next Door postings

Palm Beach County Dart Apps

You Tube flood mitigation postings (by May 1)

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Civic Ready (Reverse 911)

Literature distribution in Town buildings

Locally produced TV shows – Palm Beach County EOC

Literature Distribution at Garden Club

Literature Distribution with Sea Angels

TV Show – Governor's Hurricane Conf.

Flood Insurance Advice Brochures Distribution

FPL bills with fliers

*Though not completed at the time of the PPI Committee meeting, the following projects are anticipated to be completed by May 1.*

Target flood prone areas: Letter to residents with flood mitigation information

Target short term rentals: Letter to residents with flood mitigation information

Target realtors: Letter to realtors with flood mitigation information

Target Repetitive Loss Areas: Repetitive Loss Areas Outreach

Target evacuation zones: Letter to residents with flood mitigation information

Target insurance agencies: Letter to agencies with flood mitigation information

Target HOAs and condos: Email advisements with flood mitigation information

Target new residences: Letter to residents with flood mitigation information (after meeting)

## **7. List why some projects were not implemented (if any):**

*New FEMA flood map workshop* – Because the FEMA maps have not been finalized, this project has yet to be implemented.

*Coffee with a Cop* – There has been a transition period in the Police Department.

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VICE MAYOR  
STEVE COZ

COMMISSIONERS  
CAROLYN CASSIDY

*Home Depot Hurricane and Flood Expo* – This activity was discontinued by Home Depot as a result of COVID-19.

*Articles and announcements in community newspaper Coastal Star* – Though this outreach has not yet been done, an article highlighting the benefit of CRS to the community, including the contribution of the PPI Task Force is anticipated shortly.

## 8. List what progress was made toward the desired outcomes:

### Desired Outcome

More map information inquiries – *Outcome uncertain.*

Increase in the number of flood insurance policies – *While the number of flood insurance policies was lower in 2023 than it had been in 2022, the Task Force does not think this is due to a deficiency in outreach. Rather, it is due to higher prices and changed maps.*

Reduced number of people impacted by electrical shock in flooding events – *Because there were no major flood events, this desired outcome cannot be measured.*

Reduced property loss due to flooding – *Because there were no major flood events, this desired outcome cannot be measured.*

Reduced number of building department citations – *Outcome achieved.*

Maintenance of natural areas – *Outcome achieved. Town bought major piece of land for conservation and preservation.*

Reduced property loss from hurricanes – *Because there were no major flood events, this desired outcome cannot be measured.*

Reduced street flooding events from clogged storm drains – *This outcome has been achieved due in part to enhanced stormdrain infrastructure.*

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COMMISSIONERS  
CAROLYN CASSIDY

Increased awareness of the new maps and enhanced preparation for their implementation –  
*Outcome is uncertain.*

Reduced destruction following evacuation. – *Because there were no major flood events, this desired outcome cannot be measured.*

**9. List what should be changed (if anything). This should include what messages, outcomes and projects should be revised or dropped and what new ones should be initiated.**

The PPI Task Force determined that two additional target audiences should be added to the PPI:

- a. Rental occupied residency
- b. Rental apartment owners

The following messages should be added:

- 2.b. Talk to your insurance agent about how to prepare your home for flooding/storm surge and hurricanes when leaving town for an extended period.
- 2.c. Talk to your insurance agent concerning what flood insurance covers, and what it does not cover.
- 4.b. Be aware of flood insurance implications of elevators.
- 4.c. Protect elevator cab in times of imminent flooding/storm surge, or when leaving town for an extended period by elevating it.
- 4.d. If you hire a property manager when you leave for an extended period, be sure they know about the flood insurance coverage rules for elevators.
- 4.e. Talk to your insurance agent about how to prepare your home for flooding/storm surge and hurricanes when leaving town for an extended period.

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**CAROLYN CASSIDY**

**Town of Ocean Ridge, Florida  
Town Commission  
Agenda Memorandum  
Office of the Town Clerk, Kelly Avery**

---

**Meeting Date: May 1, 2023**  
**Subject: Appointments to Town Commission**

---

Mayor and Town Commissioners:

There are two vacancies on the Town Commission, each for a one-year term that must be appointed by the current Town Commission:

The following have expressed a desire to be a part of the Town Commission:

Arthur Ziev  
Philip Besler  
Mike Drifmeyer  
Victor Martel  
Craig Herkert  
Robert Sloat  
Nicolas Arsali  
David Hutchins  
Kenneth Kaleel

**Applications will be provided later pending qualifications confirmation.**

The Town Commission will be voting by ballots per the Town's Rules of Order and Procedure. The Town Commission must make a motion to appoint members as shown on the ballots.

A swearing-in will occur after the Town Commission has confirmed their selection.

Respectfully,  
Kelly Avery, Town Clerk

**Town of Ocean Ridge, Florida  
Town Commission  
Agenda Memorandum  
Office of the Town Clerk, Kelly Avery**

---

**Meeting Date: May 1, 2023**  
**Subject: Appointments to Planning & Zoning Commission  
and Board of Adjustment**

---

Mayor and Town Commissioners:

Several appointments to the various boards will lapse and will need to be filled as follows:

**Planning & Zoning Commission**

**1 Alternate (2-year term) and 3 Regular Planning and Zoning Commission  
Members (3 Year Terms)**

The following have expressed a desire to be a part of the Planning and Zoning Commission:

- Mark Marsh – Incumbent for Regular Position
- Neil Hennigan – Incumbent for Regular Position
- Penny Kosinski – Incumbent for Regular Position
- Mark Begelman - New Appointment
- Larry Holtz – New Appointment
- Craig Herkert - New Appointment
- Fady Khairallah - New Appointment
- P. Shields Ferber - New Appointment
- Arthur Ziev - New Appointment
- Marc de Baptiste - New Appointment
- Ferenc Stephen Varga - New Appointment
- Sydney M. Ray - New Appointment
- Mike Drifmeyer - New Appointment
- Cornelius Sigety - New Appointment
- Michael DuBose - New Appointment

**Board of Adjustment**

**2 Regular Board of Adjustment Member (3 Year Term)**

**1 Regular Board of Adjustment Members (1 Year Term)**

The following have expressed a desire to be a part of the Board of Adjustment:

- Betty Bingham – Incumbent for Regular Position
- Mary Ann Cody – Incumbent for Regular Position
- Victor Martel – New Appointment
- Larry Holtz – New Appointment
- Arthur Ziev – New Appointment
- Terry Brown - New Appointment
- Mike Drifmeyer - New Appointment
- Virginia Sigety - New Appointment



\*Mike Drifmeyer, Arthur Ziev, and Larry Holtz will be listed on both ballots; however, they can only be chosen for one board. If one of them is chosen for one board, then that person's name will need to be removed from the other ballots.

\*Resumes are attached for new appointments. Incumbents are not required to submit a resume or letter of interest, but we do have their resumes in the Town Clerk's office for review.

The Town Commission will be voting by ballots per the Town's Rules of Order and Procedure. The Town Commission must make a motion to appoint members as shown on the ballots.

Respectfully,  
Kelly Avery, Town Clerk

# PLANNING & ZONING APPLICANTS

Michael DuBose

9 East Ocean Avenue

Ocean Ridge, FL 33435

561-891-1819

oceanridgepm@gmail.com

Objective:

To obtain a challenging role in property management, real estate acquisition, and development utilizing my 25 years of experience.

Experience:

Exsorro One, Inc.

PO Box 945

Boynton Beach, FL 33425

Owner 1999 to Present

- Managed a portfolio of commercial and residential properties.
- Supervised sales and acquisitions.
- Developed and implemented effective leasing strategies maximizing ROI.
- Negotiated lease agreements, vendor contracts, and service agreements.

- Oversaw property maintenance and repairs, ensuring high tenant satisfaction.
- Collaborated with legal counsel on property transactions and contract negotiations.

Ocean Hudson

PO Box 945

Boynton Beach, FL

33425

Owner 2017 to present

- Acquired and developed commercial and residential properties worth over \$20 million.
- Conducted market research and analyzed financial data to identify profitable investment opportunities.
- Coordinated due diligence activities, including property inspections, appraisals, and environmental assessments.
- Prepared and presented investment proposals for lending purposes.
- Managed construction projects, including budgeting, scheduling, and contract negotiations.
- Monitored and managed the performance of the investment portfolio.

Skills:

- Property management

- Real estate acquisition
- Real estate development
- Market analysis
- Financial analysis
- Contract negotiations
- Construction management
- Budgeting and forecasting
- Team management

**CORNELIUS E. SIGETY**

33 Ixora Way  
Ocean Ridge, FL 33435  
917-856-2799  
[Neal@Sigety.org](mailto:Neal@Sigety.org)

April 18, 2023

Commissioners  
Town of Ocean Ridge  
Ocean Ridge, FL, 33435

Dear Commissioners Pugh, Coz and Cassidy,

I am writing to express my interest in serving as a member of the Planning and Zoning Commission in Ocean Ridge. My wife, Virginia and I purchased our house in 2020 and have made Ocean Ridge our home. As an active and engaged member of our community, I am committed to contributing my skills and experience to help our town.

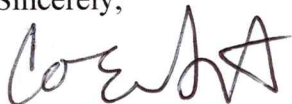
With a background in real estate development and management, I believe I possess the necessary knowledge and qualifications to make a positive impact on the Planning and Zoning Commission. I am familiar with land use regulations, zoning codes, and planning principles that govern development.

I am excited about the opportunity to work with the Town Commissioners, other members of the Planning and Zoning Commission, town staff, and residents to ensure responsible and sustainable development that aligns with the vision and values of Ocean Ridge. I am committed to balancing the needs of the community with the preservation of our natural resources, and quality of life.

Furthermore, I am a good listener and able to objectively evaluate proposals and make informed decisions. I am able to commit the time and effort required to fulfill the responsibilities of serving on the Planning and Zoning Commission. I am confident that my skills and experience make me a strong candidate for the Commission and I am eager to get more involved and contribute my expertise to serve Ocean Ridge to the best of my ability.

Thank you for considering my application. I would welcome the opportunity to discuss my qualifications in more detail and answer any questions you may have. I look forward to the chance to contribute to the planning and zoning efforts in Ocean Ridge, Florida.

Sincerely,

A handwritten signature in dark ink, appearing to read 'C. E. Sigety', with a stylized flourish at the end.

Cornelius E. Sigety

Encl, Resume

**CORNELIUS E. SIGETY**  
**33 Ixora Way**  
**Ocean Ridge, FL 33435**  
**Neal@Sigety.org**

**EXPERIENCE:**

- 1988 - Present      Kenbar Management, New York, NY**  
Managing Director. Responsible for financial management and operational oversight of a diversified portfolio of NYC multifamily real estate and investment assets.
- 1990 – 2010      Kenbar Management, New York, NY**  
General Contractor. Responsible for the rezoning and development of three Manhattan sites which my family owned, I was the general contractor for three residential buildings; 2001 -160 units 176,000 square feet, 2003 -211 units 185,000 square feet and 2010 -298 units 316,000 square feet.
- 1988 - 2005      Florence Nightingale Health Center, New York, NY**  
President. Responsible for real property activities and financial oversight. A 240,000 square foot, 561 bed health facility that closed in July 2005, selling the building to a dormitory operator.
- 1985 - 1988      Professional Medical Products, Inc., Greenwood, SC**  
Vice President Business Development. Responsibilities included strategic planning, acquisition analysis and due diligence, and other general corporate activities.

**EDUCATION:**

- Harvard Graduate School of Business, Boston, MA**  
Master of Business Administration, June 1985.
- University of Rochester, Rochester, NY**  
Bachelor of Arts, June 1980.

**Volunteer Activities:**

- |  |              |
|--|--------------|
| <b>Blair Academy, Blairstown NJ</b>                |              |
| Member Board of Directors                          | 2020-Present |
| Chairman of the Advancement Committee              | 2018-Present |
| <b>Buckingham Friends School, Lahaska PA;</b>      |              |
| Member, School Board                               | 2004-2014    |
| Treasurer  | 2010-2014    |
| <b>Heritage Conservancy, Inc. , Doylestown, PA</b> |              |
| Member Board of Directors                          | 2000-2006    |

**Letter of Interest for Planning & Zoning Board – Sydney M. Ray**

**Ocean Ridge, FL**

Dear Town Clerk Kelly Avery and whom it may concern at the Ocean Ridge Town Hall,

Please consider this letter of interest and attached professional resume as my application for the vacant Planning and Zoning Board appointment.

I have reviewed the structure and requirements for the board opening and I believe my candidacy is an excellent fit for this position. My professional background, as well as my personal interests, would be a great addition to the commission. I currently work remotely as a clinical project manager for a start-up biotechnology company based out of Palo Alto, CA but have spent most of my professional career at world leading pharmaceutical companies managing large, complex clinical trials from the basic science stage to bringing new drugs and technologies to the market. I am highly organized and results-oriented, which would be very beneficial to the commission as we need to progress and grow together as a community. As a project manager and head of operations, I am also very solution-minded and driven to deliver a quality end-product, which will translate nicely from my professional career to a board seat on the Planning & Zoning commission.

I am very much aligned with our core values as a 'hidden gem, beautiful little beach town', but also think there is room for change and structured growth in our town commission. The primary mission of the Building Department is written to 'safeguard life, health, property and public welfare, while providing expedited quality customer service to the community.' Fundamentally, this is a great mission statement and I wholeheartedly agree, however I think we need fresh ideas and new energy to continue with the mission. I have a solid understanding of the planning and zoning requirements for Ocean Ridge and would use this knowledge to make recommendations to the Town Commission. I am passionate about the proper development and management of our beautiful and unique town!

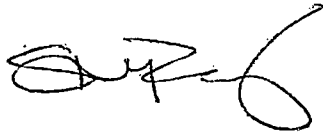
On a personal level, my husband and I have lived in Ocean Ridge as full-time residents and property owners for two years now. We absolutely love the community and are looking to get more involved with the town, as we plan on raising our children and being residents here for a very long time! We are younger residents of the community and just welcomed our first child. We are so excited to watch him grow up here with all the incredible things South Florida has to offer! We look forward to being a voice for the younger generation of Ocean Ridge residents, while respecting and cherishing the historical values this community was built on.



I have some great ideas and visions for the direction of the building department to be more successful and community oriented. I have learned a lot about building and town regulations from my father-in-law, Kenneth Ray, who serves on the Architectural Committee in our neighboring town, Manalapan. The Architectural Committee in Manalapan is much like the Ocean Ridge Planning and Zoning Commission in a sense that they are an advisory board that reviews and approves applications for amendments to the comprehensive plan and hears applications for district boundary change amendments to the Land Development Code. I think it would be very beneficial for us and our neighboring towns to establish a sense of community and collaboration, as well as to learn from one another.

Thank you for your time and consideration of my application. Please let me know if you have any questions or need any additional information.

Best Regards,

A handwritten signature in black ink, appearing to read 'Sydney Ray', with a stylized, flowing script.

Sydney Ray  
21 Hersey Drive  
Ocean Ridge, FL 33435  
[sydneymjray@gmail.com](mailto:sydneymjray@gmail.com)  
(708) 557-1232

# SYDNEY M. RAY

21 Hersey Drive ♦ Ocean Ridge, FL 33435 ♦ email: [sydneymjray@gmail.com](mailto:sydneymjray@gmail.com) ♦ mobile: 708.557.1232

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## EDUCATION

UNIVERSITY OF WISCONSIN – MADISON, Bachelor of Science, May 2007. Major: Biology/ Biochemistry  
BOSTON UNIVERSITY SCHOOL OF PUBLIC HEALTH, Master of Public Health, 2010

## WORK EXPERIENCE

### IMMUNE-ONC THERAPEUTICS

Remote-Based in Ocean Ridge, FL

July 2021 – current

*Associate Director of Clinical Operations*

- Leadership role for ensuring several well-funded Phase 1 and pre-clinical novel oncology studies are being managed in accordance with the company's overall program goals, timeline, budget and quality expectations. Responsible for planning, implementation, management, and execution of the clinical trial process to ensure company success.

### NOVARTIS PHARMACEUTICALS

Remote-Based in Boston, MA and Houston, TX

January 2016 – July 2021

*Senior Clinical Study Manager*

- Accountable for the overall global project management and day-to-day planning, executing, and reporting (from site feasibility and global start-up up to and including study/site close-out; strategy, plans, activities, timelines, synthesis of study start-up insights and presentation to study team) of assigned studies and programs in compliance with Novartis processes and FDA requirements.
- Responsible for several different highly complex studies and programs feasibility, site selection, country patient commitments, allocation, initiation, and start-up of multiple different indications primarily focusing on oncology and rare-disease early phase clinical studies and Phase I-IV global/international studies or programs.
- Subject Matter Expert for assigned protocol synopses, final protocols and other key monitoring documents and study plans.

### HARVARD CLINICAL RESEARCH INSTITUTE

Boston, MA

September 2014 – January 2016

*Clinical Study Manager, lead CRA for Phase III/ Phase IV cardiology drug and device studies*

- Managed all clinical site recruitment and selection for several large multi-institutional Phase I-IV cardiology clinical trials.

### NOVARTIS VACCINES AND DIAGNOSTICS

Cambridge, MA

September 2013 – September 2014

*Lead Senior Clinical Trial Assistant (On Contract from PRA Health Sciences)*

- Responsible for overall conduct and clinical trial management of multiple vaccination Phase I-IV clinical trials.
- Prepared and performed quality control of the Trial Master File (TMF) including all GCP and FDA related documents.

### BOSTON UNIVERSITY MEDICAL CENTER /VA BOSTON HEALTHCARE SYSTEM

Boston, MA

September 2010 - August 2013

*Senior Clinical Research Assistant (PTSD and Memory Disorders Clinic)*

Principal Investigators: Ann McKee MD, William Milberg PhD, Robert Stern PhD, Robert Cantu MD, Neil Kowall MD, and Chris Nowinski

- Managed and coordinated several large, multi-institutional, multi-year contract-based clinical trials involving Chronic Traumatic Encephalopathy, traumatic brain injury, Alzheimer's disease, ALS and brain donation banks and registries.
- Prepared annual reports for granting agencies and developed contingency plans to keep project milestones on track.

### UNIVERSITY OF CHICAGO MEDICAL CENTER, CLINICAL NEUROSCIENCE AND PSYCHOPHARMACOLOGY RESEARCH UNIT

Chicago, IL

June 2007 – September 2010

*Senior Clinical Research Study Coordinator*

- Recruited, screened, and provided informed consent to research subjects for several Phase II clinical trials.
- Administered neuropsychological tests to patients diagnosed with schizophrenia, depression, and other neurological disorders.

## PROFESSIONAL AFFILIATIONS

- BIG SISTER ASSOCIATION YOUNG PROFESSIONALS BOARD, *Board Member*
- BIG BROTHERS BIG SISTERS LEADERSHIP BOARD, *Board Member and mentor/ Big Sister*
- UNIVERSITY OF WISCONSIN ALUMNI BOARD, *Board Member*

## **RELEVANT SKILLS**

- Proficient with IMPACT CTMS, MS Teams, Microsoft Office Word, Project, Outlook, Access, Excel and PowerPoint, as well as SPSS, SharePoint, Adobe Creative Suite, Illustrator and Photoshop (Advanced user skill with both PC and Mac).
- Comprehensive knowledge of several Electronica Data Capture and Clinical Trial Management Systems, including Oracle RDC, CMED and Medidata Rave (RAVE-X).
- Therapeutic area experience: Oncology, CNS, Multiple Sclerosis, Dermatology, Rheumatology, Alzheimer's disease, Cardiology, Neurology, and Vaccines.
- In-depth knowledge of HIPAA regulations and GCP/ICH guidelines, medical terminology, and the clinical trial process.

## **PUBLICATIONS**

McKee A, Stern R, Nowinski C, Stein T, Alvarez V, Daneshvar D, Hyo-Soon L, Wojtowicz S, Hall G, Baugh C, Riley D, Kublius C, Cormier K, Jacobs M, Martin B, Abraham C, Ikezu T, Reichard R, Wolozin B, Budson A, Goldstein L, Kowall N, Cantu R. The Spectrum of Disease in Chronic Traumatic Encephalopathy. *Brain*. Dec 2, 2012.

Pliskin NH; Ramati A; Wojtowicz SM; Kraus MF. Neuropsychiatry of Traumatic Brain Injury. 2011.

Kraus MF; Little DM; Wojtowicz SM; Sweeney JA. Predictive Saccades as a Measure of Procedural Learning in Chronic Traumatic Brain Injury. *Cogn Behav Neurol*, 2010 Dec; 23(4): 210-7.

Kraus MF and Wojtowicz SM. Diagnostic Dilemma: The Evaluation of the Mild Traumatic Brain Injury Patient. *Chicago Medical Society Magazine* 2009.

April 19, 2023

Town of Ocean Ridge  
6450 N. Ocean Blvd.  
Ocean Ridge, FL 33435

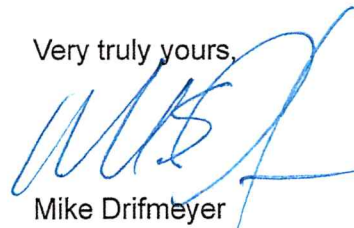
Dear Commissioners,

I am applying for the open positions of Commissioner and/or Board Member for either the Board of Adjustment or the Planning & Zoning Commission for the Town of Ocean Ridge. As an introduction, I am an experienced Finance and Accounting professional seeking the opportunities and challenges of a dynamic, hard-working team, and a position to help contribute to such an organization. As you read my qualifications, please understand that I view my accomplishments and successes humbly as the results of teams working together to accomplish goals for the improvement of both the individuals and the stakeholders of the organization.

I am confident that you will find that I am a hands-on, results-oriented individual with exceptional collaboration, consensus-building, communication and consultative skills to positively impact the Town and citizens of Ocean Ridge. I also trust you will see a facts driven and detail oriented Finance and Accounting professional with excellent analytical, stewardship, decision making and implementation skills coupled with a broad and deep business acumen that will dovetail ideally with the mission and mandates of the Town.

As a permanent resident of Ocean Ridge, I feel that my professional experience, interpersonal approach, and understanding of the Town give me a solid foundation to contribute positively to all the stakeholders of Ocean Ridge. I look forward to the opportunity to meet with you and discuss how I can help. You may reach me by phone at (713) 299-8286 or by email at [drifmeme@gmail.com](mailto:drifmeme@gmail.com).

Very truly yours,



Mike Drifmeyer

MICHAEL E. DRIFMEYER, CPA  
5 OSPREY CT., OCEAN RIDGE, FL 33435  
DRIFMEME@GMAIL.COM, 713-299-8286

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EMPLOYMENT HISTORY (UNABRIDGED):

**International Materials, LLC**  
*Vice President, Transformation*

**September 2020 - May 2022**

**Accomplishments:**

- Successfully led the team that designed and implemented the NetSuite ERP, from the legacy Quickbooks and Excel based data management, which encapsulated trade, operational, and accounting information from trade inception to accounting settlement and reporting. optimally configured to support key commercial objectives and enablers (such as trade finance/structured finance, budgeting and KPI management, risk management, liquidity, and hedging).
- Secured executive management support and buy-in, through demonstration of value, for the "future state" of the company with significant improvements to the company's; financing structure to facilitate scalability and growth while decreasing risks, corporate structure to optimize tax efficiency, organizational structure to align roles and responsibilities properly for appropriate specialization and coverage, and the variety of processes and tools needed within and without the organization to ensure the business remains competitive and relevant in the future.
- Named the interim head of the Trade Execution team, a global team of six, and successfully designed, developed, and implemented improved workflows and process, workload allocations and responsibilities, and supporting tools including contract confirmations and long forms, automated Trader inputs, improved controls and KPI management, and master data management.

**Responsibilities:**

- A key member of the executive management team reporting directly to the CEO/President and supporting commercial and hedging strategy, trade processes and controls (front, middle and back office), inventory control, contracts management, P&L management, credit risk, trade, corporate and structured finance, tax, treasury, settlements, master data management and special projects.
- Collaborate with front office Traders, Legal, Operations, Finance and Accounting in defining opportunities, challenging the validity and efficacy of status quo processes, developing commercially focused recommendations, and delivering process and structural solutions to optimize efficiency and results.
- Lead projects through proper project management, process design, and change management to deliver sustainable and embedded solutions.

**Vitol Inc.**  
*Vice President*

**August 2003 – December 31, 2018**  
*October 2015 – December 31, 2018*

**Accomplishments:**

- Substantially increased capacity, responsiveness, and accuracy within all responsible areas by identifying, vetting and implementing a variety of process improvements, improved workload allocations, KPI reporting and goal setting, and ERP system enhancements, including cross functional and corporate wide improvements.

- Successfully hired, developed and mentored for a staff of 45 professionals across four functional groups with an improved record of internal advancement/promotions.
- Led and managed the transformation of shareholder valuations and investments resulting in hundreds of millions of dollars saved, and improved returns.

**Responsibilities:**

- As an instrumental member of senior management, responsible for the leadership and management of four functional groups under the Trade Processing moniker, including Trade Settlements, Contracts, Derivative Reporting, and Tax, as well as, corporate planning and budgeting.
- Supervising a staff of 45 professionals responsible for supporting the trading and operations of multiple US and foreign operating entities with combined annual revenues in excess of \$100 billion.
- Director A and Investment Committee member of Tinsel Group S.A., a Luxembourg company, responsible for the share operations and investments for predominantly US tax paying shareholders.

*Assistant Treasurer*

*August 2003 – October 2015*

**Accomplishments:**

- Managed the negotiation, origination, and maintenance of over \$1.5 billion in incremental bank bilateral loan and letter of credit lines and FCM initial margin loan lines.
- Successfully implemented a variety of system enhancements and process improvements that created functional capacity and flexibility within Treasury management, cash application, exposure management, risk syndication, cash forecasting, and FX hedging and management.
- Successfully hired, developed and mentored a staff of ten professionals. Predominantly all are still active employees and significant contributors to the company.

**Responsibilities:**

- Management of relationships with fifteen bilateral lending banks that provide nearly \$3.0 billion of bilateral loan facilities; four FCM's that provide approximately \$370 million of initial margin and long-option-value loan facilities; and two banks providing Treasury management services.
- Management, supervision, and execution of Credit, Treasury and working capital management concerns, and a variety of additional risk syndication and cash management concerns including FX hedging, risk layoff and discounting, credit insurance, and forfaiting.
- Management and vetting of IT enhancements in functional areas, including: updates and enhancements to Treasury and Credit exposure management, as well as Settlements/Treasury/Accounting integration.

**Copano Energy**

**April 2001 – August 2003**

*Controller and Principal Accounting Officer (Treasurer)*

**Accomplishments:**

- As an instrumental member of the senior management team responsible for tripling cash flow and doubling assets in part by issuing \$60 million of private equity with two major private equity firms, and financing \$22 million of senior subordinated debt for the \$67 million acquisition of a highly strategic group of assets and additional growth capital.

- Further, syndicated over \$150 million with seven banks for \$55 million in senior debt facilities to finance additional acquisitions and to buy-out a separate existing private equity investment.
- Continued growth with two additional strategic asset acquisitions totaling \$8 million under our new capital structure.

**Responsibilities:**

- Responsibility for treasury, credit, and working capital management as well as a variety of additional risk management areas including debt hedging, covenant management, and insurance procurement, as well as strategic planning and budgeting.
- Leading and supervising an accounting staff of six full-time, and three part-time employees, responsible for the management/KPI reporting, accounting and general- ledger operations of over twenty limited partnerships and limited liability companies.
- Managing a staff of one in-house and two contract IT professionals, responsible for the infrastructure, applications, and data within the company's information systems.

**Arthur Andersen LLP**

**July 1995 – April 2001**

*Experienced Manager – Business Consulting*

**Highlights:**

- Finance Consulting: Highlights include the valuation/execution of acquisitions, obtaining additional equity/venture capital funds, financial modeling/planning, and accounting operations.
- Management Consulting: Highlights include process redesign to reduce cycle time, lower risk, and increase profitability; operational review to control costs and margin; and Activity Based Costing, producing \$4 million in annual savings.
- Transaction Consulting: Highlights include the valuation and monetization of intangible assets leading to the realization of several hundred million dollars.

**EDUCATION:**

The University of Texas at Austin

May 1995

Master in Professional Accounting, Concentration in Accounting and Finance (1995)

Bachelor of Business Administration, Concentration in Accounting (1994)

**CERTIFICATION:**

Certified Public Accountant licensed in the State of Texas. License number 073375 (inactive).

## Kelly Avery

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**From:** Lynnette Gonzalez <lynnette@vargahomes.net>  
**Sent:** Thursday, April 13, 2023 4:07 PM  
**To:** Steve Varga; Kelly Avery  
**Subject:** Planning & Zoning Application  
**Attachments:** Steve Varga Resume.doc

Good afternoon.

This is Steve Varga's assistant from Varga Homes. Please find attached Steve's resume to apply for the position of Planning and Zoning.

You can reach Steve at (561) 704-0073 and fsvarga@hotmail.com.

Thank you,

**Lynnette Gonzalez**  
*Administrative Assistant*  
**VARGA HOMES INC**  
(561) 403-3656  
[lynnette@vargahomes.net](mailto:lynnette@vargahomes.net)



Dear Town of Ocean Ridge and Commissioners:

As many of you may know, I have lived and worked in the Town of Ocean Ridge for many years and built many beautiful homes for numerous families. I was very excited when I found out that there was an opening for Planning and Zoning in the Town. Construction and renovation of homes has been my passion and profession for over two decades. Having grown up in Ocean Ridge and working very hard in my life to afford a home to move back into my hometown was a dream come true. I believe my years of construction experience from building homes and doing renovations in the Town of Ocean Ridge as a licensed general contractor would give me a lot of insight to serve the Planning and Zoning board. I deeply regret that I have a previously planned commitment taking me out of town and I'm not able to attend this meeting. Thank you for your consideration and trust. If elected, I will work very hard to serve this wonderful town.

A handwritten signature in black ink, appearing to read 'Steve Varga', with a stylized flourish at the end.

Steve Varga

31 Spanish River Dr  
Ocean Ridge FL 33435  
(561) 704-0073  
[fsvarga@hotmail.com](mailto:fsvarga@hotmail.com)

**FERENC STEPHEN VARGA**  
**CERTIFIED GENERAL CONTRACTOR**  
**CGC1513040**  
31 Spanish River Drive  
Ocean Ridge, FL 33435  
**(561) 704-0073**

---

Ocean Ridge owner and resident since 2016. Grew up in Town of Ocean Ridge from the late 1980s to the early 1990s. Have loved watching the town grow and develop over all these years while still keeping its small-town charm. I would like to apply for the position of Planning and Zoning. I believe with my development experience and also my passion and love for the Town of Ocean Ridge I will be able to help the town.

***PROFESSIONAL EXPERIENCE:***

Varga Homes Inc.

2007-Present

***RESIDENTIAL AND COMMERCIAL NEW CONSTRUCTION AND RENOVATION***

- Construction of new custom homes for customers throughout Palm Beach County: in the Town of Ocean Ridge alone over 13 new homes plus multiple renovations to homes, townhomes and condominiums.
- Purchase and construction of homes and land for speculative purposes in the Town of Ocean Ridge and other municipalities.
- Renovations of single-family homes, including full renovations of condo units.
- Commercial construction and renovation including municipal contracts throughout Palm Beach County.

Real Estate

1993-Present

***PURCHASE, RENOVATION, RENTAL, AND DEVELOPMENT***

- Purchase real estate for renovation and resale.
- Purchase real estate for rental purposes.
- Owned and managed over 60 residential rental units throughout Palm Beach County.

***CERTIFICATIONS:***

***Florida Certified General Contractor - 2007***

***Real Estate Sales Associate - 2008***

***Home Inspector - 2012***

Marc deBaptiste  
3 Ocean Harbour Circle  
Ocean Ridge, FL 33435  
(561) 573-6677  
marc@tpcrei.com

April 11, 2023

Kelly Avery  
Town Clerk  
Town of Ocean Ridge  
6450 North Ocean Boulevard  
Ocean Ridge, FL 33435

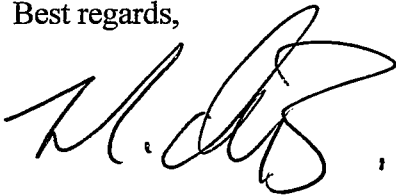
Re: Planning & Zoning Board Vacancy  
Town of Ocean Ridge

Dear Kelly:

Attached is my resume of qualifications. I would like to be considered for filling a vacancy on the Town's Planning & Zoning Board. In addition to my extensive real estate experience, I served as Commissioner of the City of Delray Beach Community Redevelopment Agency for a six-year term, the final two as Vice Chairman.

Please let me know any questions you may have.

Best regards,

A handwritten signature in black ink, appearing to read 'M. deBaptiste', with a stylized, flowing script.

Marc deBaptiste

**Marc deBaptiste**  
**3 Ocean Harbour Circle**  
**Ocean Ridge, FL 33435**  
**(561) 573-6677**  
[marc@tpcrei.com](mailto:marc@tpcrei.com)

## **Career Overview**

Marc deBaptiste brings over four decades of experience in real estate investments. He began his real estate career in 1980, and in 1986 entered the apartment industry, where he was personally involved in the sale and capitalization of more than \$33 billion in multifamily transactions.

In 2020, he retired as Vice Chairman of Newmark Knight Frank (Newmark). He was a founding partner of ARA, a multifamily housing capital markets and services firm that he merged into Newmark in 2014, which spanned twenty-seven offices across the country. Mr. deBaptiste was a member of Newmark's Multifamily National Strategic Planning Committee and an Executive Board member for the National Multifamily Housing Council (NMHC), as well as a member of NMHC's Political Action Committee. In 2015, he received recognition as a "Palm Beach Ultimate CEO" from the *South Florida Business Journal*.

Before ARA, deBaptiste was Operating Partner for Lincoln Property Company (LPC), developing apartment communities and overseeing the property management operations for more than 14,000 apartments throughout the Southeast. Prior to LPC, he was a broker at Coldwell Banker Commercial Real Estate Services (CBRE), where his sales ranked #1 in the Southeast, and in the top 3% throughout the nation.

deBaptiste served as Commissioner and Vice Chairman for the Community Redevelopment Agency of Delray Beach, Florida and is currently a Board Member of the Delray Beach Boys and Girls Club, which he co-founded and has served as Chairman. Presently, he is a member of the Investment and Management Committee for LeCesse Development Corporation.

Mr. deBaptiste relocated from Michigan to Florida in 1974. He and his wife, Melissa, moved from Delray Beach to Ocean Ridge in 2013.

ARTHUR H. ZIEV  
9 Osprey Drive  
Ocean Ridge, FL 33435  
(561) 376-5774  
[arthur.ziev@gmail.com](mailto:arthur.ziev@gmail.com)

April 14, 2023

Kelly Avery  
Town Clerk  
Town of Ocean Ridge, Florida  
6450 N. Ocean Blvd.  
Ocean Ridge, FL 33435

Dear Ms. Avery,

I am pleased to submit my letter of interest and resume of qualifications for the vacancies on the Town Commission of the Town of Ocean Ridge, as well as the vacancies on the Planning & Zoning Board and the Board of Adjustment. My wife, Meri, and I have been full-time Ocean Ridge residents since November 2003. I recently retired and now have the time to devote to serving Ocean Ridge.

My entire professional career as a real estate developer and a public finance investment banker required working closely with elected government officials and staff. This has provided me with significant experience and insight into government operations and how to effectively work with local governments. I have served as lead banker on financings for many local governments including Palm Beach County, Broward County, Delray Beach, Lake Worth, Lantana, Atlantis, Greenacres, and Lake Clarke Shores. I have also served as Financial Advisor to the State of Florida and Collier County.

I have the pleasure and honor of serving the Town of Ocean Ridge as a member of the Septic to Sewer Citizens' Advisory Commission, Public Information (PPI) Task Force – Flood Insurance Program, and the Financial Advisory Group (Informal) to the Town Manager.

Please do not hesitate to contact me if you have any questions or would like and additional information.

Sincerely,



Arthur H. Ziev



**ARTHUR H. ZIEV**  
**9 Osprey Drive**  
**Ocean Ridge, Florida 33435**  
**(561) 376-5774**  
**arthur.ziev@gmail.com**

### SUMMARY

Real estate development experience for over ten years. Public Finance investment banking professional for 20 years. Entire professional career required working closely with government officials and staff. My wife, Meri, and I have been full-time Ocean Ridge residents since November 2003. Retired at the end of 2022.

### OCEAN RIDGE CIVIC EXPERIENCE

OCEAN RIDGE SEPTIC TO SEWER CITIZENS' ADVISORY COMMITTEE

OCEAN RIDGE PUBLIC INFORMATION (PPI) TASK FORCE – FLOOD INSURANCE PROGRAM

FINANCIAL ADVISORY GROUP (INFORMAL) TO TOWN MANAGER

### PROFESSIONAL EXPERIENCE

REAL ESTATE DEVELOPER 2008 – 2022

Developed 20 charter school campuses at a total cost of over \$250 million. Responsible for managing the government entitlement and building permit processes, including meeting with and making presentations to City/County Commissions and working closely with governmental staff. Also responsible for identifying, negotiating, and closing the purchase of properties, arranging financing, overseeing development of site plans and serving as owner's representative for construction.

MERRILL LYNCH 2004 – 2008  
Director – Public Finance

Responsible for reestablishing Merrill Lynch's presence as a leading underwriter of Florida state and local municipal bonds. Significant accomplishments include appointment to multi-year underwriting teams for Palm Beach County, Palm Beach County Schools, South Florida Water Management District, Miami Dade County, Sarasota County and the City of Jacksonville. Served as Financial Advisor to the State of Florida on a financing.

RAYMOND JAMES & ASSOCIATES, INC. 1991 – 2004  
Director – Public Finance

Responsible for establishing and maintaining presence the firm's public finance business in southeast Florida, including generating new business, maintaining client relationships and managing transactions. Lead banker on bond issues for Broward, Indian River, Lee,

ARTHUR H. ZIEV

Page 2

Martin and Palm Beach Counties, as well as numerous municipalities in southeast Florida.  
Served as Financial Advisor for Collier County.

KEMPER FINANCIAL COMPANIES

1988 – 1990

Prescott, Ball & Turben, Inc./Gulfstream Financial Associates

Vice President – Public Finance

Responsible for structuring and implementing tax-exempt financings, developing new business and maintaining client relationships.

E.F. HUTTON & COMPANY

1987

Vice President – Public Finance

Managed Southeast Region's Product Development and Transaction Services Group.  
Responsible for structuring and implementing municipal bond transactions. Participated in new business development.

MATTHEWS & WRIGHT, INC.

1985 – 1987

Vice President

Responsible for implementing tax-exempt bond issues.

DILLON, READ & COMPANY, INC.

1984 – 1985

Associate – Public Finance

Responsible for preparing proposals and managing transactions, including day-to-day responsibility on four New York Metropolitan Transportation Authority (MTA) financings.

PUBLICATIONS

"Case Studies in Private/Public Cooperation to Revitalize America: I. Passenger Rail"  
Report of the Joint Economic Committee. Congress of the United States, Nov. 3, 1981

EDUCATION

University of Texas at Austin – 1982

Lyndon B. Johnson School of Public Affairs

Master of Public Affairs

Awarded Lyndon B. Johnson Congressional Fellowship

Trinity College, Hartford, Connecticut – 1977

B.A. in Economics and American Studies

## Kelly Avery

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**From:** fady@deligent.com  
**Sent:** Tuesday, March 28, 2023 11:56 AM  
**To:** Kelly Avery  
**Subject:** Planning & Zoning vacancy  
**Attachments:** Fady Khairallah BIO 2023.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Ms. Avery

I am writing to express my interest in the recently announced vacancies of the Planning & Zoning Board in the town of Ocean Ridge. As a resident of Ocean Ridge and the president of the Ocean Cay condo association, I am deeply invested in the well-being and development of our community.

As you know, Ocean Ridge is a unique and charming community that is highly valued by its residents. At the same time, we face ongoing challenges as we strive to balance the interests of homeowners with the need to preserve the charm and character of our town.

Over the years, I have had the opportunity to observe firsthand the impact that zoning decisions can have on our town's growth and livability. I am convinced that with my experience as a community leader and my commitment to preserving the unique character of Ocean Ridge, I would make a valuable contribution to the work of the zoning committee.

In particular, I am excited about the prospect of working with other committee members to ensure that our zoning regulations strike the right balance between the interests of homeowners and the preservation of the town's character. I believe that with careful consideration and a deep understanding of the needs and aspirations of our community, we can create zoning regulations that enhance Ocean Ridge's livability and attractiveness.

I have attached a copy of my BIO and have to mention that, unfortunately, I will be traveling the week of May 1<sup>st</sup> and won't be able to attend the commission meeting.

If you have any questions or require further documentation, please do not hesitate to contact me. Thank you for your consideration of my candidacy, and I look forward to the opportunity to serve our town in this capacity.

Sincerely,  
Fady Khairallah  
6550 N Ocean Blvd, Unit 6, Ocean Ridge FL  
(617)320-0170



## Fady Khairallah's Bio

**Fady Khairallah is a seasoned business leader with over 30 years of experience driving innovation and new business growth. Most recently, he served as President and General Manager of MDR, a Dun and Bradstreet company based in Shelton, CT that provides sales and marketing solutions for the education sector. During his tenure, Fady led an accelerated product development process and championed investment in sales and customer support to meet the evolving needs of MDR's customers.**

**Prior to his role at MDR, Fady was involved in several successful startup companies in the Boston area, including Sound Vision Inc, where he implemented a transition strategy that shifted the company's focus to the consumer digital photography market. He also managed 200% company growth at Zentropy Partners, and founded Deligent to focus on creating state-of-the-art CRM systems.**

**Before his career in startups, Fady worked on high-tech product developments for companies such as IBM and AP, and holds a number of patents in image compression and satellite data transmission algorithms. He was involved in the development of the first operational, satellite-based news network, the digitization of the news photo industry, and the development of the first field-deployable digital news camera through a joint venture with Kodak.**

**Fady holds degrees in engineering and business from Stevens Institute of Technology, Syracuse University, and Columbia University. He is fluent in French and Arabic and currently resides in Ocean Ridge, FL with his wife, Pamela.**

## Kelly Avery

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**From:** Craig Herkert <herkerc@gmail.com>  
**Sent:** Friday, March 31, 2023 4:49 PM  
**To:** Kelly Avery  
**Cc:** Craig Herkert  
**Subject:** Planning & Zoning Board interest  
**Attachments:** Craig Resume.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

To: Kelly Avery  
From: Craig Herkert  
Address: 2 Coconut Lane  
Re: Planning & Zoning Board  
Date: April 1, 2023

Kelly,

I am interested in joining the Planning & Zoning Board for the Town of Ocean Ridge.

My wife Lori and I moved to Ocean Ridge from Minneapolis in December of 2021.

Like everyone else we talk with here, we love this town. I would be happy to do my part to help to ensure Ocean Ridge remains the wonderful community that it is today.

While I have no experience with planning and zoning boards, I do have extensive experience in management and dealing with complex issues, including my role as CEO of 4 different retailers (see attached resume).

Craig Herkert  
[herkerc@gmail.com](mailto:herkerc@gmail.com)  
305-496-4653

## CRAIG R. HERKERT

---

***Grocery and Consumer Products Expertise***  
***Adjunct Professor***  
***Advisory Board Member***

**2 Coconut Lane**  
**Ocean Ridge, FL 33435**  
**305-496-4653**  
**Herkertc@gmail.com**

---

**Retired Grocery and Discount Store Executive** with expertise in the retail industry in both the United States and Latin America. Adjunct Professor International Marketing. Advisory Board member with early-stage consumer product firms.

### EMPLOYMENT HISTORY

**Executive Fellow: Opus College of Business at The University of St. Thomas** 2019-Present  
Teach International Marketing & Omni-Channel Retail for Graduate program.

**Adjunct Professor: Opus College of Business at The University of St. Thomas** 2017-Present

**Consultant** 012-present  
Provide insights and advice regarding retail and consumer products.

2

**CEO (Interim): Save a Lot Stores** 2021-2022

**Performance Coach: Pioneering Collective** 2020-2022

**Corporate Fellow: Opus College of Business at The University of St. Thomas** 2017-2019

**President and CEO: Supervalu** 2009 – 2012  
SUPERVALU Inc. was one of the largest grocery wholesalers and retailers in the U.S. with annual sales of \$34B.

**President and CEO Americas, Walmart International** 2004 – 2009

WALMART STORES, Bentonville, AK

Direct P&L responsibility for \$52B annual sales (2000) in Canada, Mexico, Puerto Rico, Guatemala, Honduras, El Salvador, Nicaragua, Costa Rica, Brazil, Chile and Argentina. Served as a member of the Executive Committee.

**COO Walmart International / Executive Vice**

**President** 2000 – 2003

WALMART STORES, Bentonville, AK

Responsible for operations, marketing, and merchandising of all Walmart stores, clubs, and restaurants outside the USA (Canada, Mexico, Puerto Rico, Brazil, Argentina, U.K., Germany, South Korea, China, Japan).

ALBERTSONS - AMERICAN STORES, Boise,

ID 1977 – 2000

**Executive Vice President Marketing**

**President**

1998-2000

Acme Markets, Philadelphia (a division of Albertsons)

**EDUCATION**

MBA, Northern Illinois University, 1991

BA Marketing, University of St. Francis, 1982

Spanish Program, Berlitz, 2005-2006

**BOARD MEMBERSHIP**

St. Thomas Opus College of Business Advisory Board: 2018-present

Save a Lot: 2021-2022

GrocerKey Advisory Board: 2018-2021

switchboard Advisory Board: 2016-2020

The Whole Coffee Company Advisory Board: 2018-2019

Tea Drops Advisory Board: 2015-2019

Skylark Opera: 2014-2016

Supervalu: 2009-2012

Consumer Goods Forum: 2010-2012

Food Marketing Institute: 2009-2012

## Bio for Penny H. Kosinski

Penny Kosinski and her husband have been residents of Ocean Ridge for over 20 years. Their daughters, Stormy Kate and Kyra Marie grew up in Ocean Ridge, attended Gulf Stream School, Saint Andrew's School, and now both attend Wake Forest University.

As 6th generation Texan, Penny is a member of the Daughters of the Republic of Texas. She attended Stephen F. Austin State University in Nacogdoches, Texas.

From 1989 until 2002, Penny was the Executive Vice President responsible for all real estate development and property management for the commercial real estate firm of Schmier & Feurring Properties, Inc. of Boca Raton, FL. During her tenure, she developed, oversaw construction, and managed over 2 million square feet of commercial real estate including projects such as University Commons in Boca Raton, Wellington Green in Wellington, Florida and Gateway Center in West Bloomfield, Michigan. Penny developed and implemented the firm's numerous multi-million-dollar budgets. Penny is still a passive investor in many of these projects.

Since that time, Ms. Kosinski has managed her family's real estate holdings including a commercial development in Port St. Lucie, an office building in Boynton Beach, rental homes and several club development interests, among others.

Penny completed a 10-year term on the Gulf Stream School Board of Trustees in 2021. During her term, she was responsible for overseeing the construction of several improvements to campus, including an enclosed food pavilion and addition of 3 classrooms, renovation of the library into an innovation center, renovation of the parking lot/entrance to provide for additional security measures, and renovation of the Field House.

Penny and her husband are members of The Ocean Club of Florida, The Country Club of Florida, Wasatch Peaks Ranch, the New York Athletic Club, and Baker's Bay Golf and Ocean Club.

She has served on the Planning and Zoning Board of Ocean Ridge since 2008, first as an alternate through 2014.

52 Spanish River Drive  
Ocean Ridge, FL 33435  
Markbegelman444@gmail.com

Kelly Avery  
Town Clerk, Ocean Ridge  
6450 N. Ocean Blvd  
Ocean Ridge, FL 33435

Dear Ms. Avery,

I would like to submit a letter of interest to serve on one of the Planning and Zoning Board vacancies.

I am enclosing both a statement of qualification as well as a resume for consideration.

If you would be kind enough to pass it on to the commission, I would be appreciative.

As President of Office Depot, I opened 462 retail stores. During the balance my retail career, I was responsible for both growth and development of an additional 124 stores throughout the United States.

My experience in dealing with cities, working with both City Commissions and Planning and Zoning boards to administering and understand the subtleties of regulation in each city we built stores in, and proper use, was core to all successful development.

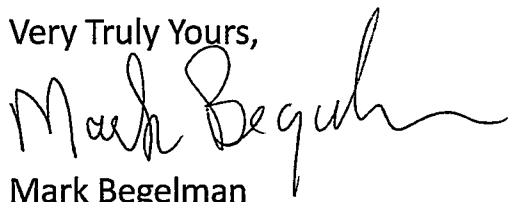
Though relatively new to Ocean Ridge, both my wife Pam and I love living here.

It would be my intent, as a member of the Planning and Zoning Board to be diligent, represent Ocean Ridge to the highest standard, work with fellow Planning and Zoning members, and to present recommendations to the Commission in keeping with making Ocean Ridge the finest community anywhere.

I am currently retired and have the time necessary to do what it takes to keep Ocean Ridge the premium community that drove us here in the first place.

Thank you for consideration.

Very Truly Yours,

A handwritten signature in black ink, appearing to read "Mark Begelman", with a stylized, flowing script.

Mark Begelman

**Mark Begelman**  
52 Spanish River Drive  
Ocean Ridge, FL 33435  
Markbegelman444@gmail.com  
954-288-4852 cell

**Accomplishments:**

Awarded by Ernest and Young's "Entrepreneur of the Year" twice. I have been Financial News CEO of the Year. I have been the founder of 3 companies, 2 of which have been "Company of the Year" in California and Florida.

**Northside Marine Ventures, Harborage Yacht Club & Marina** Oct 2019-July 2021  
*CEO*

- Turned Op results from loss to profit in 1 year.
- Recognized as Top 1% of marinas in the US.
- Orchestrated and executed \$8 million renovation.
- Sold company in July 2021

**Markee Music: Deerfield Beach, FL** May 2011-May 2019  
*CEO*

- Florida's largest rehearsal, recording and lesson studio .
- Over 4500 bands yearly
- National acts including Creed, Rick Springfield, Bad Company, Queensryche, The Romantics and Thin Lizzy to name some.
- Won 3 Grammy's in 2013 and 1 Grammy's in 2012 for recording artists.

**Pizza Fusion: Ft. Lauderdale, FL** Sept 2008- April 2011  
*CEO:*

- Nations Hottest restaurant concept for 2010
- Opened 40 franchises worldwide.

**Bank Atlantic/Woodbridge:** 2005- 2008  
*President/Managing Director: Real Estate*

- Developed, built, and opened 70 branches.

**MDB222 LLC :** 2002-2005  
*President & CEO:*

Management consultant to several firms including Ad South, Reliant Entertainment and Adrenaline and Marro Entertainment

**Mars Music:**

1995- 2002

*CEO President, Founder:*

- 54 Musical Instrument Superstores-\$350 million revenue
- E&Y Entrepreneur of the Year
- Runner Up "Company of the Year"

**Office Depot, Ft Lauderdale, FL**

1991-1995

*President & Chief Operating Officer*

- Florida "Company of the Year" 1994
- Opened 464 stores.
- Revenue of \$5.5 billion
- NYSE Company

**Office Club, Ft Lauderdale, FL**

1986 to 1991

*CEO, Founder:*

- CEO of the Year: Financial Times
- E&Y Entrepreneur of the Year
- One of the original founders of the Office Product Superstore industry
- Opened 52 Stores in the West and Pacific Northwest
- Took company public on NASDAQ .

**EDUCATION:**

BA Dowling College

**HOBBIES:**

Boating

Music

**Boards:**

Rock and Roll Hall of Fame: 18 years.

Young Presidents Organization

Begelman Foundation



From: Neil Hennigan <neilorstuff@gmail.com>

Sent: Wednesday, March 22, 2023 10:30 AM

To: Lynne Ladner <lladner@oceanridgeflorida.com>

Subject: Re: Board seat terms expiring

Please advance my name for consideration on P&Z.

Neil

LARRY E. HOLTZ, ESQ.  
35 Ixora Way, Ocean Ridge, FL 33435-6215  
Telephone: (609) 377-7090 /  
E-mail: LarryEHoltz@gmail.com

March 28, 2023

*Re: Board of Adjustment OR Planning & Zoning Board*

Dear Kelly Avery, Town Clerk:

Please accept this letter and accompanying resume as a formal expression of my interest in an appointment to either the Board of Adjustment (BOA) or the Planning & Zoning Board (PZB) for the Town of Ocean Ridge, Florida. I live in Ocean Ridge and I care deeply about maintaining a safe, secure and pleasant environment for all our residents. I have spent a career in criminal justice and law enforcement, with ten years as a police officer and ten years as a prosecutor and Deputy Attorney General. I have also created a private school, built from the ground up, with the responsibility and passion for training law enforcement officials, attorneys and judges in the laws, rules and procedures for the best and constitutional performance of their professions.

Given my background, I believe I would make a unique contribution to either the BOA or the PZB. I have always demonstrated unimpeachable integrity, given my prior positions as police officer, police attorney, executive assistant prosecutor and Deputy Attorney General. I have always believed in transparency, and have strived to be achievement oriented. Although extensive knowledge of variances, zoning and land development does not jump off the page of my resume, if I did not have such expertise, I would never have been able to establish a law enforcement training school from the ground up, educating just a few officials a month to thousands of officials a year; building a business from no income to a multi-million dollar enterprise.

As a former assistant prosecutor and Deputy Attorney General, I have had extensive experience in trial, appellate and administrative legal work. Throughout my career, I have also experienced much success with working cooperatively with all law enforcement and prosecuting agencies, as well as with trial, administrative law, and appellate judges, particularly when I was a deputy attorney general assigned to the Prosecutors' and Police Bureau. I have experience in writing policy, strategic planning, and have the ability to take complicated processes and make them easily understandable.

I believe I would make a valuable and unique addition to the Town of Ocean Ridge in either the Board of Adjustment or the Planning & Zoning Board. I can make myself available for an interview at your convenience.

Very truly yours,

  
Larry E. Holtz

# LARRY E. HOLTZ, ESQ.

---

35 Ixora Way  
Ocean Ridge, FL 33435

LarryEHoltz@gmail.com  
Phone (609)-377-7090

## EDUCATIONAL BACKGROUND

**J.D.** *Temple University School of Law*, Philadelphia, PA;  
GPA: 3.24 on scale of 4.0.

**B.A.** *Temple University*, Philadelphia, PA; Criminal Justice Major.  
GPA: 3.91 on scale of 4.0. *Summa Cum Laude*.

## PROFESSIONAL EXPERIENCE

*4/2016 to 9/2019 – Board of Directors (Secretary/Treasurer; President) Peninsula on the Intracoastal*

*1995 to Present*

*Public Safety Consultant / Educator of Law Enforcement Personnel.* Develop training programs and provide training and continuing law enforcement and legal education for New Jersey, Pennsylvania, New York and Texas Police Departments and Police Academies, Executive Development Companies, Criminal Law Attorneys, Prosecutors and Municipal Court Judges.

*April 2000 to 2016. President & Chief Executive Officer, Holtz Learning Centers, Ltd.,* Woodbine, NJ. Centers provide professional basic and in-service training for public safety officials, including state, county and local law enforcement officers, as well as corrections officers. In addition, in-service training is provided to teachers and private security officials. Training Centers located in Edison, Berlin and Mahwah NJ.

*2002 to*

*2011: Police Attorney*, Stratford Police Department, Camden County, NJ.

*2001 to*

*2003: Municipal Prosecutor*, Inter-Municipal Court: Weymouth Township, Estell Manor and Corbin City, Atlantic County, NJ.

*1995 to 1998*

*Executive Assistant County Prosecutor*, Cape May County, NJ. Legal counsel to Prosecutor; administration of office affairs; legal and law enforcement policy development; police training counsel; police legal advisor.

*Director of Public Safety Training*, Cape May County, NJ. *Appointment by Freeholder Board* for the purpose of updating and revamping the police, fire and security training for the County's public safety officers.

**1992 to 1995**

*New Jersey Deputy Attorney General. Assignment (1):* Law Enforcement Policy Bureau. This Bureau handled all issues and cases that touched and concerned police departments, police training, law enforcement, and drunk driving issues. The Bureau also reviewed and proposed legislation concerning those subjects. *Assignment (2):* Executive Editor of the *Law Enforcement Reporter* (formerly known as the Criminal Justice Newsletter).

**1989 to 1992**

*Assistant County Prosecutor, Burlington County, NJ. Assignments:* (1) Motions and Appeals Section; (2) *Police Training Counsel*; administration and supervision of all police training for Burlington County. Supervised Burlington County's program of "Continuing Law Enforcement Education."

**1980 to 1989**

*Atlantic City Police Department, Atlantic City, NJ.* After three years working uniformed patrol, received appointment to Detective for the Office of General Investigations; actively investigated crimes ranging from murder, rape, robbery, assault, burglary, and narcotics and vice offenses to such paper crimes as forgery and fraud.

*Promoted to Sergeant of Police.* Assignments included Legal Research and Development Officer; Detective Sergeant in the police office of Casino-Hotel Crimes Investigation; and Patrol Sergeant.

*Supervisory duties:* included, on any given day, the responsibility for 6 to 8 detectives when supervising in an investigative capacity, and anywhere from 10 to 25 patrol officers when supervising in a uniform patrol capacity.

*Administrative duties:* included, on any given day, the responsibility for planning, staffing, scheduling, and directing a shift of anywhere from 30 to 40 officers.

**Adjunct Professor Affiliations**

*Widener School of Law, Wilmington, Delaware.* Adjunct Professor of Law.

*Rowan University (formerly Glassboro State College), Camden, NJ.* Adjunct Professor of Criminal Justice.

*Atlantic Community College, Mays Landing, NJ.* Adjunct Professor of Criminal Justice.

## SPECIALIZED CERTIFICATIONS / TRAINING

*New Jersey State Certified Police Instructor.* Instruct basic academy and advanced in-service courses in Criminal Law, the Laws of Arrest, Search and Seizure, Use of Force, Evidence, Interviews, Confessions and *Miranda*, the Criminal Justice System, Communications, and the Methods of Instruction (MOI) course for new law enforcement instructors.

*Attorney General's School of Prosecution.*

## PROGRAM DEVELOPMENT

Researched, developed and conducted advanced/specialized training sessions in the following subjects:

- ☐ *Arrest, Search and Seizure* (2-day seminar) (Approved for 13.6 NJ CLE Credits); *Criminal, Motor Vehicle, A.G. Guideline and Miranda Seminar* (2-day seminar) (Approved for 13.6 NJ CLE Credits); *Juvenile Law and Procedure* (1-day seminar) (Approved for 6.8 NJ CLE Credits); *Report Writing and Courtroom Testimony*; *Attorney General Guidelines, Policies and Directives* (3-day seminar); *Basics of the Criminal Law: Code and Cases* (3-day seminar)
- ☐ Modern Trends in Law Enforcement; Guest Lectures.
- ☐ Criminal Law and Procedure Updates; Guest Lectures.

## AUTHOR

### BOOKS

- ☐ *Criminal Procedure for Law & Justice Professionals* (Blue360° Media, 1990 – 2022) (1020 pages).
- ☐ *Criminal Evidence for Law & Justice Professionals* (Blue360° Media, 1994 – 2022).
- ☐ *The New Jersey Law Enforcement Handbook: NJ Contemporary Criminal Procedure* (3 Volume set) (Blue360° Media, 1984 – 2023) (3500 pages).
- ☐ *The Pennsylvania Law Enforcement Handbook* (Blue360° Media, 1990 – 2023) (1500 pages).
- ☐ *The Texas Criminal and Traffic Law Procedural Manual* (Blue360° Media, 1997 – 2022) (Co-author, Warren Spencer) (1200 pages)
- ☐ *Effective Law Enforcement Report Writing*, 6th ed. (Blue360° Media, 2016) (295 pages).
- ☐ *Exam Study Guide: Arrest, Search and Seizure* (Blue360° Media, 2016 – 2023) (530 pages)
- ☐ *Exam Study Guide: Attorney General Guidelines & Directives* (Blue360° Media, 2016 – 2023) (1000 pages)
- ☐ *Exam Study Guide: The Criminal Justice Code* (Blue360° Media, 2016 – 2023) (505 pages)

## MANUALS

- ☐ *Municipal Appeal Manual* (County Prosecutor's Association) (co-author)
- ☐ *NJ Charging Manual* (Attorney General's Office) (co-author)
- ☐ *Laws of Arrest, Search and Seizure* (Yearly Update)
- ☐ *Criminal, Motor Vehicle, & A.G. Guideline Legal Update and Review* (Yearly Update)
- ☐ *Juvenile Law and Procedures* (Yearly Update)
- ☐ *Kinetic Reading* (Reading comprehension manual)

## ARTICLES

- ☐ *Dissolution of the Entireties Link*, Pennsylvania Law Journal-Reporter, Vol. VIII, No. 14, at 3.
- ☐ *Miranda in a Juvenile Setting: A Child's Right to Silence*, 78 J.Crim.L. & Criminology 534.
- ☐ *The "Plain Touch" Corollary: A Natural and Foreseeable Consequence of the Plain View Doctrine*, 95 Dickinson L.Rev. 521.

## HONORS AND AWARDS

Recipient of fifteen Departmental Commendations from the Chief of the Atlantic City Police Department.  
President's Scholar Award recipient; presented by the Temple University Alumni Association.  
Honorable Achievement Medal recipient; presented by the City of Atlantic City.

## BAR MEMBERSHIP

New Jersey; Pennsylvania; District of Columbia.

## REFERENCES

Available upon request.



# BRIDGES, MARSH & ASSOC.

29 March 2023

Lynne Ladner, ICMA-CM, SHRM-SCP  
Interim Town Manager/Finance director  
Town of Ocean Ridge, FL 33435

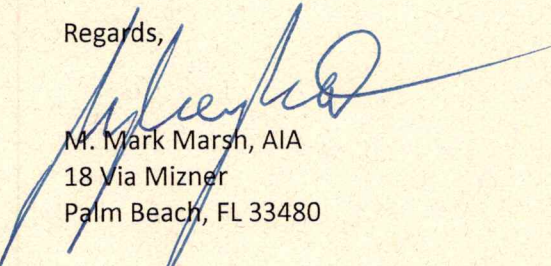
Dear Lynne,

This letter is to confirm that I would very much like to be reappointed to the Ocean Ridge Planning & Zoning Commission. Having spent approximately ten years serving on the Commission, I think my experience would be an asset in renewing current and future development in the Town.

My Professional experience as an Architect in Palm Beach County for over forty years, allows me to share some of my knowledge when reviewing applications.

Please do not hesitate to contact me directly if you require any additional information.

Regards,



M. Mark Marsh, AIA  
18 Via Mizner  
Palm Beach, FL 33480

561.832.1533 - Work  
561.573.9979 - Mobile

BRIDGES, MARSH & ASSOC., INC.  
*chartered architects*



## **P. SHIELDS FERBER – 134 ISLAND DRIVE, OCEAN RIDGE**

Born in Jacksonville, Fla 10/3/1963 and moved to Delray Beach 1969. Grew up in Delray Bch then after college moved to NYC/NJ. Moved to Ocean Ridge Nov 1999. Full time resident.

As President of The Ferber Company, Shields oversees all aspects of the company's operations, spearheading the growth and acquisition strategy, driving the redevelopment and repositioning of the company's portfolio, and directing the company's leasing, marketing and property management functions. His vision and strategic leadership moved the company's focus from office development to investment-grade retail development.

A graduate of University of Richmond, he holds a master's degree from New York University in Real Estate Finance. Shields began his career at the Lincoln Property Company in 1993, where he was responsible for an institutional-grade portfolio of Class A office buildings.

Shields is dedicated to numerous civic groups. He currently serves as a board member of the United Community Options (formerly United Cerebral Palsy of South Florida).





# BOARD OF ADJUSTMENT APPLICANTS

MRS. ELISABETH BINGHAM

~~LANTANA TRAVEL~~

~~401 LANTANA RD.~~

~~LANTANA, FLORIDA 33462~~

To: Kelly Avery  
Town of Ocean Ridge  
Clerk

Dr Kelly,

I would like to submit my name for the board of adjustment for a three year term.

I feel my background makes me qualified for the job. I have served on planning and zoning and the commission.

My parents moved here in 1959. I have seen many changes and know what Planning & Zoning has done to try and stay ahead of the curve and how board of adjustments needs to hold the line.

Sincerely

Betty Bingham

## Kelly Avery

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**From:** Mary Ann Cody <mcginnma@nycap.rr.com>  
**Sent:** Thursday, April 20, 2023 3:31 PM  
**To:** Kelly Avery  
**Subject:** Board of Adjustment

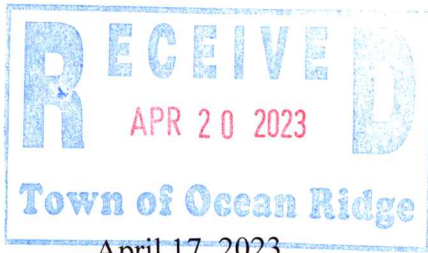
Dear Kelly,

Please accept this letter as an expression of my interest in serving on the Board of Adjustment for a three year term. My professional experience as a real estate attorney, in both New York and Florida, has given me the capabilities to perform the duties required for this position. Having just completed a full term of service, I am well suited and qualified to continue representing the best interests of the Town of Ocean Ridge.

Thank you for your consideration.

Very truly yours,  
Mary Ann Cody

Sent from my iPhone



**VIRGINIA W. SIGETY**

33 Ixora Way  
Ocean Ridge, FL 33435

Commissioners  
Town of Ocean Ridge  
Ocean Ridge, FL 33435  
\*\*\* via email \*\*\*

Dear Commissioners Cassidy, Coz and Pugh,

I am writing to express my interest in serving on the Board of Adjustment for Ocean Ridge, FL. My husband, Neal and I were fortunate to purchase a home in Ocean Ridge in December 2020, and officially became Florida residents in January 2021. Since that time, I have developed a deeper appreciation for our special community and value the importance of thoughtful and fair decision-making in order to preserve and maintain it.

Although this would be my first experience in public service, I believe the breadth of both my professional and non-profit experiences combined with cogent reasoning skills and great appreciation for my new home of Ocean Ridge make me an ideal candidate for the Board of Adjustment. Moreover, I have a deep understanding of the challenges and delicate balance required on coastal barrier islands having spent my whole life on the Jersey Shore.

I regularly attend Town Hall Commission meetings and have been a key player in working with officers at Town Hall to secure building and planting permits for a jointly owned beach parcel following Hurricane Nicole. In addition, I am also a co-chair of the Ocean Ridge Garden Club's Ways & Means Committee and am a member of the Junior League of the Palm Beaches as well as Impact 100 of Palm Beach County.

I am particularly interested in serving on the Board of Adjustment because of the crucial role it plays in ensuring that land use and development in our community is in keeping with our values and priorities. I believe that I would bring a thoughtful, measured, and collaborative approach to this role, while ensuring that all stakeholders are heard and that the interests of the community are central to all decisions.

Thank you for considering my application. I look forward to the opportunity to discuss my interest and qualifications further and to learn more about how I might contribute to the important work of the Board of Adjustment.

Sincerely,

A handwritten signature in dark ink that reads "Virginia W. Sigety". The signature is written in a cursive, flowing style.

Encl.: Resume

## **VIRGINIA W. SIGETY**

33 Ixora Way  
Ocean Ridge, FL 33435  
215.275.4915  
Virginia@Sigety.org

### **Professional Experience**

<b>cabi</b>	<b>2007 - Present</b>
Independent Fashion Stylist	
<b>Bankers Trust</b>	<b>1986 - 1996</b>
Vice President/Relationship Manager, Private Advisory Services	<b>New York, NY</b>
<b>The Bank of New York</b>	<b>New York, NY</b>
Assistant Treasurer, Custom Banking Division	
<b>Chemical Bank</b>	<b>New York, NY</b>
Sales Representative, Global Securities and Foreign Exchange Group	

### **Volunteer Experience**

<b>James A. Michener Art Museum</b>	<b>Doylestown, PA</b>
Board of Trustees, Chair (2021-Present), Board of Trustees (2005-Present), Docent (1998-2002).	
<b>Church of St. Simon by-the-Sea</b>	<b>Mantoloking, NJ</b>
Trustee (2004-Present), Treasurer (2004-09).	
<b>Blair Academy</b>	<b>Blairstown, NJ</b>
Ex-officio Member of Board of Trustees (2019-Present), Parent Fund Chair (2018).	
<b>Ocean Ridge Garden Club</b>	<b>Ocean Ridge, FL</b>
Co-chair, Ways & Means Committee (2022-Present)	
<b>Impact 100</b>	<b>Palm Beach County, FL</b>
Member (2022-Present)	
<b>Junior League of the Palm Beaches</b>	<b>West Palm Beach, FL</b>
Sustaining Member (2021-Present)	
<b>The Chapin School</b>	<b>New York, NY</b>
Class Secretary (1982-Present); Alumnae Executive Committee, Treasurer (2003-05).	
<b>Buckingham Friends School</b>	<b>Lahaska, PA</b>
PTA Chair (2007-08), Auction Chair (2005-06), Class Parent (various).	
<b>The Riverside Symphonia League</b>	<b>Lambertville, NJ</b>
President (2003-04).	
<b>Tinicum Conservancy</b>	<b>Tinicum, PA</b>
Conservation Easement Monitor (2002-06).	
<b>The Freedom Valley Girl Scout Council</b>	<b>Valley Forge, PA</b>
Board of Directors (1998).	
<b>New York Junior League</b>	<b>New York, NY</b>
Board of Managers (1993-95).	
<b>The Girl Scout Council of Greater New York</b>	<b>New York, NY</b>
Board of Directors (1992-98).	

### **Education**

<b>1986</b>	<b>Harvard College, A.B.</b>	<b>Cambridge, MA</b>
<b>1982</b>	<b>The Chapin School</b>	<b>New York, NY</b>

April 19, 2023

Town of Ocean Ridge  
6450 N. Ocean Blvd.  
Ocean Ridge, FL 33435

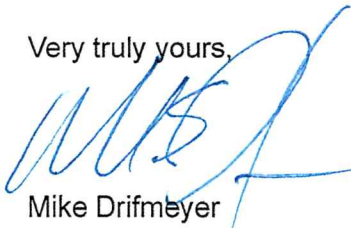
Dear Commissioners,

I am applying for the open positions of Commissioner and/or Board Member for either the Board of Adjustment or the Planning & Zoning Commission for the Town of Ocean Ridge. As an introduction, I am an experienced Finance and Accounting professional seeking the opportunities and challenges of a dynamic, hard-working team, and a position to help contribute to such an organization. As you read my qualifications, please understand that I view my accomplishments and successes humbly as the results of teams working together to accomplish goals for the improvement of both the individuals and the stakeholders of the organization.

I am confident that you will find that I am a hands-on, results-oriented individual with exceptional collaboration, consensus-building, communication and consultative skills to positively impact the Town and citizens of Ocean Ridge. I also trust you will see a facts driven and detail oriented Finance and Accounting professional with excellent analytical, stewardship, decision making and implementation skills coupled with a broad and deep business acumen that will dovetail ideally with the mission and mandates of the Town.

As a permanent resident of Ocean Ridge, I feel that my professional experience, interpersonal approach, and understanding of the Town give me a solid foundation to contribute positively to all the stakeholders of Ocean Ridge. I look forward to the opportunity to meet with you and discuss how I can help. You may reach me by phone at (713) 299-8286 or by email at [drifmeme@gmail.com](mailto:drifmeme@gmail.com).

Very truly yours,



Mike Drifmeyer



MICHAEL E. DRIFMEYER, CPA  
5 OSPREY CT., OCEAN RIDGE, FL 33435  
DRIFMEME@GMAIL.COM, 713-299-8286

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EMPLOYMENT HISTORY (UNABRIDGED):

**International Materials, LLC**  
*Vice President, Transformation*

**September 2020 - May 2022**

**Accomplishments:**

- Successfully led the team that designed and implemented the NetSuite ERP, from the legacy Quickbooks and Excel based data management, which encapsulated trade, operational, and accounting information from trade inception to accounting settlement and reporting. optimally configured to support key commercial objectives and enablers (such as trade finance/structured finance, budgeting and KPI management, risk management, liquidity, and hedging).
- Secured executive management support and buy-in, through demonstration of value, for the "future state" of the company with significant improvements to the company's; financing structure to facilitate scalability and growth while decreasing risks, corporate structure to optimize tax efficiency, organizational structure to align roles and responsibilities properly for appropriate specialization and coverage, and the variety of processes and tools needed within and without the organization to ensure the business remains competitive and relevant in the future.
- Named the interim head of the Trade Execution team, a global team of six, and successfully designed, developed, and implemented improved workflows and process, workload allocations and responsibilities, and supporting tools including contract confirmations and long forms, automated Trader inputs, improved controls and KPI management, and master data management.

**Responsibilities:**

- A key member of the executive management team reporting directly to the CEO/President and supporting commercial and hedging strategy, trade processes and controls (front, middle and back office), inventory control, contracts management, P&L management, credit risk, trade, corporate and structured finance, tax, treasury, settlements, master data management and special projects.
- Collaborate with front office Traders, Legal, Operations, Finance and Accounting in defining opportunities, challenging the validity and efficacy of status quo processes, developing commercially focused recommendations, and delivering process and structural solutions to optimize efficiency and results.
- Lead projects through proper project management, process design, and change management to deliver sustainable and embedded solutions.

**Vitol Inc.**  
*Vice President*

**August 2003 – December 31, 2018**  
*October 2015 – December 31, 2018*

**Accomplishments:**

- Substantially increased capacity, responsiveness, and accuracy within all responsible areas by identifying, vetting and implementing a variety of process improvements, improved workload allocations, KPI reporting and goal setting, and ERP system enhancements, including cross functional and corporate wide improvements.

- Successfully hired, developed and mentored for a staff of 45 professionals across four functional groups with an improved record of internal advancement/promotions.
- Led and managed the transformation of shareholder valuations and investments resulting in hundreds of millions of dollars saved, and improved returns.

**Responsibilities:**

- As an instrumental member of senior management, responsible for the leadership and management of four functional groups under the Trade Processing moniker, including Trade Settlements, Contracts, Derivative Reporting, and Tax, as well as, corporate planning and budgeting.
- Supervising a staff of 45 professionals responsible for supporting the trading and operations of multiple US and foreign operating entities with combined annual revenues in excess of \$100 billion.
- Director A and Investment Committee member of Tinsel Group S.A., a Luxembourg company, responsible for the share operations and investments for predominantly US tax paying shareholders.

**Assistant Treasurer**

*August 2003 – October 2015*

**Accomplishments:**

- Managed the negotiation, origination, and maintenance of over \$1.5 billion in incremental bank bilateral loan and letter of credit lines and FCM initial margin loan lines.
- Successfully implemented a variety of system enhancements and process improvements that created functional capacity and flexibility within Treasury management, cash application, exposure management, risk syndication, cash forecasting, and FX hedging and management.
- Successfully hired, developed and mentored a staff of ten professionals. Predominantly all are still active employees and significant contributors to the company.

**Responsibilities:**

- Management of relationships with fifteen bilateral lending banks that provide nearly \$3.0 billion of bilateral loan facilities; four FCM's that provide approximately \$370 million of initial margin and long-option-value loan facilities; and two banks providing Treasury management services.
- Management, supervision, and execution of Credit, Treasury and working capital management concerns, and a variety of additional risk syndication and cash management concerns including FX hedging, risk layoff and discounting, credit insurance, and forfaiting.
- Management and vetting of IT enhancements in functional areas, including: updates and enhancements to Treasury and Credit exposure management, as well as Settlements/Treasury/Accounting integration.

**Copano Energy**

**April 2001 – August 2003**

*Controller and Principal Accounting Officer (Treasurer)*

**Accomplishments:**

- As an instrumental member of the senior management team responsible for tripling cash flow and doubling assets in part by issuing \$60 million of private equity with two major private equity firms, and financing \$22 million of senior subordinated debt for the \$67 million acquisition of a highly strategic group of assets and additional growth capital.



- Further, syndicated over \$150 million with seven banks for \$55 million in senior debt facilities to finance additional acquisitions and to buy-out a separate existing private equity investment.
- Continued growth with two additional strategic asset acquisitions totaling \$8 million under our new capital structure.

**Responsibilities:**

- Responsibility for treasury, credit, and working capital management as well as a variety of additional risk management areas including debt hedging, covenant management, and insurance procurement, as well as strategic planning and budgeting.
- Leading and supervising an accounting staff of six full-time, and three part-time employees, responsible for the management/KPI reporting, accounting and general- ledger operations of over twenty limited partnerships and limited liability companies.
- Managing a staff of one in-house and two contract IT professionals, responsible for the infrastructure, applications, and data within the company's information systems.

**Arthur Andersen LLP**

**July 1995 – April 2001**

*Experienced Manager – Business Consulting*

**Highlights:**

- Finance Consulting: Highlights include the valuation/execution of acquisitions, obtaining additional equity/venture capital funds, financial modeling/planning, and accounting operations.
- Management Consulting: Highlights include process redesign to reduce cycle time, lower risk, and increase profitability; operational review to control costs and margin; and Activity Based Costing, producing \$4 million in annual savings.
- Transaction Consulting: Highlights include the valuation and monetization of intangible assets leading to the realization of several hundred million dollars.

**EDUCATION:**

The University of Texas at Austin

May 1995

Master in Professional Accounting, Concentration in Accounting and Finance (1995)

Bachelor of Business Administration, Concentration in Accounting (1994)

**CERTIFICATION:**

Certified Public Accountant licensed in the State of Texas. License number 073375 (inactive).

## **Terry Brown**

I live on Harbour Drive South, a Florida native born and raised in Palm Beach County. I received all my education in Florida, including a B.A. in Political Science from the University of South Florida.

For nearly 32 years, I worked for the State of Florida in various executive/administrative and managerial positions. For the last 15 years, before I retired in 2006, I worked as the General Services Manager for the Department of Children and Families in West Palm Beach. In this position I gained extensive experience in contracts, contract management, monitoring for performance standards, facilities management, competitive bids, telecommunications and commercial lease procurement and other government business related tasks.

Earlier in my career, I managed the federally funded Child Support Enforcement program in a five-county district. In this capacity, I dealt with numerous government agencies and private attorneys, and contracted with service providers to successfully implement the federal mandate.

From my three decades of government work, I have developed an in-depth understanding of how to get things done through government and how to motivate and inspire people to accomplish their goals. I have learned that the only way to accomplish anything is to bring people together to discover common ground. Once we are together, we can sustain the community we all want.

As a life-long county resident, I am prepared to work hard to maintain the character and quality of our community as we move into the future. My goals include protecting our natural areas and maintaining our town's identity within the context of what is happening in the surrounding area.

I have lived in Ocean Ridge for 32 years and raised my family here. I have served on the Ocean Ridge Board of Adjustments for over 9 1/2 years, as well as one term as a Town Commissioner (2007-2010). I have direct experience and insight into how this town is best governed. I love this community and intend to remain here.

**Terry Brown**  
**23 Harbour Drive South**  
**Ocean Ridge, FL 33435-6213**

**Personal Data**

Place of Birth: West Palm Beach, Florida  
Marital Status: Married, Lucy Chernow Brown

**Education**

University of South Florida, Tampa, Florida  
Majors: Political Science & Philosophy  
Bachelor of Arts Degree, 1968  
Palm Beach Junior College, Lake Worth, Florida  
Major: Political Science, 1965  
Associate Arts Degree  
Lake Worth High School, 1962  
Lake Worth, Florida

**Work Experience, State of Florida, 1975 to 2006 (Retired October, 2006)**

South Zone General Services Manager, State of Florida,  
Department of Children & Families, West Palm Beach

Responsible for: Supervision of the following  
Administrative services functions and departments:  
(The Southern Zone provides administrative and program  
support across eleven (11) counties consisting of four DCF  
Districts with a population of 4.5 million residents)

- Facilities Services Management, including leasing.  
Formal competitive bids for office space, preparation  
and  
administration of budgets for leases, maintenance  
Services, fixed capital outlay projects (FCO), etc.
- Purchasing Department, preparation and  
Implementation of purchasing policies and procedures  
pursuant to the state statutory requirements, preparation  
and presentation of formal bids, development of  
contract specifications related to procurement of  
services and commodities.
- Motor Vehicle Management.
- Telecommunications Services.
- Property and Inventory Management.
- Purchasing card(VISA) program
- Records and Records Retention Management.
- Mail and Courier Distribution
- Supply Inventory Management
- Risk Management

- (April, 2002 to Sept., 2002)

  - Safety Program

Acting District Human Resources Manager  
State of Florida Department of Children and Families,  
West Palm Beach, Florida.
- June, 1992

District Child Support Enforcement Program Administrator,  
District Director of the Federal Title IV-D Child Support Enforcement  
Program for a five county district  
 Responsible for:

  - Direct supervision of one hundred eighteen employees
  - Yearly budget of \$4.7 million
  - Contract management and supervision of all attorneys under contract in the Child Support Enforcement program throughout the five-county district (Fifteenth and Nineteenth Judicial Circuits)
  - Negotiation of all Child Support Enforcement legal contracts.
  - Modification and cancellation of contracts as necessary.
  - Coordination of Child Support Enforcement and program support services with county sheriffs, county attorneys, court administrators, private attorneys and clerks of court.
  - Coordination of Child Support Enforcement Program with other elements of the department, local, state, and federal governments and other states and jurisdictions.

### **Community Activities**

- Board Member, Palm Beach County Board of County Commissioners' Palm Tran Service Board.  
 Board advises the County on matters related to surface transportation for the fixed route and paratransit systems. (Appointed May, 2002, currently still serving as a member)

  - Chair, Palm Tran Service Board Paratransit Sub-Committee
- Town of Ocean Ridge, Board of Adjustment: March, 1998-2008  
 Reviews applications for construction variances to the Town's building codes.
- Board Member, Local Coordinating Board for the Transportation Disadvantaged, Palm Beach County (Vice-Chair):  
 Chapter 427, Florida Statutes, established the State Commission for the Transportation Disadvantaged. The local coordinating board members are responsible for developing local service needs and providing information, advice and direction to the county transportation coordinators on the coordination of services to be provided to the transportation disadvantaged.

\* Town of Ocean Ridge Commissioner, one full term, 2007-2010

- \* Member of the Citizens Advisory Committee for the Palm Beach County Transportation Planning Agency (MPO), for over 20 years.

### **Continuing Education**

January, 2000 – Leadership Palm Beach County’s Board Governance Training. The subjects included: board governance, officers and committees’ structure, roles and responsibilities, and legal responsibilities, i.e. strategies for being an effective board member.

October, 1999 - Florida Atlantic University/Florida Institute of Government/Joint Center for Environment and Urban Problem’s program entitled “Land Use and Zoning Issues and the Role of the Public Official.”

ARTHUR H. ZIEV  
9 Osprey Drive  
Ocean Ridge, FL 33435  
(561) 376-5774  
[arthur.ziev@gmail.com](mailto:arthur.ziev@gmail.com)

April 14, 2023

Kelly Avery  
Town Clerk  
Town of Ocean Ridge, Florida  
6450 N. Ocean Blvd.  
Ocean Ridge, FL 33435

Dear Ms. Avery,

I am pleased to submit my letter of interest and resume of qualifications for the vacancies on the Town Commission of the Town of Ocean Ridge, as well as the vacancies on the Planning & Zoning Board and the Board of Adjustment. My wife, Meri, and I have been full-time Ocean Ridge residents since November 2003. I recently retired and now have the time to devote to serving Ocean Ridge.

My entire professional career as a real estate developer and a public finance investment banker required working closely with elected government officials and staff. This has provided me with significant experience and insight into government operations and how to effectively work with local governments. I have served as lead banker on financings for many local governments including Palm Beach County, Broward County, Delray Beach, Lake Worth, Lantana, Atlantis, Greenacres, and Lake Clarke Shores. I have also served as Financial Advisor to the State of Florida and Collier County.

I have the pleasure and honor of serving the Town of Ocean Ridge as a member of the Septic to Sewer Citizens' Advisory Commission, Public Information (PPI) Task Force – Flood Insurance Program, and the Financial Advisory Group (Informal) to the Town Manager.

Please do not hesitate to contact me if you have any questions or would like and additional information.

Sincerely,



Arthur H. Ziev

**ARTHUR H. ZIEV**  
**9 Osprey Drive**  
**Ocean Ridge, Florida 33435**  
**(561) 376-5774**  
**arthur.ziev@gmail.com**

SUMMARY

Real estate development experience for over ten years. Public Finance investment banking professional for 20 years. Entire professional career required working closely with government officials and staff. My wife, Meri, and I have been full-time Ocean Ridge residents since November 2003. Retired at the end of 2022.

OCEAN RIDGE CIVIC EXPERIENCE

OCEAN RIDGE SEPTIC TO SEWER CITIZENS' ADVISORY COMMITTEE

OCEAN RIDGE PUBLIC INFORMATION (PPI) TASK FORCE – FLOOD INSURANCE PROGRAM

FINANCIAL ADVISORY GROUP (INFORMAL) TO TOWN MANAGER

PROFESSIONAL EXPERIENCE

REAL ESTATE DEVELOPER 2008 – 2022

Developed 20 charter school campuses at a total cost of over \$250 million. Responsible for managing the government entitlement and building permit processes, including meeting with and making presentations to City/County Commissions and working closely with governmental staff. Also responsible for identifying, negotiating, and closing the purchase of properties, arranging financing, overseeing development of site plans and serving as owner's representative for construction.

MERRILL LYNCH 2004 – 2008  
Director – Public Finance

Responsible for reestablishing Merrill Lynch's presence as a leading underwriter of Florida state and local municipal bonds. Significant accomplishments include appointment to multi-year underwriting teams for Palm Beach County, Palm Beach County Schools, South Florida Water Management District, Miami Dade County, Sarasota County and the City of Jacksonville. Served as Financial Advisor to the State of Florida on a financing.

RAYMOND JAMES & ASSOCIATES, INC. 1991 – 2004  
Director – Public Finance

Responsible for establishing and maintaining presence the firm's public finance business in southeast Florida, including generating new business, maintaining client relationships and managing transactions. Lead banker on bond issues for Broward, Indian River, Lee,



ARTHUR H. ZIEV

Page 2

Martin and Palm Beach Counties, as well as numerous municipalities in southeast Florida.  
Served as Financial Advisor for Collier County.

KEMPER FINANCIAL COMPANIES

1988 – 1990

Prescott, Ball & Turben, Inc./Gulfstream Financial Associates

Vice President – Public Finance

Responsible for structuring and implementing tax-exempt financings, developing new business and maintaining client relationships.

E.F. HUTTON & COMPANY

1987

Vice President – Public Finance

Managed Southeast Region's Product Development and Transaction Services Group.  
Responsible for structuring and implementing municipal bond transactions. Participated in new business development.

MATTHEWS & WRIGHT, INC.

1985 – 1987

Vice President

Responsible for implementing tax-exempt bond issues.

DILLON, READ & COMPANY, INC.

1984 – 1985

Associate – Public Finance

Responsible for preparing proposals and managing transactions, including day-to-day responsibility on four New York Metropolitan Transportation Authority (MTA) financings.

PUBLICATIONS

“Case Studies in Private/Public Cooperation to Revitalize America: I. Passenger Rail”  
Report of the Joint Economic Committee. Congress of the United States, Nov. 3, 1981

EDUCATION

University of Texas at Austin – 1982

Lyndon B. Johnson School of Public Affairs

Master of Public Affairs

Awarded Lyndon B. Johnson Congressional Fellowship

Trinity College, Hartford, Connecticut – 1977

B.A. in Economics and American Studies

## Kelly Avery

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**From:** Victor Martel <martelvic@gmail.com>  
**Sent:** Thursday, March 16, 2023 12:07 PM  
**To:** Kelly Avery  
**Subject:** Resume  
**Attachments:** Resume 1 copy.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Kelly,  
Attached is my current resume.  
I am requesting a position on either the P&Z or BofA.  
My first choice is P&Z, second Board of Adjustments.  
I am not interested in Alternate positions on either board.

PLEASE CONFIRM RECEIPT.

--  
Vic Martel



# VICTOR MARTEL

561-602-7222

Martelvic@me.com

46 Harbour Drive South,

Ocean Ridge, FL 33435

Since 1997 (26 years)

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## DESIRED POSITION: PLANNING & ZONING SEAT/ BOARD OF ADJUSTMENT SEAT

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Motivated and self-directed entrepreneur with extraordinary success building company from concept to multimillion-dollar enterprise. Experience with implementing all business systems and processes. Build strategic business relationships through leadership and networking within industry.

Hardworking and focused on completing work quickly to consistently exceed targets. Reliable team member accustomed to taking on challenging tasks. Dedicated to business success.

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## SKILLS

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- |                                     |                                    |
|-------------------------------------|------------------------------------|
| • Operations management             | • Business Development             |
| • Financial leadership              | • Change management                |
| • Improve policies                  | • Strategic planning               |
| • Business planning and development | • Strategize plans                 |
| • Manage programs                   | • Private Equity Consultant        |
|                                     | • Medical Legal Expert Malpractice |

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## EXPERIENCE

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**President, Martel Academy** , Sep 2000 - Current, 46 Harbour Drive South, FL

- Mentored postgraduate students as they completed advanced degrees, overseeing their research and helping each make career plans.
- Coached and mentored team members to facilitate career development, satisfaction, and increased organational impact.
- Moderated engaging classroom discussions to lead the students into deeper explorations of topics raised during lectures and in the textbook.

**President, Victor Martel DMD PA**, Jun 1984 - Current, West Palm Beach, FL

- Delivered expert dental care, including examinations of teeth and soft tissues, diagnosing conditions, and planning invasive procedures to correct critical issues.
- Worked closely with support staff to create and implement dental treatment plans and overall oral health care approaches.
- Oversaw busy practice with up to 15 staff and over 1000 established patients.

**Board Member on Board of Adjustments, City of Ocean Ridge**, Apr 1998 - Apr 2000, Ocean Ridge, FL

- Worked with planning officials to evaluate and approve or deny the proposed residential plans.
- Advocated for forward-thinking strategies to help the community and the environment long-term.
- Participated in seminars including Focus 2000 and additional training to expand knowledge and skills.

**Candidate for Ocean Ridge Commissioner, Victor Martel**, Mar 1999 - Mar 1999, Ocean Ridge, FL

## EDUCATION

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DMD, Dentistry <b>Rutgers School of Dentistry</b> - Newark, NJ	Jun 1984
Bachelor of Arts, Biology/Chemistry <b>University of South Florida</b> - Tampa, FL	Jun 1980
Associate of Arts, Biology/Chemistry <b>Palm Beach Junior College</b> - Lake Worth, FL	Jun 1978

LARRY E. HOLTZ, ESQ.  
35 Ixora Way, Ocean Ridge, FL 33435-6215  
Telephone: (609) 377-7090 /  
E-mail: LarryEHoltz@gmail.com

March 28, 2023

*Re: Board of Adjustment OR Planning & Zoning Board*

Dear Kelly Avery, Town Clerk:

Please accept this letter and accompanying resume as a formal expression of my interest in an appointment to either the Board of Adjustment (BOA) or the Planning & Zoning Board (PZB) for the Town of Ocean Ridge, Florida. I live in Ocean Ridge and I care deeply about maintaining a safe, secure and pleasant environment for all our residents. I have spent a career in criminal justice and law enforcement, with ten years as a police officer and ten years as a prosecutor and Deputy Attorney General. I have also created a private school, built from the ground up, with the responsibility and passion for training law enforcement officials, attorneys and judges in the laws, rules and procedures for the best and constitutional performance of their professions.

Given my background, I believe I would make a unique contribution to either the BOA or the PZB. I have always demonstrated unimpeachable integrity, given my prior positions as police officer, police attorney, executive assistant prosecutor and Deputy Attorney General. I have always believed in transparency, and have strived to be achievement oriented. Although extensive knowledge of variances, zoning and land development does not jump off the page of my resume, if I did not have such expertise, I would never have been able to establish a law enforcement training school from the ground up, educating just a few officials a month to thousands of officials a year; building a business from no income to a multi-million dollar enterprise.

As a former assistant prosecutor and Deputy Attorney General, I have had extensive experience in trial, appellate and administrative legal work. Throughout my career, I have also experienced much success with working cooperatively with all law enforcement and prosecuting agencies, as well as with trial, administrative law, and appellate judges, particularly when I was a deputy attorney general assigned to the Prosecutors' and Police Bureau. I have experience in writing policy, strategic planning, and have the ability to take complicated processes and make them easily understandable.

I believe I would make a valuable and unique addition to the Town of Ocean Ridge in either the Board of Adjustment or the Planning & Zoning Board. I can make myself available for an interview at your convenience.

Very truly yours,

  
Larry E. Holtz

# LARRY E. HOLTZ, ESQ.

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35 Ixora Way  
Ocean Ridge, FL 33435

LarryEHoltz@gmail.com  
Phone (609)-377-7090

## EDUCATIONAL BACKGROUND

- J.D.** *Temple University School of Law, Philadelphia, PA;*  
GPA: 3.24 on scale of 4.0.
- B.A.** *Temple University, Philadelphia, PA; Criminal Justice Major.*  
GPA: 3.91 on scale of 4.0. *Summa Cum Laude.*

## PROFESSIONAL EXPERIENCE

*4/2016 to 9/2019 – Board of Directors (Secretary/Treasurer; President) Peninsula on the Intracoastal*

*1995 to Present*

*Public Safety Consultant / Educator of Law Enforcement Personnel.* Develop training programs and provide training and continuing law enforcement and legal education for New Jersey, Pennsylvania, New York and Texas Police Departments and Police Academies, Executive Development Companies, Criminal Law Attorneys, Prosecutors and Municipal Court Judges.

*April 2000 to 2016. President & Chief Executive Officer, Holtz Learning Centers, Ltd.,* Woodbine, NJ. Centers provide professional basic and in-service training for public safety officials, including state, county and local law enforcement officers, as well as corrections officers. In addition, in-service training is provided to teachers and private security officials. Training Centers located in Edison, Berlin and Mahwah NJ.

*2002 to*

*2011: Police Attorney, Stratford Police Department, Camden County, NJ.*

*2001 to*

*2003: Municipal Prosecutor, Inter-Municipal Court: Weymouth Township, Estell Manor and Corbin City, Atlantic County, NJ.*

*1995 to 1998*

*Executive Assistant County Prosecutor, Cape May County, NJ.* Legal counsel to Prosecutor; administration of office affairs; legal and law enforcement policy development; police training counsel; police legal advisor.

*Director of Public Safety Training, Cape May County, NJ. Appointment by Freeholder Board* for the purpose of updating and revamping the police, fire and security training for the County's public safety officers.

**1992 to 1995**

**New Jersey Deputy Attorney General.** *Assignment (1):* Law Enforcement Policy Bureau. This Bureau handled all issues and cases that touched and concerned police departments, police training, law enforcement, and drunk driving issues. The Bureau also reviewed and proposed legislation concerning those subjects. *Assignment (2):* Executive Editor of the *Law Enforcement Reporter* (formerly known as the Criminal Justice Newsletter).

**1989 to 1992**

**Assistant County Prosecutor**, Burlington County, NJ. *Assignments:* (1) Motions and Appeals Section; (2) *Police Training Counsel*; administration and supervision of all police training for Burlington County. Supervised Burlington County's program of "Continuing Law Enforcement Education."

**1980 to 1989**

**Atlantic City Police Department**, Atlantic City, NJ. After three years working uniformed patrol, received appointment to Detective for the Office of General Investigations; actively investigated crimes ranging from murder, rape, robbery, assault, burglary, and narcotics and vice offenses to such paper crimes as forgery and fraud.

*Promoted to Sergeant of Police.* Assignments included Legal Research and Development Officer; Detective Sergeant in the police office of Casino-Hotel Crimes Investigation; and Patrol Sergeant.

*Supervisory duties:* included, on any given day, the responsibility for 6 to 8 detectives when supervising in an investigative capacity, and anywhere from 10 to 25 patrol officers when supervising in a uniform patrol capacity.

*Administrative duties:* included, on any given day, the responsibility for planning, staffing, scheduling, and directing a shift of anywhere from 30 to 40 officers.

**Adjunct Professor Affiliations**

**Widener School of Law**, Wilmington, Delaware. Adjunct Professor of Law.

**Rowan University (formerly Glassboro State College)**, Camden, NJ. Adjunct Professor of Criminal Justice.

**Atlantic Community College**, Mays Landing, NJ. Adjunct Professor of Criminal Justice.

## SPECIALIZED CERTIFICATIONS / TRAINING

*New Jersey State Certified Police Instructor.* Instruct basic academy and advanced in-service courses in Criminal Law, the Laws of Arrest, Search and Seizure, Use of Force, Evidence, Interviews, Confessions and *Miranda*, the Criminal Justice System, Communications, and the Methods of Instruction (MOI) course for new law enforcement instructors.

*Attorney General's School of Prosecution.*

## PROGRAM DEVELOPMENT

Researched, developed and conducted advanced/specialized training sessions in the following subjects:

- ☐ *Arrest, Search and Seizure* (2-day seminar) (Approved for 13.6 NJ CLE Credits); *Criminal, Motor Vehicle, A.G. Guideline and Miranda Seminar* (2-day seminar) (Approved for 13.6 NJ CLE Credits); *Juvenile Law and Procedure* (1-day seminar) (Approved for 6.8 NJ CLE Credits); *Report Writing and Courtroom Testimony*; *Attorney General Guidelines, Policies and Directives* (3-day seminar); *Basics of the Criminal Law: Code and Cases* (3-day seminar)
- ☐ Modern Trends in Law Enforcement; Guest Lectures.
- ☐ Criminal Law and Procedure Updates; Guest Lectures.

## AUTHOR

### BOOKS

- ☐ *Criminal Procedure for Law & Justice Professionals* (Blue360° Media, 1990 – 2022) (1020 pages).
- ☐ *Criminal Evidence for Law & Justice Professionals* (Blue360° Media, 1994 – 2022).
- ☐ *The New Jersey Law Enforcement Handbook: NJ Contemporary Criminal Procedure* (3 Volume set) (Blue360° Media, 1984 – 2023) (3500 pages).
- ☐ *The Pennsylvania Law Enforcement Handbook* (Blue360° Media, 1990 – 2023) (1500 pages).
- ☐ *The Texas Criminal and Traffic Law Procedural Manual* (Blue360° Media, 1997 – 2022) (Co-author, Warren Spencer) (1200 pages)
- ☐ *Effective Law Enforcement Report Writing*, 6th ed. (Blue360° Media, 2016) (295 pages).
- ☐ *Exam Study Guide: Arrest, Search and Seizure* (Blue360° Media, 2016 – 2023) (530 pages)
- ☐ *Exam Study Guide: Attorney General Guidelines & Directives* (Blue360° Media, 2016 – 2023) (1000 pages)
- ☐ *Exam Study Guide: The Criminal Justice Code* (Blue360° Media, 2016 – 2023) (505 pages)



## MANUALS

- ☐ *Municipal Appeal Manual* (County Prosecutor's Association) (co-author)
- ☐ *NJ Charging Manual* (Attorney General's Office) (co-author)
- ☐ *Laws of Arrest, Search and Seizure* (Yearly Update)
- ☐ *Criminal, Motor Vehicle, & A.G. Guideline Legal Update and Review* (Yearly Update)
- ☐ *Juvenile Law and Procedures* (Yearly Update)
- ☐ *Kinetic Reading* (Reading comprehension manual)

## ARTICLES

- ☐ *Dissolution of the Entireties Link*, Pennsylvania Law Journal-Reporter, Vol. VIII, No. 14, at 3.
- ☐ *Miranda in a Juvenile Setting: A Child's Right to Silence*, 78 J.Crim.L. & Criminology 534.
- ☐ *The "Plain Touch" Corollary: A Natural and Foreseeable Consequence of the Plain View Doctrine*, 95 Dickinson L.Rev. 521.

## HONORS AND AWARDS

Recipient of fifteen Departmental Commendations from the Chief of the Atlantic City Police Department.  
President's Scholar Award recipient; presented by the Temple University Alumni Association.  
Honorable Achievement Medal recipient; presented by the City of Atlantic City.

## BAR MEMBERSHIP

New Jersey; Pennsylvania; District of Columbia.

## REFERENCES

Available upon request.

**ORDINANCE NO. 2022-14**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, APPROVING A ZONING CHANGE REQUEST FOR A PARCEL OF LAND CONSISTING OF 9.13 ACRES, MORE OR LESS, LOCATED NORTHWEST OF TOWN HALL ALONG THE INTRACOASTAL WATERWAY, WEST OF NORTH OCEAN BOULEVARD, AS MORE PARTICULARLY DESCRIBED HEREIN, FROM SINGLE FAMILY RESIDENCE (SFR) ZONING DISTRICT TO PRESERVATION/CONSERVATION (PC) ZONING DISTRICT; AND, PROVIDING FOR CHANGES TO THE OFFICIAL ZONING MAP; REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AND AN EFFECTIVE DATE.**

WHEREAS, the Town Commission, as the governing body of the Town of Ocean Ridge, Florida pursuant to authority in Chapter 163 and Chapter 166, Florida Statutes, and the Town of Ocean Ridge Land Development Code, as adopted by the Town of Ocean Ridge, is authorized and empowered to consider applications related to zoning, rezoning, and land development orders; and

WHEREAS, the Planning and Zoning Commission after notice and public hearing, has considered the appropriateness of the proposed rezoning application by the parcel owner, Town of Ocean Ridge, and has submitted its recommendation of approval to the Town Commission; and

WHEREAS, the Town Commission, after notice and public hearing, voted to adopt the Town's rezoning application and has determined that the proposed rezoning is consistent with the Preservation / Conservation zoning district and the Town's Comprehensive Plan; and

WHEREAS, the notice and hearing requirements as set forth in the Town's Land Development Code and Florida Statutes, have been satisfied; and

WHEREAS, the Town Commission has taken the recommendation of the Planning and Zoning Commission and the comments from the public into consideration; and,

WHEREAS, the Town Commission has determined that the rezoning request of the parcel owned by the Town of Ocean Ridge is in the best interests of the Town, consistent with the Town's Comprehensive Plan, and serves a valid public purpose.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMISSION OF THE TOWN OF OCEAN RIDGE, THAT:

Section 1. The foregoing recitals are adopted as true and correct statements and are made a part of this Ordinance.

Section 2. The zoning district of the approximate 9.13 acre parcel located northwest of Town Hall along the Intracoastal Waterway, west of North Ocean Boulevard with no roadway frontage or physical address, is hereby changed from Single Family Residence to Preservation/Conservation. The parcel being more particularly described as:

**LEGAL DESCRIPTION:**

APPROXIMATELY TEN (10) ACRES OFF OF THE NORTH SIDE OF THAT PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 22, TOWNSHIP 45 SOUTH OR RANGE 43 EAST LYING EAST OF THE FLORIDA COAST LINE CANAL, EXCEPT THAT PORTION DEED TO THE UNITED STATES OF AMERICA IN AN EASEMENT DEED DATED MAY 8, 1931 AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 22, FOR A POINT OF REFERENCE, AND RUN THENCE ALONG THE SOUTH LINE OF SAID SECTION 22, SOUTH 89°39'17" EAST ONE THOUSAND SIX HUNDRED NINETY-EIGHT AND FORTY-ONE HUNDRETHS FEET TO AN INTERSECTION WITH THE EASTERLY RIGHT-OF-WAY LINE OF THE INTRACOASTAL WATERWAY, THENCE ALONG SAID EASTERLY RIGHT-OF-WAY LINE, NORTH 7°31'41" EAST 850.71 FEET TO AN INTERSECTION WITH THE SOUTH LINE OF THE ABOVE DESCRIBED ACRES, FOR A POINT OF BEGINNING: FROM SAID POINT OF BEGINNING RUN THENCE ALONG SAID SOUTH LINE NORTH 89°31'12" WEST 100.76 FEET TO AN INTERSECTION WITH THE EASTERLY LINE OF THE FLORIDA EAST COAST CANAL RIGHT-OF-WAY; THENCE ALONG SAID EASTERLY LINE, NORTH 7°31'41" EAST 458.73 FEET TO AN INTERSECTION WITH THE NORTH LINE OF SAID ACREAGE; THENCE ALONG SAID NORTH LINE, SOUTH 89°31'12" EAST 100.76 FEET TO AN INTERSECTION WITH THE EASTERLY RIGHT-OF-WAY LINE OF THE INTRACOASTAL WATERWAY; THENCE ALONG SAID EASTERLY RIGHT-OF-WAY LINE SOUTH 7°31'41" WEST 458.73 FEET TO THE POINT OF BEGINNING.

Section 3. The Town Manager is hereby authorized and directed to make appropriate changes to the Town's official Zoning Map to effectuate the purpose of this Ordinance once this Ordinance becomes effective.

Section 4. Repeal of Conflicting Ordinances. All ordinances or parts of ordinances conflicting or inconsistent with the provisions of this Ordinance are hereby repealed.

Section 5. Severability. If any section, part of a section, paragraph, sentence, clause, phrase or word of this Ordinance is for any reason held or declared to be unconstitutional, inoperative or void, such holdings of invalidity shall not affect the remaining portion of this Ordinance and it shall be construed to have been the legislative intent to pass the Ordinance without such unconstitutional, invalid or inoperative part therein, and the remainder of this Ordinance after the exclusion of such part or parts shall be deemed to be held valid as if such part or parts had not been included therein, or if this Ordinance or any of the provisions thereof shall be held inapplicable to any person, group of persons, property, kind of property, circumstances, or set of circumstances, such holdings shall not affect the applicability thereof to any other person, property or circumstances

Section 6. Effective Date. The effective date of this Ordinance is contingent upon and only effective upon the effective date of Ordinance No. \_\_\_\_\_ regarding the amendment to the Town's Comprehensive Plan to revise the Future Land Use Map to provide for the rezoning set forth herein. If Ordinance No. \_\_\_\_\_ fails to become effective, this Ordinance shall not become effective.

Commissioner \_\_\_\_\_ offered the foregoing Ordinance and its adoption. The motion was seconded by Commissioner \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

GEOFF PUGH Mayor	_____
STEVE COZ, Vice Mayor	_____
CAROLYN CASSIDY, Commissioner	_____
_____, Commissioner	_____
_____, Commissioner	_____

The Mayor thereupon declared this Ordinance approved and adopted by the Town Commission of the Town of Ocean Ridge, Florida, on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

TOWN OF OCEAN RIDGE, FLORIDA

BY: \_\_\_\_\_  
GEOFF PUGH, MAYOR

ATTEST: \_\_\_\_\_

KELLY AVERY, TOWN CLERK

**Date:** April 13, 2023  
**To:** Honorable Mayor and Commissioners From:  
Lynne Ladner, Town Manager  
**Re:** Building Permit Refund Request for 5831 N Ocean Blvd Unit D1

---

Mayor and Commissioners,

The property owner for 5831 N Ocean Blvd Unit D1 (permit application number 22478) has requested a full refund of the permit fees as per Town Code Sec. 67-58(d)(1) in the amount of \$2,971.88. The new remodeling/renovation permit had an application date of March 29, 2022, was issued on \_\_\_\_\_, and the request for permit cancellation was approved on April 13, 2023. I have attached the property owner's request for your review and consideration.

Below is a breakdown of permit fees:

Building permit fee	\$2575.00 (70% would be \$1,802.50)
BIF/DCA surcharge	\$64.38
Plan review fee	\$257.50
Scanning fee	\$75.00
Total	\$2,971.88

**Sec. 67-58. – Permit fees.**

(a) Fees for permits established in this article shall be as provided by resolution of the town commission. Such fees are on file in the town clerk's office.

(b) The minimum fee for permit applications made under this article which the town commission can establish pursuant to subsection (a) above shall not be less than \$45.00.

(c) If any person commences any work on a building or structure before obtaining the necessary permit under this article, the fee for the permit, when obtained, shall be double the total amount of the permit fee otherwise required plus \$200.00 if the total cost of the work on a building or structure is equal to or less than \$5,000.00, and four times the total amount of the permit fee otherwise required if the total cost of the work on a building or structure exceeds \$5,000.00.

(d) Immediately upon the application for a permit, 30 percent of the permit fee becomes non-refundable and shall be retained by the town to cover the administrative costs associated with the permit application process. All requests for a refund of the remaining 70 percent of the permit fee must be received within 60 days of application for a permit or, if a permit has been issued, within 30 days of the issuance of the permit.

(1) The town commission may choose to refund 100 percent of the fee based on the circumstances of a particular situation, irrespective of whether the request for such a return was made within the 30-day time limit.

**Suggested Motion: I move to approve (deny) the request for building permit fee refund not to exceed 70% of the building permit fee only in the amount of \$1,802.50 for canceled permit 22478.**

**From:** [Scott Wadowski](#)  
**To:** [Lynne Ladner](#); [Kelly Avery](#)  
**Subject:** Fw: Current Kitchen, Master bath, and Guest bath at 5831 N Ocean Blvd Unit D1  
**Date:** Thursday, April 13, 2023 2:03:56 PM

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Refund due. What do you think about the amount?

If there are any questions or concerns, please do not hesitate to contact me at your earliest convenience.

Thank you and Best Regards,

Scott Wadowski  
Building Official  
BU, PX, BN, ICC  
Cell phone- 860-819-8813  
Email- [swadowski@oceanridgeflorida.com](mailto:swadowski@oceanridgeflorida.com)

---

**From:** Richard Packwood <[rjpackwood@gmail.com](mailto:rjpackwood@gmail.com)>  
**Sent:** Thursday, April 13, 2023 1:55 PM  
**To:** Scott Wadowski <[swadowski@oceanridgeflorida.com](mailto:swadowski@oceanridgeflorida.com)>  
**Cc:** Mary Modahl <[mmodahl@mac.com](mailto:mmodahl@mac.com)>  
**Subject:** Fwd: Current Kitchen, Master bath, and Guest bath at 5831 N Ocean Blvd Unit D1

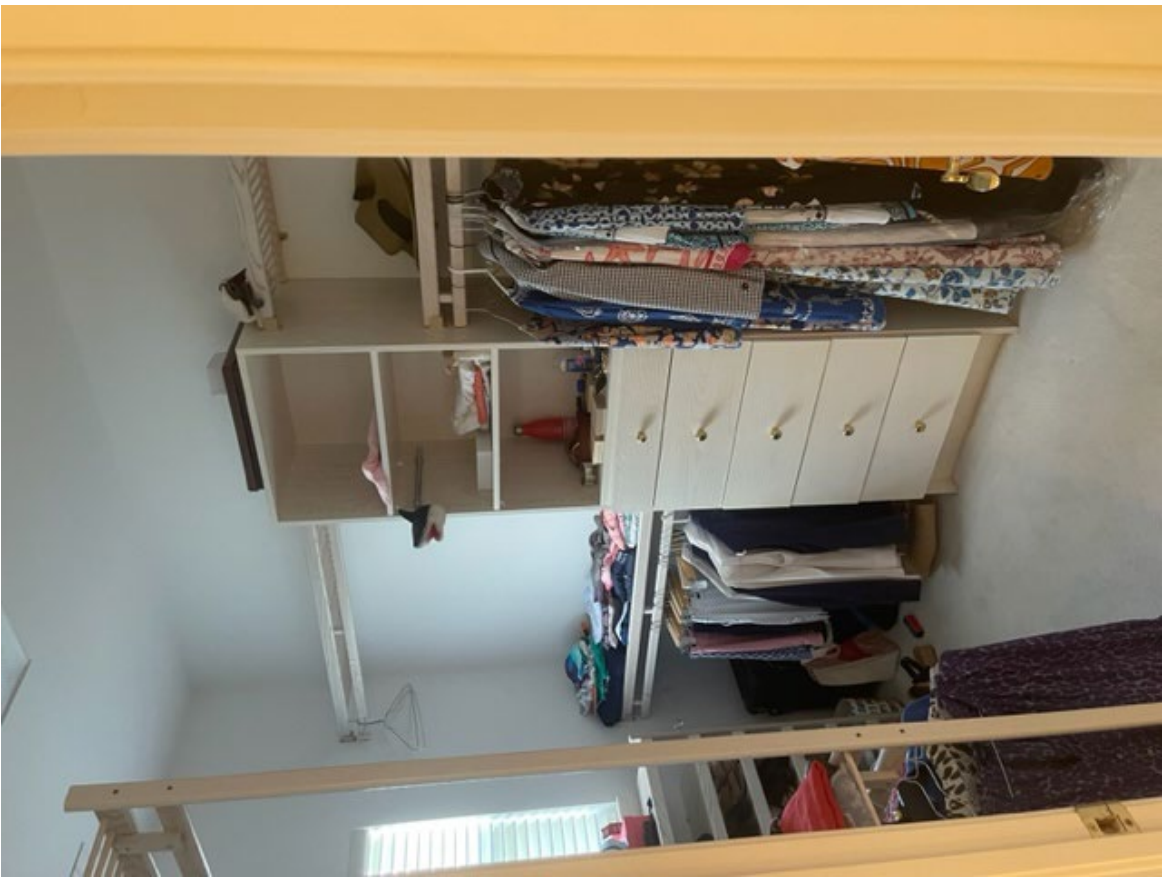
Hi Scott,  
Here are the photos taken today of our apartment. We bought the apartment in July 2021. Given the finishes, the almond color of the bathroom fixtures and the age of the kitchen appliances we would assume the apartment has not been renovated since it was built circa. 1996.  
I have copied my wife Mary in case you have any questions or need to come over to the apartment in person since I am traveling this week.  
Best regards,  
Richard

Sent from my iPhone

Begin forwarded message:

**From:** Mary Modahl <[mmodahl@mac.com](mailto:mmodahl@mac.com)>  
**Date:** April 13, 2023 at 6:36:52 PM GMT+1  
**To:** Richard Packwood <[rjpackwood@gmail.com](mailto:rjpackwood@gmail.com)>  
**Subject:** Current Kitchen, Master bath, and Guest bath at 5831 N Ocean Blvd Unit D1

Master bath:



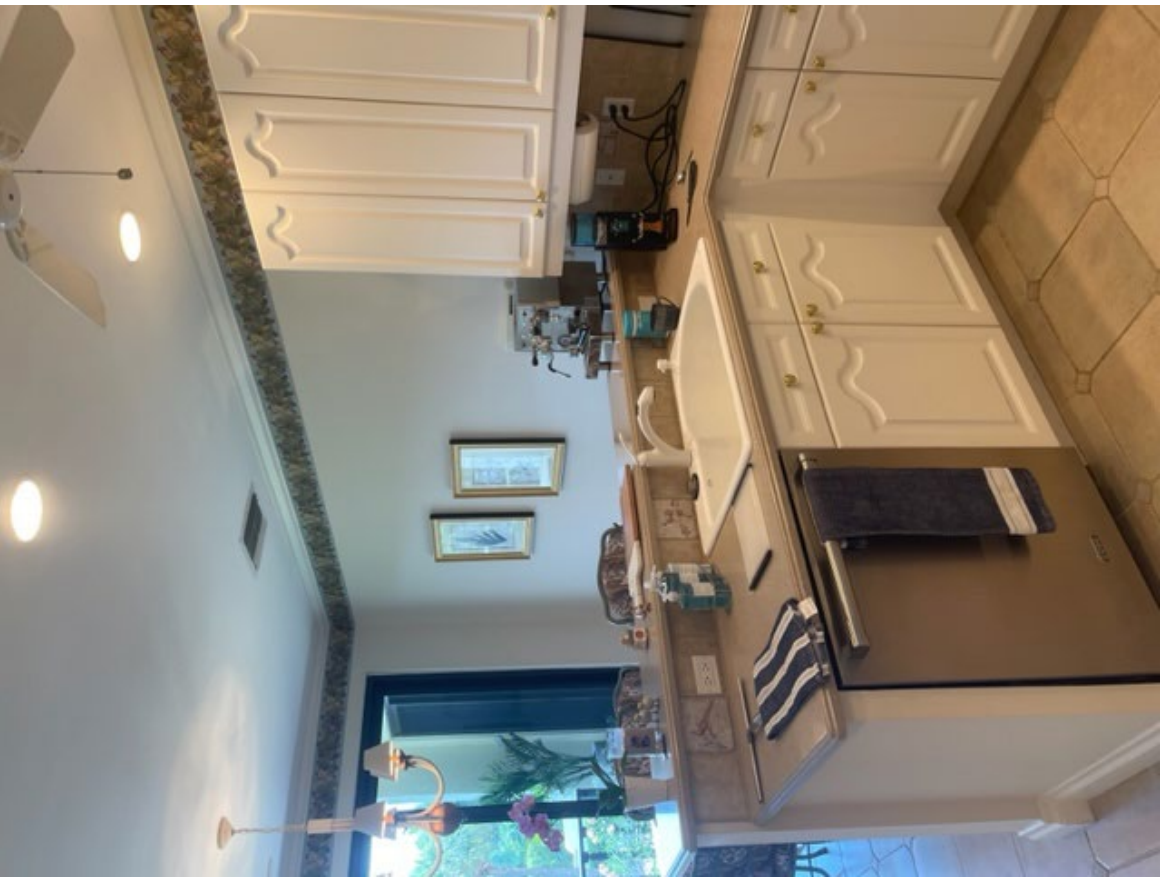








Kitchen:









Guest bath:





Sent from my iPhone

# MEMORANDUM

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**TO:** TOWN COMMISSION

**FROM:** CHRISTY GODDEAU, TOWN ATTORNEY

**RE:** BEACH SIGNS ORDINANCE (Discussion Only)

**DATE:** MAY 1, 2023

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As you may know signs in general are protected under the First Amendment to the United States Constitution. Recent court cases on signs regularly uphold regulations which only impose reasonable time, place, and manner restrictions on signs. Regulations which ban signs in total or restrict or regulate content are typically struck down by the courts.

The Town's Land Development Code, Chapter 70, currently contains the Town's regulations on signs. While Chapter 70 needs to be updated, the Town Commission at its April 2023 requested that a beach sign ordinance be drafted for the Planning and Zoning Commission's review. At the April 2023 Planning and Zoning Commission meeting, the Planning and Zoning Commission considered the following proposed language for beach signs:

**Sec. 70-9. – Permitted beach signs.**

(a) Notwithstanding any other provision of this Chapter 70, it shall be unlawful for any person to place, construct, or maintain a sign on the beach unless it conforms to the following criteria:

- (1) Signs are not allowed to be erected or placed on the beach seaward of the toe of the frontal dune, mean high-water line, erosion control line or a seawall, whichever is more landward on the property. "Frontal dune" for purposes of this section means the first natural or manmade mound or bluff of sand which is located landward of the beach and which has sufficient vegetation, height, continuity, and/or configuration to offer protective value.
- (2) Signs shall not contain any lights, reflection or illumination and shall conform in all manner to all laws applicable to the protection of sea turtles.
- (2) Signs shall be limited in size to 18 inches by 24 inches.
- (3) Signs shall be placed at least 200 feet apart, or one (1) sign at each corner of the property's boundaries if a property line is less than 200 feet.
- (4) Signs and any associated supporting structure, column, upright pole, or brace, shall be white and shall be wood or PVC;
- (5) The text on the signs shall be professionally printed and the signs shall not exceed four (4) feet from grade when posted. Signposts shall be PVC or wood and white in color.



(b) All persons desiring to erect a beach sign(s) shall apply for a permit from the Town Manager or designee. Sufficient information shall be provided to the Town identifying where the proposed sign(s) will be erected on the property including but not limited to a survey. If a permit is required from any other regulatory agency, the Town shall require proof of such regulatory agency permit(s) prior to issuing a permit to erect a beach sign. The cost of the permit shall be set by Town Commission resolution.

(c) Upon the adoption of this ordinance, all existing beach signs which do not conform to the requirements of this ordinance shall be removed within six (6) months. A new permit will be required for all such non-conforming signs.

The Planning and Zoning Commission had two comments to remove redundant language in section (a)(5) regarding the sign material and to change the amortization schedule of the existing beach signs made non-conforming from six months to 60 days. Otherwise, the Planning and Zoning Commission recommended approval of the proposed ordinance language.

Attached hereto is the draft ordinance which includes the above language (as revised by the Planning and Zoning Commission) in subsection 70-9(c). The WHEREAS clauses and subsection 70-9(a) provides specific findings for the ordinance including its ultimate purpose and intent to support the constitutionality of the ordinance if challenged. Further, subsection 70-9(b) provides for severability of the ordinance provisions if the ordinance is challenged and a portion or portions of the ordinance are determined to be unconstitutional. Please review all findings in the draft ordinance to ensure your agreement with the same.

This is being presented for discussion only as it will require advertising before first and second reading.

Should you have any questions regarding the above, please do not hesitate to contact me.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE TOWN OF OCEAN RIDGE, FLORIDA,  
AMENDING ITS CODE OF ORDINANCES AT CHAPTER 70, SIGNS,  
ARTICLE I, IN GENERAL, BY CREATING A NEW SECTION 70-9,  
ENTITLED “BEACH SIGNS” TO ESTABLISH REASONABLE TIME,  
PLACE AND MANNER REGULATIONS FOR SIGNS ON BEACH  
PROPERTY; PROVIDING FOR SCOPE, INTENT, PURPOSE, FINDINGS,  
SEVERABILITY, REPEAL OF CONFLICTING ORDINANCES, FOR  
OTHER PURPOSES, AND AN EFFECTIVE DATE**

WHEREAS, the Town of Ocean Ridge, Florida (“Town”) is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, Article VIII of the State Constitution and Chapter 166, Florida Statutes, provide that municipalities shall have the governmental, corporate, and proprietary powers to enable them to conduct municipal government, perform municipal functions, and render municipal services, and may exercise any power for municipal purposes, except when expressly prohibited by law; and

WHEREAS, as the governing body, the Town Commission of the Town of Ocean Ridge (“Commission”), pursuant to the authority vested in it by Chapters 163 and 166, Florida Statutes, is authorized and empowered to consider changes to its land development code; and

WHEREAS, the Town of Ocean Ridge (“Town”) desires to modify its regulation of signs at beach property within the Town of Ocean Ridge in a manner consistent with the United States Supreme Court’s decision in *Reed v. Town of Gilbert*, 576 U.S. 155 (2015), holding that the regulation of signage based on content is subject to strict scrutiny in determining whether such regulation is constitutional; and

WHEREAS, the Reed decision does not prevent cities from regulating signs in a way that fully protects public safety and serves legitimate aesthetic objectives; and

WHEREAS, the Town does not wish to censor speech or regulate the content thereof, but rather to provide for the public welfare by regulating the physical characteristics and placement of signage on the beach in a manner that enhances the aesthetics of the beach, protects sea turtles, and reduces visual pollution; and

WHEREAS, the Commission finds and determines that these sign regulations are intended to protect the public from the dangers of unsafe signs, including signs that create hazardous conditions, confusion, and visual clutter through excess proliferation, improper placement, and potential illumination, animation, and excessive size; and

WHEREAS, the Commission finds and determines that these sign regulations are intended to permit signs that are compatible with their surroundings, aid orientation, and do not obstruct or

harm the sea turtles or beach visitors; and

WHEREAS, the Commission finds and determines that the prohibition of beach signs at or adjacent to the mean high water line or within an area of the beach that may be subject to customary use standards will reduce confusion and the aesthetic eyesores at the Town's beaches; and

WHEREAS, in accordance with the requirements of Chapter 163, Florida Statutes, and the Town's Land Development Code, the Town's Planning and Zoning Commission has reviewed the proposed Ordinance and recommends approval (with minor revisions included herein) and has determined that the proposed Ordinance is consistent with the City's Comprehensive Plan; and

WHEREAS, the Commission conducted a first and second reading of this Ordinance at duly noticed public hearings, as required by law, and after having received input from and participation by interested members of the public and staff, the Commission has determined that this Ordinance is consistent with the City's Comprehensive Plan; and

WHEREAS, the Commission legislatively determines and declares that adoption of this Ordinance providing new regulations for beach signage is beneficial to the public interests of health, safety, and general welfare for the residents and visitors of the Town of Ocean Ridge; and,

WHEREAS, the Town Commission of the Town of Ocean Ridge deems approval of this Ordinance to be in the best interest of the residents and visitors of the Town of Ocean Ridge and serving a valid public purpose.

**NOW THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, AS FOLLOWS:**

**SECTION 1 – Findings of Fact:** The **WHEREAS** clauses set forth above are adopted herein as true legislative findings of fact of the Town Commission in addition and supplemental to those findings set forth in Section 70- and in Section 70-9 of this Ordinance. It is the purpose and intent of this Ordinance to promote the health, safety, and general welfare of the residents and visitors of the Town and to ensure the proper regulatory requirements for signage on the beach within the Town's corporate limits.

**SECTION 2 – Amendment:** Chapter 70, entitled "Signs," Article I, entitled "In General," is hereby amended to add a new Section 70-9, to be entitled "Beach Signs" to read as follows (underline denotes additions; ~~stricken through~~ denotes deletions):

## **Chapter 70 – SIGNS**

### **ARTICLE I. – IN GENERAL.**

#### **Sec. 70-9. Beach signs.**

*(a) Scope, Intent, Purpose, and Findings.*

(1) Scope. The provisions of this section shall regulate the location, number, size, appearance, construction and maintenance of all signs permitted on the beach. This section is not intended to and does not apply to signs constructed, maintained, or otherwise posted, owned, or leased on the beach by the Town of Ocean Ridge, Palm Beach County, the State of Florida, the federal government or their agents including, but not limited to signs for the protection of sea turtles or other federally protected species.

(2) Intent. Increased numbers and size of signs, as well as the location of signs and illumination from signs, create confusion, visual distractions, and can be harmful to beach visitors and sea turtles. In addition, the indiscriminate construction and maintenance of signs detract from the appearance of the beach. It is therefore the intent of these regulations to promote and protect the public health, safety, general welfare, convenience, and enjoyment of the residents and visitors of the town. More specifically, these sign regulations are intended to:

- a. standardize the location of all signage on the beach;
- b. permit, regulate, and encourage the use of signs compatible with beach usage and the protection of sea turtles;
- c. establish regulations affecting the design, construction, and maintenance of beach signs for the purpose of ensuring equitable means of graphic communication, while maintaining a harmonious and aesthetically pleasing visual environment within the town;
- d. regulate the appearance and design of beach signs in a manner that promotes and enhances the natural surroundings and beautification efforts of the town as a source of economic advantage;
- e. maintain and enhance the scenic beauty of the aesthetic environment at the beach and the town's ability to attract tourism and other sources of economic growth;
- f. preserve, conserve, protect, and enhance the aesthetic quality and scenic beauty of all beach areas in the town;
- g. encourage the effective use of beach signs as a means of communication in the town;
- h. ensure beach user safety;
- i. regulate location and installation of beach signs so as to protect and not unsafely interfere with beach usage;
- j. curtail the size and number of beach signs to the minimum reasonably necessary to allow for public communication and other forms of expression at the beach;
- k. lessen the visual clutter that may otherwise be caused by the proliferation, improper placement, illumination, excessive height, and excessive area of beach signs which compete for the attention and are not necessary to aid in safe usage of the beach;
- l. protect property values by precluding, to the maximum extent possible, beach signs that create a nuisance to those properties at or near the beach;
- m. protect property values by ensuring that the size, number, and appearance of beach signs are in harmony with other signs in the area and not excessive;
- n. except to the extent expressly preempted by Palm Beach County, state, or federal law, ensure that beach signs are constructed, installed, and maintained in a safe

- and satisfactory manner, and protect the public from unsafe signs;
- o. not regulate beach signs more than necessary to accomplish the compelling and important governmental objectives described herein;
- p. enable the fair and consistent enforcement of beach sign regulations; and,
- q. be considered the maximum standards allowed for signage on the beach.

(3) Purpose. The regulations in this section are not intended to regulate or censor speech based on its content or viewpoint, but rather to regulate the secondary effects of speech that may adversely affect the Town of Ocean Ridge's substantial and compelling governmental interests in preserving scenic beauty and community aesthetics, and beach user and sea turtle safety in conformance with the First Amendment. It is therefore the purpose of this section to promote aesthetics and the public health, safety, and general welfare, and assure the adequate provision of light and air within the Town of Ocean Ridge through reasonable, consistent, and nondiscriminatory standards for the posting, displaying, construction, use, and maintenance of signs and sign structures on the beach that are no more restrictive than necessary to achieve these governmental interests.

(4) Findings. In addition and supplemental to the findings and determinations contained in the "Whereas" provisions, which are incorporated by reference into this section, the Town Commission acting in its legislative capacity for the purpose of regulating beach signage, hereby makes the following findings of fact: The reasonable regulation of the location, number, size, use, appearance, construction, and maintenance of beach signs within the Town serves a compelling governmental interest, for the following reasons:

- a. Florida Constitution. Article II, Section 7 of the Florida Constitution provides that "[i]t shall be the policy of the state to conserve and protect its natural resources and scenic beauty. . . ." A beautiful beach environment preserves and enhances the desirability of the town as a place to live, to recreate, and to do business. Implementing the Florida Constitution is a compelling governmental interest.
- b. Florida Statutes. Florida law requires cities to adopt comprehensive plans and implement them through land development regulations (also known as zoning regulations) and approval of development orders that are consistent with the comprehensive plan. See Part II of Chapter 163, Florida Statutes. Florida law specifically requires that municipalities adopt sign regulations. See Section 163.3202(2)(f), Florida Statutes. Complying with state law is a compelling governmental interest.
- c. Town Land Development Code. Chapter 70 of the Land Development Code provides in section 70-1 that the chapter's purpose is to "protect and promote the health and safety of persons within the community and to aid and assist in the promotion of a planned residential environment by providing regulations which allow and encourage creativity, effectiveness and flexibility in the design and use of such devices, and minimize the unreasonable restraint upon the needs of the community, while avoiding an environment that encourages visual blight." Protecting and promoting the health and safety of persons within the community is a compelling governmental interest.

The Town Commission specifically finds that these beach sign regulations are narrowly tailored to achieve the compelling and substantial governmental interests of health and safety and aesthetics, and that there is no less restrictive way for the town to further these interests.

(b) *Severability*: If any provision of this section is found by a court of competent jurisdiction to be invalid, such finding must not affect the validity of the other provisions of this section that can be given effect without the invalid provision.

- (1) *Generally*: If any part, section, subsection, paragraph, sentence, phrase, clause, term, or word of this section is declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, the declaration of such unconstitutionality shall not affect any other part, subsection, graph, subparagraph, sentence, phrase, clause, term, or word of this section. Should any subsection, paragraph, sentence, clause, phrase, or other part of this section or the adopting ordinance be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of this section or the adopting ordinance as a whole or any portion or part thereof, other than the part so declared to be invalid.
- (2) *Severability where less speech results*: Without diminishing or limiting in any way the declaration of severability set forth in subsection (b)(1)(a) above, or elsewhere in this section or the adopting ordinance, if any part, subsection, paragraph, subparagraph, sentence, phrase, clause, term, or word of this section is declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, the declaration of such unconstitutionality shall not affect any other part, subsection, paragraph, subparagraph, sentence, phrase, clause, term, or word of this section or the adopting ordinance, even if such severability would result in a situation in which there would be less speech, whether by subjecting previously exempt signs to permitting or otherwise.
- (3) *Severability of provisions pertaining to prohibited beach signs*: Without diminishing or limiting in any way the declaration of severability set forth in subsection(b)(1)(a), or elsewhere in this section or the adopting ordinance, if any part, subsection, paragraph, subparagraph, sentence, phrase, clause, term, or word of this section or the adopting ordinance or any other law is declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, the declaration of such unconstitutionality shall not affect any other part, subsection, paragraph, subparagraph, sentence, phrase, clause, term, or word of this section or the adopting ordinance that pertains to prohibited signs.

(c) *Beach signs*: Notwithstanding any other provision of this Chapter 70, it shall be unlawful for any person to place, construct, or maintain a sign on the beach unless it conforms to the following criteria:

- (1) Signs are not allowed to be erected or placed on the beach seaward of the toe of the frontal dune, mean high-water line, erosion control line, or a seawall, whichever is more landward. "Frontal dune" for purposes of this section means the first natural or manmade mound or bluff of sand which is located landward of the beach and which has sufficient vegetation, height, continuity, and/or configuration to offer protective value.

- (2) Signs shall not contain any lights, reflection, or illumination and shall conform in all manner to all laws applicable to the protection of sea turtles.
- (3) Signs shall be limited in size to 18 inches by 24 inches.
- (4) Signs shall be placed at least 200 feet apart, or one (1) sign at each corner of the property's boundaries if a property line is less than 200 feet.
- (5) Signs, and any associated supporting structure, column, upright pole, or brace, shall be white and shall be wood or PVC.
- (6) The text on the signs shall be professionally printed and the signs shall not exceed four (4) feet from grade when posted.

(d) All persons desiring to erect a beach sign(s) shall apply for a building permit. Sufficient information shall be provided to the Town identifying where the proposed sign(s) will be erected including, but not limited to, a survey. If a permit is required from any other regulatory agency, the Town shall require proof of such regulatory agency permit(s) prior to issuing a building permit to erect a beach sign. The cost of the permit shall be set by Town Commission resolution.

(e) Upon the adoption of this Ordinance, all existing beach signs which do not conform to the requirements of this Ordinance shall be removed within sixty (60) days.

(f) Any sign or sign structure constructed or installed under the provisions of this article shall be maintained in a safe, functional and sound structural condition at all times. General maintenance of such sign or sign structure shall include the replacement of nonfunctioning, broken, or defective parts, painting, cleaning, and upkeep of the premises immediately surrounding the sign, sign structure, and any other action required for the maintenance of such sign or sign structure. All signs and supporting structures shall be kept painted or treated in some manner to prevent rust, decay, or deterioration.

**SECTION 3 - Codification:** This Ordinance shall be codified in the Code of Ordinances of the Town of Ocean Ridge, Florida.

**SECTION 4 - Repeal of Conflicting Ordinances:** All ordinances, resolutions or parts of ordinances and resolutions in conflict herewith are hereby repealed.

**SECTION 5 - Severability:** As more fully set forth in Section 70-9(b) of this Ordinance, if any word, clause, sentence, paragraph, section or part thereof contained in this Ordinance is declared to be unconstitutional, unenforceable, void or inoperative by a court of competent jurisdiction, such declaration shall not affect the validity of the remainder of this Ordinance.

**SECTION 6 - Effective Date:** This Ordinance shall become effective immediately upon adoption.

FIRST READING this \_\_\_\_ day of \_\_\_\_\_, 2023.

SECOND AND FINAL READING this \_\_\_\_ day of \_\_\_\_\_, 2023.

Commissioner \_\_\_\_\_ offered the foregoing Ordinance and moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_ and upon

being put to a vote, the vote was as follows:

	AYE	NAY
STEVE COZ,	_____	_____
GEOFF PUGH,	_____	_____
CAROLYN CASSIDY,	_____	_____

The Mayor thereupon declared this Ordinance approved and adopted by the Town Commission of the Town of Ocean Ridge, Florida, on second reading, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

TOWN OF OCEAN RIDGE, FLORIDA

BY: \_\_\_\_\_  
GEOFF PUGH, MAYOR

ATTEST: \_\_\_\_\_  
TOWN CLERK



**Town of Ocean Ridge, Florida**  
**Town Commission Agenda Memorandum**  
**Office of the Town Manager**

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**Meeting Date: May 1, 2023**  
**Subject: Discussion regarding a plan to remove security protective glass at the counter windows in the Town Hall lobby**

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Mayor & Commissioners:

Vice-Mayor Coz has requested that a discussion be held related to the removal of the security protective glass at the counter windows in the Town Hall lobby. This is an issue that has been discussed several times since the glass was installed.

The item was submitted as a capital project along with the replacement of the security window in dispatch as part of the budget process in 2020. It was discussed again during the goals workshop in 2021. The purpose and intent of installing the security glass was to resolve several issues according to the minutes from June 1, 2020 and July 6, 2020:

1. Eliminate the potential for security breaches in Police Department from Town Hall by accessing through the counter windows in Town Hall
2. Security for Town Hall staff that are responsible for cash receipting operations including building department and police department revenues. The amount of cash on hand in Town Hall varies from day to day and reducing the amount of security while recognizing the increase in the amount on individuals that may not reside in Ocean Ridge that will be residing within walking and biking distance of town hall over the next 5 years should be considered.
3. The issue of an officer being available if a security issue arose in Town Hall was discussed and then Chief Hutchins stated that Officers are usually out on the road and therefore not in the building if a security issue were to arise.

Additional things to consider if the security glass were to be removed:

1. The town would incur substantial costs to remove, reframe and replace the countertops for the two windows in the lobby at a time when the town has other substantial capital and infrastructure projects to fund.
2. Town of Ocean Ridge residents are not the only individuals that come and go from Town Hall when considering the safety and security of the building and town employees it is important to recognize that Town Hall

is a public building with limited ability to limit scope, time and frequency of visits by individuals of the public regardless of their residency in the town.

Respectfully,  
Lynne Ladner  
Town Manager

**#3 Replace Security Window in Dispatch and Add Town Hall**

Town Manager Stevens advised that the capital project included replacing the security window at dispatch and installing security windows at Town Hall, with each security window costing \$10,000. She noted that by Town Hall not having a security window there was a breach in the safety of the police department since the two are connected. Chief Hutchins stated that the amount budgeted may be slightly higher than the actual cost and he encouraged the Town Commission to get security windows for Town Hall due to everything happening nationally.

Mayor de Haseth asked if the security windows at Town Hall would have a slot to receive paper and payment and Town Manager Stevens confirmed and mentioned that the windows would also have the capability of opening. Chief Hutchins concurred and pointed out that the expense included the slot and opening commodities.

Mayor de Haseth stated that the expense would be needed. Commissioner Wiescholek questioned whether the security windows would be needed at Town Hall. He dislikes the idea due to the disconnect from Town Hall staff. Commissioner Hurlburt pointed out that due to the turbulent times it would be beneficial to staff to have the security windows in place. Town Manager Stevens concurred and reminded that the windows had the capability of opening.

Mayor de Haseth explained that there were two elements for the need for security windows at Town Hall, which were safety and health. Commissioner Hurlburt stated that security windows will be the future. Mayor de Haseth concurred and mentioned the separation from the public that the Town of Gulfstream had due to their experience. **There was a consensus to continue with the item as submitted.**

## SPECIAL TOWN COMMISSION MEETING MINUTES JULY 6, 2020

#3 Replace Security Window in Dispatch Center \$30,000 (Town Commission Approved \$30,000) Mayor de Haseth stated that she liked the plexiglass that was already installed at town hall and it did what it was supposed to. Vice Mayor Coz concurred. Town Manager Stevens commented that the plexiglass did serve as a sneeze guard against COVID-19, but it did not provide the security measures needed.

Commissioner Wiescholek stated that he liked Town Hall as it was with the cage bars down, and Town Manager Stevens responded that the cage bars were usually up during the day and are only down due to COVID-19. Commissioner Wiescholek asked if the possibility of installing security windows for Town Hall could be explored the following fiscal year.

Commissioner Hurlburt asked if the Police Dispatch and the Town Hall security windows were being separated. Town Manager Stevens stated that they were separate and each window opening would cost about \$10,000. She stated that the Town Commission approved it in their June meeting.

Commissioner Wiescholek stated that the window at dispatch was in need of replacement and that the funds for dispatch should be appropriated without question. Town Manager Stevens stated that the cage bars in Town Hall were not secure.

Mayor de Haseth stated that she did not like the view of the bars and asked if both window openings were needed in Town Hall, to which Town Manager Stevens stated that both window openings in Town Hall were necessary to service the public. Mayor de Haseth asked if there was a security incident that triggered the concern or was the decision a proactive decision and Town Manager Stevens stated that it was a proactive decision and it was a security concern since Town Hall was linked to the Police Department and someone could breach the Police Department through Town Hall. Vice Mayor Coz stated that officers were always in the building in case of an emergency. Chief Hutchins noted that Officers are usually on the road, not at the Town Hall facility.

Mayor de Haseth voiced the importance for dispatch to get their security window replaced because it was 24/7 and Commissioner Wiescholek concurred and stated that dispatch also attracted a more aggressive crowd because of parking tickets and violations. Town Manager Stevens corrected Commissioner Wiescholek's statement, noting that Town Hall staff are the ones that collect the revenues for parking tickets and violation notices, not Dispatch.

Police Chief Hutchins recommended for the Town Commission to continue with the item and that staff would try to explore a less expensive possibility to secure Town Hall. He stated that there were incidents where people had tried to climb over the window to get inside Town Hall because they were upset with a response from a Town Hall staff. He suggested that with everything going on nationally that the Town remain with the item and reminded that officers were usually on the road, not at Town Hall.

Mayor de Haseth voiced her support for the item since it had to do with the employee safety. Vice Mayor Coz asked why the item was \$30,000, to which Town Manager Stevens responded that it would be \$10,000 per window opening and there are two windows in Town Hall and one in Dispatch. Chief Hutchins stated that the estimate provided was high end and the cost may be lower than estimated.

Commissioner Wiescholek asked if the security glass was bullet proof, and Chief Hutchins stated that the glass was a security level 3. There was a consensus to continue with all windows with the condition that staff review for the possibility of decreasing the cost of the windows for Town Hall.

## SPECIAL TOWN COMMISSION MEETING MINUTES APRIL 19, 2021

Commissioner Coz summarized his goals list, which was as follows: Drainage on vulnerable areas, Grants for Septic to Sewer or other large projects, Resolutions to exiting lawsuits, Reduce the Town Hall budget, Remove Bullet Proof Glass from Town Hall, Crosswalk for Crown Colony, Consideration of Private Property Rights, Retaining Ownership of Water Pipes, Home Rule, and Technology for Residents to Participate in Town Meetings.

**Remove the Bullet Proof Glass from Town Hall** – Commissioner Wiescholak noted that the installation of the bulletproof glass was because Town Hall is connected to the Police Department, to which Commissioner Coz stated that his impression from talking to Town Hall staff is that they were afraid of residents. Town Manager Stevens noted that the bulletproof glass was a recommendation of the Police Chief because Town Hall is connected to the Police Department. Police Chief Hutchins stated the installation of bulletproof glass was done at the direction of the Town Commission, and that the Town received a better price on the glass because the Police Department lobby needed to replace theirs. Commissioner Wiescholak asked if the glass can be removed, to which Police Chief Hutchins stated that this item could be reviewed for changes. Commissioner Pugh asked for clarification from staff, to which Town Clerk Armstrong explained that persons looking for the Police Department routinely come in to Town Hall and that the Town Hall is connected to the Police Department. She further explained that anyone behind the doors needs clearance to be able to walk through because of Police Department standards, and that by having that opening, then they could put those at risk. Mayor de Haseth asked for further information on the clearance issues at the next budget meeting.

**Town of Ocean Ridge, Florida**  
**Town Commission Agenda Memorandum**  
**Office of the Town Manager**

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**Meeting Date: May 1, 2023**  
**Subject: Discussion regarding a plan to reconfigure Town Hall to eliminate security doors to access Town Hall Staff areas and separate Town Hall from Police Department**

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Mayor & Commissioners:

Vice-Mayor Coz has requested that a discussion be held related to reconfiguring the secure doorways and hallway in Town Hall that separate the Police Department and Town Hall offices, the Commission Chamber/Community Room, and Building Department offices. This reconfiguration would allow individuals to access a greater portion of the building without being required to undergo the required CJIS security screening or being escorted by an employee of the town that has completed the screening.

Pros:

- Increased access to some areas of the Town Hall building for residents and guests.
- Potentially reduced screening needed for potential employees/reduced threshold on employment background for Town Hall employees (would not reduce screening necessary for Police Department employees)

Cons:

- Renovation/Remodeling cost to completely and securely separate Police Department and Town Hall to meet CJIS security requirements.
- Potential increase in security/liability issues in Town Hall with reduced security for staff by allowing greater access to the building and areas regularly out of the line of sight of staff.

Respectfully,  
Lynne Ladner  
Town Manager

**Town of Ocean Ridge, Florida**  
**Town Commission Agenda Memorandum**  
**Office of the Town Manager**

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**Meeting Date: May 1, 2023**  
**Subject: Discussion regarding raking seaweed from the beach to the toe of the dune to facilitate dune renourishment**

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Mayor & Commissioners:

Following Hurricane Nichole last November many areas of the dunes along the beaches throughout Ocean Ridge sustained significant damage. Though the Town of Ocean Ridge does not own actual beach frontage it is important to the town that the integrity of the natural dunes be maintained for the safety of our community.

One of the ways in which this can be done with or without the addition of reclaimed sand from areas outside of Ocean Ridge through mitigation efforts in coordination with FEMA would be to take efforts to encourage the natural reclamation of sand by raking the sargassum (seaweed) from the area above the high tide mark to the toe of the dune. This is allowed year-round with a field permit from the DEP.

It has been suggested that the town obtain Hold Harmless agreements from all of the property owners that would be interested in allowing the town to coordinate and bear the cost of hiring a company to rake the sargassum off the beach in the area allowed by FDEP to the toe of the dune for a one-time only project to facilitate the natural renourishment of the dunes.

Respectfully,  
Lynne Ladner  
Town Manager

Exhibit 1  
Examples of where this has been done







Date: April 26, 2023

To: Honorable Mayor and Commissioners

From: Planning and Zoning Commission

Re: Report of the April 17, 2023, Planning & Zoning Commission Meeting

The Planning & Zoning Commission reviewed the following at its April 17, 2023, meeting:

**Public Comment:**

None

**Discussion / Action Items:**

1. **Quasi-Judicial Hearing: Development Plan Review for 21 Hudson Ave.** - The Commission approved a land development permit for 21 Hudson Ave for 2-story single family home with five bedrooms, six full baths, one half bath, two car garage, swimming pool and outdoor living area with specified conditions.
2. **Discussion of the Proposed Code Amendment to 64-1/Modification of Ord. 2020-05.** – The Commission discussed different options to consider and asked to have another workshop to discuss the alternatives/suggestions.
3. **Discussion regarding Signs on the Beach Ordinance**  
The Commission and Attorney Goddeau discussed the signs on the beach ordinance and gave some suggestions on corrections to make to bring to Town Commission.
4. **Discussion regarding FAR**  
Member Hennigan gave an overview of the FAR issue and the Commission gave some additional suggestions. Another revision will be made and brought back to P & Z to review.

**Commissioner Comments:**

No comments.

**Town of Ocean Ridge, Florida****Town Commission Agenda Memorandum****Office of the Town Manager, Lynne Ladner**

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**Meeting Date: May 1, 2023**  
**Subject: Town Manager's Report**

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Mayor, Commissioners & Residents of Ocean Ridge:

April flew by and as we move into the summer months staff are staying very busy in Town Hall. At the April Commission meeting, we said farewell to two veteran commissioners Kristine De Haseth and Martin Wiescholek and welcomed to the commission Carolyn Cassidy. The commission elected Geoff Pugh as Mayor and Steve Coz as Vice-Mayor for the next year.

This month we are recognizing several employees for their dedication to the town. In the past, we have recognized a single employee each quarter as Employee of the Quarter. This month though we are recognizing six employees for their willingness and actions to go above and beyond, take on additional responsibilities outside their job roles, and work additional hours and overtime to assist Town Hall during our transitional period in the first quarter of 2023. By area - Town Hall: Susan Ammons-Tate, Kelly Avery, and Jean Hallahan, Public Works: Billy Armstrong, Building: Rob Blanchette, and Police: Nubia Savino. We also celebrated Alex Sasov's third anniversary with the town this month.

The Commission met this month to discuss their priorities for the FY 23-24 Budget year in terms of capital projects and spending. Infrastructure is the priority for the future with an emphasis on potable water, stormwater drainage, and other areas where deferred maintenance and future needs exist.

This month you will have noticed that the parking lot at Town Hall was seal coated and restriped. This was a planned and budgeted capital project for FY 23 and is one of the most visible capital projects that was scheduled for Town Hall this year.

Respectfully,



Lynne Ladner  
Interim Town Manager & Finance Director



# **Ocean Ridge Police Department**

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6450 N. Ocean Blvd., Ocean Ridge, FL 33435

Phone (561) 732-8331 • Fax (561) 732-8676

[www.oceanridgeflorida.com](http://www.oceanridgeflorida.com)

Scott McClure  
Chief of Police

## **Monthly Activity Report for May 2023 Meeting**

### **Subjects;**

1. Monthly Law Enforcement Activity Report  
(Please see attached detailed reports)
2. Monthly Boynton Beach Fire/EMS Activity Report  
(Please see attached detailed reports)

<b><u>ORPD Other Activity:</u></b>						
Type	Total	Days- Pilon	Days- McAllister	Nights- Sgt. Roy	Nights- Ermeri	Sgt.
<b><u>Traffic</u></b>						
Citations	25	2	2	2	19	
Written Warnings	92	1	22	9	60	
Parking Tickets/Municipal Warnings	10	2	4	1	3	
Traffic Stops	160	4	51	13	92	
<b><u>Arrests:</u></b>						
S19 Felony	2	0	0	0	2	
S18 Misdemeanor	2	0	1	0	1	
<b><u>Telephone Calls Handled by Dispatch:</u></b>						
<b><u>March 2023</u></b>	<b><u>Year to Date</u></b>					
9-1-1	101	251				
Incoming/Non-Emergency	666	1797				
Outgoing/Non-Emergency	503	1264				
PBX	281	694				
Total:	1551	4006				
<b><u>Walk-Ins Handled by Dispatch:</u></b>			<b><u>Year to Date</u></b>			
All	455	1208				
After Business Hours	239	698				
Alarm Sign Issuance-	0	5				
Alarm Technician-	18	44				
AOD/Range Use-	2	3				
Burn Permit-	0	3				
Fingerprints-	6	11				
Keys-	3	11				
Pet Tag/Vehicle Decal-	9	17				
Report/Record Request-	23	41				
Vendors-	75	209				
Visitor for Chief-	13	23				
Visitor for Lt or Investigator-	2	8				
Visitor/Info-	284	791				
Gift/Food donation-	5	8				
Pick up Property/Evidence-	1	7				
Pill Drop-	14	27				

### BRINY BREEZES MARCH 2023

Description	Signal	Count
ON FOOT W/PORTABLE	10108	27
POLICE SERVICE CALL	S68	1
ILLEGAL PARKING	S90	11
MEDICAL CALL	S73	2
WELFARE CHECK	S84	3
TRAFFIC STOPS	1050	4
AUTO ACCIDENT	S04	1
911 PRANK/FALSE/ACCID CALL	S79	4
DECEASED PERSON/S	S07	1
SPECIAL DETAIL	S15	1
LOST/FOUND PROPERTY	S72	2
SUSPICIOUS PERSON/S	S13P	1

Total Calls for Service	58
District Checks	180
Total Calls w/ DC's	238

### OTHER ACTIVITY

#### Traffic

Citations	0
Written Warnings	1
Parking Tickets	6

## ACTIVITY SUMMARY BY SIGNALS

ALL UNITS From 03/01/2023 06:00 Through 03/31/2023 23:59

ACTIVITY SUMMARY BY SIGNALS		All Calls IN Signal Order
Signal	Description	Count
10108	ON FOOT W/PORTABLE	102
10109	VEHICLE MAINTENANCE	176
1040	MEAL BREAK	25
1050	TRAFFIC STOP	154
1058	AT STATION	14
1060	ASSIST TO MOTORIST	5
804	VTC SIGNS (ALL)	1
805	VTC SOLICIT W/O PERMIT (DOOR TO DOOR)	1
806	VTC WORKING WHEN NOT PERMITTED	5
815	VTC PARKING ON VACANT LOT	1
820	VTC ANIMALS ON BEACH	4
821	VTC DOGS AT LARGE	2
823	VTC CONSTRUCTION SITE	7
824	VTC ALL OTHER	2
829	VTC TREES IN WIRES	1
BCHK	BEACH PATROL	300
DC	DISTRICT CHECK	1132
HCKH	HOUSE CHECK HAND	155
HCKV	HOUSE CHECK VISUAL	23
LPR	LICENSE PLATE RECOGNITION ALERT	1
S03	HIT AND RUN ACCIDENT	1
S04	AUTO ACCIDENT	7
S08	MISSING PERSON	2
S12	RECKLESS DRIVER	2
S13	SUSPICIOUS INCIDENT	3
S13P	SUSPICIOUS PERSON	6
S13V	SUSPICIOUS VEHICLE	9
S15	SPECIAL DETAIL	34
S22	DISTURBANCE	2
S25	FIRE/FD ASSIST	1
S30	THEFT	5
S32A	SUICIDE ATTEMPT	1
S37	JUVENILE TROUBLE	2

## ACTIVITY SUMMARY BY SIGNALS

ALL UNITS From 03/01/2023 06:00 Through 03/31/2023 23:59

ACTIVITY SUMMARY BY SIGNALS		All Calls IN Signal Order
Signal	Description	Count
S39	NEIGHBOR TROUBLE	1
S48	OPEN DOOR	1
S48G	OPEN GARAGE DOOR	8
S49	ALARM	30
S51	TRESPASS	2
S53	EMBEZZLEMENT/FRAUD	2
S66	CIVIL MATTER	1
S67	ACCIDENTAL INJURY	4
S68	POLICE SERVICE CALL	35
S70	ANIMAL COMPLAINT	5
S72	LOST/FOUND PROPERTY	3
S73	MEDICAL CALL	19
S76	ASSIST OTHER DEPARTMENT	8
S79	911 PRANK/FALSE/ACCID CALL	25
S84	WELFARE CHECK	13
S86	LOUD NOISE/MUSIC	2
S88	FLORIDA POWER LIGHT ASSIST	1
S89	ASSIST MOTORIST	2
S90	ILLEGAL PARKING	15
S96	PROPERTY DAMAGE	1
TC	TRAFFIC CONTROL	4

TOTAL ACTIVITY: 2368



# March 2023 BOYNTON BEACH FIRE RESCUE REPORT

IncidentNumber	Date	Full Incident Address	Incident City	Station	Shift	Incident Type Description	Total Response Time
2305901	3/2/2023	5566 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	A	EMS call, excluding vehicle accident with injury	4.95
2305927	3/3/2023	Cedar Dr Briny Breezes	Briny Breezes	Station 4	B	EMS call, excluding vehicle accident with injury	15.35
2305950	3/3/2023	5400 Old Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	B	EMS call, excluding vehicle accident with injury	6.45
2305967	3/3/2023	6885 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	B	EMS call, excluding vehicle accident with injury	7.93
2306079	3/6/2023	5600 BLK N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	A	EMS call, excluding vehicle accident with injury	6.31
2306109	3/6/2023	5510 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	A	Gasoline or other flammable liquid spill	6.63
2306164	3/7/2023	5801 N Ocean Blvd 205 Ocean Ridge	Ocean Ridge	Station 4	B	EMS call, excluding vehicle accident with injury	4.76
2306258	3/9/2023	6415 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	D	EMS call, excluding vehicle accident with injury	6.38
2306280	3/10/2023	Sabal Island Dr Ocean Ridge	Ocean Ridge	Station 1	D	EMS call, excluding vehicle accident with injury	9.35
2306299	3/10/2023	6767 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	A	EMS call, excluding vehicle accident with injury	8.11
2306309	3/10/2023	6711 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	A	EMS call, excluding vehicle accident with injury	6.35
2306413	3/12/2023	6666 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 5	C	Motor vehicle accident with injuries	9.45
2306414	3/12/2023	Island Dr Ocean Ridge	Ocean Ridge	Station 1	C	Motor vehicle/pedestrian accident (MV Ped)	9.5
2306415	3/12/2023	Sabal Island Dr Ocean Ridge	Ocean Ridge	Station 1	C	EMS call, excluding vehicle accident with injury	9.46
2306429	3/12/2023	N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	C	Public service assistance, other	6.05
2306468	3/13/2023	Sabal Island Dr Ocean Ridge	Ocean Ridge	Station 1	D	EMS call, excluding vehicle accident with injury	6.66
2306672	3/17/2023	Beachway Dr Ocean Ridge	Ocean Ridge	Station 4	D	Emergency medical service incident, other	4.93
2306733	3/18/2023	Lark Dr Briny Breezes	Briny Breezes	Station 4	A	EMS call, excluding vehicle accident with injury	6.21
2306750	3/18/2023	Ruthmary Ave Briny Breezes	Briny Breezes	Station 4	A	Police matter	5.31
2306793	3/19/2023	5530 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	B	EMS call, excluding vehicle accident with injury	8.4
2306824	3/20/2023	6885 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	C	EMS call, excluding vehicle accident with injury	7.75
2306880	3/21/2023	6800 BLK N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	D	Emergency medical service incident, other	9.2
2306925	3/22/2023	5505 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	A	Emergency medical service incident, other	7.23
2306981	3/24/2023	Harbour Dr N Ocean Ridge	Ocean Ridge	Station 1	B	Public service assistance, other	9.6
2307045	3/25/2023	5520 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	D	EMS call, excluding vehicle accident with injury	5.28
2308115	3/27/2023	6393 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	B	EMS call, excluding vehicle accident with injury	6.48
2308133	3/27/2023	6415 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	B	EMS call, excluding vehicle accident with injury	5.43
2308140	3/27/2023	6845 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	B	EMS call, excluding vehicle accident with injury	8.23
2308222	3/29/2023	6000 BLK Old Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	D	Emergency medical service incident, other	5.41
2308230	3/29/2023	Inlet Cay Dr Ocean Ridge	Ocean Ridge	Station 4	D	Municipal alarm system, malicious false alarm	6.73
2308295	3/30/2023	Spanish River Dr Ocean Ridge	Ocean Ridge	Station 1	A	EMS call, excluding vehicle accident with injury	7

Ocean Ridge Summary		Briny Breezes Summary	
Medical Calls	21	Medical Calls	2
Fire/Other Calls	6	Fire/Other Calls	1
<b>Total</b>	<b>27</b>	<b>Total</b>	<b>3</b>

Calls exceeding 10 minutes consist of; (1) legitimate medical emergencies, (2) non-emergency calls for service

# **Ocean Ridge Police Department**

## **Inter-Office Memo**

**To:**

**Via:**

**From:**

**Date:**

**Expiration/Cancellation Date:**

**Subject:**

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**Ocean Ridge Police Department**  
**Inter-Office Memo Continuation**

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Memorandum

**To:** Ocean Ridge Town Commission  
Lynne Ladner, Town Manager

**From:** Lisa Tropepe, P.E., Town Engineer

**Subject:** Town Engineer Report  
Work Completed for the month of March, 2023

**Date:** April 18, 2023

**Item #19**

Below is a condensed version of the work that Engenuity Group, Inc. provided in the month of March. For a more detailed description with individual staff descriptions and time, please see the specific invoices listed below.

If there are any other questions or clarifications, please do not hesitate to contact me.

**00020.00 Ocean Ridge General Project Number**

- INV #30924– 03/31/2023 - \$6,692.50
  - **Work Order 10 – Homeowner Site Plan Reviews, Observations, Reporting and Meetings**
    - 4 Osprey Court
      - New Development Plan Review (DPR) submittal received March 1, 2023
      - Review submitted plans and complete approval letter for Development Plan Review and sent.
      - Planning and zoning meeting emails.
      - Prep for planning and zoning meeting
    - 2 Whitney Way
      - Email correspondences
      - Call from owner asking about status and process
    - 6273 North Ocean Blvd
      - Received City of Boynton Beach email regarding meter
    - 95 Island Drive
      - Email correspondences
      - Review plan for observation
      - Call from Contractor on status
      - Met with owner and contractor for final drainage and landscape
    - 21 Hudson Avenue
      - Review letter, finalize comments and sent Development Plan Review (DPR) comment letter
    - 118 Marlin Drive
      - Discuss project with staff

- Email status of project
- Save DE documents
- Discuss Sketch & Description needs
- 119 Marlin Drive
  - Pre-application meeting
- 6849 North Ocean Blvd- Ocean Club of FL
  - New submittal received on 03/07
  - Review submitted docs
  - Research site plan
  - Email correspondences
- 8 Ridge Blvd
  - Scan docs
  - Email correspondences
- 126 Marlin Drive
  - Details
  - Email correspondences
  - Discuss project with staff
  - Print docs for observation
  - Adjacent properties discussion on selected review and enforcement
  - Met with homeowner and contractor on site
- 5001 N. Ocean Blvd
  - Final driveway observation
  - Create Field Observation Report (FOR), add photos, finalize report and sent
- Thompson Street\_ Kerrigan
  - Site visit to see status of job
- 7-9 Sabal Island Drive
  - Answer staff email on what is needed for the process

#### **00020- Ocean Ridge- General Town Engineer**

- INV #30918– 03/31/2023 - \$761.00
  - **Work Order 309 General Town Engineer (2022-2023)**
    - Look up information on the Lake Worth Grant initiative
    - Discuss status of projects and temporary process of building issues
    - Discuss budget for pump rehabilitation for the next fiscal year
    - Review monthly report

#### **00020.14 Ocean Ridge – GIS Services**

- INV #30920– 03/31/2023 - \$735.00
  - **Work Order 24 – GIS Services for Fiscal Year 2022-2023**
    - Look for all CRS maps in file and coordinated with staff on same
    - Review maps and sent to Manager
    - CCCL submittal and plotting
    - CCCL coordination plotting and delivery

#### **00020.18 Ocean Ridge – General Surveying Services**

- INV #30906 – 03/10/2023 - \$1,250.00
  - **Work Order 23 – 118 Marlin Drive- Sketch & Description**
    - Build plat for sketch & Description
    - Topographic over 118/119 draw improvements

#### **00020.24 Ocean Ridge – NPDES**

- INV #30922– 03/31/2023 - \$1,717.00
  - **Work Order 23 – NPDES Annual Report and Year Activities 2022-2023**
    - Annual reporting activities, final report submittal
    - Complete annual report and submittal to Mock Roos
    - Discuss with staff on NPDES report

#### **00020.58 FL Department of Transportation (FDOT) Projects**

- INV #30923– 03/31/2023 - \$1,077.50
- **Work Order 02 – E. Ocean Ave Detention Areas**
  - Go over comments on changing detention area.
  - Spoke to Florida Dept of Transportation (FDOT) District Engineer and sent email regarding the same.
- **Work Order 06 – Bridge Maintenance**
  - Review
  - Address Florida Dept of Transportation (FDOT) two-year observation of the bridges with their Engineer in having issues with sending reports
  - Download and print reports
  - Received all information from FDOT on bridges in Town
  - Review bridge reports

#### **00020.63 ARPA Watermain Pipe Enhancement Engineering**

- INV #30926- 03/31/2023- \$6,739.00
- **Work Order 02- Design and Specifications**
  - Discuss additional valves and possible extra crossing
  - Go over comments with Town staff and marked up the plans
  - Discuss comments

**Monthly Total: \$18,972.00**