



TOWN OF HIGHLAND BEACH

AGENDA MEMORANDUM

MEETING TYPE: Town Commission

MEETING DATE 01/06/2026

SUBMITTED BY: Lanelda Gaskins, Town Clerk's Office

SUBJECT: Continued discussion on the introduction of a Proposed Resolution adopting procedures for the initiation and adoption of Town ordinances

SUMMARY:

At the November 4, 2025 meeting, Town Commission discussed the proposed resolution adopting procedures for the initiation and adoption of Town ordinances. The Commission reached a consensus to revise the proposed resolution language to make advisory board review optional rather than mandatory. Also, suggested adding language indicating that the Commission may waive these requirements, and that the Town's failure to follow them will not invalidate the ordinance as long as all statutory obligations are followed.

This item is before the Town Commission to further discuss the modified language as follows:

B. *Introduction to the Town Commission.* Proposals for a new ordinance shall first be presented to the Town Commission for consideration. If approved in concept, the Commission shall direct the Town Manager, Town Staff, and the Town Attorney to research the subject matter and create a draft ordinance and may assign one of its members as the Ordinance sponsor.

C. *Advisory Board Recommendation.* The Commission may forward the draft ordinance to one or more advisory boards. As required by state statutes and the Town Code, all amendments to the Town's land development regulations or zoning code must first be considered by the Town's Planning Board at a public hearing. The advisory board(s) shall review the ordinance and propose any edits over the course of one of more public meetings. Once a majority of the board members agree to a final draft, the advisory board(s) shall provide a recommendation to the Town Commission along with the final draft

G. *Waiver.* The Town Commission, in the exercise of its discretion, reserves the right to waive the requirements of this Resolution when warranted under the circumstances. The Town's failure to follow the requirements of this Resolution shall not render any ordinance invalid provided that the Town followed all statutory requirements for adoption of ordinances set forth in Section 166.041, Florida Statutes.

Again, this initiative aligns with the Town Commission's 2024-2025 Strategic Priorities Plan, specifically Strategic Priority SP:22 – Evaluate Ordinance Development Process.

FISCAL IMPACT:

None

ATTACHMENTS:

Proposed Resolution and Ordinance Process Flowchart

RECOMMENDATION:

This item is presented at the Commission's discretion.