

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



**April 23, 2018
1:00 P.M. -
TOWN HALL – MEETING CHAMBERS**

TOWN COMMISSION

Mayor James A. Bonfiglio

Commissioner Philip Besler

Commissioner Steve Coz

Commissioner Kristine de Haseth

Vice Mayor Don MaGruder

ADMINISTRATION

Town Manager James S. Titcomb

Town Attorney R. Brian Shutt

Town Clerk Tracey L. Stevens

Police Chief Hal C. Hutchins

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.

TOWN OF OCEAN RIDGE - APRIL 23, 2018
TOWN COMMISSION WORKSHOP AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

PUBLIC COMMENT – (This is a Town Commission Workshop - Florida Sunshine Law dictates that elected officials meet in public to have discussions with each other on any official Town business or potential actions. The Mayor will facilitate initial public comment at this time. The Commission may also, at their discretion, allow limited commentary from the public during workshop discussions, but are not obligated to do so.)

AGENDA ITEMS:

1. Goal Setting Workshop overview – Town Manager
2. Review of Commission submitted priorities (attachments).
3. Commission open discussion toward developing consensus positions.
4. Commission direction to Town Administration for preparation of any actionable items to present for upcoming Regular Town Commission Meetings (RTCM), Special Town Commission Meetings (STCM) and, or Budget workshops preparation.

ADJOURNMENT

NEXT SCHEDULED TOWN MEETING(S):
REGULAR TOWN COMMISSION MEETING (RTCM) MAY 7, 2018 AT 6:00 PM

Town Commission Goal Setting & Budget Meeting Schedule

Monday, April 23 @ 1 p.m.	Goal Setting Workshop
Thursday, April 26 @ 2:00 p.m.	Commission 1/1 Interviews for Comp Plan Updates
Monday, May 7 @ 6 p.m.	Regular Town Commission Meeting
Monday, May 21 @ 3 p.m.	Budget Workshop
Monday, July 2 @ 3 p.m.	Budget Workshop
Monday, July 2 @ 6 p.m.	Regular Meeting & Set Maximum Millage
Monday, August 6 @ 3 p.m.	Budget Workshop (tentative, if needed)
Monday, August 6 @ 6 p.m.	Regular Town Commission Meeting
Thursday, September 6 @ 6 p.m.	1 st Budget Public Hearing & Regular Meeting
Monday, September 24 @ 5 p.m.	Special Meeting – 2 nd Budget Public Hearing

All Meetings to be Held in the Commission Chambers at Town Hall

Please note that if the Property Appraiser does not certify the property values by July 2, we will need to schedule an additional special meeting in July to set the maximum millage, or set the maximum millage at the August 6th Meeting, as the vote needs to occur within 35 days of the certification of values.

Town of Ocean Ridge Commission Memo

Town Manager's Office

April 18, 2018

Re: Comp Plan Meeting Schedule (confirmed)

Reserved one-on-one interviews to discuss the Town of Ocean Ridge Comp Plan Updates and priorities with Marty Minor, the contracted Town consultant planner for performing the required Comprehensive Plan Updates.

Commission Member Interviews	with Comp Planner	Time Slot
Steve Coz	Thurs 4/26/2018	2:00-2:30 PM
James Bonfiglio	Thurs 4/26/2018	2:30-3:00 PM
Kristine De Haseth	Thurs 4/26/2018	3:00-3:30 PM
Don Magruder	Thurs 4/26/2018	3:30-4:00 PM
Phil Besler	Thurs 4/26/2018	4:00-4:30 PM

All Meetings will be held at Town Hall, specific room to be assigned upon arrival.

To review the Town's Comprehensive Plan (last updated in 2010) and related enacting files, follow the link below to a PDF version on our website:

- http://www.oceanridgeflorida.com/comprehensive_plan.htm

Meeting Interviewer:

Marty Minor, R.A., AICP
MMinor@udkstudios.com
Urban Design Kilday Studios (UDKS)
610 Clematis Street, Suite CU02, West Palm Beach, FL 33401

Commissioner Besler Submitted Priority Items for Goal Setting Consideration

Security issues:

- Cameras
- Ocean ridge resident education on personal security cameras to help deter crime

Small town feel issues:

- Limit high density living in private homes of unrelated parties
- Enforce 30 day rental ordinance
- Monitor blight house ordinance

Financial issues:

- Increase revenue through better cash management

Better signage:

- better directions to public parking
- better signage for public/private beaches
- no parking signs in problem areas or enforce current ones
- educate public on above issues and if noncompliance need to be enforced

Safety issues:

- Beach crossovers
- A-1-A crosswalks

Infrastructure issues:

- Fix drainage issues around the town

This leads me into the future that we need to deal with updating a strategic plan to include:

- Drainage
- Sea level rise
- Sewer
- Sidewalk/ curbing
- Seawall height
- Seepage under seawalls

Mayor Bonfiglio Submitted Priority Items for Goal Setting Consideration

I would like to include:

- Charter Amendments
- Comp Plan Amendments discussion
- Additional Funding for the Contingency - Emergency Fund
- Long term funding for drainage projects

Commissioner Coz Submitted Priority Items for Goal Setting Consideration

Hello Jamie.

Items on goal setting, from a larger standpoint we have three items:

- Sober Homes initiative (Short-Term, Vacation & Transient Rentals)
- Drainage
- Comprehensive plan to deal with outside population growth. This includes police force, communications with Boynton, traffic initiatives, and beach enforcement initiatives.

On a lesser note, but probably still fits under Goal Setting:

- Getting PZ to achieve housing guidelines that will protect OR from commercial use of homes. This might require new ordinance developed by PZ that help us limit abuse of the 3 unrelated persons under one roof ordinance.

On budget, currently we are in a fine position.

Thanks. I will keep you informed on my schedule as a large conflict seems to be developing for Monday's meeting.

Commissioner de Haseth Issues for Goal Setting Workshop

Set out clear and enforceable code, policies and procedures, zoning and LDRs on the following issues:

- **Construction management.** Parking for workers, site safety and containment of debris/dirt, financial responsibility for compromised infrastructure, beautification requirement (when appropriate).
- **Resident notification** of new construction and/or major remodel EARLY and consistently in the process.
- Give **ARC approval over key site plan elements** and ability to refer to Commission if required. Establish and **appeal process** that gives both applicant and affected party (resident) the ability to appeal staff/Board approvals.
- **Transient housing** (short term rentals, sober home commercial usage).
- Quantifiable **LDR metrics on parking requirements** for SF and MF units. (1. The minimum spots required based upon number of bedrooms; 2. Each housing unit must be able to accommodate parking for their service vehicles and delivery vehicles on or in front of their property that does not impede traffic or neighbors).
- Quantifiable **LDR metrics on septic** for SF and MF units. (may exceed PBC Health Dept. minimum requirements)
- **Dune/turtle nesting protection and private property rights.** Clear and educational signage regarding all three beach issues, along with delineation of property lines. Consistent enforcement key.

Town Maintenance, Beautification, Quality of Life and Community

- **Ten year CIP** required by external firm to provide evaluation/assessment, costing and suggested timeline of repairs/maintenance for Town water pipes, roadways, flood mitigation and septic concerns. Funding mechanism for 10 year implementation is key.
- **Vulnerability assessment** of Town assets and residential impact from **flooding/sea level rise**.
- **Assessment of Town traffic patterns** as it relates to increased roadway usage from non-residents.
- **Townwide evaluation of neighborhood** entries and other Town properties, including beach crossovers, for **sustainability and beautification**. Potential opportunity to work with Garden Club.
- **Nuisance mitigation** for pest, including noseeums and iguanas. Townwide education and efforts to minimize residential intrusion. Work with neighboring town(s) and county.
- Plan other **community events** (like the beach clean ups and Holiday party).

Roles, Responsibilities and Planning. Action not Reaction.

- Review and revamp of **Code violation notification** process (to residents). Potential to work with neighboring town(s) on enforcement procedure.
- **Department reviews** and recommendations for upgrades and improvements.
- Encourage and reward **community policing**.
- Develop **contingency plans** for pending legal actions (ie. reinstatement of easement, legal fees)
- Budget. Begin process with a draft of a **balanced budget** and then present desired projects/equipment/staffing, etc if they exceed projected tax receipts. Analyze the amount required for **Reserves** based upon disaster scenarios, not percentage of budget.
- Look for ways to amortize/**financially augment systems** in place (ie. contracting with neighboring municipalities for dispatch, patrol, etc)

Commissioner Magruder Submitted Priority Items for Goal Setting Consideration

2018 Budget considerations:

Vulnerability study need to expend funds now to estimate 2019 costs to mitigate damage to critical town infrastructure caused by storm surge, flooding or sea level rise. Needed now to begin process to revise or amend town ordinances regarding sea wall height, building floor elevation and drainage. A vulnerability study now will help focus 2019 budget requirements.

2019 Budget considerations:

- Road paving – fixed (any additional project costs?)
- Completing building infrastructure repairs or improvements and potable water infrastructure
- Detention pond maintenance – (accomplish underground drain pipe survey)
- Higgins Engineering – Spanish River Dr. & Bimini Cove (what is the cost of engineering recommendations?)
- Harbor Drive south – drainage or road upgrade
- Dolphin bend – drainage or road upgrade
- Beachway drive – drain – possible traffic study
- A1A/West Anna Street drainage & Crown Colony cross walk (landing pad) negotiate with FDOT.
- Public beach crossover repairs and signage upgrade
- LPR
- List all annual / quarterly / monthly service agreements with town service providers including professional contracts. Consider sending RFP where service has diminished or become unsatisfactory.
- Admin and P.D. compensation review – merit and union increases – special increase adjustments – town manager contract review and salary adjustment
- Litigation reserves – 3 pending cases
- Town reserve budget

2019 Strategic Planning Topics:

- Town Charter review
- Hold a joint meeting with commission and planning & zoning committee to discuss ways to strengthen the architectural review process to include a definition of “normal” housing design so as to keep ocean ridge a small unique family community. (Eliminate design plans that may cause future problems upon resale such as identified at 94 island drive south.
- Discuss and better understand police department procedures and policies to include officer schedules, court appearance, training, vehicle types and use, patrol priorities and additional non-police duties such as code enforcement.
- Monthly P.D. minute reports (reduce)
- Design and approve signage at Boynton Beach Park warning of “no life guard” and providing friendly information on ocean ridge’s residential beach boundaries based on tide levels.
- Commission member term limits (3 terms or 9 years)
- Develop commission meetings with town administrative staff, police chief and town attorney so as to be productive yet considerate of cost and administrative time.
- League of cities lunch host – share with gulfstream and or Manalapan?