

REGULAR TOWN COMMISSION MEETING MINUTES

MAY 5, 2025

CALL TO ORDER

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

ROLL CALL

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

Mayor Pugh	Present
Vice Mayor Coz	Present
Commissioner Aijala Jr.	Present
Commissioner Cassidy	Present
Commissioner Hutchins	Present

PLEDGE OF ALLEGIANCE

Mayor Pugh led the pledge of allegiance.

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

Mayor Pugh reordered item #19 to be moved up to item #16. Commissioner Cassidy requested item #19 to be moved after item #16. Mayor Pugh also added a couple of words on the presentation before the presentation, and Commissioner Cassidy added an announcement after the announcements.

Vice Mayor Coz moved to approve the agenda as amended; seconded by Commissioner Aijala. Motion carried 5-0. (2:03)

Mayor Pugh introduced and welcomed the Interim Town Manager, Michelle Heiser. He provided brief information about her background. He also thanked and commended Town Clerk Avery for her hard work and dedication during the transition of the town manager. Town Clerk Avery mentioned that it was a joint effort between her and Chief McClure, and Mayor Pugh also thanked Chief McClure.

PRESENTATIONS & PROCLAMATIONS

1. Municipal Clerk's Week Proclamation
2. National Police Week & Peace Officer's Memorial Day Proclamation

Town Clerk Avery read the proclamations into the record.

3. Chief McClure to Commend Ofc. Pilon

Chief McClure commended Officers Pilon and Parkerson for the arrest during a traffic stop. He recognized Officer Parkerson for his quick action that led to the arrest of a suspect for multiple charges.

ANNOUNCEMENTS

4. The meeting schedule for next month is as follows: Regular Town Commission Meeting on Monday, June 2nd at 6:00 PM; Town Commission Goal Budget Workshop #2 Monday, June 2nd at 2:00 p.m.; Code Enforcement Hearing Tuesday, May 6th at

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10:00 AM; Planning & Zoning Commission Meeting Tuesday, May 20th at 9:00 AM.
Board of Adjustment Meeting (tentatively) on Wednesday, May 21st at 9:00 AM. All meetings are held in the Commission Chambers at the Town Hall.

5. Town Hall will be closed on Monday, May 26th, in observance of the Memorial Day holiday.
6. 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.

Town Clerk Avery read the announcements into the record.

Commissioner Cassidy made an announcement recognizing her and her husband's 35th wedding anniversary, deeming it a special day.

PUBLIC COMMENT

Mayor Pugh opened the floor for public comment.

The following spoke: Terry Brown and Michael Nolan, Attorney for Waterfront ICW Properties LLC.

Mayor Pugh closed the floor for public comment.

APPROVAL OF CONSENT AGENDA

7. Adopt Minutes of the April 7, 2025, Regular Town Commission Meeting.
8. Tropical Generator
9. Renewal of Palm Beach County Solid Waste Authority (SWA) Contracts for Hurricane Debris Removal; inclusive of Ashbritt, Thompson Consulting Services, & CrowderGulf Joint Venture
10. Approval of Contract for Financial Services
10. Approval of Resolution 2025-10-Establishing Town Commission Easement Policy
11. Approval of Light Pole Removal on Ocean Ave
12. Governor's DOGE Initiative
13. Approval to Secure Contracts for Removal and Disposal of Decorative Streetlight Poles – N Ocean Avenue
14. Financials – FY 25 Midyear Month to Month
15. PBA MOU

Commissioner Cassidy moved to approve the Consent Agenda; seconded by Commissioner Hutchins. Motion carried 5-0. (12:57)

REGULAR AGENDA ITEMS

16. Discussion of Living Seawalls (Commissioner Cassidy)

Commissioner Cassidy introduced Lisa Burgess, a representative of Shoreline Erosion Control Systems, who was accompanied by Daniel Delagrange of TSE Consulting.

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Ms. Burgess stated that they have been working on a living shoreline proposal proposed at the end of Hudson and gave a brief synopsis about her company.

The Commission asked Ms. Burgess questions about the oldest living seawall, the pins that hold them to the bottom, how many are installed in Florida, and the time of the installation process, and she answered their questions.

19. Quasi-Judicial Hearing: 6855 N Ocean Blvd (*Item was moved up*)

Mayor Pugh thanked the Planning and Zoning Commission for their impressive work and dedication in working on the project.

Town Attorney Goddeau asked if any of the members of the commission had any ex-parte communications with the neighbors, the applicant, and staff. Commissioner Aijala stated that he had meetings with staff and the Ocean Club. Vice Mayor Coz stated that he met with staff. Mayor Pugh informed that he had none. Commissioner Cassidy stated that she attended the 1st Planning and Zoning Meeting. Commissioner Hutchins informed that he had none. Town Clerk Avery swore in those who wished to give testimony.

Town Planner O'Gorman introduced the project and recommended approval, subject to the conditions that are attached to his report from staff, planning and zoning, and engineering perspectives to ensure compliance with the codes. He explained that there are two nuances to the property. One is that there has been a relationship with the Ocean Club that resulted in a unity of control that allows for a reduced setback and the driveway that goes between the two properties and the height limitation of the roof.

The Commission asked questions regarding the roof height, equipment on the roof, drainage issues, crosswalk and the structure.

Commissioner Cassidy questioned if there was a traffic study that had been completed and about the unity of control. There was further discussion regarding setback requirements and the roof drainage.

Brian Donahue, Insight Studio, presented a slide presentation of the proposed property.

Keith Spina, the architect, spoke briefly about the architecture. He also addressed the Commission's concern about the separation between the two properties.

Brian Kelly, the traffic engineer with Simmons & White, discussed details of the civil and traffic components.

The Commission discussed their concerns regarding the entrance and egress, the length of the project, and street parking during construction.

Alan Weaver, 5837 North Ocean Blvd, spoke on behalf of Ocean Club in their support for the project.

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Larry Ritter, 6880 N Ocean Blvd, spoke about downtown living in Columbus. He expressed his excitement and stated that the developers of the proposed project are at the top of his list.

Terry Brown, Harbour Drive South, appreciated the discussions on the crosswalk and expressed his concern about the architectural design. He also mentioned issues with public property on the beachfront.

Mayor Pugh closed the quasi-judicial hearing. He opened the floor for public comment. Hearing none, he closed the floor for public comment.

Vice Mayor Coz moved to approve the Development Plan Review Application for 6855 N Ocean Blvd, with the conditions being met by staff comments: seconded by Commissioner Aijala. Motion carried 5-0. (1:08)

17. Approval of Ordinance on Second Reading: Ordinance 2025-02: An Ordinance Of The Town Of Ocean Ridge, Florida, Amending The Land Development Code At Chapter 64, "Zoning", Article I, "District Regulations", Section 64-2, "RMM Medium Density Multiple-Family Residential District", To Correct Cross Reference To Section 64-1, "RSF And RSE Single-Family Residential Districts"; Providing For Codification, Severability, Conflicts, And An Effective Date

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

Mayor Pugh opened the floor for public comment. Hearing none, he closed the floor for public comment.

Commissioner Cassidy moved to adopt Ordinance 2025-02 on second reading: seconded by Commissioner Aijala. Motion carried 5-0. (1:11)

18. Approval of Ordinance on First Reading: Ordinance 2025-03: An Ordinance Of The Town Of Ocean Ridge, Florida, Amending The Land Development Code At Chapter 64, "Zoning", Article IV, "Marinas, Docks, And Bulkheads", By Creating A New Section 64-82, "Minimum Design Requirements For Seawalls And Seawall Maintenance". To Establish Minimum Design Requirements And Maintenance Standards For All Seawalls Under Certain Conditions; Revising Article V, "Subdivisions", Sub-Section 64-108(B)(8) To Create Consistency With The New Section 63-82 Regarding Design Requirements For Seawalls; Providing For Codification, Severability, Conflicts, And An Effective Date

Town Clerk Avery read the resolution into the record by title only. Town Attorney Goddeau explained the resolution.

Mayor Pugh opened the floor for public comment.

The following spoke: William Swaim & Ron Kern

Mayor Pugh closed the floor for public comment.

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Town Attorney Goddeau clarified that the ordinance codifies what is currently existing in the code of the seawall being an accessory structure.

Mayor Pugh stated that the return language is too vague. Further discussion ensued regarding the elevation and substantial improvements of the seawall.

Interim Town Manager Heiser thanked the Town Attorney and Planning and Zoning Commission for considering the town for item number seven regarding accessory structures.

Commissioner Cassidy moved to adopt Ordinance 2025-03 on first reading; seconded by Vice Mayor Coz. Motion carried 5-0. (1:28)

20. Appointment of Planning & Zoning Board Members

Town Clerk Avery explained the item.

Mayor Pugh opened the floor for public comment. Hearing none, he closed the floor for public comment.

Commissioner Cassidy moved to appoint Jason Sutherland as an alternate member of the Planning & Zoning Board, including finding another alternative for the other open position; seconded by Vice Mayor Coz. Motion carried 5-0. (1:30)

21. Appointment of Board of Adjustments Members

Town Clerk Avery explained the item.

Mayor Pugh opened the floor for public comment. Hearing none, he closed the floor for public comment.

Vice Mayor Coz moved to appoint Bruce Hindin as a Regular Member, and Nicolas Arsali and Mary Cunningham as alternate members of the Board of Adjustment; seconded by Commissioner Cassidy. Motion carried 5-0. (1:31)

22. Discussion of Town Manager Search Process

Interim Town Manager Heiser discussed the next step in attaining a permanent town manager.

There was a consensus approving the recruitment materials, setting the base salary range from 200,000-270,000, the recruitment process in-house, the first round of applications in June, closing on June 26th, and a financial management background.

Interim Town Manager Heiser recommended a one-on-one meeting with each candidate. More discussion followed about the budget meeting dates. Vice Mayor Coz requested that the meeting dates for July 7th be changed to July 8th.

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Mayor Pugh opened the floor for public comment.

The following spoke: Stella Kolb

Mayor Pugh closed the floor for public comment. The Commission and Interim Town Manager Heiser discussed a candidate interview process.

STAFF & COMMITTEE REPORTS

23. Interim Town Manager Update – Transition Progress and Ongoing Initiatives

Interim Town Manager Heiser stated that her report was included in the meeting package.

24. Town Attorney

Town Attorney Goddeau did not have a report to present.

25. Police Chief

Chief McClure advised that his report was included in the meeting package. He spoke briefly about the number of citations that were issued and that there will be limited access through Hudson Avenue.

Vice Mayor Coz moved to move the budget and town commission meeting from July 7th to July 8th; seconded by Commissioner Cassidy. Motion carried 5-0. (2:01)

Stella Kolb requested that Public Works Supervisor Armstrong place flags around Town Hall for Memorial Day and Fourth of July.

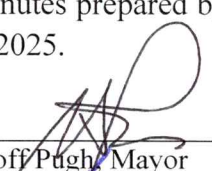
TOWN COMMISSIONER COMMENTS

There were none.

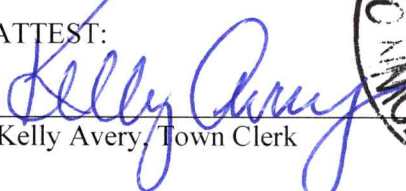
ADJOURNMENT

Meeting Adjourned at 8:01 p.m.

Minutes prepared by Deputy Town Clerk Pinder and adopted by the Town Commission on June 2, 2025.


Geoff Pugh, Mayor

ATTEST:


Kelly Avery, Town Clerk

