



TOWN OF HIGHLAND BEACH

AGENDA MEMORANDUM

MEETING TYPE: Commission Meeting
MEETING DATE October 07, 2025
SUBMITTED BY: Jaclyn DeHart, Deputy Town Clerk
THROUGH Lanelda Gaskins, Town Clerk
SUBJECT: Resolution No. 2025-026

A Resolution of the Town Commission of the Town of Highland Beach, Florida, ratifying the selection, appointments, and term of office of members of the Board of Adjustments and Appeals; and providing for an effective date.

SUMMARY:

Consideration of Resolution No. 2025-026 ratifying the selection, appointments, and term of office of a member of the Board of Adjustments and Appeals (BOAA); and providing an effective date.

On August 29, 2025, one (1) Board Members term ended which created one (1) vacancy.

The Town Clerk's Office received one (1) board application for Town Commission consideration. The applicant's name is as follows:

Barry Donaldson (Toscana North Condo)

As set forth in Sec. 2-99, in the Town's code, terms for all boards shall be three (3) years and no board member may serve more than two (2) consecutive terms on the same board without first taking a one-year hiatus from the board. Appointments for partial terms shall not count toward the two-term limit. Additionally, in accordance with Resolution 19-029, the Human Resources Department reported preliminary background checks on all applicants to the Town Clerk's Office. The background check results disclosed there were no objectionable findings. In addition, there were no code violations.

FISCAL IMPACT:

N/A

ATTACHMENTS:

Barry Donaldson application, resume and vetting form
Resolution No. 2025-026

RECOMMENDATION:

With the Commission's consideration, Staff recommends the adoption of Resolution No. 2025-026 for one applicant to serve a term as outlined in the resolution.