



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

TOWN OF HILLSBORO BEACH  
REGULAR COMMISSION MEETING

TUESDAY

MAY 5, 2026

9:00 A.M.

**CALL TO ORDER AND ROLL CALL**

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

Vice Mayor David A. Ravanese

Commissioner Vinnie Andreano

Commissioner Heather Berman

Commissioner Jane Reiser

**Town Staff:**

Town Manager William "Mac" Serda, ICMA-CM

Donald J. Doody, Town Attorney, Esq.

Sherry D. Henderson, Town Clerk, CMC

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**APPROVAL OF AGENDA**

**Motion** made by Vice Mayor Ravanese, seconded by Commissioner Berman, to amend the Agenda to hear Resolution 2026-15 immediately following Proclamations. In a roll call vote, the **motion** passed unanimously (5-0).

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

## I. APPROVAL OF MINUTES

### A. April 7, 2026 Commission 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. PRESENTATIONS

Mayor Miller presented several proclamations in recognition of important national and professional observances.

### A. Proclamation Recognizing 57<sup>th</sup> Annual Professional Municipal Clerks Week (May 3-9, 2026)

Florida Association of City Clerks (FACC) President Elizabeth Garcia-Beckford, City Clerk, City of Wilton Manors.

Mayor Miller read a proclamation recognizing **May 3-9, 2026 as the 57th Annual Professional Municipal Clerks Week**. The proclamation acknowledged the Office of the Municipal Clerk as a vital and time-honored part of local government, recognizing the Clerk's role in transparency, public service, neutrality, impartiality, and the preservation of the public record. The proclamation was presented to Town Clerk Sherry D. Henderson, CMC. Florida Association of City Clerks President Elizabeth Garcia-Beckford, City Clerk for the City of Wilton Manors, was also in attendance and spoke regarding the importance of municipal clerks in local government. Ms. Garcia-Beckford recognized Ms. Henderson's contributions to the municipal clerk profession, including her leadership service as Vice President of the Broward County Municipal Clerks Association and Florida Association of City Clerks (FACC) South District Director.

### B. Proclamation to Recognize May as Mental Health Awareness Month

Joseph Mazlanovich, National Alliance on Mental Illness (NAMI) Broward County

Mayor Miller read a proclamation designating **May 2026 as Mental Health Awareness Month**. The proclamation recognized the mission of the National Alliance on Mental Illness Broward County to provide support, education, advocacy, and awareness for individuals and families affected by mental health challenges. It also emphasized the importance of reducing stigma, increasing understanding, and encouraging individuals to seek support. Joseph Mazlanovich was unable to attend the meeting. Ms. Garcia-Beckford, who serves on the NAMI Board, accepted the proclamation on behalf of NAMI Broward County and offered words of encouragement and appreciation for the Town's support.

**C. Proclamation to Recognize National Police Week (May 10-16, 2026)**

Chief Rob O'Neill, Hillsboro Beach Police Department

Mayor Miller read a proclamation recognizing **May 10-16, 2026 as National Police Week**. The proclamation honored the service and sacrifice of law enforcement officers throughout the nation, including those who have lost their lives in the line of duty, and recognized the dedication of the men and women serving in law enforcement. Police Chief Rob O'Neill graciously accepted the proclamation on behalf of the Hillsboro Beach Police Department.

**D. Proclamation to Recognize National Safe Boating Week (May 16-22, 2026)**

Kirsten Stanley, Flotilla 36 Commander and Gregory Boan, Flotilla Staff Officer, Marine Safety, United States Coast Guard

Mayor Miller read a proclamation recognizing **May 16-22, 2026 as National Safe Boating Week**. The proclamation supported the goals of the Safe Boating Campaign and emphasized the importance of responsible boating, including preparation, wearing life jackets, sober operation, safety education, and vessel safety checks. Gregory Boan, Flotilla Staff Officer with the United States Coast Guard Auxiliary, accepted the proclamation and provided additional information regarding safe boating practices and the significance of National Safe Boating Week. Informational boating safety guides were made available at Town Hall for residents.

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

**IV. RESOLUTIONS & CONTRACTS**

**A. Resolution No. 2026-15**

A Resolution of the Town Commission of the Town of Hillsboro Beach Approving the First Amendment (The Facilities Amendment) to the Interlocal Agreement (ILA) for Solid Waste Disposal and Recyclable Materials Processing Authority of Broward County, Florida and Authorizing the Appropriate Town Officials to Execute the First Amendment to the ILA.

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

The Commission then considered **Resolution No. 2026-15**, which was taken out of order immediately following the proclamations pursuant to the approved amended agenda. The Resolution approved the First Amendment, also referred to as the Facilities Amendment, to the Interlocal Agreement for the Solid Waste Disposal and Recyclable Materials Processing Authority of Broward County, Florida. The item related to the regional effort among Broward County and participating municipalities to address

long-term solid waste disposal, recyclable materials processing, facility planning, system capacity, and future operational needs.

Special guests in attendance for this item included **Broward County Commissioner Beam Furr, Sam May, Executive Director of the Broward Solid Waste Authority, and Mary Lou Tighe, Executive Director of the Broward League of Cities.** The Resolution supported the continued regional planning framework for solid waste management and authorized the appropriate Town officials to execute the Facilities Amendment. The amendment is intended to help protect public funds, preserve investments in public infrastructure, support long-term planning for essential solid waste services, and establish procedures related to Authority-owned facilities, system reporting, inspections, maximum service charges, and potential wind-down considerations.

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

**(Clerk's Note: Commissioner Andreano left the meeting at 9:54 a.m. Did not vote on ORD 2026-02 or RES 2026-16)**

### 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 OF THE TOWN IN WHICH THERE IS LESS THAN TWENTY FIVE (25) FEET DISTANCE BETWEEN THE WESTERLY PAVED EDGE OF STATE HIGHWAY A1A AND ADJOINING Town of Hillsboro Beach, Florida Town Commission Meeting May 5, 2026 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 Doody read the Ordinance by title only.

Development Planner Graham Long, CG&A, clarified that it would not be necessary to add curbing or striping to delineate parking spaces along the west side of A1A as described by the Ordinance. He pointed out that language specifically addressing this delineation would not be required in the text amendment, as the spaces are not technically defined as parking spaces under Code.

Mr. Long continued that there had also been discussion of the possibility of parallel parking along the west side of A1A rather than angled or perpendicular parking. He advised that in most areas where there is less than 25 ft. between the roadway and the seawalls, it is not possible to park in an angular or perpendicular configuration. He recommended against including language regarding parallel parking along A1A in Section 12 of Town Code, as that Section is specific to items that would be included and implemented in Site Plan approval.

Mayor Miller requested clarification of the degree of renovation that would trigger the proposed change. Mr. Long replied that any Site Plan improvement requiring more than one building permit would serve as a trigger. Interior changes to homes or other structures would not require Site Plan approval; the changes must be exterior.

Mayor Miller expressed concern with the clarification, pointing out that while this trigger would be appropriate from a substantial Site Plan, a change to another portion of the property should not also require this type of significant change on a different part of the property. Mr. Long advised that this would not occur, as a property may retain a nonconforming area as long as the nonconformity is not increased.

Mayor Miller also referred to a section of the Ordinance which states that non-enclosed parking spaces for a single-family dwelling shall not be located within the minimum 8 ft. side yard setback of the property if closer than 25 ft. to the center line of A1A. Mr. Long clarified that this language applies to the east side of A1A. Mayor Miller suggested that this language be refined further to prevent confusion or misunderstanding by applicants. Mr. Long confirmed that he would revisit the Ordinance's language in this section to further prevent confusion.

Mayor Miller noted additional language which states parking areas must be shielded from A1A with landscaping of a minimum height of 6 ft., and the parking space will be appropriately landscaped as well. She advised that this language was also vague in terms of the area to which it applied.

Mr. Long explained that one reason the Ordinance includes multiple sections with modifications is because language referring to narrow areas can be confusing in terms of single-family and multi-family Site Plans, as well as for the different types of land uses on those areas. He stated that he would look into this language with respect to both single- and multi-family applications.

Mayor Miller also noted a reference to adjoining bicycle lanes, asking if the height requirement for landscaping adjacent to these areas as between 18 in. and 30 in. was consistent with an aesthetic standard or was drafted with a particular goal in mind. Mr. Long replied that the height is standard in relation to sight lines, as there must be both a minimum height to prevent parking and a maximum height so drivers or riders can see over landscaping.

Mayor Miller also asked if there is reason to prohibit the use of turf on the potential landscape area, providing that turf drains properly and does not inhibit water absorption by the ground.

Town Manager Mac Serda indicated we want ground covering to be at least 18 inches. He pointed out that in this case; the intent is to discourage parking or deliveries by limiting the parking area.

Mayor Miller addressed references to the shielding of parking on the west side of A1A with appropriate landscaping, requesting clarification of how this is intended to be done. Mr. Long replied that this language was specific to multi-family districts but was intended to be removed as there is no area in the Town where these conditions occurred.

Commissioner Reiser also addressed angular parking, pointing out that while this is not possible due to the width of the roadway, it does not mean this type of parking would never be attempted. Mr. Serda advised that if this occurred, the Police would enforce the prohibition through citation. Commissioner Reiser stated that if the parameters for parking west of A1A are not clearly specified in Code, there could be unintended issues in the future.

Mayor Miller asked if it might be best to have an additional reading of Ordinance 2026-02 after the language discussed by the Commission has been revisited for greater clarity. Mr. Serda noted that as the Ordinance is currently written, the landscape barriers could include trees; however, with regard to maintaining visibility to the Intracoastal Waterway, the language could be clarified to require only shrubs instead. The language could also be amended to more fully clarify when the requirement for parking west of A1A would be triggered, such as upon the submission of a full Site Plan or upon a request for more than 50% renovation.

Mr. Serda reviewed the items the Commission had suggested be clarified, including:

- No trees within the landscape barriers
- Clarification of the precise trigger of when parking on the west side of A1A is required
- Clarification of parking requirements for the east side of A1A

- Clarification of a staggered approach for properties located along roadways coming into and out of Town

Mayor Miller agreed with the proposal to table the Item in order to provide greater clarity, emphasizing that the Ordinance will provide an opportunity to establish a long-term vision for how the subject area of the Town will look in the future. It was also noted that this issue originally arose because in recent months, a number of applicants to the Building Department have sought permits for repaving and landscaping work in the subject areas, and others have submitted Site Plans for which they have requested greater clarity on this issue before proceeding.

**Motion** made by Vice Mayor Ravanese, and duly seconded by Commissioner Berman, to table the Item to the June 2, 2026 Commission meeting. In a roll call vote, the **motion** passed unanimously (4-0).

#### IV. RESOLUTIONS & CONTRACTS

##### B. Resolution No 2026-16

A Resolution of the Town Commission of the Town of Hillsboro Beach Approving the Conveyance and Purchase of the Tiki Hut to the Town of Hillsboro Beach for \$1.00, Authorizing the Appropriate Town Officials to Execute the Agreement, and Providing for Inclusion of the Tiki Hut as a Public Amenity at the Intracoastal Bocce Courts.

Town Attorney Doody read the Resolution by title only.

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

#### V. CONSENT

##### A. INVOICES FOR APPROVAL

1. CG&A	Invoice #3521175	(Apr 2026)	\$41,075.76
2. GCDE	Invoice #78148	(Apr 2026)	\$2,160.00

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

#### VI. STAFF UPDATES

##### A. Police Department Chief Rob O'Neill

Police Chief Rob O'Neill reported that the Police Department participated in the recent Community Shred Event and Blood Drive, which successfully collected 22 lbs. of prescription medication for disposal. He recognized Town Clerk Sherry Henderson for coordinating this event.

Chief O'Neill continued that he would attend the upcoming Broward Institute of Public Safety memorial event honoring law enforcement personnel in Broward County who lost their lives in the line of duty.

Chief O'Neill concluded that preparations are underway for the upcoming 2026 hurricane season. He met with the Town Manager, Building Official, and other Town Staff to discuss ways to update and improve the Town's procedures in the event of a storm. A presentation will be given by the Police and Building Departments at the June 2, 2026, Town Commission meeting.

Vice Mayor Ravanese commented that over the previous weekend, there were several incidents of watercraft speeding on the Intracoastal Waterway. Mayor Miller recognized the Police Department's Marine Unit for the increase in marine law enforcement since February 2026. It was suggested that a breakdown of this data be provided to the Commission for review, as it may be helpful in local efforts to make a larger portion of the Intracoastal Waterway a No Wake Zone.

Mr. Serda explained that detailed information is provided to the U.S. Coast Guard, including the times of day and types of citations issued. Chief O'Neill confirmed that this information is also provided on a monthly basis to Deerfield Beach's Waterways Manager, who is leading the effort to rezone portions of the Intracoastal Waterway for greater safety. He noted that while no fatalities have occurred within City limits, there have been at least two marine accidents involving injuries in Lighthouse Point. There have been multi-jurisdictional meetings between the Hillsboro Beach, Lighthouse Point, and Deerfield Beach Police Departments to coordinate this safety effort.

## **B. Building Department**

George Folles, Building Official

Building Official George Folles reported that the Rosewood project continues to move forward, with revisions presented to the Building, Engineering, and Fire Departments as necessary. Most of the current work is interior. He did not feel any further early-morning work is anticipated.

Mr. Folles continued that a permit program training session is planned on May 20, 2026, with Town Staff and representatives of Calvin, Giordano and Associates present in

person and remotely to provide information. Attendees are asked to pre-register by May 18, 2026. The event will be held in the Community Room.

Mr. Folles reiterated that hurricane season begins on June 1, 2026. An estimated 12 named storms and six hurricanes are anticipated.

Plan review inspections are up to date.

### **C. Code Compliance**

Bernard Pita, Code Compliance Supervisor, CG&A

None.

## **VII. TOWN MANAGER REPORT**

### **A. Recap Community Shred Event & Blood Drive**

Town Clerk Sherry Henderson provided an overview of the recent Community Shred Event and Blood Drive, which safely disposed of 22 lbs. of prescription medication and filled two shred bins. Residents participated in the blood drive at a level which could potentially save 27 lives. She thanked all who participated in the event.

Mr. Serda thanked Ms. Henderson and Office Assistant LaToya Little for coordinating this event in his absence.

### **B. Update - Town Hall Parking Lot Design**

Mr. Serda advised that Staff is in the process of complying with permit regulations for landscape plans related to the Town Hall parking lot design process. This will determine which trees will be removed as well as whether or not they will be re-planted. Staff is also answering questions related to Broward County engineering permits. Once permitting is complete, the Town will mobilize contractors. He estimated at least 90 days before any ground is broken.

Mayor Miller noted that she has met with residents who requested assistance in understanding which trees will be removed. Mr. Serda confirmed that he would discuss this further with the Mayor and has spoken with the residents as well.

### **C. Update - FPL Utility Underground Project**

Mr. Serda stated that the Town is still awaiting Florida Power and Light's (FPL's) final design for the utility undergrounding project. The Town has paid AT&T a \$500 deposit to begin the design phase for the relocation of those utilities underground. Once final

designs are received, the Town can begin meeting with the affected condominiums and executing necessary easements and surveys.

Mayor Miller asked if the Town might be able to have some influence over the removal of trees that make up the Town's tree canopy, which is considered a local landmark. Town Attorney Doody noted that some municipalities have their own tree and landscaping Ordinances; however, Broward County may also exercise its authority in some cases. It was determined that he and the Mayor would discuss this further going forward.

#### **VIII. TOWN ATTORNEY REPORT**

None.

#### **IX. TOWN COMMISSION COMMENTS / REPORTS**

Commissioner Reiser stated that the Condo Forum will meet on May 20, 2026 and will see a presentation on the Solid Waste Authority Master Plan. They will also request up-to-date emergency contact information for vulnerable residents in case of evacuation.

Commissioner Reiser also encouraged residents to participate in upcoming Memorial Day flag displays along the Hillsboro Mile.

#### **X. PUBLIC COMMENTS**

At this time Mayor Miller opened the public hearing.

Bob Mayer of Bomar Builders, 230 SW Natura Avenue, Deerfield Beach, stated that he had participated with Town Staff in discussions of the Ordinance addressing landscape buffers on the west side of A1A. He recommended that the Ordinance's language ensure no existing trees must be cut down to comply with the proposed changes. He also expressed concern with speeding on the Intracoastal Waterway and the wakes created by this activity, which can contribute to property damage.

With no other individuals wishing to speak at this time, Mayor Miller closed the public hearing.

**XI. ADJOURNMENT**

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

The meeting was adjourned at 10:58 a.m.

ADOPTED THIS 2<sup>nd</sup> DAY OF JUNE, 2026.

By:   
Dawn Miller, Mayor



ATTEST:

  
Sherry D. Henderson, CMC Town Clerk