



MINUTES
TOWN OF HILLSBORO BEACH
REGULAR COMMISSION MEETING
APRIL 7, 2026

TUESDAY

9:00 A.M.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Mayor Dawn Miller called the meeting to order at 9:00 A.M. Roll was called with the Commission members and staff present as listed below.

Town Commission:

Mayor Dawn Miller

Commissioner Vinnie Andreano

Commissioner Jane Reiser

Vice Mayor David A. Ravanese

Commissioner Heather Berman

Town Staff:

Town Manager William "Mac" Serda, ICMA-CM

Donald J. Doody, Town Attorney, Esq.

Sherry D. Henderson, Town Clerk, CMC

Police Chief Rob O'Neil

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Mayor Miller requested a motion to amend the Agenda by removing Item B from the Consent Agenda.

Motion made by Vice Mayor Ravanese, seconded by Commissioner Reiser, to remove Item B from the Consent Agenda. In a roll call vote, the **motion** passed unanimously (5-0).

Motion made by Vice Mayor Ravanese, seconded by Commissioner Berman, to approve the Agenda as amended. In a roll call vote, the **motion** passed unanimously (5-0).

All present observed a moment of silence in memory of Coral Springs Vice Mayor Nancy Metayer Bowen, who recently passed away.

I. APPROVAL OF MINUTES

- A. March 3, 2026 Commission Meeting**
- B. March 17, 2026 Reorganization Meeting**

Motion made by Vice Mayor Ravanesi, seconded by Commissioner Berman, to approve. In a roll call vote, the **motion** passed unanimously (5-0).

II. SITE PLAN REVIEW

A. QUASI-JUDICIAL PUBLIC HEARING

Address: 997 Hillsboro Mile, Hillsboro Beach, FL 33062

Property Owner: SIBCHAU IV LLC

Authorized Agent: Bob Mayer with Bomar Builders

Request: Seek Site Plan Approval

Staff: Graham Long, Development Planner, CG&A

Mayor Miller stated that the subject property is an existing vacant lot approximately one acre in size. The Applicant has indicated that a seawall will be refurbished under a separate permit. The Site Plan is for a 12,193 sq. ft. two-story single-family home, including a pool, spa, patio, garage, a new driveway, and entrances.

Development Planner Graham Long, CG&A, advised that the subject lot includes a narrow strip of land along the west side of A1A. Because more than 50% of the lot is being built or renovated, Town Code requires that the seawall on the west side of A1A be brought up to Code. He has reviewed the Site Plan with the Applicant's authorized agent.

Mr. Long noted that today's Agenda also includes a proposed Code change addressing the west side of A1A, which, if passed, will affect what the Applicant may do on that portion of their property. The Applicant's landscaping plans, which are included in the Site Plan, will require a separate permit from Broward County once the Site Plan has been approved.

Mr. Long continued that the property's driveway and one enclosed parking space are within its required setback. The gate will meet setback requirements and provide sufficient distance for the stacking of two cars from the edge of the roadway's pavement and the gate. Because the driveway is curved, it is not necessary for the 40 ft. setback to be in a straight line if 40 ft. of driving distance is provided. Mechanical equipment will

be located within the north side yard setback, which complies with Code. The Applicant proposes to keep a generator within underground garage space.

Mayor Miller noted that in order to finalize Site Plan approval, the Applicant's landscape plan must sufficiently screen the property as required by Code. Mr. Long confirmed this, pointing out that the Applicant's landscaping will represent a fresh start on the existing vacant lot.

Bob Mayer of Bomar Builders, 230 SW Datura Avenue, Deerfield Beach, authorized agent for the Applicant, stated that the subject property is 160 ft. wide. The Applicant hopes to remove as few trees from the site as possible. The entrance to the property will be located between trees. He confirmed that the Applicant agrees to bring the seawall and existing dock up to Code.

At this time Mayor Miller opened the public hearing. As there were no individuals wishing to speak on this Item, the Mayor closed the public hearing.

Motion made by Commissioner Andreano, seconded by Commissioner Berman, to approve. In a roll call vote, the **motion** passed unanimously (5-0).

B. QUASI-JUDICIAL PUBLIC HEARING

Address: 1111 Hillsboro Mile, Hillsboro Beach, FL 33062

Property Owner: Hillsboro Beach 1111 LLC

Authorized Agent: Hugh Johnson

Request: Seek Site Plan Approval

Staff: Graham Long, Development Planner, CG&A

Mayor Miller stated that the Applicant proposes new parking, a barbecue area, and a new wooden deck on the east side of the site, with a new driveway, new sidewalk with a pedestrian gate, new seawall, patio area, underground storage, and generator on the west side.

Mr. Long further clarified that this Application is for a new single-family home, with most improvements planned for the west side of A1A. The Applicant proposes to rebuild the driveway on the west side of the property. The dock will also require Broward County approval. The dock design reflected on the Site Plan is included for informational purposes and may be subject to change depending upon the input of approving agencies.

The Applicant proposes a generator on the west side of the property, which will meet the 45 ft. front yard setback requirements. The front and side yard setbacks are the same on both the east and west sides of the property. While there is no room for an above-

ground structure on the west side, there is a required 8 ft. side yard landscape buffer and 10 ft. of landscaping from the edge of pavement on the roadway.

On the east side of the property, the Applicant proposes to include a new parking area with three parking spaces, as well as an outdoor barbecue area in the rear of the property and side walls for screening of recycling and trash receptacles. There will also be a new wooden deck. All planned improvements are included on the Site Plan.

Mayor Miller requested additional information on potential changes to the dock design. Mr. Long explained that the dock requires Broward County, state, and U.S. Army Corps of Engineers approvals, which can take a significant amount of time. The seawall is as proposed in the Site Plan.

Mayor Miller referred to a rendering of the west side of the property, requesting clarification of whether different levels exist. Mr. Long replied that there is a significant slope existing on a portion of the property, which requires a terraced step-down of the retaining wall to the patio and seawall. There is nothing in Town Code which conflicts with the property's walls on the west side of A1A, which are within the 6 ft. maximum height limit. Mr. Long further clarified the pedestrian gate on the north end of the property, which include a step down from the doors facing the roadway.

Mayor Miller requested clarification of a cross-section of the property facing north. Mr. Long explained that this rendering shows the walls will be within the 6 ft. maximum height limit as they terrace down from the roadway to the Intracoastal Waterway. The only proposed gate is the pedestrian gate, which does not meet setback requirements to be considered as a driveway gate. The pedestrian gate is permitted as part of the wall.

Hugh Johnson of AAL, 611 SW 4 Avenue, Fort Lauderdale, authorized agent for the Applicant, advised that the property owner plans to develop the property to the west side in support of the new seawall and dock.

James Wentzl of Bomar Builders, 230 SW Datura Avenue, Deerfield Beach, also representing the Applicant, thanked Mr. Long for his assistance in preparing the Site Plan. He confirmed that the remodeling of the property will follow guidelines established from the Florida Department of Environmental Protection (FDEP) and other regulatory agencies, including the Army Corps of Engineers.

At this time Mayor Miller opened the public hearing. As there were no individuals wishing to speak on this Item, the Mayor closed the public hearing.

Motion made by Vice Mayor Ravanese, seconded by Commissioner Andreano, to approve. In a roll call vote, the **motion** passed unanimously (5-0).

III. ORDINANCES

- A. **Ordinance No. 2026-02 Text Amendment Parking & Landscaping West of A1A**
AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, AMENDING THE TOWN'S CODE OF ORDINANCES BY AMENDING CHAPTER 12 ENTITLED "LAND DEVELOPMENT CODE", BY SPECIFICALLY AMENDING SECTION 12-123 ENTITLED "PARKING REGULATIONS"; AMENDING SECTION 12-143 ENTITLED "PARKING REGULATIONS"; AMENDING SECTION 12-163 ENTITLED "PARKING REGULATIONS"; AMENDING SECTION 183 ENTITLED "PARKING REGULATIONS"; AMENDING SECTION 12-213 ENTITLED "PARKING REGULATIONS"; PROVIDING FOR REGULATIONS IN AREAS IN THE TOWN IN WHICH THERE IS LESS THAN TWENTY FIVE (25) FEET DISTANCE BETWEEN THE WESTERLY PAVED EDGE OF STATE HIGHWAY A1A AND ADJOINING BICYCLE LANE AND THE EASTERLY EDGE OF A SEAWALL ALONG THE INTRACOASTAL WATERWAY; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney D.J. Doody read the Ordinance by title only.

Mayor Miller explained that the proposed Ordinance would allow for parking spaces on the west side of A1A in the event that the conditions described in the Ordinance are met. It also provides for a landscaped buffer on the west side of A1A in order to prevent a row of parked vehicles there. This was an aesthetic decision on the part of the Commission.

The Ordinance includes a diagram of the proposed configuration. Mayor Miller recalled that the current Ordinance addressing this issue took effect in 2022. The landscaping buffer on the north and south sides of properties will allow parking in between those properties. Gravel and plantings would be prohibited in order to prevent intrusion of unwanted material into the street.

Commissioner Reiser requested clarification that there is no restriction on the number of cars that can be parked on the west side of A1A as long as there is room for them. Mayor Miller added that owners will need to provide pavers or another type of permeable ground cover in that space rather than sod or gravel.

Commissioner Reiser asked if the Town should include a requirement for no curbing or striping in the subject space. Town Manager Mac Serda stated that Staff will review the

Ordinance's language between first and second readings to determine if additional information is necessary.

Commissioner Reiser asked if cars must park parallel to the roadway, or if they may park at an angle if there is sufficient width. Mayor Miller noted that the Ordinance can be reviewed with this in mind to ensure that it accomplishes the Town's goals.

Motion made by Commissioner Berman, seconded by Vice Mayor Ravanese, to approve Ordinance 2026-02. In a roll call vote, the **motion** passed unanimously (5-0).

IV. RESOLUTIONS & CONTRACTS

A. Resolution No. 2026-13

Consideration of the Hillsboro Beach Town Commission to Approve and Authorize Appropriate Town Officials to Execute an Interlocal Agreement with the City of Lighthouse Point, Florida for the Sample Road Bridge Water Main Replacement Project.

Mayor Miller explained that this Resolution addresses a bridge in the city of Lighthouse Point which requires replacement. The Town's water main is located near this bridge and must be moved. The Town will work with Lighthouse Point to ensure both projects move forward in tandem.

The Town Manager and Town Attorney have been working with Lighthouse Point to draft an inter-local agreement which states that Lighthouse Point will design, permit, and construct the replacement water main on behalf of Hillsboro Beach as part of the Sample Road Bridge project. The work will include relocation of the existing water main within the limits of the bridge construction, and will manage consultants, permits, and all construction-related activities. Hillsboro Beach will retain oversight and coordination responsibilities and will have the opportunity to review project documents. The water main will be sub-aqueous, located underneath the water below the bridge.

Mr. Serda advised that the Town has received state matching funds from FDEP toward this project. He noted that Broward County State Representative Chip LaMarca sponsored this appropriation. The Town will pay the full cost of the project and will then be reimbursed 50% of that amount.

Commissioner Berman asked if Town Staff is comfortable with the language of the agreement in relation to the Town's responsibilities. Town Attorney D.J. Doody advised that the Town will have oversight of the contract, but has ceded some control of

administrative components of the project. This will prevent the possibility of conflicting approaches by multiple engineers and contractors.

Mr. Serda added that the inter-local agreement also includes language addressing the Town's recourse if the project goes awry. It will ensure that Lighthouse Point affords the Town the same resolutions they have for their contractor.

It was confirmed that the sub-aqueous water main will be installed before the bridge is demolished. Mr. Serda stated that there will almost certainly be a precautionary boil water notice during the 48-hour period of the switch. Once the new pipe has been tested, the Town will switch over from the old system.

Mayor Miller asked how long the Town's water tank can provide water. Mr. Serda explained that this depends on consumption. It is anticipated that the tank has sufficient capacity to supply the entire demand as needed. The Town may also caution residents to pull back on irrigation during the period of the switch. There is no timeline for the project thus far. Should a conflict arise between the two participating municipalities, the Town/City Attorneys would work to resolve these issues.

Motion made by Commissioner Reiser, seconded by Vice Mayor Ravanese, to approve Resolution 2026-13.

Town Attorney Doody read the Resolution by title only.

In a roll call vote, the **motion** passed unanimously (5-0).

B. Resolution No 2026-14

Consideration of the Hillsboro Beach Town Commission to Accept the Recommendation of Award - Invitation to Bid (ITB) No. 2026-12-02 Town of Hillsboro Beach Parking Lot Improvements and Authorize the Appropriate Town Officials to Execute Agreement for Services.

Mayor Miller recalled that the Commission has been considering different parking plans for Town Hall, which resulted in the issuance of an invitation to bid which included a scope of work with demolition of existing site elements followed by construction of new parking. An engineering plan is included in the Commissioners' backup materials. The Town received 12 bids to perform the work, which were evaluated and ultimately identified Headway Construction as the most responsive and responsible bidder. After conducting due diligence, the Town Manager and Procurement Manager recommend accepting the recommendation of Headway Construction for an amount not to exceed \$80,099.95.

Mr. Serda further clarified that the amount includes demolition but not the cost of hauling away the demolished material, as the metal can be sold for scrap.

Mr. Serda continued that he has reviewed the subject location with the Mayor to determine which landscape islands would be excavated and changed into parking. Mayor Miller confirmed that the Town has a shortage of parking and some difficult decisions had to be made to maximize parking with minimal impacts on neighbors to the north.

Mr. Serda advised that work has begun on the site, including a required percolation test and requests for information by Broward County. The Town is in the process of applying for tree removal permits from the County as well. He estimated that construction is approximately three months away.

Commissioner Berman requested additional information on Headway Construction's experience with similar projects. Mr. Serda confirmed this, adding that Headway was also significantly less expensive than many other vendors. The quoted price is consistent with the engineer's estimate. There is no indication that the quote is not accurate.

Motion made by Commissioner Berman, seconded by Commissioner Andreano, to accept the most responsible and responsive bid from Headway Construction, LLC. In a roll call vote, the **motion** passed unanimously (5-0).

Town Attorney Doody read the Resolution by title only.

Motion made by Commissioner Andreano, seconded by Commissioner Berman, to approve Resolution 2026-14. In a roll call vote, the **motion** passed unanimously (5-0).

V. CONSENT

A. INVOICES FOR APPROVAL

1. CG&A	Invoice #3548347	(Feb 2026)	\$11,614.37
2. GCDE	Invoice #77555	(Mar 2026)	\$5,811.35
3. GCDE	Invoice #77556	(Mar 2026)	\$1,258.35

Motion made by Vice Mayor Ravanesi, seconded by Commissioner Berman, to approve. In a roll call vote, the **motion** passed unanimously (5-0).

VI. STAFF UPDATES

The following Item was taken out of order on the Agenda.

B. Police Department

Chief Rob O'Neill

Police Chief Rob O'Neill reported that members of the Town's Police Department attended the Broward Sheriff's Office (BSO) Advisory Council's Valor Awards. Four members of the Department were recognized for their 2025 actions in assisting an individual experiencing a mental health crisis. Their training allowed them to respond both tactically and through de-escalation techniques to provide the individual with help.

Chief O'Neill continued that the Department's new Officer (Officer Jennifer Favors) continues to make steady progress. He added that over the last several months, the Department has made several strong cases involving fraud, identity theft, or other "white-collar" crime, which require a great deal of work. The Police Department continues to provide information to residents on fraud prevention through bulletins on its website and programs such as Coffee with a Cop.

Mayor Miller noted that between January and February 2026, the Marine Unit's enforcement efforts on the Intracoastal Waterway nearly doubled. Many of these actions were related to No Wake or Low Wake zones. Chief O'Neill confirmed that this has been an area of focus since the Department has achieved full staffing. The Town's Enhanced Marine Law Enforcement Grant (EMLEG) has been renewed with an increase.

A. Finance Department

Stephen Bloom

Finance Director Stephen Bloom showed a PowerPoint presentation on the first quarter of 2026. The General Fund had a surplus of roughly \$3.7 million resulting from the collection of 70% of the Town's budget. The General Fund is approximately \$100,000 below where it stood at the same time in 2025. Local taxes and intergovernmental revenue are slightly over budget expectations. The remaining tax revenue will be collected throughout the year.

The Town is at 19% for expenditures, which is also consistent with the budget. Special revenue funds, including the bus fund, Marine Unit, building and permitting funds, Code Compliance, and federal forfeitures, are all in good shape, with the bus fund seeing a surplus of just under \$7,000. The Marine Unit is ahead of budget, which

indicates it is likely to use the full extent of the EMLEG. The building and permitting funds also have a surplus of roughly \$31,000. Money within the Building Department is required to remain with that Department.

Mr. Bloom continued that the Planning and Zoning and Code Compliance Departments are at approximately 18% of their annual budget. Federal forfeitures, which cannot be budgeted for, currently include \$1.54 million, which may be used toward non-operating expenses.

The 2023 beach loan was fully paid off in March 2026 and the Town is working toward payment of the 2025 beach loan. The Town also received Federal Emergency Management Agency (FEMA) reimbursement for expenses related to Hurricane Dorian.

The Water Fund has a \$71,000 surplus in operating funds as well as a planned debt service deficit. This is by design, as the Town collected against these loans through surcharges to build up funds for annual payment toward the loans. Water revenues constitute 24.7% of the Town's annual budget. Water usage in terms of billing has increased by 9%. This does not reflect water produced in the first quarter, which is believed to be a timing difference due to the holidays.

In terms of spending, the Town has spent approximately 18.5% of its annual collection across all Departments. Debt service for water reflects one payment made in November 2025 for the water main, with the water plant payment made in March 2026.

Mr. Bloom reviewed key performance indicators through the first quarter, including fuel costs. In fiscal year (FY) 2024-2025, total fuel costs came in slightly under \$50,000. Workers' compensation continues to track claims from 2024 and 2025. This can be used to predict upcoming premiums. He noted that premiums have been relatively level since 2022 until a slight spike in 2025. Mr. Serda clarified that workers' compensation claims are almost exclusively made within the Police Department.

Vice Mayor Ravanese left the meeting at 10:27 a.m.

C. Building Department

George Folles, Building Official, CG&A

Building Official George Folles stated that most of the current work is related to the Rosewood project. When units in this project are sold, they often include revisions, many of which must be approved by the Fire Department before they can be reviewed by the Building Department.

Mr. Folles continued by requesting additional patience from the Commission with regard to the Building Department's new computer program. The Department is working to prepare a professional presentation that can be shown to contractors and/or property owners.

D. Code Compliance

Bernard Pita, Code Compliance Supervisor, CG&A

Code Compliance Supervisor Bernard Pita reported that there are 25 Code cases awaiting or going through the Special Magistrate process, some of which have been updated as they achieved compliance. Mr. Serda briefly reviewed the Case Action Report, pointing out an address correction for a condominium against which a noise complaint has been filed. The complainant will take a video to the Special Magistrate in an attempt to resolve the issue.

Mr. Pita continued that sea turtle nesting season beach patrols are underway. He plans to visit the subject area twice each month to verify what is reported by Broward County.

VII. TOWN MANAGER REPORT

- A. Broward County Property Appraiser Office Mobile Team April 9, 2026
(11am - 1pm) Community Room at Town Hall

Mr. Serda advised that the Broward County Property Appraiser's mobile team will be present to hear concerns regarding title fraud, homestead exemptions, and other related issues.

- B. Community Event - Shred, Recycling, Blood Drive April 25, 2026
(9am-12pm) Town Hall

- C. Update on FPL Underground Utility Lines

Mr. Serda advised that the Town is still waiting for Florida Power and Light (FPL) to complete its final design for the undergrounding of overhead utility lines. Once this design is complete, it will identify the specific equipment needed. The Town will provide this information to the condominiums. All relevant locations have provided non-binding support of the project and approval for placement of the utility equipment within their properties. The same utility consultant used for the undergrounding project will be used to facilitate approvals, easements, surveying, and additional needs once the equipment has been identified.

D. Town Hall Parking Design Update

Mr. Serda reviewed the two Resolutions passed earlier in the meeting, which addressed the Town's Water Fund and Town parking respectively. Both of these Resolutions involve non-General Fund dollars. The Water Fund will use half state funds and half Town funds, while the parking project will use transportation and gas surtax funds.

VIII. TOWN ATTORNEY REPORT

None.

IX. TOWN COMMISSION COMMENTS / REPORTS

Commissioner Reiser reported that the Condo Forum is scheduled for Wednesday, April 15, 2026 at 10:30 AM via Zoom.

Commissioner Berman stated that residents may continue to sign up for Beach Yoga through the month of May.

Commissioner Andreano provided an update on the number of residents using the recently constructed bocce court, which has increased to 71.

X. PUBLIC COMMENTS

At this time Mayor Miller opened the public hearing, which she closed upon receiving no input.

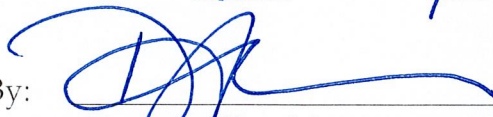
XI. ADJOURNMENT

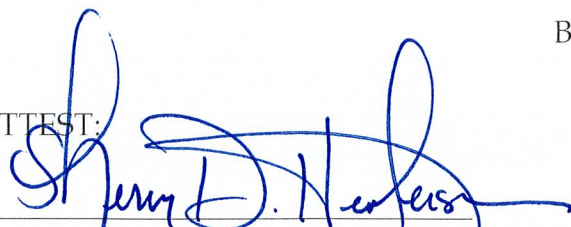
Motion made by Commissioner Reiser, seconded by Commissioner Berman, to adjourn. In a roll call vote, the **motion** passed unanimously (4-0).

The meeting was adjourned at 10:41 a.m.

**TOWN OF HILLSBORO BEACH
1210 HILLSBORO MILE
HILLSBORO BEACH, FL 33062**

ADOPTED THIS 5th DAY OF MAY, 2026.

By: 
Dawn Miller, Mayor

ATTEST:

Sherry D. Henderson, CMC Town Clerk

5/5/2026

