



# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

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**MEETING TYPE:** Planning Board Regular Meeting

**MEETING DATE** April 09, 2026

**SUBMITTED BY:** Leonard G. Rubin, Town Attorney

**SUBJECT:** Ordinance Revising Town's Plating Procedures (**Recommendation to Town Commission**)

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## **INTRODUCTION:**

During last year's session, the Florida Legislature amended the Section 177.071, Florida Statutes, to require administrative approval of plats by a designated municipal official. The proposed Ordinance satisfies the new statutory requirement and was introduced to the Town Commission at its February 3, 2026 meeting. At that meeting, the Commission unanimously voted to refer this matter to the Planning Board for review and recommendation prior to proceeding back to the Town Commission for further consideration and approval.

## **SUMMARY:**

Section 177.071, Florida Statutes, now requires that a plat (or replat) be administratively approved if it complies with the requirements of Section 177.091, Florida Statutes, without any further action or approval by the governing body. It further mandates that the governing body of each municipality designate an administrative authority to receive, review, and process the plat submittal, including designating an administrative official responsible for approving, approving with conditions, or denying the proposed plat. As used in the statute, "administrative authority" means a municipal department or division, and "administrative official" means a city manager, deputy city manager, assistant city manager, or other high ranking municipal department or division director with director or indirect oversight responsibility for the municipality's land development or public works programs.

Section 177.01(2), Florida Statutes, requires the municipality to acknowledge receipt of the plat or replat submittal in writing within seven (7) business days and identify any missing documents or information necessary to process the plat submittal. The municipality must also provide the applicant with information regarding the approval process, including the applicable timeframes for review and approval. If the municipality does not approve the plat, it must notify the applicant in writing of the reasons for denial. Once the plat is administratively approved, it must be recorded in the County's official records.

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While the Town will likely not receive many new requests for subdivision and plat approval, the attached Ordinance amends the Town's plat regulations to comply with the new statutory requirements. Specifically, the proposed Ordinance:

- Amends Sections 26-26 and 26-27 of the Town Codes to delete any reference to the Town Commission.
- Amends Section 26-28(a) of the Town Code to designate the Building Department as the administrative authority for receiving, reviewing, and processing plat submittals.
- Amends Section 26-28(b) to require the Building Department to provide the required written notice. Once the Building Official has reviewed the plat (in coordination with the Town Engineer if necessary), the Building Official shall forward the results of such review to the Town Manager, who shall serve as the administrative official responsible for approving, approving with conditions, or denying the plat.
- Amends Section 26-28(d) to substitute the Town Manager for the Town Commission in administering the provisions of this article, including all bond requirements.

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**FISCAL IMPACT:**

There is no fiscal impact.

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**ATTACHMENTS:**

Draft Ordinance

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**RECOMMENDATION:**

Staff recommends that the Planning Board consider the proposed Ordinance and provide a recommendation to the Town Commission.