



## TOWN OF HIGHLAND BEACH TOWN NATURAL RESOURCES PRESERVATION ADVISORY BOARD REGULAR MEETING MINUTES

Town Hall / Commission Chambers  
3614 South Ocean Boulevard  
Highland Beach, Florida 33487

Date: August 10, 2022  
Time: 12:30 PM

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### 1. CALL TO ORDER

Ms. Gillion called the meeting to order at 12:30 P.M.

### 2. ROLL CALL

Member Diane Matthewman  
Member Margarita Chappellear  
Member Nicole Stansfield  
Member Joshua Davison  
Member Barbara Nestle (joined on Zoom)  
Administrative Support Specialist Ganelle Thompson  
Administrative Support Specialist Latonda Gillion

#### **ABSENT**

Member Virginia Eastwood-Egan  
Member Leonard Brenner

### 3. PLEDGE OF ALLEGIANCE

The Board led the Pledge of Allegiance to the United States of America.

### 4. APPROVAL OF THE AGENDA

**MOTION:** Matthewman/Chappellear – Moved to approve the agenda as presented, which passed unanimously 5 to 0.

### 5. PUBLIC COMMENT

There were no public comments.

### 6. PRESENTATIONS

A. None

## **7. APPROVAL OF MINUTES**

A. February 02, 2022

**MOTION:** Chappellear/Stansfield - Moved to approve the minutes of February 02, 2022 as presented, which passed unanimously 5 to 0.

## **8. UNFINISHED BUSINESS**

A. None

## **9. NEW BUSINESS**

### **A. Update on the February 2, 2022 Board recommendations to the Town Commission.**

Ms. Gillion read the title of item 9.A.

Town Planner Allen presented this item and explained that on March 01, 2022, the Town Commission reviewed and considered the February 02, 2022 Board recommendation. Ms. Allen discussed the consensus of the Town Commission related to the following recommendations:

- 1) Consider employing a professional tree service company like Bartlett Tree Experts to facilitate the management and care of the palms situated in the right-of-way along State Road A1A.
- 2) Approve the implementation of additional bucket trees to all Associations along the beach that have authorized their use.
- 3) Consider providing a code enforcement officer that routinely (once or twice a week) walks or rides on the beach to facilitate visual observation of any violations to Section 5-9 of the Town Code.
- 4) Consider at a special meeting or allocate time at its Commission meeting to address beach raking issue in a more detailed matter and take into consideration the needs of all residents of Highland Beach in regard to this particular process.

Town Planner Allen also addressed the two questions that the Board members proposed on February 02, 2022, meeting concerning the 100 palm trees on State Road A1A, and the number of bucket trees replaced.

There were conversations about dune management and restoration, the Florida Department of Environmental Protection (FDEP) requirements, and an outreach initiative such as posting the Dune Management Presentation by Board Member Chappellear on the Town's Natural Resources Preservation Board webpage, as well as other outreach initiatives. Town Planner Allen indicated that she would

speak with the Town Manager about the members reaching out to the property owners/condominium associations regarding the condition of their dunes.

In addition, the Board members discussed ways to educate and make the public aware of dune erosion and maintenance, such as 1) placing articles in the Coastal Star newspaper and the Managers Minutes to create awareness of dune erosion in Highland Beach, 2) a public educational session at the library, and 3) a pamphlet about dune erosion.

Town Planner Allen referred to the Town's code of ordinance, Section 2-140(c), Power and duties of the Natural Resources Preservation Advisory Board and discussed this matter. Ms. Allen will research the Town's code of ordinances to find out what exists in the regulations regarding the maintenance of eroded beach dunes and get back to the Board on her findings.

Ms. Allen suggested that the Board think about how they want to expand upon the dune restoration/management educational outreach effort they have provided and think of a plan or an outline to approach this matter which may be an asset to the Board.

The Board agreed to place a discussion item on the next meeting agenda related to "Dune Management Outreach." Besides, the Board members will email Ms. Ganelle Thompson two weeks before the meeting date with their agenda item.

The Board members discussed their assignments as follows:

- Member Stanfield agreed to contact the Library Director about dates and use of the library community room for a public informational night event.
- Member Chappellear suggested Mr. Robert Barron of Coastal Management as a speaker.
- The Natural Resources Preservation Advisory Board members to coordinate and share a booth at the next Food Truck event.
- Member Chappellear will provide pictures of dunes for the booth.
- Member Chappellear will provide a list of individuals/companies specializing in dune restoration, etcetera.
- Member Matthewman will contact the Florida Fish and Wildlife Conservation Commission about dune restoration and speak at a future meeting.
- Member Davison will contact 4Ocean, a non-profit organization, about removing debris from the mangroves.

Town Planner Allen explained the agenda process related to the board members submitting agenda materials to the Town Clerk's Office two weeks before the meeting.

There were discussions about the Board having a special meeting before November and about sending an informational flyer to the property owners that

are directly affected. Town Planner Allen will speak with the Town Manager about an informational flyer. Member Chappelear volunteered to draft the information for the Board. Furthermore, the Board discussed a possible special meeting in late September or early October before the November meeting.

**MOTION:** Stansfield/Davison – Moved that we look into the possibility of having a Special meeting to further discuss the topic of Dune Outreach Campaign Education sometime at the end of September to mid-October, which passed unanimously 5 to 0.

The Board further discussed brochures or pamphlets for the entire town or beachfront property owners. Ms. Allen will speak with the Town Manager about an insert or an article for the Manager's Minutes. Member Chappelear indicated that she would research other municipalities such as the City of Delray Beach, the Town of Gulf Stream, and other coastal communities to find out what they are doing to address this matter.

## **B. Nomination of Chairperson and Vice-Chairperson**

Ms. Gillion read the title of Item 9.B. and presented this item.

The Board members discussed the nomination of a Chairperson and Vice-Chairperson.

**MOTION:** Matthewman/Davison – Moved to nominate Member Stansfield as Chairperson of the Natural Resources Preservation Advisory Board to serve for one year, ending August 10, 2023, which passed unanimously 5 to 0.

**MOTION:** Matthewman/Davison – Moved to nominate Member Chappelear as Vice Chairperson of the Natural Resources Preservation Advisory Board to serve for one year, ending August 10, 2023, which passed unanimously 5 to 0.

## **10. ANNOUNCEMENTS**

Ms. Thompson referred to the announcements as follows:

August 11, 2022 - 9:30 P.M. Planning Board Regular Meeting

August 16, 2022 - 1:30 P.M. Town Commission Meeting

August 25, 2022 - 12:00 P.M. Town Commission Special Meeting

September 06, 2022 - 1:30 P.M. Town Commission Meeting

September 06, 2022 - 5:01 P.M. Town Commission Special First Public Hearing  
Budget Meeting

September 21, 2022 - 5:01 P.M. Town Commission Special Second Public  
Hearing Budget Meeting

November 02, 2022- 12:30 P.M. Natural Resources Preservation Advisory Board  
Regular Meeting

Ms. Thompson canvassed the Board for their availability on November 02, 2022,  
Natural Resources Preservation Advisory Board Regular Meeting, and the members  
confirmed they were available for the meeting.

## 11. ADJOURNMENT

The meeting adjourned at 1:49 P.M.

**APPROVED** at the October 06, 2022, Natural Resources Preservation Advisory Board  
Special Meeting.

ATTEST:

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Chairperson Nicole Stansfield

Transcribed by Latonda Gillion, and  
Lanelda Gaskins

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Ganelle Thompson,  
Administrative Support Specialist

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Date

Disclaimer: Effective May 19, 2020, per Resolution No. 20-008, all meeting minutes are  
transcribed as a brief summary reflecting the event of this meeting. Verbatim audio/video  
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