



# TOWN OF HIGHLAND BEACH

## AGENDA MEMORANDUM

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**MEETING TYPE:** Planning Board

**MEETING DATE** July 10, 2025

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

**SUBJECT:** Proposed 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 FloridaCommerce 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 Plan in compliance with the requirements of Sections 163.3191 and 163.3177, F.S. The proposed amendments to the

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Comprehensive Plan include a new Data and Analysis section, and changes to both the map series and GOPs. Note that the proposed changes to the GOPs are denoted by an underline for additional language and a ~~strike through~~ for deleted language.

In compliance with the Town's Ordinance Process Flowchart (see attached), on the June 17, 2025, the Town Commission considered an introduction/conceptual review of the amendments to the Town's Comprehensive Plan. The Commission made a motion to move the amendments to the Town's Comprehensive Plan to the Planning Board for review (motion carried 5-0). The Planning Board which serves as the Local Planning Agency is required to make a recommendation on the amendments to the Town Commission. Following a recommendation from the Board, the amendments will go back before the Commission for a transmittal hearing, and if approved, the amendments will be transmitted to the FloridaCommerce and other state reviewing agencies. FloridaCommerce will provide the Town with an Objections, Recommendations, and Comments (ORC) report regarding the proposed Comprehensive 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.

FloridaCommerce Notification Acknowledgement Letter (December 19, 2024).

Town Notification letter to FloridaCommerce (December 19, 2024).

Business Impact Estimate (BIE).

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#### **RECOMMENDATION:**

At the discretion of the Planning Board.