

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



**June 22, 2026 at 6:00 PM
Town Hall - Meeting Chambers**

TOWN COMMISSIONERS

Mayor Geoff Pugh
Vice Mayor Steve Coz
Commissioner Carolyn Cassidy
Commissioner David Hutchins
Commissioner Ainar Aijala Jr.

ADMINISTRATION

Town Manager Michelle Heiser
Town Attorney Christy Goddeau
Town Clerk Kelly Avery
Chief of Police Scott McClure

To join the meeting, go to: <https://www.youtube.com/@oceanridge9274>

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

PUBLIC COMMENT – (3-minute individual limit for items not on the agenda)

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

1. Approval of Renewal of Hy-Byrd Building Inspections Services Agreement

REGULAR AGENDA ITEMS

2. Approval of Unity of Control for the Ocean Club of Florida, Inc., and Edwards Ocean Ridge, LLC
3. Approval Resolution 2026-06: A Resolution Of The Town Commission Of The Town Of Ocean Ridge, Florida, Amending The Adopted Schedule Of Fees For Various Services; And, Providing For Repeal Of Conflicting Resolutions And An Effective Date
4. Approval of Resolution 2026-07: A Resolution Of The Town Commission Of The Town Of Ocean Ridge, Florida, Amending The Adopted Schedule Of Fees For Various Services; And Providing For Repeal Of Conflicting Resolutions And An Effective Date
5. Approval of Ordinance on First Reading: Ordinance 2026-03: An Ordinance Of The Town Commission Of The Town Of Ocean Ridge, Florida, Amending Chapter 67, “Building And Building Regulations”, Article VII, “Building Standards”, Division 3, “Occupancy Limitations”, Section 67-206, “Reasonable Accommodation Procedures” To Include Certified Recovery Residences To Comply With Section 397.487, Florida Statutes (2025) And To Update The Procedures, Providing For Repeal Of Conflicting

Ordinances, Codification, And An Effective Date

TOWN COMMISSIONER COMMENTS

ADJOURNMENT



HY-BYRD BUILDING INSPECTIONS, LLC

631 Lucerne Ave, Suite 214

Lake Worth Beach, FL 33460

Office: (561) 547-5701 | Fax: (561) 547-5726

Email: hybyrd@bellsouth.net | Website: www.hybyrd.com

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

Professional Building Services Proposal

June 1st, 2026

Dear Ms. Heiser,

Hy-Byrd Building Inspections, LLC is pleased to submit this proposal to provide professional building department support services for the Town of Ocean Ridge. Our team is committed to delivering responsive, knowledgeable, and efficient services to assist the Town in meeting its regulatory and operational objectives.

Service	Rate
Building Official Duties, including Private Provider Services pursuant to F.S. 553.791	\$75.00/hour (2-hour minimum)
Building Inspections (Field Inspections)	\$50.00 per inspection
Zoning Reviews	\$50.00/hour
Code Enforcement Services	\$50.00/hour (2-hour minimum)
Permit Clerk Services	\$50.00/hour (4-hour minimum)
Building Plan Review / Building Official Duties – Minor Projects - Up to \$50,000	\$75.00/ hour

Plan Review Fees

Projects with a valuation of \$50,001.00 to \$100,001.00: Minimum review fee of \$250.00

Projects with a valuation exceeding \$100,000: Base review fee of \$250.00 plus \$1.25 per \$1,000 (or fraction thereof) for valuation amounts exceeding \$100,000.

Hy-Byrd Building Inspections appreciates the opportunity to provide these services to the Town of Ocean Ridge. We look forward to partnering with the Town and delivering the professionalism, responsiveness, and expertise that have become hallmarks of our service.

Respectfully submitted,

HY-BYRD BUILDING INSPECTIONS, LLC

Michael Crisafulle, President

Proposal Acceptance

The Town of Ocean Ridge hereby accepts this proposal and authorizes Hy-Byrd Building Inspections, LLC, to provide the services outlined herein under the terms and rates specified above.

Accepted By:

Michelle Heiser
Town Manager
Town of Ocean Ridge

Date: _____

Approved By (if required):

Name/Title

Date: _____

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

**Subject: Approval of Unity of Control for the Ocean Club of Florida, Inc.,
and Edwards Ocean Ridge, LLC**

At the May 5, 2025, Town Commission meeting, the Town Commission approved the Major Development Application for the property at **6855 North Ocean Blvd.**, which is owned by Edwards Ocean Ridge, LLC (Edwards). As a condition of the approval, Edwards executed a Unity of Control with The Ocean Club of Florida, Inc. (Ocean Club), as the owner of the adjacent property to the south at **6849 N. Ocean Blvd.** The Unity of Control unifies the two (2) parcels into one (1) parcel for purposes of redevelopment as it relates to the north-south boundary between the parcels and the shared parking access between the parcels. The Unity of Control allows both owners to sell each of their parcels to a third party (including individual condominium units), but otherwise requires the parcels to be treated as unified for purposes of the Town's Land Development Code and future development thereunder.

At the June 1, 2026 Town Commission meeting, the Town Commission approved the Major Development Application of the Ocean Club. Since Edwards has not moved forward with its approved development, the Unity of Control has not been recorded in the Official Records. The Ocean Club requested revisions to the Unity of Control to recognize that the Ocean Club would be commencing its redevelopment prior to Edwards and to recognize the application of the Unity of Control for potential future redevelopment.

Attached is the revised Unity of Control as requested by the Ocean Club. Prior to commencing its redevelopment, the Ocean Club will record a fully executed copy of the Unity of Control in the Official Records. Future amendments or modifications to the Unity of Control will require Town Commission approval.

Staff recommends approval

Suggested Motion: I move to...approve the Unity of Control (as revised) for the Ocean Club and Edwards

Respectfully,

Prepared by, Record, and Return to:
Harvey E. Oyer III, Esq.
Shutts & Bowen LLP
525 Okeechobee Boulevard
Suite 1100
West Palm Beach, Florida 33401

Parcel Identification Numbers:
46434522000010160
46434522000010170

DECLARATION OF UNITY OF CONTROL

THIS DECLARATION OF UNITY OF CONTROL (this "Declaration") is made and entered into as of this _____ day of _____, 2026, by and among **THE OCEAN CLUB OF FLORIDA INC.**, a Florida not-for-profit corporation ("Ocean Club"), **EDWARDS OCEAN RIDGE, LLC**, an Ohio limited liability company ("Edwards"), and **TOWN OF OCEAN RIDGE**, a Florida municipal corporation (the "Town"). Ocean Club and Edwards are each referred to herein as an "Owner" and, collectively, as the "Owners".

RECITALS

WHEREAS, Ocean Club is the owner in fee simple of the property more specifically described in the legal description attached hereto as **Exhibit "A"** ("Parcel A"); and

WHEREAS, Edwards is the owner in fee simple of the property more specifically described in the legal description attached hereto as **Exhibit "B"** ("Parcel B"); and

WHEREAS, Parcel A and Parcel B (each individually also referred to herein as a "Parcel", and collectively, referred to herein as the "Property") are adjacent parcels located in the Town of Ocean Ridge, Florida; and

WHEREAS, Ocean Club desires to redevelop Parcel A pursuant to that Major Site Plan approval granted by the Town Commission of the Town of Ocean Ridge, Florida dated June 1, 2026 (the "Club Approval"); and

WHEREAS, Edwards desires to redevelop Parcel B, either as the project contemplated under that Order of the Planning and Zoning Commission/Town Commission of the Town of Ocean Ridge, Florida dated May 13, 2025 (the "Edwards Approval" and, together with the Club Approval, the "Approvals") or another future project(s) as yet to be determined; and

WHEREAS, as a condition of the Approvals, the Town requires the Owners to execute and record this Declaration for the Property to be considered a single unified parcel for zoning purposes, regardless of ownership; and

WHEREAS, the Owners also wish for this Declaration to apply in the event either Parcel is redeveloped for any other future project not contemplated under the Approvals.

NOW, THEREFORE, in consideration of the covenants and agreements contained herein, the above recitals and the sum of Ten Dollars (\$10.00) and other good and valuable consideration, receipt of which is acknowledged, the Owners hereby agree as follows:

1. The foregoing Recitals are true and correct and are incorporated herein by this reference.
2. The Property shall be considered a single unified parcel for purposes of the Approvals and any other future redevelopment of Parcel A or Parcel B, specifically for the southern setback for Parcel B and the northern setback for Parcel A, and shared surface parking access between Parcel A and Parcel B. Neither Parcel A nor Parcel B shall be eligible for any subdivision or transferred, conveyed, or sold, in any unity other than in each Parcel's entirety. However, notwithstanding the foregoing, Parcel B may be submitted to a condominium form of ownership and individual condominium units within Parcel B may be transferred, conveyed, or sold separate from Parcel B as a whole. If either Parcel is transferred, conveyed, or sold in its entirety, the new owner of such Parcel shall be subject to this Declaration until released as stated herein.
3. This Declaration shall be a covenant running with the land and shall be binding upon the Owners and their successors and assigns, individually and collectively, for maintenance of the Approvals and any other future approvals, and shall constitute notice to all persons of the terms and provisions herein set forth.
4. This Declaration may not be amended, modified, terminated, or released without the prior written consent of the Owners and the Town of Ocean Ridge Town Commission. The Town Commission may release this Declaration upon an affirmative vote of three (3) members of the Town Commission at a publicly noticed meeting upon a finding that the purpose or need for this Declaration no longer exists.
5. This Declaration shall be recorded in the Official Records in and for Palm Beach County, Florida.

[Remainder of Page Intentionally Left Blank]

EXHIBIT A

LEGAL DESCRIPTION

PARCEL A

The North 200 feet of the South 4,353.93 feet, as measured at right angles, of Section 22, Township 45 South, Range 43 East, lying East of the East right-of-way of Florida State Road No. A-1-A.

EXHIBIT B

LEGAL DESCRIPTION

PARCEL B

The North 200 feet of the South 4,553.93 feet, as measured at right angles, of that portion of Section 22, Township 45 South, Range 43 East, Ocean Ridge, Palm Beach County, Florida, lying East of the Easterly right-of-way line of Florida State Road A1A.

JOINDER AND CONSENT OF MORTGAGEE – PARCEL A MORTGAGE

The undersigned, being the owner and holder of that certain Mortgage and Security Agreement recorded in Official Record Book 32768, Page 129, of the Public Records of Palm Beach County, Florida (the “**Mortgage**”), hereby joins in and consents to the foregoing Declaration of Unity of Control, and agrees that the Mortgage shall be subordinate to the Declaration of Unity of Control

IN WITNESS WHEREOF, the undersigned has caused this Joinder and Consent to be executed by its duly authorized officer this _____ day of _____, 2026.

Witness 1:

TD BANK, N.A.,
a national banking association

Print Name: _____

Address: _____

By: _____

Print Name: _____

Title: _____

Witness 2:

Print Name: _____

Address: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 2026, by _____, as _____ of **TD BANK, N.A.**, a national banking association, who is personally known to me or has produced _____ as identification.

Print Name: _____

Notary Public, State of _____

My Commission Number: _____

My Commission Expires: _____

[OFFICIAL NOTARIAL SEAL]

JOINDER AND CONSENT OF MORTGAGEE – PARCEL B MORTGAGE

The undersigned, being the owner and holder of that certain Mortgage, Assignment of Rents and Security Agreement and Notice of Future Advance recorded in Official Record Book 33912, Page 1054, as modified by that certain First Modification recorded in Official Record Book 35353, Page 1679, and that certain Second Modification recorded in Official Record Book 36091, Page 26 of the Public Records of Palm Beach County, Florida (collectively, the “**Mortgage**”), hereby joins in and consents to the foregoing Declaration of Unity of Control, and agrees that the Mortgage shall be subordinate to the Declaration of Unity of Control.

IN WITNESS WHEREOF, the undersigned has caused this Joinder and Consent to be executed by its duly authorized officer this _____ day of _____, 2026.

Witness 1:

FIRST FINANCIAL BANK,
an Ohio state chartered bank

Print Name: _____

Address: _____

By: _____
Print Name: _____
Title: _____

Witness 2:

Print Name: _____

Address: _____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 2026, by _____, as _____ of **FIRST FINANCIAL BANK**, an Ohio state chartered bank, who is personally known to me or has produced _____ as identification.

Print Name: _____
Notary Public, State of _____
My Commission Number: _____
My Commission Expires: _____

[OFFICIAL NOTARIAL SEAL]

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

Kelly Avery, Town Clerk

Subject: Approval Resolution 2026-06: A Resolution Of The Town Commission Of The Town Of Ocean Ridge, Florida, Amending The Adopted Schedule Of Fees For Various Services; And, Providing For Repeal Of Conflicting Resolutions And An Effective Date

Florida's Private Provider statute, Section 553.791, Florida Statutes, has undergone several amendments over the years that continue to require municipalities to perform oversight, auditing, record management, coordination, and final approval functions even when applicants elect to utilize private providers for plan review and inspection services.

As a result, portions of the Town's current fee schedule no longer provide adequate cost recovery and, in some cases, provide fee reductions that shift administrative costs from private provider projects to other permit applicants.

In addition, the Town recently entered into an agreement for professional building department services with Hy-Byrd Building Inspections, LLC. The revised service model establishes specific hourly rates and review fees for building official services, plan reviews, inspections, zoning reviews, and private provider administration.

The Town's current fee schedule was last comprehensively revised several years ago and may contain fee structures that no longer accurately reflect the actual costs incurred by the Town in providing permitting, review, inspection, and administrative services. For this reason, the Town will continue to evaluate actual spending versus fees received. While this worthy initiative is anticipated to take some time, the new Florida statute for private provider associated fees goes into affect July 1, 2026, and this updated fee schedule presented to you today will allow the Town to remain compliant, while continuing its efforts to properly position the appropriate fees.

An additional benefit of adopting this revised schedule is that beginning in Fiscal Year 2026-2027, staff will be tracking Building Department revenues and expenditures separately within our accounting structure. Historically, building activity has been accounted for within the General Fund. Moving forward, revenues and expenses associated with building services will be assigned to Fund 101, while traditional governmental activities will continue to be reported within Fund 001, the General Fund.

This will be the first fiscal year in which the Town will have a true baseline of Building Department revenues and expenditures that can be analyzed independently. Establishing this baseline is important because it will allow staff and the Commission to better evaluate whether fees are appropriately recovering the actual costs of providing permitting, plan review, inspection, and administrative services.

For that reason, staff views today's action as an important step, but not necessarily the final step. Over the coming months, staff will closely monitor fee revenues, consultant costs, inspection activity, administrative workload, and overall Building Department expenditures. We anticipate completing that analysis before January 2027 and presenting the findings to the Commission.

If the data demonstrates that fees should be adjusted upward or downward to more accurately reflect actual costs and maintain compliance with Florida's cost-recovery principles, staff will return to the Commission with recommendations at that time. Our objective is to establish a fee structure that is fair, transparent, defensible, and appropriately aligned with the actual costs of service delivery, while avoiding unnecessary subsidization by the Town's taxpayers.

Staff recommends approval of the new building fee schedule.

Suggested Motion: I move to approve the new building fee schedule with revised calculations for private providers.

Respectfully,
Kelly Avery, Town Clerk

RESOLUTION NO. 2026-06

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, AMENDING THE ADOPTED SCHEDULE OF FEES FOR VARIOUS SERVICES; AND, PROVIDING FOR REPEAL OF CONFLICTING RESOLUTIONS AND AN EFFECTIVE DATE.

WHEREAS, pursuant to requests from Town staff, the Town Commission has determined there is a need to amend the adopted Schedule of Fees, attached hereto and incorporated herein as "Appendix A" as it relates to fees charged by the Town of Ocean Ridge; and

WHEREAS, Section 2-237 of the Code of Ordinances of the Town of Ocean Ridge authorizes the Town Commission, from time to time, to amend or establish, by Resolution, a Schedule of Fees for fees, costs and fines to be charged by the Town; and,

WHEREAS, the Town Commission has determined that amending the adopted Schedule of Fees as set forth herein serves a valid public purpose.

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

Section 1. The Town Commission of the Town of Ocean Ridge, Florida, hereby adopts the Schedule of Fees as set forth in Appendix "A" attached hereto and incorporated herein by reference. The Town Clerk is directed to add and/or amend these fees to the Schedule of Fees on file in the Clerk's Office.

Section 2. That all resolutions or parts of resolution in conflict herewith are repealed to the extent of such conflict.

Section 3. This Resolution shall be effective upon adoption and shall be retroactive in nature to include a waiver of the October meeting facility rental fee.

_____ offered the foregoing resolution. _____
seconded the motion, and upon being put to a vote, the vote was as follows: Passed and adopted in regular session assembled this ___ day of _____, 2026.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
GEOFF PUGH, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STEVE COZ, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAROLYN CASSIDY, COMMISSIONER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DAVID HUTCHINS, COMMISSIONER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AINAR AIJALA, JR, COMMISSIONER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Mayor thereupon declared the Resolution duly passed and adopted this ____ day of _____, 2026.

TOWN OF OCEAN RIDGE, FLORIDA

BY: _____
Geoff Pugh, Mayor

ATTEST:

BY: _____
Kelly Avery, CMC, Town Clerk



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435

(561) 732-2635 Main ♦ (561) 737-8359 Fax

oceanridgeflorida.com ♦ permit@oceanridgeflorida.com

Building Department Fee Schedule	
Permit Fees Schedule	
Estimated cost of job less than \$1,000	\$100.00
Estimated cost of job between \$1,000 and up to \$3,000.00	\$150.00
Estimated cost of job over \$3,000.00 up to and including \$100,000.00	\$150.00 plus 2.5% of the amount exceeding \$3,000.00 and up to \$100,000.00.
Estimated cost of job greater than \$100,000.00	\$150.00 plus 2.5% of the amount exceeding \$3,000.00 and up to \$100,000.00 plus 2% of the amount greater than \$100,000.00.
Plan Review Town plan review fees shall not apply when plan review is performed by an approved private provider.	<ul style="list-style-type: none"> • \$50.00 minimum or 10% of the permit fee whichever is greater. • Plan review fees shall not apply when plan review is performed by an approved private provider pursuant to F.S. 553.791.
Permit Fee Reduction Incentive	Permit Fee Reduction Incentive with proof of the installation per item(s): LEED certification, Energy Efficient Products (Solar Panels, Solar Water Heater), Preservation of historic/native/noble trees, Preservation or relocation of tree(s), Addition of shade tree(s). Estimated cost of job between \$0-\$50,000 = \$50.00 (Max: \$200) <ul style="list-style-type: none"> • Estimated cost of job between \$50,000-\$100,000=\$100.00 (Maximum:\$400) • Estimated cost of job between \$100,001-\$500,000 = \$150.00 (Maximum:\$800) • Estimated cost of job between \$500,001-\$1,000,000 = \$300.00 (Maximum:\$1,000) • Estimated cost of job between \$1,000,001-above = \$500.00 (Maximum: \$2,000)
Approved Private Provider Applications Where a private provider performs plan review and/or inspection services pursuant to Section 553.791, Florida Statutes, the Town shall charge only those fees reasonably necessary to recover actual administrative costs incurred by the Town, including permit intake, record management, private-provider coordination, notice processing, certificate issuance, and supervisory oversight.	<ul style="list-style-type: none"> • Private Provider Compliance Audit, Coordination and Oversight Fee = \$150.00 • Administrative Fee = \$50.00 • No Town inspection fees shall be charged for inspections performed by an approved private provider pursuant to F.S. 553.791.
PLUS BIF/DCA Building Permit Surcharge	
BIF/DCA Building Permit Surcharge as per FS 553.721 and FS 468.631.	2.5% of the permit fee with a minimum of \$4.00 per permit.
Building Permit Fees are based on the estimated cost of the work rounded up (ex. \$7,200 = \$8,000) plus the BIF/DCA Building Surcharge, plan review fee, permit scanning charge, and any other applicable fees.	
Other Building Department Fees	
Certificate of Occupancy Review	• \$1,000.00 minimum
Temporary Certificate of Occupancy	• \$250.00 per condition per 30 days
Change of Address	• \$100.00

Change of Permit Status Request	<ul style="list-style-type: none"> • <u>Cancellation of Permit</u> (no work commenced) <ul style="list-style-type: none"> – No charge • <u>Cancellation of Contract between Property Owner and Contractor</u> - \$50.00 • <u>Revalidate Expired Building Permit</u> (one-time up to six months determined by Building Official) - \$50.00 plus 30% of original permit fee • <u>Other</u> (work commenced, no inspections and/or final inspection conducted; admin closed permits) - \$50.00
Change of Contractor - No Fee for Change of Private Provider	<ul style="list-style-type: none"> • \$50.00

Construction Parking Permits for Parking in the Right-of-Way, limit 2 per construction site (parking in the Right-of-Way is prohibited unless approved by the Building Official)	• \$50.00 each
Development Plan Review by the Planning & Zoning Commission	• \$1,500.00
Development Plan Re-Review by the Planning & Zoning Commission	• \$900.00
Early Fixturing/Stocking Permit	• \$250.00
Engineering Review & Survey as requested by the Building Official	• \$250.00 minimum
Fill Permits	• \$300.00
Fill Material Professional Analysis or Testing as requested by the Building Official	• \$25.00 maximum
Inspections	<p>Audit Inspections</p> <ul style="list-style-type: none"> • Performed by Building Official or Inspector - \$3,000.00 Re-inspection Fees • Performed by Building Official or Inspector- \$50.00 may be charged. • Re-inspection performed by the Town Engineer - \$150.00 <p>Special Inspections (after hours, holidays, same day, weekends)</p> <ul style="list-style-type: none"> • Performed by Building Official or Inspector - \$150.00
Low Voltage Alarm System Permit Labels	• \$55.00
No-Fee-Sub Permits that require independent review	• \$50.00
Penalty Fees Per Town Code Sec. 67-58 (c)	<ul style="list-style-type: none"> • Double permit fee plus \$200.00 if total cost of work is equal to or less than \$5,000.00. • Four times the permit fee if total cost of work is greater than \$5,000.00.
Plan Review Resubmittal/Excess Plan Review	• \$50.00 minimum
Permit Revisions	<ul style="list-style-type: none"> • Building/Zoning: Minimum \$50.00 or more if value of work increased the total cost of permitted work. • Building/Zoning Field Revisions: \$ 150.00 minimum. • Engineering: Minimum \$150.00.
Permit Plans Scanning	<ul style="list-style-type: none"> • Estimated cost of job between \$0-\$10,000 = \$25.00 • Estimated cost of job between \$10,001-\$50,000 = \$50.00 • Estimated cost of job between \$50,001-\$100,000 = \$75.00 • Estimated cost of job between \$100,001-above = \$150.00
Preliminary Plan Review by any Town Official before a Building Permit is submitted	• \$250.00 minimum; final cost to be determined based on length of meeting and Officials in attendance.
Right-of-Way Agreements and Hold Harmless Agreements	• \$50.00 minimum
Special, Expedited, Out-of-Sequence Plan Review Special, Expedited, Out-of-Sequence review for other Building Dept. related applications.	<ul style="list-style-type: none"> • \$50.00 fee plus 50% of the permit fee • \$100.00 minimum for all other Building Dept. related applications or requests.

Effective 10/1/08, Revised 10/1/10, Rev. 10/1/16, Rev. 5/1/17, Rev. 7/1/17, Rev. 1/1/18, Rev. 9/6/18, Rev. 4/1/19, Rev. 6/3/19, Rev. 10/7/19, Rev. 3/2/20, Rev. 9/8/20, Rev. 5/3/21, Rev. 7/6/21



HY-BYRD BUILDING INSPECTIONS, LLC
 631 Lucerne Ave, Suite 214 Lake Worth Beach, FL 33460
 Office: (561) 547-5701 | Fax: (561) 547-5726
 Email: hybyrd@bellsouth.net | Website: www.hybyrd.com

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

Professional Building Services Proposal

Hy-Byrd Building Inspections, LLC is pleased to submit this proposal to provide professional building department support services for the Town of Ocean Ridge. Our team is committed to delivering responsive, knowledgeable, and efficient services to assist the Town in meeting its regulatory and operational objectives.

Service	Rate
Building Official Duties, including Private Provider Services pursuant to F.S. 553.791	\$75.00/hour (2-hour minimum)
Building Inspections (Field Inspections)	\$50.00 per inspection
Zoning Reviews	\$50.00/hour
Code Enforcement Services	\$50.00/hour (2-hour minimum)
Permit Clerk Services	\$50.00/hour (4-hour minimum)
Building Plan Review / Building Official Duties – Minor Projects - Up to \$50,000	\$75.00/ hour

Plan Review Fees

Projects with a valuation of \$50,001.00 to \$100,001.00: Minimum review fee of \$250.00

Projects with a valuation exceeding \$100,000: Base review fee of \$250.00 plus \$1.25 per \$1,000 (or fraction thereof) for valuation amounts exceeding \$100,000.

Hy-Byrd Building Inspections appreciates the opportunity to provide these services to the Town of Ocean Ridge. We look forward to partnering with the Town and delivering the professionalism, responsiveness, and expertise that have become hallmarks of our service.

Agenda: Monday, June 22, 2026
Memo: Item #4.

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

Kelly Avery, Town Clerk

Subject: Approval of Resolution 2026-07: A Resolution Of The Town Commission Of The Town Of Ocean Ridge, Florida, Amending The Adopted Schedule Of Fees For Various Services; And Providing For Repeal Of Conflicting Resolutions And An Effective Date

Commissioners -

We recommend the following revisions be made to the current fee schedule:

1. Under the Town Clerk, the Unity of Title/Unity of Control processing fee has not been officially established in our fee schedule to properly reflect the cost to process those types of applications.
2. Under Public Records Request (Town Hall & Police Department), the Admin Time per hour after 15 minutes for Town Hall & Police personnel should be at the rate of the employee that is fulfilling the record request. This is also for Admin Time per hour after 15 minutes for Public Works Dept personnel as well. We are adjusting the email extraction fee from \$105 to \$100 to reflect the current IT company's charge for the service. The final changes are for the fees for the Records to be Reviewed by Town Engineer/Town Attorney should be reflective of a contracted rate.
3. Under Community Standards Hearing Administrative Costs, the code enforcement hearing fees have been updated to reflect the first violation versus the repeat violation. The additional category of Other witness hourly rate is being added. We are also implementing a lien reduction request type of hearing fee as well as a fee for the Official Records Recording of their actual cost.

If there are any further questions/concerns, please feel free to ask.

Staff recommends approval of the proposed amendments

Suggested Motion: I move to approve resolution 2026-07 as presented.

Respectfully,

Kelly Avery, Town Clerk

RESOLUTION NO. 2026-07

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, AMENDING THE ADOPTED SCHEDULE OF FEES FOR VARIOUS SERVICES; AND PROVIDING FOR REPEAL OF CONFLICTING RESOLUTIONS AND AN EFFECTIVE DATE.

WHEREAS, pursuant to requests from Town staff, the Town Commission has determined there is a need to amend the adopted Schedule of Fees, attached hereto and incorporated herein as "Appendix A" as it relates to fees charged by the Town of Ocean Ridge; and

WHEREAS, Section 2-237 of the Code of Ordinances of the Town of Ocean Ridge authorizes the Town Commission, from time to time, to amend or establish, by Resolution, a Schedule of Fees for fees, costs and fines to be charged by the Town.

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

Section 1. The Town Commission of the Town of Ocean Ridge, Florida hereby adopts the Schedule of Fees as set forth in Appendix "A" attached hereto and incorporated herein by reference. The Town Clerk is directed to add and/or amend these fees to the Schedule of Fees on file in the Clerk's Office.

Section 2. This Resolution shall take effect immediately upon adoption.

_____ offered the foregoing resolution. _____ seconded the motion, and upon being put to a vote, the vote was as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
GEOFF PUGH, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STEVE COZ, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAROLYN CASSIDY, COMMISSIONER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AINAR AIJALA JR, COMMISSIONER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DAVID HUTCHINS, COMMISSIONER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Mayor thereupon declared the Resolution duly passed and adopted this ____ day of _____, 2026.

TOWN OF OCEAN RIDGE, FLORIDA

BY: _____
Geoff Pugh, Mayor

ATTEST:

BY: _____
Kelly Avery, Town Clerk



**TOWN OF OCEAN RIDGE
FEE SCHEDULE**

DESCRIPTION	FEE	CODE SECTION
<u>TOWN CLERK</u>		
ALARM MONITORING, ANNUAL	\$ 200.00	
ALARM USER PERMIT, ANNUAL	\$ 10.00	
ALARM MONITORING & USER PERMIT LATE FEE, PER QUARTER	\$ 25.00	
ANNEXATION	\$ 1,500.00	63-131
APPEAL DECISION OF ADMINISTRATIVE OFFICIAL, MINIMUM	\$ 250.00	63-91
APPEAL DECISION OF PLANNING & ZONING COMMISSION	\$ 1,500.00	63-56
BOUNCED CHECK, BANK FEE	\$ 35.00	BANK FEE
BUSINESS TAX RECEIPT (BTR)	SEE CODE	30-26 TO 30-36
BUSINESS TAX RECEIPT (BTR), INSURANCE COMPANIES	\$ 100.00	30-36
BTR TRANSFER, MIN \$3 TO \$25 MAX, UP TO 10% OF ANNUAL TAX	SEE CODE	30-30
CERTIFIED COPIES OF TOWN COMMISSION ACTION, EACH PAGE	\$ 1.00	63-33
COMP PLAN AMENDMENT, MINIMUM	\$ 1,500.00	63-131
DEVELOPMENT PLAN REVIEW, MINIMUM	\$ 1,500.00	63-51 & 63-56
CONSTRUCTION EAST OF THE CCCL	\$ 1,500.00	63-131
DUNE TRIMMING PERMIT ANNUAL FEE	\$ 75.00	66-161
GARBAGE & RECYCLING FEE, ANNUAL, SINGLE-FAMILY	\$ 270.00	
GARBAGE & RECYCLING FEE, ANNUAL, MULTI-FAMILY	\$ 189.00	
GARBAGE & RECYCLING LATE FEE, PER QUARTER	\$ 25.00	
LIEN RECORDING FEE	\$ 30.00	
LIEN SATISFACTION RECORDING FEE	\$ 30.00	
LIEN SEARCH	\$ 100.00	
NON-CONFORMING OR GRANDFATHERED USES, STRUCTURES, CHARACTERISTICS OF USE	\$ 1,500.00	63-131
PLANNED RESIDENTIAL DEVELOPMENT (PRD)	\$ 1,500.00	63-131
PLAT/RE-PLAT	\$ 1,500.00	63-131
FINAL PLAT PREPARATION	\$ 250.00	64-104
FINAL PLAT APPROVAL, COST PLUS 1% COST OF REQUIRED IMPROVEMENTS	\$ 250.00	64-105
PETITION SUBMITTED TO THE TOWN COMMISSION FOR REFERENDUM	\$ 900.00	63-131
PLANNED RESIDENTIAL DEVELOPMENT (PRD) AMENDMENT	\$ 1,500.00	63-131
RENTAL REGISTRATION	\$ 35.00	30-158
SIGN PERMIT FOR REAL ESTATE OR CONSTRUCTION SIGN, EACH	\$ 5.00	70-8
SIGN PERMIT, VALUE \$250 OR LESS, MINIMUM	\$40.00	70-8
SIGN PERMIT, VALUE MORE THAN \$250	See Appendix "B"	70-8
SIGN INSPECTION, ANNUALLY	\$ 5.00	70-2
SITE PLAN REVIEW (MAJOR)	\$ 1,500.00	63-131
SITE PLAN REVIEW (MINOR)	\$ 750.00	
SPECIAL EVENT PERMIT, REFUNDABLE DEPOSIT, MINIMUM	\$ 1,000.00	30-164
SPECIAL EVENT PERMIT, APPLICATION FEE	\$ 100.00	
SPECIAL EXCEPTION	\$ 1,500.00	63-131
UNITY OF TITLE/UNITY OF CONTROL	\$ 1,300.00	
VARIANCE, ADMINISTRATIVE	\$ 1,500.00	63-131
VARIANCE, CODE	\$ 1,500.00	63-131
ZONING/RE-ZONING/DISTRICT BOUNDARY CHANGES	\$ 1,500.00	63-131
<u>BUILDING DEPARTMENT - SEE APPENDIX "B"</u>		
<u>FACILITY USE</u>		
DAMAGE DEPOSIT, REFUNDABLE (ALCOHOL/HIGH RISK EVENT INSURANCE REQUIRED)	\$ 200.00	
FACILITY USE, PER HOUR	\$ 10.00	
ROOM SETUP BY TOWN STAFF	\$ 75.00	



**TOWN OF OCEAN RIDGE
FEE SCHEDULE**

DESCRIPTION	FEE	CODE SECTION
ROOM TEAR DOWN BY TOWN STAFF	\$ 75.00	
SEE BELOW FOR POLICE SERVICES FOR PARKING OR SECURITY DETAIL		
PUBLIC RECORDS REQUEST (TOWN HALL & POLICE DEPT)		
PHOTOCOPY, SINGLE SIDED, LETTER SIZE	\$ 0.15	
PHOTOCOPY, DOUBLE SIDED, LETTER SIZE	\$ 0.20	
PHOTOCOPY, SINGLE SIDED, LEGAL SIZE	\$ 0.20	
PHOTOCOPY, DOUBLE SIDED, LEGAL SIZE	\$ 0.25	
PHOTOCOPY, SINGLE SIDED, 11x17	\$ 0.30	
PHOTOCOPY, DOUBLE SIDED, 11x17	\$ 0.35	
CERTIFIED COPY OF RECORD	\$ 1.00	
ADMIN TIME PER HR AFTER 15 MINUTES FOR TOWN HALL & POLICE PERSONNEL	PER INDIVIDUAL	
ADMIN TIME PER HR AFTER 15 MINUTES FOR PUBLIC WORKS DEPT PERSONNEL	PER INDIVIDUAL	
EMAIL EXTRACTION OR OTHER I/T SEARCHES, PER HR	\$ 100.00	
RECORDS TO BE REVIEWED BY TOWN ENGINEER, PER HR	CONTRACT RATE	
RECORDS TO BE REVIEWED BY TOWN ATTORNEY, PER HR	CONTRACT RATE	
CD	\$ 1.00	
USB	\$ 8.00	
POLICE		
PARKING TICKET, NO PARKING AS POSTED	\$ 30.00	54-2
PARKING TICKET, VIOLATION OF TOWN ORDINANCE	\$ 30.00	54-2
PARKING TICKET, BLOCKING FIRE HYDRANT YELLOW ZONE	\$ 75.00	54-2
PARKING TICKET, PARKING WITHIN 15' OF FIRE HYDRANT	\$ 75.00	54-2
PARKING TICKET, PARKING WITHIN 15' OF CORNER	\$ 75.00	54-2
PARKING TICKET, PARKING WITHIN 15' OF STOP SIGN	\$ 75.00	54-2
PARKING TICKET, BLOCKING RIGHT OF WAY	\$ 75.00	54-2
PARKING TICKET, PARKING ON SIDEWALK	\$ 75.00	54-2
PARKING TICKET, HANDICAP	\$ 250.00	54-2
PARKING TICKET LATE FEE AFTER 10 DAYS, OTHER THAN HANDICAP	\$ 10.00	54-2
PARKING TICKET LATE FEE AFTER 10 DAYS, HANDICAP	\$ 50.00	54-2
POLICE SERVICES/PARKING CONTROL, PER HOUR (3 HOUR MINIMUM)	\$ 65.00	
POLICE SERVICES/PARKING CONTROL, PER HOUR PREMIUM RATE (3 HOUR MINIMUM)	\$ 70.00	
POLICE SERVICES/PARKING CONTROL, PER HOUR HOLIDAY (3 HOUR MINIMUM)	\$ 130.00	
POLICE VEHICLE, PER HOUR	\$ 25.00	
COMMUNITY STANDARDS HEARING ADMIN COSTS		
CODE ENFORCMENT HEARING FEE -FIRST VIOLATION *	\$ 150.00	
CODE ENFORCEMENT HEARING FEE - REPEAT VIOLATION*	\$ 250.00	
CODE OFFICER, PER HOUR	\$ 30.00	
CODE ENFORCEMENT CLERK, PER HOUR	\$ 34.00	
COST TO TOWN FOR ADDITIONAL WITNESSES (NOT INCLUDING OFFICER OR CLERK)**:		
BUILDING OFFICIAL, PER HOUR	\$ 36.00	
ZONING OFFICIAL, PER HOUR	\$ 45.00	
OTHER, PER HOUR	\$ 25.00	



**TOWN OF OCEAN RIDGE
FEE SCHEDULE**

DESCRIPTION	FEE	CODE SECTION
INSPECTION PHOTOGRAPHS, EACH	\$ 2.00	
POSTAGE	ACTUAL COST	
OFFICIAL RECORDS RECORDING	ACTUAL COST	
LIEN REDUCTION REQUEST, PER CASE (NON-REFUNDABLE)**	\$ 250.00	
* Hearing cost applies for successful prosecution of a case and covers all costs incurred by the Town for each case inclusive of mileage rate, copies, photographs, hearing preparation, case review, hearing administration, etc.		
** Additional witness cost applies if witness is utilized by Town for case but does not testify and is charged at ½ hour increments.		
*** Plus, all hearing costs if not paid in full.		
<u>COMMUNITY STANDARDS FINES</u>		
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
<u>COMMUNITY STANDARDS CITATIONS</u>		
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	



**TOWN OF OCEAN RIDGE
FEE SCHEDULE**

DESCRIPTION	FEE	CODE SECTION
CONSTRUCTION SITE WORK HOURS, FIRST OFFENSE	\$ 50.00	
CONSTRUCTION SITE WORK HOURS, SECOND OFFENSE	\$ 100.00	
CONSTRUCTION SITE WORK HOURS, THIRD + OFFENSE	\$ 250.00	
DOG ON BEACH, FIRST OFFENSE	\$ 100.00	
DOG ON BEACH, SECOND OFFENSE	\$ 200.00	
DOG ON BEACH, THIRD + OFFENSE	\$ 500.00	
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		
OVERNIGHT PARKING		
U-HAUL/COMMERCIAL VEHICLES		
BOATS/TRAILERS		
SIGNAGE VIOLATION (NON-CONTRACTOR)		
TRASH VIOLATION		
OVERGROWN LOT - NON-CONSTRUCTION SITE		
GENERAL GOVERNMENT		
ANTENNA/RADIO MAST/EQUIPMENT INSTALLATION PERMIT	\$ 10.00	64-56
ANTENNA/RADIO MAST/EQUIPMENT INSTALLATION RE-INSPECTION	\$ 10.00	64-56
FORECLOSURE REGISTRATION	\$ 200.00	30-171

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

Christy Goddeau, Town Attorney

Subject: Approval of Ordinance on First Reading: Ordinance 2026-03: An Ordinance Of The Town Commission Of The Town Of Ocean Ridge, Florida, Amending Chapter 67, “Building And Building Regulations”, Article VII, “Building Standards”, Division 3, “Occupancy Limitations”, Section 67-206, “Reasonable Accommodation Procedures” To Include Certified Recovery Residences To Comply With Section 397.487, Florida Statutes (2025) And To Update The Procedures, Providing For Repeal Of Conflicting Ordinances, Codification, And An Effective Date

At a prior Commission meeting and as discussed at its May 4, 2026, workshop, the Town Commission directed staff to move forward with revisions to the Town’s existing reasonable accommodation procedures to comply with section 397.487(15)(a), Florida Statutes (2025), which requires all municipalities to adopt an ordinance establishing the procedures for the review and approval of reasonable accommodation requests for certified recovery residences by January 1, 2026. This ordinance went before the Planning & Zoning Board on June 16, 2026, and they have recommended approval of the ordinance as proposed.

Section 67-206 of the Town’s Land Development Code contains the Town’s current reasonable accommodation procedures (adopted in 2016). In addition to the requirements of section 397.487, Florida Statutes, the Town’s procedures for reasonable accommodation requests must be consistent with the requirements of the federal Fair Housing Amendments Act (FHA) and the Americans with Disabilities Act (ADA) to ensure equal housing for persons with disabilities.

The proposed Ordinance amends section 67-206 to specifically address the requirements of section 397.487(15), Florida Statutes, regarding certified recovery residences and updating the Town’s procedures.

Generally, the process for reviewing and approving a reasonable accommodation request involves a written application to the Town; review of the application by the Town; and, a hearing before the Town’s special magistrate for approval, approval with conditions, or denial of the request.

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

Staff recommends approval of the ordinance on first reading.

Suggested Motion: I move to approve Ordinance 2026-03 on first reading.

Respectfully,
Christy Goddeau, Town Attorney

ORDINANCE NO. 2026-03

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, AMENDING CHAPTER 67, “BUILDING AND BUILDING REGULATIONS”, ARTICLE VII, “BUILDING STANDARDS”, DIVISION 3, “OCCUPANCY LIMITATIONS”, SECTION 67-206, “REASONABLE ACCOMMODATION PROCEDURES” TO INCLUDE CERTIFIED RECOVERY RESIDENCES TO COMPLY WITH SECTION 397.487, FLORIDA STATUTES (2025) AND TO UPDATE THE PROCEDURES, PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES, CODIFICATION, 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 Local Government Comprehensive Planning and Land Development Regulation Act, has adopted a Land Development Code which sets forth the Town’s Land Development Regulations in Chapter 63 through Chapter 70 of the Town’s Code of Ordinances; and

WHEREAS, pursuant to Section 397.487(15)(a), Florida Statutes (2025), all counties and municipalities are required to adopt an ordinance establishing the procedures for the review and approval of reasonable accommodation requests including requests by certified recovery residences by January 1, 2026; and

WHEREAS, the procedures for the review and approval of reasonable accommodation requests must also be consistent with the requirements of the federal Fair Housing Amendments Act (FHA) and the Americans with Disabilities Act (ADA) to ensure equal housing for persons with disabilities; and

WHEREAS, the Town currently has reasonable accommodation procedures set forth in section 67-206 of its Land Development Code, which establish an application review process and hearing before the Town’s special magistrate; and

WHEREAS, the purpose of this Ordinance is to update the Town’s current reasonable accommodation procedures to include certified recovery residences as required by Section 397.487(15)(a), Florida Statutes; and

WHEREAS, the Planning and Zoning Commission sitting as the Local Planning Agency, held a duly advertised public hearing on June 16, 2026, to consider this Ordinance and recommended to the Town Commission approval of the same; and

WHEREAS, the Town Commission has considered the recommendation of the Local Planning Agency and the comments from the public regarding this Ordinance; and,

WHEREAS, the Town Commission finds that this Ordinance is necessary to strengthen consistency in how the Town handles reasonable accommodation requests to ensure equal housing

for persons with disabilities, and for the preservation of public health, safety and welfare of the Town's residents; and

WHEREAS, the Town finds that protecting and maintaining the residential character, privacy, security, and quality of life of its neighborhoods including protecting the Town's established density and non-transient occupancy requirements serves a legitimate public purpose; and,

WHEREAS, the Town Commission finds that the revisions to section 67-206 as proposed in this Ordinance are consistent with the Town's Comprehensive Plan, are in the best interests of the Town, serve a valid public purpose, and serve to further the public health, safety and welfare.

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

Section 1. Recitals: The recitals set forth above are hereby adopted as true and correct findings of the Town of Ocean Ridge and its Commission and specifically made a part of this Ordinance by reference.

Section 2. Amendment: Chapter 67, "Building and Building Regulations", Article VII, "Building Standards", Division 3, "Occupancy Limitations", Section 67-206, "Reasonable Accommodation Procedures", is hereby amended as follows (underline denotes new language and ~~strike-through~~ denotes deleted language):

Sec. 67-206. - Reasonable accommodation procedures.

(a) This section implements the policy of ~~theis~~ town for processing requests for reasonable accommodation from ~~theis~~ town's ~~ordnances~~land development code, laws, rules, policies, practices, and procedures for persons with disabilities as provided by the federal Fair Housing Amendments Act (42 U.S.C. 3601 et. seq.) ("FHA") and Title II of the Americans with Disabilities Act (42 U.S.C. 12131 et. seq.) ("ADA"), as amended from time to time. For purposes of this section, a "disabled individual" or a "disabled person" means an individual that qualifies as disabled and/or handicapped under the FHA and/or ADA. A "qualifying entity" includes a licensed service provider of the State of Florida as defined by section 397.311(26), Florida Statutes, as amended from time to time. Any person who is disabled (or a qualifying entity) may apply for a reasonable accommodation with respect to theis town's land development code, laws, rules, land use policies, or other relevant practices and/or procedures as provided by the FHA and the ADA by submitting an application for a reasonable accommodation pursuant to the procedures set forth in this section. Applications for a reasonable accommodation must provide proof that a person requires a reasonable accommodation because he/she is disabled and/or handicapped under the FHA and/or ADA. All qualifying entities must provide proof of the licensable service component the qualifying entity holds pursuant to Chapter 397, Florida Statutes, as amended from time to time.

(b) A request or application by a disabled person or individual ("applicant") for a reasonable accommodation under this section ~~may be either oral or~~ shall be made in writing by completing a

~~form and written~~ in accordance with procedures set forth ~~herein~~ and as may be further required by ~~the~~ town clerk. If in writing it shall be made by completing a form which is available in this town clerk's office. ~~The applicant's written request for a reasonable accommodation shall, at a minimum, include: form shall contain questions and requests for information, which are necessary for this town to process the reasonable accommodation request.~~

- (1) The name, address, telephone number, and e-mail of the property owner(s), the applicant, and, if applicable, the authorized representative, attorney or agent;
- (2) The applicable property information of the subject property including property address, parcel identification number and disclosure of all ownership interests; and
- (3) A description of the reasonable accommodation requested and identification of the specific regulation(s), standard(s), or procedure(s) from which relief is sought.
- (4) A description of why the requested accommodation is necessary.
- (5) Site Plan showing existing and proposed structures and parking.
- (6) Floor Plan showing room measurements and proposed number of residents.
- (7) Proof of current all licensure and certification, including certification level, under section 397.487, Florida Statutes.
- (8) Proof of certification, including certification level by the Florida Association of Recovery Residences or other credentialing entity for recovery residences approved by the Department of Children and Families.
- (9) Name and certification number of the certified recovery residence administrator.
- (10) Contact information for the operator.
- (11) The written request must be signed by or consented to by all owners of the property and the applicant or authorized representative, and must include the following statements:
 - (i) I CERTIFY UNDER PENALTIES OF PERJURY THAT ANY AND ALL PERSONS OCCUPYING THE PROPERTY ARE OWNERS, TENANTS, OR OTHER LEGAL OCCUPANTS WHOSE OCCUPANCY IS FOR 30 DAYS OR MORE.
 - (ii) I CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED IN THIS REQUEST IS TRUE AND CORRECT. I UNDERSTAND THAT IF I KNOWINGLY PROVIDE FALSE INFORMATION WITH THIS APPLICATION, MY APPLICATION AND ANY GRANT OF THE SAME SHALL BECOME NULL AND VOID AND REVOKED.
- (12) The applicant may include any additional information for the town's consideration; however, the town shall not require disclosure of medical records or personal information beyond what is reasonably necessary to establish eligibility under applicable law.

(c) If the information required to be provided by the applicant to ~~theis~~ town, includes medical information and/or records, including records relating to the medical condition, diagnosis or medical history of the applicant, the applicant at the time of the submission of the medical information, may request that ~~theis~~ town treat the medical information as confidential information of the applicant. In such case, ~~theis~~ town shall endeavor to keep the applicant's medical information confidential to the extent permitted by law. The town shall thereafter use its best efforts to provide written notice to the applicant and/or the applicant's authorized agent, attorney or representative, of any request received by the town for disclosure of the medical information or documentation which the applicant has previously requested be treated as confidential by this town. The town will cooperate with the applicant to the extent allowed by law, in actions initiated by persons or entities that challenge or oppose this town's nondisclosure of medical information or records of the applicant. However, ~~theis~~ town shall have no obligation to defend against any other action seeking to compel the production of public records or to incur any legal or other expenses in connection therewith, and may produce the records to the extent this town determines the records are not exempt from the Public Records Act, or to comply with any judicial or administrative order without prior notice to the applicant.

(d) When a reasonable accommodation request has been submitted to ~~theis~~ town clerk's office, the application shall be date-stamped and within 30 days of receipt of the application, the town shall determine whether the application is complete. If incomplete, the town must notify the applicant in writing, identifying the specific additional information required. The applicant shall be provided with no less than 30 days to submit the requested information. The review period is tolled until the town receives the additional information. If the requested information is not submitted within 30 days, the application will be deemed withdrawn with written notice advising the applicant that the request for reasonable accommodation is deemed abandoned. When the town determines that the application is complete, the town will be scheduled the application for a quasi-judicial hearing before the special magistrate. The special magistrate shall be the same as the magistrate appointed by ~~theis~~ town commission, which shall be the same special magistrate appointed to hear ~~code enforcement~~ community standards cases, unless ~~this~~ town commission specifically appoints a special magistrate to hear the reasonable accommodation requests. The special magistrate shallmay:

- (1) Grant the reasonable accommodation request in full;
- (2) Grant a portion of the reasonable accommodation request and deny a portion of the reasonable accommodation request, and may impose conditions upon the portion of the reasonable accommodation request that was granted; or
- (3) Deny the reasonable accommodation request. Any denial of a reasonable accommodation request shall be in writing, and shall state the specific objective, evidence-based reasons for the denial and identify any deficiencies or actions necessary for reconsideration.

(e) All decisions of the special magistrate on a request for reasonable accommodation shall be in writing and shall give the applicant notice of the applicant's right to appeal. The written decision of the special magistrate shall be sent to the applicant (~~i.e., the disabled individual or his/her authorized agent, attorney, or representative~~) by regular mail at the address specified for notice by the applicant ~~on the application form~~. If the request is denied in whole or in part, the reasons for

the denial must be provided in the written decision. **If the final written decision is not issued within 60 days after receipt of the completed application**, the request is deemed approved unless the applicant and town agree in writing to a reasonable extension of time.

(fe) In determining whether a reasonable accommodation request should be granted or denied, the applicant, or, if applicable, the qualifying entity, must establish that the applicant is protected under the provisions of the FHA and/or ADA by demonstrating that the applicant is handicapped or disabled, as defined in the FHA and/or ADA. Although the definition of disability is subject to judicial interpretation, for purposes of this section, the disabled individual who is the subject of the request for a reasonable accommodation must show:

- (1) A physical or mental impairment which substantially limits one or more major life activities;
- (2) A record of having such impairment; and
- (3) That the disabled individual is regarded as having such impairment.

After satisfying the foregoing three criteria, the applicant must demonstrate that the proposed accommodations being sought are reasonable and necessary to afford him/her or the qualifying entity an equal opportunity to use and enjoy housing. A request to allow occupancy of the property for less than 30 days shall be considered a fundamental alternation in the nature of the land use and zoning regulations of the Town.

(gf) If the applicant or the town disagree with the written decision of the special magistrate, the applicant and/or the town may appeal the decision by petition for writ of certiorari to the Fifteenth Judicial Circuit in and for Palm Beach County, Florida, division of appeals ~~If denied an applicant may seek review, by writ of certiorari to the Fifteenth Judicial Circuit, of the special magistrate's written decision on a reasonable accommodation request within 30 days after the date on which the written decision is rendered.~~

(hg) No fee shall be imposed by the town clerk's office in connection with a request for reasonable accommodation under this section, or for an appeal of a decision of the special magistrate. The town shall have no liability for or legal obligation to pay an applicant's attorney's fees or costs, including the attorney's fees and costs incurred in any appeal at any appellate level.

(ih) During the time when an application for reasonable accommodation is pending, ~~the~~is town shall not enforce the land development code, ordinance, rules, policies, and procedures which are the subject of the request for a reasonable accommodation against the applicant.

(ji) The following general provisions shall be applicable:

- (1) The town shall display a notice in the town's public notice bulletin board (and shall maintain copies available for review in ~~the~~is town clerk's office), advising the public that disabled individuals ~~(and qualifying entities, if applicable)~~ may request a reasonable accommodation as provided in this section.
- (2) A disabled individual, or ~~if applicable~~ a qualifying entity who has applied for a reasonable accommodation, may be represented at all stages of the reasonable

accommodation process by a person designated by the disabled individual as their authorized agent, attorney, or representative. If any authorized agent, attorney, or other representative is representing the individual or a qualifying entity, a written authorization designating the authorized agent, attorney, or representative shall be submitted together with the application.

- (3) The town shall provide assistance and accommodation as is required pursuant to the FHA and ADA in connection with a disabled person's or qualifying entity's request for reasonable accommodation, including without limitation, assistance with preparing the written request interpreting the reasonable accommodation application form and responding to the questions from the town contained therein, assistance with completing the form, assistance with filing an appeal, and assistance in appearing at hearings to ensure the process is accessible.

(j) Approvals of requests for reasonable accommodation shall expire within 180 days if not implemented.

(k) An approved reasonable accommodation is specific to the disabled individual or qualifying entity, does not run with the land, and does not alter an individual's or qualifying entity's obligation to comply with other applicable federal, state, county, or town requirements, rules, regulations, or laws.

(l) If the request for a reasonable accommodation is granted with conditions and the disabled individual or qualifying entity violates a condition(s) of approval, or the qualifying entity's fails to maintain its required license, the town may pursue such violation or failure as a code violation before the town's special magistrate. If the violation or failure is confirmed by the special magistrate, in addition to any other legal remedies available to the town, the town shall revoke the granted request for a reasonable accommodation and such revocation shall be in writing to the applicant and/or property owner. Upon revocation, a disabled individual or qualifying entity may reapply for a reasonable accommodation. A qualifying entity shall have 180 days to reinstate its required license.

(m) Severability. If any part, section, subsection, paragraph, subparagraph, sentence, phrase, clause, term, or word of this section is declared unconstitutional by the final and valid judgment or decree of any court of competent jurisdiction, the declaration of unconstitutionality or invalidity shall not affect any other part, section, subsection, paragraph, subparagraph, sentence, phrase, clause, term, or word of this section.

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. Effective Date: This Ordinance shall become effective immediately upon adoption.

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:

	AYE	NAY
GEOFF PUGH, Mayor	_____	_____
STEVE COZ, Vice Mayor	_____	_____
CAROLYN CASSIDY, Commissioner	_____	_____
DAVID HUTCHINS, Commissioner	_____	_____
AINAR AIJALA JR., 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 _____, 2026.

TOWN OF OCEAN RIDGE, FLORIDA

BY: _____
GEOFF PUGH, MAYOR

ATTEST:

BY: _____
KELLY AVERY, TOWN CLERK