



# TOWN OF HIGHLAND BEACH

## AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission

**MEETING DATE** June 17, 2025

**SUBMITTED BY:** Ingrid Allen, Town Planner, Building Department

**SUBJECT:** Introduction of amendments to the Town's Comprehensive Plan based on the evaluation and appraisal review.

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### SUMMARY:

The proposed amendments are being processed as part of the evaluation and appraisal review of the Town's Comprehensive Plan. Pursuant to Section 163.3191, Florida Statutes (F.S.), at least once every 7 years, each local government in the state shall evaluate its Comprehensive Plan to determine if plan amendments are necessary to reflect changes in state requirements. Local governments shall also evaluate and, as necessary, update the Comprehensive Plan to reflect changes in local conditions. Updating of the Comprehensive Plan based on the evaluation and appraisal review requires compliance with the State Coordinated Review Process as provided in Section 163.3184(4), F.S.

On December 19, 2024, staff notified the State Land Planning Agency (FloridaCommerce) that amendments to the Town Comprehensive Plan were necessary since the Town's last update of the Comprehensive Plan in 2018. The Town is required to transmit such Comprehensive Plan amendments to the State land planning agency and corresponding state reviewing agencies within one (1) year of this notification date. The Town's Comprehensive Plan currently contains the following nine (9) Elements, over 200 Goals, Objectives and Policies (GOPs), and a map series:

- Future Land Use Element
- Transportation Element
- Housing Element
- Infrastructure Element
- Coastal Management/Conservation Element
- Recreation and Open Space Element
- Intergovernmental Coordination Element
- Capital Improvements Element
- Property Rights Element

The Town's Planning consultant, Inspire Placemaking Collective ("Inspire"), has conducted an evaluation and appraisal review of the Town Comprehensive in compliance with the requirements of Sections 163.3191 and 163.3177, F.S. The proposed amendments to the Comprehensive Plan include a new Data and Analysis section, and changes to both the map

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series and GOPs. Note that the proposed changes to the GOPs are denoted by an underline for additional language and a ~~striketrough~~ for deleted language. Inspire will present the proposed amendments at the Planning Board hearing and at both Commission hearings (transmittal and adoption).

According to the Town's Ordinance process flowchart, the Commission will consider the introduction of the proposed Comprehensive Plan amendments and determine whether to approve them in concept. Following conceptual approval, the proposed Plan amendments will go before the Planning Board for a recommendation. The Plan amendments will then come back before the Town Commission for a transmittal hearing (as noted above) and if approved, the Comprehensive Plan amendments will be transmitted to the State Land Planning Agency and other state agencies for review. The State Land Planning Agency will provide the Town with an Objections, Recommendations, and Comments (ORC) report regarding the proposed plan amendments within 60 days after receipt. Inspire along with Town staff will address any ORC accordingly and then the Town Commission will hold its second public hearing to determine whether to adopt the amendments to the Comprehensive Plan.

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#### **ATTACHMENTS:**

Ordinance.

Town Ordinance Process Flowchart.

Florida Commerce Notification Acknowledgement Letter (December 19, 2024).

Town Notification letter to Florida Commerce (December 19, 2024).

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#### **RECOMMENDATION:**

At the discretion of the Town Commission.