

**TOWN OF OCEAN RIDGE  
PLANNING & ZONING REGULAR MEETING  
AGENDA**



**July 16, 2024 at 9:00 AM  
Town Hall - Meeting Chambers**

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**COMMISSIONERS**

Chair P. Shields Ferber  
Vice Chair Kenneth Kaleel  
Member Ferenc Stephen Varga  
Member Marc de Baptiste  
Member Fady Khairallah  
Alt. Member Neal Sigety  
Alt. Member Roger Brinner

**ADMINISTRATION**

Town Manager Lynne Ladner  
Town Attorney Christy Goddeau  
Town Clerk Kelly Avery  
Town Planner Corey O'Gorman  
Town Engineer Tara Bamber  
Town Zoning Official Manual Palacios

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**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF MINUTES**

1. Adopt Minutes of the May 21, 2024, Regular Meeting.

**DISCUSSION / ACTION ITEMS**

2. Permit Fees - If the Town Commission decides not to charge the full amount upfront for submitted building permits, what percentage should we charge for Plan Review in order to cover our Plan Review time (use what we currently have or should it be changed?)
3. Comment Response Period - When a building permit is going through review and comments are given, how long do we want to give contractors to respond before we consider the permit null/void?
4. Staging Process/Plan for New Construction - How do we want to handle this for streets that are exceptionally small? For construction in general?

**COMMISSIONER COMMENTS**

This item is reserved for any Commissioner Comments that are not related to any item printed on the agenda.

**ADJOURNMENT**

**THE NEXT MEETING OF THE PLANNING & ZONING BOARD WILL BE HELD**

**ON TUESDAY, SEPTEMBER 17, 2024, AT 9:00 AM AT TOWN HALL.**

The Town of Ocean Ridge is holding all meetings in-person, with an additional option of listening to the audio live. Any person wishing to listen to the audio live can access the feed on the date and time of the meeting by dialing +1 (571) 317-3122 and using 471-955-997 as the access code. You can join from your computer, tablet or smartphone. <https://meet.goto.com/471955997>

If a person decides to appeal any decision made by the Planning & Zoning Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that for such purpose, he/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 accomodation 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. Please take notice that one or more Town Commissioners may be present at any board or commission meeting of the Town of Ocean Ridge.

**Notice: The public may view the hard copy of the meeting materials at Town Hall before the meeting.**

PLANNING & ZONING COMMISSION MEETING MINUTES  
MAY 21, 2024

Meeting Minutes of the Planning and Zoning Commission of the Town of Ocean Ridge held on Tuesday, May 21, 2024, in the Town Hall Meeting Chambers.

**CALL TO ORDER**

The meeting was called to order at 9:08 a.m. by the Vice Chair.

**ROLL CALL**

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

Vice Chair P. Shields Ferber	Present
Member Ferenc Stephen Varga	Present
Member Marc de Baptiste	Present
Member Kenneth Kaleel	Present
Alternate Member Roger Brinner	Absent

Member Kaleel was late. Alternate Member Brinner was absent with notice.

**PLEDGE OF ALLEGIANCE**

Vice Chair Ferber led the Pledge of Allegiance.

**PUBLIC COMMENT**

Vice Chair Ferber opened the floor for public comment. Hearing none, he closed the floor for public comment.

**APPROVAL OF MINUTES**

**1. Approval of the Meeting Minutes of the April 16, 2024, Regular Meeting**

**Member de Baptiste moved to adopt the minutes of April 16, 2024; seconded by Member Varga. Motion carried 3-0.**

**DISCUSSION/ ACTION ITEMS**

**2. Selection of Chair and Vice Chair**

Town Clerk Avery explained the selection process. She handed the ballots to the board and the voting commenced. The votes resulted in P. Shields Ferber as Chair and Kenneth Kaleel as Vice Chair.

**3. Quasi-Judicial Hearing: Development Plan Review for 3 Hudson Avenue.**

Chair Ferber opened the quasi-judicial hearing by asking if any of the board members had any ex-parte communications. All Commissioners informed that they had none. Chair Ferber announced that Member Kaleel joined the dais and informed him that he was selected as Vice Chair. Town Clerk Avery swore in those who wished to give testimony.

PLANNING & ZONING COMMISSION MEETING MINUTES  
MAY 21, 2024

Town Planner O’Gorman gave his report and recommended approval of the project with conditions that were made to address the Commissioner's previous comments.

Zoning Official Palacios stated the revised plans met the Town requirements.

Richard Brummer, the architect, discussed the changes that he made regarding the comments from the residents and recommendations of the Commission from the previous meeting.

Chair Ferber opened the floor for public comment.

Terry Brown – spoke about landscaping and bigger trees.

Richard Zizzo – expressed his concerns about the project and submitted a CAD drawing of the garage to the Town Clerk to display. Steve Petrucci, Bella Homes, responded to Mr. Zizzo's concerns.

Chair Ferber closed the floor for public comment and called for the board discussion.

The board asked questions regarding the landscape plan as previously mentioned at the previous meeting and Mr. Brummer answered their questions.

Chair Ferber closed the quasi-judicial hearing.

**Vice Chair Kaleel moved to approve the Development Plan Review for 3 Hudson Avenue with the conditions upon the acceptance of the prior comments regarding the landscape plan that was previously submitted and that the hedges on the east side of the lot are a minimum of 3ft-4ft high including one (1) shade tree; seconded by Member De Baptiste. Motion carried 4-0.**

#### **4. Review of Assignments from Town Commission**

The board discussed how they would like to prioritize and address the fourteen (14) items that were submitted to them by the Commission. Further discussion ensued regarding which items are considered as a priority that should be discussed immediately.

There was a consensus to allow staff to review and prepare a report for the first three (3) items to bring them back for July’s meeting.

#### **COMMISSIONER COMMENTS**

Chair Ferber and Vice Chair Kaleel announced that they would not be available for June’s meeting. The board agreed that should an item need immediate attention they would schedule a meeting date to ensure they would have a quorum.

#### **ADJOURNMENT**

**Member DeBaptiste moved to adjourn the meeting at 10:03 a.m.; seconded by Vice Chair Kaleel. Motion carried 4-0.**

PLANNING & ZONING COMMISSION MEETING MINUTES  
MAY 21, 2024

Minutes prepared by Deputy Town Clerk Pinder and adopted by the Planning & Zoning Commission on July 16, 2024.

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P. Shield Fields, Chair

Attest:

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Kelly Avery, Town Clerk

DRAFT

**Town of Ocean Ridge, Florida**

**Planning & Zoning Commission Agenda Memorandum**

**Kelly Avery, Town Clerk**

**Subject: Permit Fees - If the Town Commission decides not to charge the full amount upfront for submitted building permits, what percentage should we charge for Plan Review in order to cover our Plan Review time (use what we currently have or should it be changed?)**

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Commissioners -

We would like to re-structure the way we take in fees for building permits in the office. Currently, we have them pay for the entire amount of fees (Permit Fee, DCA fee, Scan Fee and Plan Review Fee) at the time of submittal. We have had issues where we do all the review of the permits and then the applicant cancels the permit. We then have done all the work and have to refund the money back to them. Another issue is the accounting nightmare when it comes to categorizing when the payment was received versus when the permit was actually issued. We are asking you to consider another way to deter this as well as cover our costs when we have plan review.

We would like to charge a non-refundable application fee for basic applications of something around \$75 for small scale permit applications. We would then charge a larger amount (ex - \$1,500) for new homes, additions, etc. This amount would cover the fees for scanning & plan review of our officials. Then, once the review is complete, we would then charge the permit and DCA fees before we issue the actual permit. This way, if an applicant decides to cancel the permit before it is issued, they are only out the non-refundable fees. The permit fees would remain a percentage of the cost of the job.

To approve the recommendation by staff.

**Suggested Motion:**

Respectfully,  
Kelly Avery, Town Clerk

DCA FEES		EFFECTIVE 2019			
MINIMUM OF \$4.00					
2.5% of BUILDING PERMIT FEES					
COST OF JOB	TOTAL	PERMIT FEE	DCA FEE	SCAN	PLAN REVIEW
UP TO \$999	\$ 179.00	\$ 100.00	\$ 4.00	\$ 25.00	\$ 50.00
\$1000 - \$3000	\$ 229.00	\$ 150.00	\$ 4.00	\$ 25.00	\$ 50.00
\$3001 - \$4000	\$ 254.38	\$ 175.00	\$ 4.38	\$ 25.00	\$ 50.00
\$4001 - \$5000	\$ 280.00	\$ 200.00	\$ 5.00	\$ 25.00	\$ 50.00
\$5001 - \$6000	\$ 305.63	\$ 225.00	\$ 5.63	\$ 25.00	\$ 50.00
\$6001 - \$7000	\$ 331.25	\$ 250.00	\$ 6.25	\$ 25.00	\$ 50.00
\$7001 - \$8000	\$ 356.88	\$ 275.00	\$ 6.88	\$ 25.00	\$ 50.00
\$8001 - \$9000	\$ 382.50	\$ 300.00	\$ 7.50	\$ 25.00	\$ 50.00
\$9001 - \$10,000	\$ 408.13	\$ 325.00	\$ 8.13	\$ 25.00	\$ 50.00
\$10,001 - \$11,000	\$ 433.75	\$ 350.00	\$ 8.75	\$ 50.00	\$ 50.00
\$11,001 - \$12,000	\$ 459.38	\$ 375.00	\$ 9.38	\$ 50.00	\$ 50.00
\$12,001 - \$13,000	\$ 485.00	\$ 400.00	\$ 10.00	\$ 50.00	\$ 50.00
\$13,001 - \$14,000	\$ 510.63	\$ 425.00	\$ 10.63	\$ 50.00	\$ 50.00
\$14,001 - \$15,000	\$ 536.25	\$ 450.00	\$ 11.25	\$ 50.00	\$ 50.00
\$15,001 - \$16,000	\$ 561.88	\$ 475.00	\$ 11.88	\$ 50.00	\$ 50.00
\$16,001 - \$17,000	\$ 587.50	\$ 500.00	\$ 12.50	\$ 50.00	\$ 50.00
\$17,001 - \$18,000	\$ 613.13	\$ 525.00	\$ 13.13	\$ 50.00	\$ 52.50
\$18,001 - \$19,000	\$ 638.75	\$ 550.00	\$ 13.75	\$ 50.00	\$ 55.00
\$19,001 - \$20,000	\$ 664.38	\$ 575.00	\$ 14.38	\$ 50.00	\$ 57.50
\$20,001 - \$21,000	\$ 690.00	\$ 600.00	\$ 15.00	\$ 50.00	\$ 60.00
\$21,001 - \$22,000	\$ 715.63	\$ 625.00	\$ 15.63	\$ 50.00	\$ 62.50
\$22,001 - \$23,000	\$ 741.25	\$ 650.00	\$ 16.25	\$ 50.00	\$ 65.00
\$23,001 - \$24,000	\$ 766.88	\$ 675.00	\$ 16.88	\$ 50.00	\$ 67.50
\$24,001 - \$25,000	\$ 792.50	\$ 700.00	\$ 17.50	\$ 50.00	\$ 70.00
\$25,001 - \$26,000	\$ 818.13	\$ 725.00	\$ 18.13	\$ 50.00	\$ 72.50
\$26,001 - \$27,000	\$ 843.75	\$ 750.00	\$ 18.75	\$ 50.00	\$ 75.00
\$27,001 - \$28,000	\$ 869.38	\$ 775.00	\$ 19.38	\$ 50.00	\$ 77.50
\$28,001 - \$29,000	\$ 895.00	\$ 800.00	\$ 20.00	\$ 50.00	\$ 80.00
\$29,001 - \$30,000	\$ 920.63	\$ 825.00	\$ 20.63	\$ 50.00	\$ 82.50
\$30,001 - \$31,000	\$ 946.25	\$ 850.00	\$ 21.25	\$ 50.00	\$ 85.00
\$31,001 - \$32,000	\$ 971.88	\$ 875.00	\$ 21.88	\$ 50.00	\$ 87.50
\$32,001 - \$33,000	\$ 997.50	\$ 900.00	\$ 22.50	\$ 50.00	\$ 90.00
\$33,001 - \$34,000	\$ 1,023.13	\$ 925.00	\$ 23.13	\$ 50.00	\$ 92.50
\$34,001 - \$35,000	\$ 1,048.75	\$ 950.00	\$ 23.75	\$ 50.00	\$ 95.00
\$35,001 - \$36,000	\$ 1,074.38	\$ 975.00	\$ 24.38	\$ 50.00	\$ 97.50
\$36,001 - \$37,000	\$ 1,100.00	\$ 1,000.00	\$ 25.00	\$ 50.00	\$ 100.00
\$37,001 - \$38,000	\$ 1,125.63	\$ 1,025.00	\$ 25.63	\$ 50.00	\$ 102.50
\$38,001 - \$39,000	\$ 1,151.25	\$ 1,050.00	\$ 26.25	\$ 50.00	\$ 105.00
\$39,001 - \$40,000	\$ 1,176.88	\$ 1,075.00	\$ 26.88	\$ 50.00	\$ 107.50
\$40,001 - \$41,000	\$ 1,202.50	\$ 1,100.00	\$ 27.50	\$ 50.00	\$ 110.00
\$41,001 - \$42,000	\$ 1,228.13	\$ 1,125.00	\$ 28.13	\$ 50.00	\$ 112.50
\$42,001 - \$43,000	\$ 1,253.75	\$ 1,150.00	\$ 28.75	\$ 50.00	\$ 115.00
\$43,001 - \$44,000	\$ 1,279.38	\$ 1,175.00	\$ 29.38	\$ 50.00	\$ 117.50
\$44,001 - \$45,000	\$ 1,305.00	\$ 1,200.00	\$ 30.00	\$ 50.00	\$ 120.00
\$45,001 - \$46,000	\$ 1,330.63	\$ 1,225.00	\$ 30.63	\$ 50.00	\$ 122.50
\$46,001 - \$47,000	\$ 1,356.25	\$ 1,250.00	\$ 31.25	\$ 50.00	\$ 125.00
\$47,001 - \$48,000	\$ 1,381.88	\$ 1,275.00	\$ 31.88	\$ 50.00	\$ 127.50
\$48,001 - \$49,000	\$ 1,407.50	\$ 1,300.00	\$ 32.50	\$ 50.00	\$ 130.00
\$49,001 - \$50,000	\$ 1,433.13	\$ 1,325.00	\$ 33.13	\$ 50.00	\$ 132.50

DCA FEES		EFFECTIVE 2019			
2.5% of BUILDING PERMIT FEES					
COST OF JOB	TOTAL	PERMIT FEE	DCA FEE	SCAN	PLAN REVIEW
\$50,001 - \$51,000	\$ 1,458.75	\$ 1,350.00	\$ 33.75	\$ 75.00	\$ 135.00
\$51,001 - \$52,000	\$ 1,484.38	\$ 1,375.00	\$ 34.38	\$ 75.00	\$ 137.50
\$52,001 - \$53,000	\$ 1,510.00	\$ 1,400.00	\$ 35.00	\$ 75.00	\$ 140.00
\$53,001 - \$54,000	\$ 1,535.63	\$ 1,425.00	\$ 35.63	\$ 75.00	\$ 142.50
\$54,001 - \$55,000	\$ 1,561.25	\$ 1,450.00	\$ 36.25	\$ 75.00	\$ 145.00
\$55,001 - \$56,000	\$ 1,586.88	\$ 1,475.00	\$ 36.88	\$ 75.00	\$ 147.50
\$56,001 - \$57,000	\$ 1,612.50	\$ 1,500.00	\$ 37.50	\$ 75.00	\$ 150.00
\$57,001 - \$58,000	\$ 1,638.13	\$ 1,525.00	\$ 38.13	\$ 75.00	\$ 152.50
\$58,001 - \$59,000	\$ 1,663.75	\$ 1,550.00	\$ 38.75	\$ 75.00	\$ 155.00
\$59,001 - \$60,000	\$ 1,689.38	\$ 1,575.00	\$ 39.38	\$ 75.00	\$ 157.50
\$60,001 - \$61,000	\$ 1,715.00	\$ 1,600.00	\$ 40.00	\$ 75.00	\$ 160.00
\$61,001 - \$62,000	\$ 1,740.63	\$ 1,625.00	\$ 40.63	\$ 75.00	\$ 162.50
\$62,001 - \$63,000	\$ 1,766.25	\$ 1,650.00	\$ 41.25	\$ 75.00	\$ 165.00
\$63,001 - \$64,000	\$ 1,791.88	\$ 1,675.00	\$ 41.88	\$ 75.00	\$ 167.50
\$64,001 - \$65,000	\$ 1,817.50	\$ 1,700.00	\$ 42.50	\$ 75.00	\$ 170.00
\$65,001 - \$66,000	\$ 1,843.13	\$ 1,725.00	\$ 43.13	\$ 75.00	\$ 172.50
\$66,001 - \$67,000	\$ 1,868.75	\$ 1,750.00	\$ 43.75	\$ 75.00	\$ 175.00
\$67,001 - \$68,000	\$ 1,894.38	\$ 1,775.00	\$ 44.38	\$ 75.00	\$ 177.50
\$68,001 - \$69,000	\$ 1,920.00	\$ 1,800.00	\$ 45.00	\$ 75.00	\$ 180.00
\$69,001 - \$70,000	\$ 1,945.63	\$ 1,825.00	\$ 45.63	\$ 75.00	\$ 182.50
\$70,001 - \$71,000	\$ 1,971.25	\$ 1,850.00	\$ 46.25	\$ 75.00	\$ 185.00
\$71,001 - \$72,000	\$ 1,996.88	\$ 1,875.00	\$ 46.88	\$ 75.00	\$ 187.50
\$72,001 - \$73,000	\$ 2,022.50	\$ 1,900.00	\$ 47.50	\$ 75.00	\$ 190.00
\$73,001 - \$74,000	\$ 2,048.13	\$ 1,925.00	\$ 48.13	\$ 75.00	\$ 192.50
\$74,001 - \$75,000	\$ 2,073.75	\$ 1,950.00	\$ 48.75	\$ 75.00	\$ 195.00
\$75,001 - \$76,000	\$ 2,100.00	\$ 1,975.00	\$ 49.38	\$ 75.00	\$ 197.50
\$76,001 - \$77,000	\$ 2,125.63	\$ 2,000.00	\$ 50.00	\$ 75.00	\$ 200.00
\$77,001 - \$78,000	\$ 2,151.25	\$ 2,025.00	\$ 50.63	\$ 75.00	\$ 202.50
\$78,001 - \$79,000	\$ 2,176.88	\$ 2,050.00	\$ 51.25	\$ 75.00	\$ 205.00
\$79,001 - \$80,000	\$ 2,202.50	\$ 2,075.00	\$ 51.88	\$ 75.00	\$ 207.50
\$80,001 - \$81,000	\$ 2,228.13	\$ 2,100.00	\$ 52.50	\$ 75.00	\$ 210.00
\$81,001 - \$82,000	\$ 2,253.75	\$ 2,125.00	\$ 53.13	\$ 75.00	\$ 212.50
\$82,001 - \$83,000	\$ 2,279.38	\$ 2,150.00	\$ 53.75	\$ 75.00	\$ 215.00
\$83,001 - \$84,000	\$ 2,305.00	\$ 2,175.00	\$ 54.38	\$ 75.00	\$ 217.50
\$84,001 - \$85,000	\$ 2,330.63	\$ 2,200.00	\$ 55.00	\$ 75.00	\$ 220.00
\$85,001 - \$86,000	\$ 2,356.25	\$ 2,225.00	\$ 55.63	\$ 75.00	\$ 222.50
\$86,001 - \$87,000	\$ 2,381.88	\$ 2,250.00	\$ 56.25	\$ 75.00	\$ 225.00
\$87,001 - \$88,000	\$ 2,407.50	\$ 2,275.00	\$ 56.88	\$ 75.00	\$ 227.50
\$88,001 - \$89,000	\$ 2,433.13	\$ 2,300.00	\$ 57.50	\$ 75.00	\$ 230.00
\$89,001 - \$90,000	\$ 2,458.75	\$ 2,325.00	\$ 58.13	\$ 75.00	\$ 232.50
\$90,001 - \$91,000	\$ 2,484.38	\$ 2,350.00	\$ 58.75	\$ 75.00	\$ 235.00
\$91,001 - \$92,000	\$ 2,510.00	\$ 2,375.00	\$ 59.38	\$ 75.00	\$ 237.50
\$92,001 - \$93,000	\$ 2,535.63	\$ 2,400.00	\$ 60.00	\$ 75.00	\$ 240.00
\$93,001 - \$94,000	\$ 2,561.25	\$ 2,425.00	\$ 60.63	\$ 75.00	\$ 242.50
\$94,001 - \$95,000	\$ 2,586.88	\$ 2,450.00	\$ 61.25	\$ 75.00	\$ 245.00
\$95,001 - \$96,000	\$ 2,612.50	\$ 2,475.00	\$ 61.88	\$ 75.00	\$ 247.50
\$96,001 - \$97,000	\$ 2,638.13	\$ 2,500.00	\$ 62.50	\$ 75.00	\$ 250.00
\$97,001 - \$98,000	\$ 2,663.75	\$ 2,525.00	\$ 63.13	\$ 75.00	\$ 252.50
\$98,001 - \$99,000	\$ 2,689.38	\$ 2,550.00	\$ 63.75	\$ 75.00	\$ 255.00
\$99,001 - \$100,000	\$ 2,715.00	\$ 2,575.00	\$ 64.38	\$ 75.00	\$ 257.50

**Agenda: Tuesday, July 16, 2024**  
**Memo: Item #3.**

**Town of Ocean Ridge, Florida**

**Planning & Zoning Commission Agenda Memorandum**

**Kelly Avery, Town Clerk**

**Subject: Comment Response Period - When a building permit is going through review and comments are given, how long do we want to give contractors to respond before we consider the permit null/void?**

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Commissioners -

We are looking to have some policy regarding the comment response period when a building permit application has been submitted and comments are returned to the applicant to respond to.

We do not want to keep stacks of documents here at the office as we do not really have the room to store all that information. We would like to establish a time frame that we expect responses from the applicants regarding any comments from the officials. Because we currently have no policy, we have been asking for items within 10 days and giving extensions when requested (no limit). We have been doing this so we can stay on top of the project so that the processing stays on task since the State of Florida enacted the Statute that the Town has 30 days to approve an application once all comments have been addressed. According to the FBC, the legal amount of time is 180 days before the application is voided. Here at the Town, we are asking for a policy that would be around 30-60 days max before we void out the application.

We would also like to have a policy on how long we allow comments to be addressed for Planning & Zoning hearings. We have submissions for the review, they receive comments from our officials that need to be addressed before they can proceed to the hearing. How long do we hold on to these files for them to address these issues? I currently have 2 properties (1 owner) that had been submitted almost a year ago. We gave them comments and no responses yet. In the meantime, I am holding onto these documents – not sure if they are going to proceed or not. I have reached out, but they give me no time of when to expect the responses. I also suggest 60-90 days for this comment period as well.

**Suggested Motion:**

Respectfully,

Kelly Avery, Town Clerk

**Agenda: Tuesday, July 16, 2024**  
**Memo: Item #4.**

**Town of Ocean Ridge, Florida**

**Planning & Zoning Commission Agenda Memorandum**

**Kelly Avery, Town Clerk**

**Subject: Staging Process/Plan for New Construction - How do we want to handle this for streets that are exceptionally small? For construction in general?**

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Commissioners -

We are looking to have some policy regarding the staging process/plan for new construction. We currently have narrow roads and not much space for staging any new construction, as you all know. Here in the past, we have left that up to the contractor to figure out a traffic management plan and staging plan.

We think that it should be a collaborative process of the contractor and the Town developing these plans. We would like to see the contractor be mandated to submit a traffic management plan as well as a staging plan to the Town for their approval/feedback. This must be done before the permit is issued/picked up. We feel that a pre-construction meeting must be held with the Building Official, Zoning Official, Town Clerk, Public Works, and the Police Chief to discuss & review these plans. Once the submitted plans have been approved, then the building permit can be issued, and construction can commence.

We feel that this should include a review of the handbook with all expectations from the Town as well.

Staff recommends...

**Suggested Motion: I move to...**

Respectfully,  
Kelly Avery, Town Clerk

# TOWN OF OCEAN RIDGE

6450 N. Ocean Blvd., Ocean Ridge, FL 33435  
561.732.2635 Main ♦ [permits@oceanridgeflorida.com](mailto:permits@oceanridgeflorida.com) ♦ [www.oceanridgeflorida.com](http://www.oceanridgeflorida.com)



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## CONSTRUCTION SITE MANAGEMENT HANDBOOK

I \_\_\_\_\_, swear (affirm) that I have read the Town of Ocean  
(Contractor and/or Owner's Name)

Ridge's Construction Site Management Handbook in its entirety and do hereby agree to comply with all provisions in this document and the provisions of the Florida Building Code CHAPTER 33 SAFEGUARDS DURING CONSTRUCTION. I further understand that I am responsible for all citations issued for violations of the provisions of this handbook.

Permit Address:

Permit #:

\_\_\_\_\_

\_\_\_\_\_

Contractor/Qualifier's Signature:

Property Owner's Signature:

\_\_\_\_\_

\_\_\_\_\_

Date:

Date:

\_\_\_\_\_

\_\_\_\_\_

The rules and regulations in this handbook shall apply to all construction sites and are a condition of all primary building permits issued by the Town or any permit for which a fee is charged on a single permit job. Failure to follow these regulations, or any plans and documents approved by the Town pursuant to this handbook, may result in a Stop Work Order, and repeated violations may result in the revocation of all building permits.



## CONSTRUCTION SITE MANAGEMENT HANDBOOK

# **MUST BE POSTED AT JOB SITE WITH PERMIT**

The rules and regulations in this handbook shall apply to all construction sites and are a condition of all building permits and sub-permits issued by the Building Department. Failure to follow these regulations, or any plans and documents approved by the Town pursuant to this handbook, may result in a Stop Work Order, and repeated violations may result in the revocation of all building permits.

# TOWN OF OCEAN RIDGE

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

561.732.2635 Main ♦ [permits@oceanridgeflorida.com](mailto:permits@oceanridgeflorida.com) ♦ [www.oceanridgeflorida.com](http://www.oceanridgeflorida.com)



## TOWN OF OCEAN RIDGE CONSTRUCTION SITE MANAGEMENT HANDBOOK

### I. INTRODUCTION

This handbook has been developed by the Town of Ocean Ridge to familiarize contractors with the Town's rules and regulations regarding construction sites and to minimize problems and delays in completing construction projects. The Town of Ocean Ridge is situated in a delicate microhabitat. Normal rules of construction will result in irreparable damage to our environment and as such this document is intended for you to, understand and respect the uniqueness of this locale and to conduct yours and your clients' improvement in a non-volatile manner. The Town is fully aware that building construction is a complex and difficult process even under the best of conditions. Problems do and will arise. However, through careful thought and planning prior to beginning the process, the Town believes the number and severity of problems can be reduced or avoided altogether. The Contractor is responsible for understanding the provisions of this handbook as well as abiding by the provisions of the Florida Building Code CHAPTER 33 SAFEGUARDS DURING CONSTRUCTION.

This handbook addresses the most common problems experienced by contractors, residents and the Town government during construction projects. While the handbook is comprehensive and its rules and regulations apply to all construction sites, the Town intends to administrate it using a cooperative, common sense approach. Just as the type and degree of potential problems vary greatly from site to site, so too will the administration of these rules and regulations vary. Accordingly, all parties are encouraged to focus on the *objective* of a particular rule or regulation rather than on the specific *methods* suggested for achieving that goal. If there is a better method, it will be considered. With the help of all parties, the Town believes the handbook can be administrated fairly, while also permitting a great deal of flexibility.

The Town Building Official has been charged with implementing these rules and regulations and all questions and comments should be directed to him/her. However, any Contractor who is aggrieved by the Building Official's application of these regulations may appeal to the Town Manager for relief, any appeal from the Town Manager's decision shall be pursuant to the Town Code of Ordinances. Please note, however, that while the Building Official has the primary responsibility for enforcing these rules and regulations, the Police Department and Town Manager may also enforce these provisions.

### II. APPLICABILITY

The rules and regulations in this handbook shall apply to all construction sites and **shall become a condition of the building permit**. A construction site is any real property, dwelling unit, structure or building for which one or more building permits has been issued by the Town, including those with inactive or expired building permits where construction activities have been initiated but not completed. Failure to follow these regulations, or any plans and documents approved by the Town pursuant to them, may result in a stop work order by the Town, and repeated violations may result in the revocation of all building permits.

For purposes of administrating this handbook **the Contractor paying the fee and property owner shall be jointly accountable** for all responsibilities assigned by this

# TOWN OF OCEAN RIDGE

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handbook to the "Contractor." However, to avoid confusion and delays, a principal contact with the either the Contractor or the Property Owner should be established with the Town at the time the primary building permit is issued.

### III. PRE-CONSTRUCTION MEETING

Prior to making an application for a building permit, contractors are encouraged to meet with Town staff to review the applicable rules and regulations contained in this handbook. Construction site plans, other drawings and/or documents pertinent to construction operations may be required before the building permit can be issued. Compliance with these rules and regulations shall become a condition of the building permit, **and acceptance of the building permit by the Contractor shall serve as an acknowledgement of this condition.**

### IV. RULES AND REGULATIONS

#### 1. OFF-SITE DAMAGE

The Contractor shall be responsible for all off-site damage to roads, rights-of-way, easements, utilities and private property caused by any activity related to his/her construction site. This includes damage by his/her employees, sub-contractors and suppliers. The Town may impose a construction bond as specified in Sec. 65-61 Town Code of Ordinances.

Several of the rules and regulations in this handbook are intended to prevent or minimize off-site damage. **Accordingly, the Contractor needs to inform all employees, sub-contractors and suppliers of these rules and regulations and the high potential for off-site damage due to the presence of narrow streets, tight corners, and extremely soft shoulders.**

The above notwithstanding, the Town recognizes that accidents can happen. In those instances, the contractor needs to take the following actions:

1. Inform the Town Police Department immediately as to the location and extent of the damage.
2. Inform the Town as to how the incident occurred and the parties involved.
3. Inform the Town as to the corrective actions that will be taken and when they will be completed. (All repairs should be made within 24 hours or as soon as practical.)
4. Inform the Town as to the actions to be taken to prevent the accident from occurring again in the future.

If the above actions are followed, there should be few problems. However, repeated damages, particularly of the same type, such as running off the road, will not be tolerated even if they are continually repaired. It is the Town's goal to **prevent** off-site damages, not to simply repair them when they occur.

#### 2. VEGETATION PROTECTION

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Prior to beginning any site work, all existing vegetation to be maintained or relocated shall be fenced or otherwise protected from damage, including the provision of temporary irrigation where necessary and shall be in accordance with Section 67-8 of this Code.

### 3. PERMIT POSTING

All Town building permits shall be posted in a single, conspicuous location at the front of the site and in accordance with Section 67-59 of this Code. One complete set of approved plans shall be maintained on-site at all times.

### 4. TRAILERS/DUMPSTERS/PORTABLE TOILETS

Construction trailers, dumpsters and/or portable toilets shall be used provided the requirements listed below are met. Prior to locating any of these facilities on a site, a plan indicating their locations and other pertinent information shall be submitted to the Building Official for approval. Prior to the issuance of certificate of occupancy/completion, all such facilities shall be removed from the site.

#### Trailers

Shall be allowed in accordance with Section 67-9 of the Town Code.

#### Dumpsters

Roll-off dumpsters shall be provided on all sites as follows:

1. Dumpsters shall be positioned perpendicular to the street or otherwise be screened from view from the street.
2. Dumpsters shall be located at least 10 feet from all property lines.
3. Trash piles, other than vegetation, are prohibited.
4. Burning of any material is prohibited.

#### Portable Toilets

Portable toilets may be permitted provided the following are met:

1. Shall not face the street.
2. Shall be located at least 10 feet from all property lines.
3. Shall be screened from the public.

### 5. SIGNS

Signs shall be posted in accordance with the Town's sign code.

### 6. EROSION AND STORMWATER CONTROL

Appropriate erosion and stormwater control methods shall be used during construction to prevent adverse impacts to neighboring properties and adjoining streets and shall be in accordance with Section 67-7 of the Town Code. This may necessitate the creation and maintenance of temporary swales, retention areas and/or berms. Further, the Contractor must show all drainage structures located in the public right-of-way that are located within 300 feet of the property. The Contractor shall be required to install silt fences or other protective measures around such drainage structures if required by the Town.

To prevent dirt from being tracked onto adjoining streets, parking areas should be covered with appropriate, compacted materials. **Dirt and mud or construction material tracked onto adjoining streets shall be**

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**immediately removed in accordance with Code Section 67-1, and shall also be swept daily, and hosed or mechanically cleaned weekly if necessary.**

**When deemed necessary during construction and prior to the final approval, all Town stormwater infrastructure and outfall in the right-of-way shall be vacuumed out to remove silting in the system due to construction activity.**

## 7. WORKING HOURS

The working hours specified in Section 34-83 of the Town Code shall be strictly observed.

## 8. PARKING

### On-Site Parking

All vehicles associated with the construction or construction personnel shall be parked completely on the construction site and/or an alternate location approved by the Building Official. A maintenance of traffic plan (MOT) will be required if deemed necessary by the Building Official and/or Traffic Engineer. On-site parking areas should be covered with a suitable, compacted material to prevent dirt and mud from being tracked or washed onto adjacent streets and properties. Washing or repairing vehicles anywhere in the Town is prohibited. A maximum number of on-site parking passes will be determined by the Building Official based on the approved site plan. Approved on-site parking passes will be provided at no additional cost at a pre-construction meeting after the approval of a major construction permit. The passes must be placed on the dashboard of each vehicle when parked on-site.

### Alternate Parking Sites

Alternate parking sites may be approved by the Building Official and/or Police Chief provided the following requirements are met:

1. The owner of the alternate parking site has granted written permission.
2. The alternate parking area is composed of a suitable, compacted surface.
3. The parking area is prepared in such a manner so as to prevent erosion and stormwater runoff onto streets and neighboring properties.
4. No significant vegetation (non-invasive trees or shrubs with a caliper of 4 inches or greater) or topographic features shall be removed or disturbed.
5. Alternate parking sites shall be used for parking only. Washing or maintaining construction-related vehicles is prohibited as are all other activities related to the construction site.
6. Alternate parking sites shall be kept free of litter and other debris.
7. A plan shall be prepared showing the number and location of vehicle parking spaces. A maximum number of alternate-site parking passes will be determined by the Building Official based on the approved plan. Approved alternate-site parking passes will be provided at no additional cost at a pre-construction meeting after the approval of a major construction permit. The passes must be placed on the dashboard of each vehicle when parked at the alternate-site.
8. Use of the alternate parking site shall not cause a traffic hazard or cause a significant disruption to the privacy and peaceful enjoyment of neighboring properties.
9. Prior to the issuance of certificate of occupancy/completion for the construction site, the alternate parking site shall be restored to a condition and appearance better than or equivalent to the condition and appearance prior to the use as an alternate parking site.

### Parking in the Public Right of Way

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Parking in the public right of way is prohibited unless allowed by the Building Official. In order to be able to park in the public right of way the contractor/owner must provide sufficient documentation/information to the Building Official that he/she is unable to accommodate all of the vehicles associated with the construction activity on the site. If the Building Official allows parking in the public right of way, it shall be through the issuance of a public right of way parking pass. The Building Official may approve a maximum of two Right-of-Way parking passes if he/she determines that it will not be detrimental to the community, and the applicant provides proper documentation and pays the fees. The permits may be issued per construction site and the permits must be placed in the dashboard of each vehicle. If the permit is not visible or if a vehicle fails to have a permit the Town may take whatever action is legally allowed including, but not limited to, code enforcement action and issuing stop work orders for the entire construction site. No certificate of occupancy/completion shall be granted until any and all damage, caused by the parking of the construction vehicles in the public right of way, has been repaired to the satisfaction of the Building Official. All passes expire within 180 calendar days after issuance.

## 9. NOTICE TO ADJACENT PROPERTY OWNERS

The person making or causing an excavation or demolition to be made shall provide written notice to the *owners* of adjoining buildings advising them that the excavation is to be made and that the adjoining buildings should be protected. Said notification shall be delivered not less than 10 days prior to the scheduled starting date of the excavation or demolition. Copies of notices and mail receipts/signatures of receipts shall be maintained by the contractor or owner/builder for audit by the Town.

## 10. PROTECTION OF ADJOINING PROPERTY/FLOOD MITIGATION

All public and private lots abutting construction site shall be protected from damage during construction, remodeling and demolition work. Protection shall be provided for footings, foundations, party walls, chimneys, skylights and roofs. Provisions shall be made to control water runoff and erosion during construction or demolition activities.

## 11. TRUCKS

Due to the narrow streets, tight corners, very soft shoulders, and instable road-base conditions in Town, semi-trailers and trucks over 9 tons (when loaded) are discouraged on all Town streets. Accordingly, contractors are strongly encouraged to use smaller vehicles and notify their suppliers to do likewise. In the event an alternate delivery vehicle cannot be arranged, all semi-trailers and trucks over 9 tons (when loaded) shall notify the Police Department of their pending arrival at least 24 hours in advance. Further, **the drivers of such vehicles and the general contractor shall be responsible for any and all damage caused to rights-of-ways, roads, utilities, and private properties.**

## 12. LOADING AND UNLOADING

Shall be in accordance with Sections 64-48 and 67-6 of the Town Code.

## 13. BUILDING MATERIALS STORAGE AND SITE MAINTENANCE

Storage and site maintenance shall be in accordance with Section 67-1 of the Town Code.

## 14. NOISE

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Noise restrictions shall be in accordance with Section 34-83 of the Town Code.

## 15. OCCUPANCY

Occupancy of any structure without a Certificate of Completion or Certificate of Occupancy is prohibited. This prohibition includes the temporary occupation of the structure under construction by security or other personnel. Full or partial renovations that affect sleeping areas and new structures shall not be occupied until a Certificate of Completion or Certificate of Occupancy has been granted as per Florida Building Code 7<sup>th</sup> Ed. (2020) 111.1, 111.3, and 111.5.

A Temporary Certificate of Occupancy/Completion application may be submitted to the Building Official for review and approval prior to occupancy.

## 16. EMERGENCY MEASURES DURING STORM EVENTS

Removal and securing of construction materials during tropical storm and hurricane warning or watch shall be in accordance with Section 67-3 of the Town Code.

## 17. TEMPORARY FENCING

Fencing shall be installed in accordance with Section 67-4 of the Town Code.

## V. FINES AND PENALTIES

Failure to comply with the rules and regulations contained in this handbook, or with the plans and documents approved by the Building Official pursuant to+ this handbook, may result in fines assessed against the property, a Stop Work Order being issued or revocation of building permits. For the purposes of this handbook, uncorrected violations shall be considered separate violations for each day they go uncorrected. Violations may be issued by the Building Official, any Town Police Officer, or the Town Manager; however, all offenses/warnings shall be cumulative regardless of who issued them.

## VI. LIGHTING

**Construction lighting is subject to approval from the Building Official and shall not adversely affect neighboring properties.**

**The above notwithstanding, nothing herein shall preclude the Town or its employees from taking any and all actions permissible under federal, state and local laws to enforce, cite or correct violations of federal, state or local laws which may or may not be covered in this handbook.**

## Appendix A



## CHAPTER 4: BEST MANAGEMENT PRACTICES FOR EROSION AND SEDIMENTATION CONTROL

### **Construction Specifications**

#### **Fabric Drop Inlet Sediment Filter**

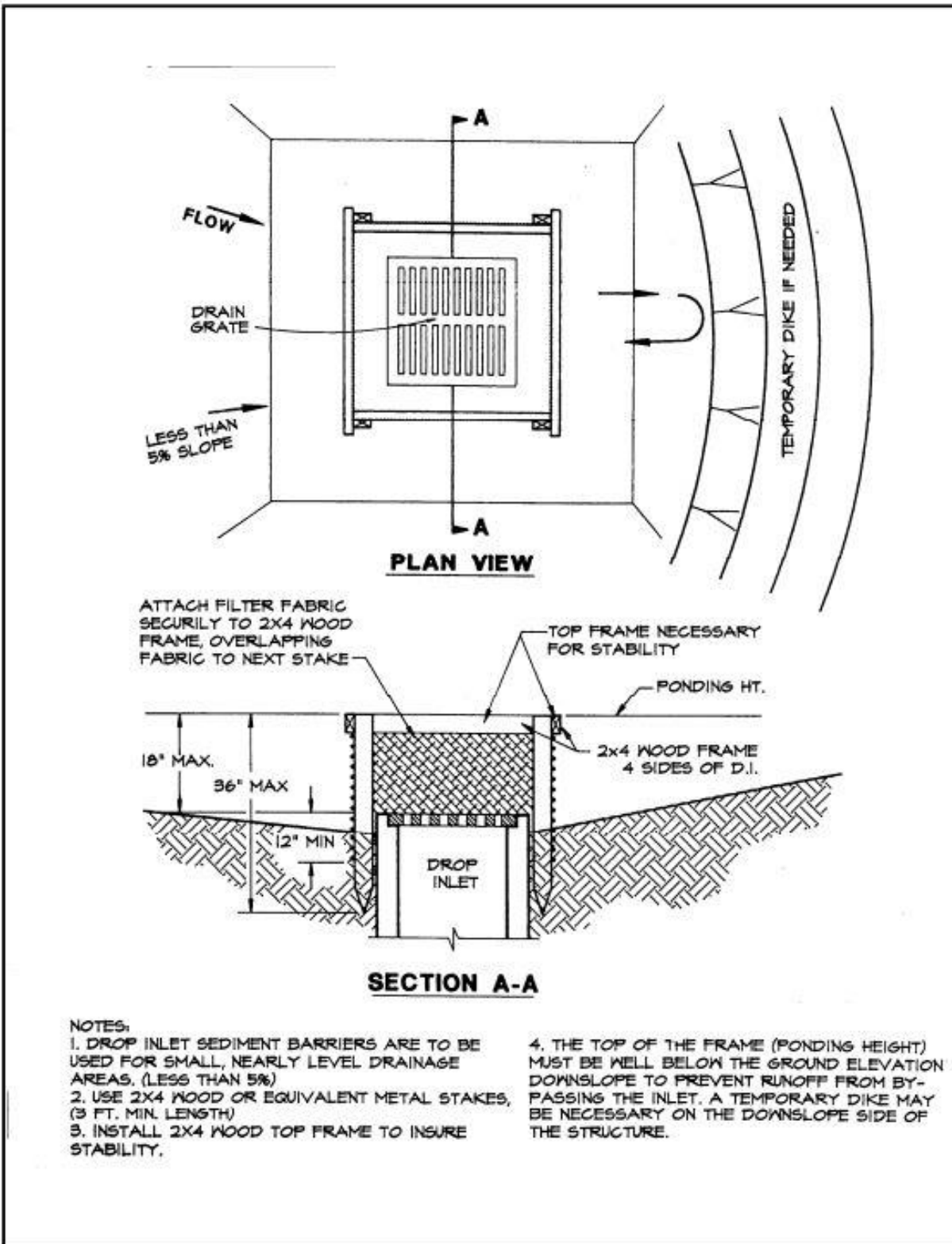
1. Fabric shall be cut from a continuous roll to avoid joints.
2. Stakes shall be 2 x 4 inches (5 x 10 cm) wood (preferred) or equivalent metal with a minimum length of 3 feet (90 cm) (see **Figure 4.5a**).
3. Staples shall be of heavy duty wire at least ½ inch (13 mm) long.
4. Stakes shall be spaced around the perimeter of the inlet a maximum of 3 feet (90 cm) apart and securely driven into the ground a minimum of 8 inches (20 cm). A frame of 2 x 4 inches (5 x 10 cm) of wood shall be constructed around the top of the stakes for proper stability.
5. A trench shall be excavated approximately 4 inches (10 cm) wide and 4 inches (10 cm) deep around the outside perimeter of the stakes (see **Figure 4.5b**).
6. The fabric shall be stapled to the wooden stakes, and 8 inches (20 cm) of the fabric shall be extended into the trench. The height of the filter barrier shall be a minimum of 15 inches (38 cm) and shall not exceed 18 inches (45 cm).
7. The trench shall be backfilled and the soil compacted over the fabric.



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**Figure 4.5a. Silt Fence Drop Inlet Sediment Barrier**

Source: Erosion Draw

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CODE ENFORCEMENT FINES		
FIRST OFFENSE PER DAY, NOT TO EXCEED	\$ 250.00	16-9
REPEAT OFFENSE PER DAY, NOT TO EXCEED	\$ 500.00	16-9
IRREPLACEABLE/IRREPARABLE OFFENSE, NOT TO EXCEED	\$ 5,000.00	16-9
VIOLATIONS OF LAND DEVELOPMENT CODE, NOT TO EXCEED	\$ 500.00	63-4
CABLE COMMUNICATIONS, VIOLATIONS OF CHAPTER, PER DAY	\$ 100.00	15-29
CONSTRUCTION ABANDONMENT, PER DAY AFTER PERMIT EXPIRES	\$ 250.00	67-12
CONSTRUCTION DURING CERTAIN DAYS/HOURS, 1ST OFFENSE	\$ 100.00	34-83
CONSTRUCTION DURING CERTAIN DAYS/HOURS, 2ND OFFENSE	\$ 200.00	34-83
CONSTRUCTION DURING CERTAIN DAYS/HOURS, 3+ OFFENSE	\$ 300.00	34-83
CONSTRUCTION WORK WITHOUT A PERMIT, JOB COST OVER \$5,000	4x PERMIT FEE	
CONSTRUCTION WORK WITHOUT A PERMIT, JOB COST UNDER \$5,000	2x PLUS \$200	
ENGINEERING REVIEW & SURVEY, NOT TO EXCEED	\$ 500.00	67-57
NOT POSTING CONSTRUCTION PERMIT AS REQUIRED, 1ST OFFENSE	\$ 100.00	67-59
REMOVAL OF RUBBISH, NOXIOUS PLANTS, STAGNANT WATER & WEEDS, 1ST OFFENSE	\$ 100.00	34-6
REMOVAL OF RUBBISH, NOXIOUS PLANTS, STAGNANT WATER & WEEDS, 2ND OFFENSE	\$ 200.00	34-6
REMOVAL OF RUBBISH, NOXIOUS PLANTS, STAGNANT WATER & WEEDS, 3RD OFFENSE	\$ 300.00	34-6
WATER RESTRICTION PENALTIES, 1ST VIOLATION, NOT TO EXCEED	\$ 25.00	58-47
WATER RESTRICTION PENALTIES, 2ND VIOLATION, NOT TO EXCEED	\$ 500.00	58-47
COMMUNITY STANDARDS CITATIONS		
COMMUNITY STANDARDS CITATION, GENERAL, FIRST OFFENSE IS A WARNING, OR	\$ 25.00	16-24
COMMUNITY STANDARDS CITATION, GENERAL, SECOND OFFENSE	\$ 100.00	16-24
COMMUNITY STANDARDS CITATION, GENERAL, THIRD OFFENSE	\$ 250.00	16-24
COMMUNITY STANDARDS CITATION, GENERAL, FOURTH + OFFENSE	\$ 500.00	16-24
COMMUNITY STANDARDS CITATIONS, PENALTIES FOR CONTESTING, UP TO	\$ 500.00	16-24
DUMPSTER COVER VIOLATION, FIRST OFFENSE	\$ 50.00	
DUMPSTER COVER VIOLATION, SECOND OFFENSE	\$ 100.00	
DUMPSTER COVER VIOLATION, THIRD OFFENSE	\$ 200.00	
DUMPSTER COVER VIOLATION, FOURTH + OFFENSE	\$ 300.00	
OVERGROWN LOT ON CONSTRUCTION SITE, FIRST OFFENSE	\$ 50.00	
OVERGROWN LOT ON CONSTRUCTION SITE, SECOND OFFENSE	\$ 100.00	
OVERGROWN LOT ON CONSTRUCTION SITE, THIRD + OFFENSE	\$ 250.00	
CONSTRUCTION SITE PARKING, FIRST OFFENSE	\$ 50.00	
CONSTRUCTION SITE PARKING, SECOND OFFENSE	\$ 100.00	
CONSTRUCTION SITE PARKING, THIRD + OFFENSE	\$ 250.00	
CONSTRUCTION SITE WORK HOURS, FIRST OFFENSE	\$ 50.00	
CONSTRUCTION SITE WORK HOURS, SECOND OFFENSE	\$ 100.00	
CONSTRUCTION SITE WORK HOURS, THIRD + OFFENSE	\$ 250.00	
FOR THE VIOLATIONS LISTED BELOW, THE FIRST OFFENSE IS A WARNING OR \$25 CITATION;		
SECOND OFFENSE IS \$50 CITATION, AND THIRD + OFFENSE IS \$100 CITATION:		
POD WITHOUT APPROVAL		

DESCRIPTION	FEE	CODE SECTION
OVERNIGHT PARKING		
U-HAUL/COMMERCIAL VEHICLES		
BOATS/TRAILERS		
SIGNAGE VIOLATION (NON-CONTRACTOR)		
DOG ON BEACH		
TRASH VIOLATION		
OVERGROWN LOT - NON-CONSTRUCTION SITE		