

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



**October 5, 2020  
6:00 P.M.  
TOWN HALL – MEETING CHAMBERS**

**TOWN COMMISSION**

Mayor Kristine de Haseth

Commissioner Philip Besler  
Commissioner Susan Hurlburt

Vice Mayor Steve Coz  
Commissioner Martin Wiescholek

**ADMINISTRATION**

Town Manager Tracey L. Stevens

Town Attorney R. Brian Shutt  
Police Chief Hal C. Hutchins

Town Clerk Karla M. Armstrong  
Building Official Durrani Guy

**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.

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

None

**ANNOUNCEMENTS**

- a. The next Regular Town Commission Meeting will be held on November 2<sup>nd</sup> at 6:00 PM at Town Hall. The next Planning & Zoning Commission meeting will be held on October 19<sup>th</sup> at 8:00 AM at Town Hall. There will be a joint workshop between the Town Commission and the Planning & Zoning Commission on October 19<sup>th</sup> at 5:00 p.m. at Town Hall. A Board of Adjustment Meeting will be held on October 21<sup>st</sup> at 8:30 a.m. at Town Hall. The next Septic to Sewer Citizens' Advisory Committee Meeting is to be determined.
- b. 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.
- c. Town Hall will be closed on Monday, October 12<sup>th</sup> in observance of Columbus Day.
- d. Next on the agenda is public comment. The Mayor will invite the public to speak to the Commission on any item that is not printed on the agenda. Public comments on specific agenda items may be made later in the meeting when the items are taken up. There is a one-time per item three (3) minute individual limit for public comments that will be timed by the Town Clerk. Public comment is not meant to be a question and answer period, and there will be no dialogue. Anyone wishing to speak during public comment will approach the podium and state their name and address for the record, and see the Town Clerk after speaking to fill out a speaker card in order for the minutes to be properly recorded. The Commission would like to remind everyone that individuals addressing the Commission shall use proper language, and that language which includes profanity or cursing, or which is presented in an aggressive or threatening manner toward the Town Commission, staff, or other members of the public is prohibited. All comments shall be directed to the Presiding Officer of the meeting and not to individual Commissioners, staff, or members of the public. Those addressing the Commission shall avoid personal attacks against anyone, and the Presiding Officer has the authority to remove individuals from the Town Commission Chambers if such conduct persists after the Presiding Officer has provided a warning that the individual is in violation of this policy.

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

1.
  - a. Adopt Minutes of Regular Town Commission Meeting of September 8, 2020
  - b. Adopt Minutes of Special Town Commission Meeting of September 21, 2020
  - c. Approve Expenditure of \$4,305.00 to Jones Foster for Legal Services for August 2020
  - d. Approve Expenditure of \$4,351.40 to Roberts, Reynolds, Bedard & Tuzzio PLLC for Legal Services for August 2020
  - e. Approve Expenditure of up to \$42,000 to Bartow Ford for the Budgeted Purchase of an F250 Utility Truck for the Public Works Department
  - f. Authorize the Mayor and Town Clerk to Execute and Record Delinquent Garbage/Trash Liens for FY20
  - g. Authorize Town Manager Stevens to Sign FEMA Grant Documents on Behalf of the Town for Hurricane Isaias

**REGULAR AGENDA ITEMS**

2. Second Reading of Ordinance No. 2020-06: An Ordinance of the Town of Ocean Ridge, Florida, Amending Its Code of Ordinances By Amending Chapter 1 “General Provisions”, Section 1-3 “Definitions”; Chapter 64, “Zoning”, Article III “Supplemental Regulations”, Section 64-41 “Accessory Uses, Buildings and Structures Generally” To Provide for More Specific Regulations Regarding Sheds and Dune Crossovers; Providing for Codification, Repeal of Conflicting Ordinances, Severability, and an Effective Date. (By: Town Attorney Shutt)
3. Second Reading of Ordinance No. 2020-07: An Ordinance of the Town of Ocean Ridge, Florida, Amending Its Code of Ordinances By Amending Chapter 67, “Buildings And Building Regulations”, Article III, “Technical Codes And Other Construction Standards”, Division I “Generally”, Section 67-32 “Floor Elevations”, To Provide for the Use of the Latest FEMA Map Elevations; Providing for Codification, Repeal of Conflicting Ordinances, Severability, and an Effective Date. (By: Town Attorney Shutt)
4. Second Reading of Ordinance No. 2020-08: An Ordinance of the Town of Ocean Ridge, Florida, Amending Its Code of Ordinances By Amending Chapter 18, “Emergency Management”, To Clarify, Modify and Remove Outdated Provisions Regarding How the Town Deals With Emergency Situations; Providing for Codification, Repeal of Conflicting Ordinances, Severability, and an Effective Date. (By: Town Attorney Shutt)
5. Building Permit Extension Request for 6273 N. Ocean Blvd (By: Building Official Guy)
6. Discussion Regarding 6009 N. Ocean Blvd. Nuisance Abatement (By: Town Attorney Shutt)
7. Approve Agreement with Madsen-Barr for Repairs and Emergency Services for Water Distribution, Wastewater Collection and Storm Water Utility Systems; and Authorize the Expenditure of up to \$55,000 for Madsen-Barr to Repair Broken Water Valves at the Location of A1A/Inlet Cay Drive (By: Town Manager Stevens)
8. Amending the Purchasing Policy & Procedures (By: Town Manager Stevens)
9. Discussion Regarding Cancellation of the Town Holiday Event in December due to the COVID-19 Pandemic (By: Town Manager Stevens)

**STAFF & COMMITTEE REPORTS**

10. Planning & Zoning Commission
11. Town Manager
12. Town Attorney
13. Police Chief
14. Town Engineer & Public Works
15. Building Official

**TOWN COMMISSIONER COMMENTS**

None

**ADJOURNMENT**

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

## **Notice of Teleconferencing for Regular Town Commission Meeting of October 2020**

Based upon guidance issued by the President of the United States, by the Centers for Disease Control and Prevention, and Executive Orders issued by the Governor of the State of Florida, seating for the Regular Town Commission meeting of the Town of Ocean Ridge shall be limited based on social distancing guidelines. Based on these restrictions, the Town will be holding the meeting in-person, with the additional option of attending by teleconference for those that are unable to attend in-person.

**DATE AND TIME:** Monday, October 5, 2020 at 6 P.M.

**GENERAL SUBJECT MATTER TO BE CONSIDERED:** The Town of Ocean Ridge will meet for the purpose of reviewing items as described on the agenda. The agenda along with the meeting package was posted on the Town's website, at Town Hall, and in Town Hall's shadow box the Wednesday prior to the meeting.

A copy of the agenda & the package may be obtained by contacting the Town Clerk at:

[Karmstrong@oceanridgeflorida.com](mailto:Karmstrong@oceanridgeflorida.com).

**PLACE:** The meeting will be held at the physical access point of Town Hall, 6450 N. Ocean Blvd, Ocean Ridge, FL and [GotoMeeting.com](https://www.gotomeeting.com). Due to COVID-19 social distancing requirements, seating at the physical access point will be limited. The Town of Ocean Ridge will provide for additional public participation through [GotoMeeting.com](https://www.gotomeeting.com), a communication media technology (teleconference). Interested persons may attend by using the following information:

- **Please join the meeting from your computer, tablet or smartphone.**  
<https://www.gotomeet.me/OceanRidge/regular-town-commission-of-october-2020>
- **You can also dial in using your phone.** United States: [+1 \(571\) 317-3112](tel:+15713173112) and **Access Code:** 588-049-869
- Download the application (App) by clicking: <https://global.gotomeeting.com/install/588049869>

### **PUBLIC COMMENTS:**

Persons who can access the meeting by teleconference using a computer with speaker capabilities or through a smart phone application (app) can provide public comment by typing their name in the chat box along with the agenda item they would like to speak about. When public comment is called by the Mayor during each agenda item, the Town Clerk will unmute each person, in the order received, that have placed their name in the chat box, and ask them to speak at that time.

Persons that are unable to attend the meeting by teleconference may submit public comments by utilizing the following options:

1. Email the Town Clerk at [karmstrong@oceanridgeflorida.com](mailto:karmstrong@oceanridgeflorida.com) by Monday, October 5, 2020 at 3 p.m. The email must contain the agenda item number and exactly what is to be read out loud at the meeting (3 minute limit). The Town Clerk will respond to the email if it has been received. If you do not receive a response email from the Town Clerk, assume that it was not received and follow up with a phone call to Town Hall at 561-732-2635. The Town Clerk will read the public comment into the record when the item is taken up.
2. Call Town Hall at 561-732-2635 either before or during the meeting. Tell Town Hall Staff which agenda item you would like to submit a comment on, and submit your comments to them (3 minute limit). Town Hall staff will notify the Town Clerk of the public comment, and the Town Clerk will read the public comment into the record when the item is taken up.

## **TIPS FOR VIRTUAL MEETINGS:**

**TRY TO USE ONE DEVICE.** Do not attend the meeting by using both the computer and telephone at the same time, as you will experience feedback with a strong echo, and will not be able to hear the participants of the meeting properly.

**MUTE YOUR PHONE.** If you are attending by telephone or computer. Those that do not mute their phones can cause disruptions into the meeting, as everyone attending the meeting could hear what is happening in your home, your car, or wherever you are calling from.

**DO NOT UNMUTE YOURSELF.** If you are attending by the Gotomeeting application or a computer, please do not unmute yourself. The Town Clerk will unmute persons after public comment is called by the Mayor. If you have physically muted your phone, please unmute only after public comment is called for and Town Clerk has alerted the public to unmute. After you have made your public comment, make sure to mute your phone again.

**THE INFORMATION IN THE CHAT BOX IS A PUBLIC RECORD.** Please keep in mind that all comments in the chat box become a public record after the meeting.

**CALL TOWN HALL IF EXPERIENCING TECHNICAL DIFFICULTIES.** Town Hall phones will be available for persons to call if they are experiencing any technical difficulties or any issues getting into the call. Please call 561-732-2635.

We would like to thank everyone for continuing to work with us as we navigate through this unprecedented times. Town Commission Meetings and Board Meetings will allow in-person attendance with limited seating, and the virtual meeting will be an additional resource to keep the public as informed as possible.

## **ADDITIONAL INFORMATION:**

The recording of the meeting along with the action item summary sheet will be made available to the public the following day.

Please be aware that Communications Media Technologies as a tool for meeting communication is permitted through Executive Order Number 20-69 issued by Governor DeSantis, which was extended. To view the executive order or obtain more information, please call Town Hall at 561-732-2635.

Consistent with section 286.0105, Florida Statutes, if a person decides to appeal any decision made by the Town Commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

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.