

TOWN OF SEWALL'S POINT

JOHN TOMPECK
Mayor

FRANK FENDER
Vice Mayor

VINNY BARILE
Commissioner

DAVID KURZMAN
Commissioner

KAIJA MAYFIELD
Commissioner



ROBERT DANIELS, ICMA-CM
Town Manager

APRIL STONCIUS, MMC
Town Clerk

TINA CIECHANOWSKI
Chief of Police

JACK REISINGER, CBO
Building Official/PW Director

MARIA PIERCE
Finance/HR Director

**Town Commission Regular Meeting
November 12, 2024
6:00 PM**

I. CALL TO ORDER

- a. **Pledge of Allegiance to the Flag**
- b. **Swearing In of Newly Elected Officials**
[Oath of Office - Fender.pdf](#)
[Oath of Office - Mayfield.pdf](#)
[Oath of Office - Tidikis.pdf](#)
- c. **Roll Call**

II. RECESS (15 MINUTES) REFRESHMENTS

III. PROCLAMATIONS AND PRESENTATIONS

- a. **Police Officer Joseph Sabol - EMT Certificate**
- b. **Brookdale Senior Living Proclamation**
[2024 Brookdale Proclamation.pdf](#)

IV. PUBLIC COMMENT ON NON-AGENDA ITEMS- PLEASE SUBMIT A COMMENT CARD TO THE TOWN CLERK PRIOR TO THE START OF THE MEETING AND LIMIT YOUR COMMENTS TO THREE MINUTES. Time extensions are not permissible. If the thirty (30) minute time period has been exhausted, the Commission will entertain any remaining comments near the end of the meeting with the same three (3) minute per person time limitation.

- a. **TOSP Public Comment Guidelines**
[1\) TOSP Public Comment Guidelines.pdf](#)

V. ADDITIONS, DELETIONS OR CHANGES TO THE AGENDA

VI. APPROVAL OF AGENDA

VII. CONSENT AGENDA

- a. **Building Report - October**
[Building Dept. Report.pdf](#)
- b. **Minutes - October 22, 2024 Regular**
[10 22 24 Regular Meeting Minutes.pdf](#)
- c. **2025 Town Commission Meeting Schedule**
[2025 Commission Meeting Schedule.pdf](#)
- d. **Board of Zoning Adjustment Application - Mona Leonard**

VIII. PUBLIC HEARING - ORDINANCE - SECOND READING

a. Ordinance No. 470 - Dock Structures

[TM Memo ref Ordinance 470 2nd reading- Dock Structures.pdf](#)

[Ordinance No. 470 - Dock Gazebos.Revised.10.14.2024 - Second Reading - Amended.pdf](#)

IX. PUBLIC HEARING - ORDINANCE - FIRST READING

a. Ordinance No. 471 - Portable Storage Units

[Ordinance No. 471 - Regulating Portable Storage Units Final.pdf](#)

X. RESOLUTIONS

XI. OLD BUSINESS

XII. NEW BUSINESS

a. Town Manager Evaluation

[Memo - Town Manager's Annual Evaluation - Oct 22 2024 meeting.pdf](#)

[Town Manager Performance Evaluation Summary.pdf](#)

b. Committee Appointments of Town Commissioners

[2023-24 Commission Board Appointments.pdf](#)

[Tompeck - 2024 Treasure Coast Regional Planning Council municipal appointments.pdf](#)

[Treasure Coast Regional Planning Council - Municipal Appointment.pdf](#)

1) Appointment to Airport Noise Advisory Committee (*Kurzman*)

2) Florida League of Cities (*Barile*)

3) Treasure Coast Regional League of Cities (*Mayfield*)

4) Treasure Coast Regional Planning Council (*Tompeck*)

5) Metropolitan Planning Organization (*Mayfield*)

6) Tourist Development Council (*Fender*)

7) Treasure Coast Council of Local Governments (*Tompeck*)

XII. DISCUSSION

a. Heritage Lot Sale Update - Realtor, Yara Bashoor, One Sotheby's International Realty

[Nov. 1 2024 re 7HeritageWay.pdf](#)

b. Town Attorney - Sunshine in Minute

XIV. COMMISSION AND STAFF CLOSING COMMENTS

a. Staff

1) 1 Fieldway Drive - Foreclosure Action - Town Manager

b. Commissioners

XV. ADJOURN

CIVILITY CLAUSE: It is the policy of the Sewall's Point Town Commission that all persons addressing a town board or attending a Town board meeting shall conduct themselves in a manner that does not disrupt the orderly and efficient conduct of the meeting. Boisterous or unruly behavior; threatening or inciting an immediate breach of the peace; or use of profane, slanderous or obscene speech will not be tolerated and could result in ejection from the meeting after warning from the presiding officer. In accordance with the provisions of the Americans with Disabilities Act (ADA) this document may be requested in an alternate format. Persons in need of a special accommodation to participate in this proceeding shall, within 3 working days prior to any proceeding, contact the Town Clerk's office, One South Sewall's Point Road, Sewall's Point, Florida 34996 (772) 287-2455. If any person decides to appeal any decision made by the Town Commission with regard to any matter considered at such meeting or hearing, s/he will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to

be based.

Town of Sewall's Point

Oath of Office

I DO SOLEMNLY SWEAR THAT I WILL SUPPORT, PROTECT, AND DEFEND THE CONSTITUTION AND GOVERNMENT OF THE UNITED STATES AND THE STATE OF FLORIDA, AND THAT I AM DULY QUALIFIED TO HOLD OFFICE UNDER THE CONSTITUTION OF THE STATE AND THE SEWALL'S POINT TOWN CODE; AND THAT I WILL FAITHFULLY PERFORM THE DUTIES OF A:

Town of Sewall's Point Commissioner

FOR THE TOWN OF SEWALL'S POINT, FLORIDA, SO HELP ME GOD.

Frank Fender

STATE OF FLORIDA
COUNTY OF MARTIN

Signed and sworn to (or affirmed) before me on this 12th day of November, 2024, by Frank Fender, who is personally known to me.

April Stoncius, Notary Public
State of Florida

Commission No.:

My Commission Expires:

(Notary Seal)

Town of Sewall's Point

Oath of Office

I DO SOLEMNLY SWEAR THAT I WILL SUPPORT, PROTECT, AND DEFEND THE CONSTITUTION AND GOVERNMENT OF THE UNITED STATES AND THE STATE OF FLORIDA, AND THAT I AM DULY QUALIFIED TO HOLD OFFICE UNDER THE CONSTITUTION OF THE STATE AND THE SEWALL'S POINT TOWN CODE; AND THAT I WILL FAITHFULLY PERFORM THE DUTIES OF A:

Town of Sewall's Point Commissioner

FOR THE TOWN OF SEWALL'S POINT, FLORIDA, SO HELP ME GOD.

Kaija Mayfield

STATE OF FLORIDA
COUNTY OF MARTIN

Signed and sworn to (or affirmed) before me on this 12th day of November, 2024, by Kaija Mayfield, who is personally known to me.

April Stoncius, Notary Public
State of Florida

Commission No.:

My Commission Expires:

(Notary Seal)

Town of Sewall's Point

Oath of Office

I DO SOLEMNLY SWEAR THAT I WILL SUPPORT, PROTECT, AND DEFEND THE CONSTITUTION AND GOVERNMENT OF THE UNITED STATES AND THE STATE OF FLORIDA, AND THAT I AM DULY QUALIFIED TO HOLD OFFICE UNDER THE CONSTITUTION OF THE STATE AND THE SEWALL'S POINT TOWN CODE; AND THAT I WILL FAITHFULLY PERFORM THE DUTIES OF A:

Town of Sewall's Point Commissioner

FOR THE TOWN OF SEWALL'S POINT, FLORIDA, SO HELP ME GOD.

Frank Tidikis

STATE OF FLORIDA
COUNTY OF MARTIN

Signed and sworn to (or affirmed) before me on this 12th day of November, 2024, by Frank Tidikis, who is personally known to me.

April Stoncius, Notary Public
State of Florida

Commission No.:

My Commission Expires:

(Notary Seal)

Before the Mayor of the Town of Sewall's Point,

Martin County, Florida

Brookdale Senior Living Proclamation

WHEREAS, the men and women of the Sewall's Point Police Department and essential Town employees play a critical role in the safeguarding of the Town of Sewall's Point;

WHEREAS, the Sewall's Point Police Department has enjoyed a relationship with Brookdale Senior Living for the past ten years;

WHEREAS, the Town's Government Office and Police Department is prone to hurricane damage, storm surge, and flooding;

WHEREAS, our Town's Police Force and Essential Employees need a safe base of operation when powerful Hurricanes descend upon us;

WHEREAS, Brookdale Senior Living has been that Safe Haven for our staff providing apartment space and nutritional sustenance when needed;

NOW, THEREFORE, I, John Tompeck, Mayor of the Town of Sewall's Point, call upon all citizens of the Town of Sewall's Point, to offer thanks to Brookdale Senior Living for helping to ensure the safety of our Police Department and Town Employees. This valuable contribution allows our public safety employees to readily provide essential services to the Sewall's Point residents during hurricanes or other state of emergency.

NOW, THEREFORE, I, John Tompeck, Mayor of the Town of Sewall's Point, do hereby proclaim the residents and staff of Brookdale Senior Living as honorary citizens of the Town of Sewall's Point.

Dated this 12th day of November, 2024.

John Tompeck, Mayor
Town of Sewall's Point





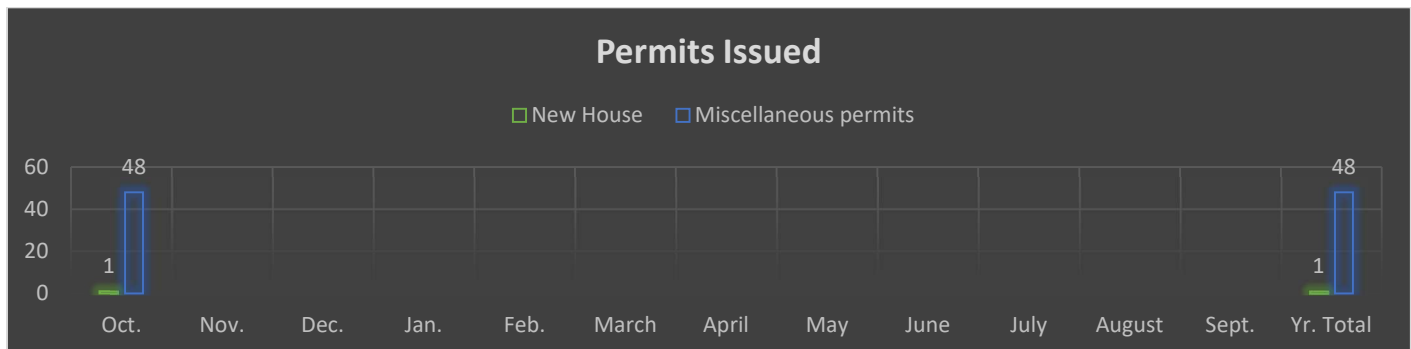
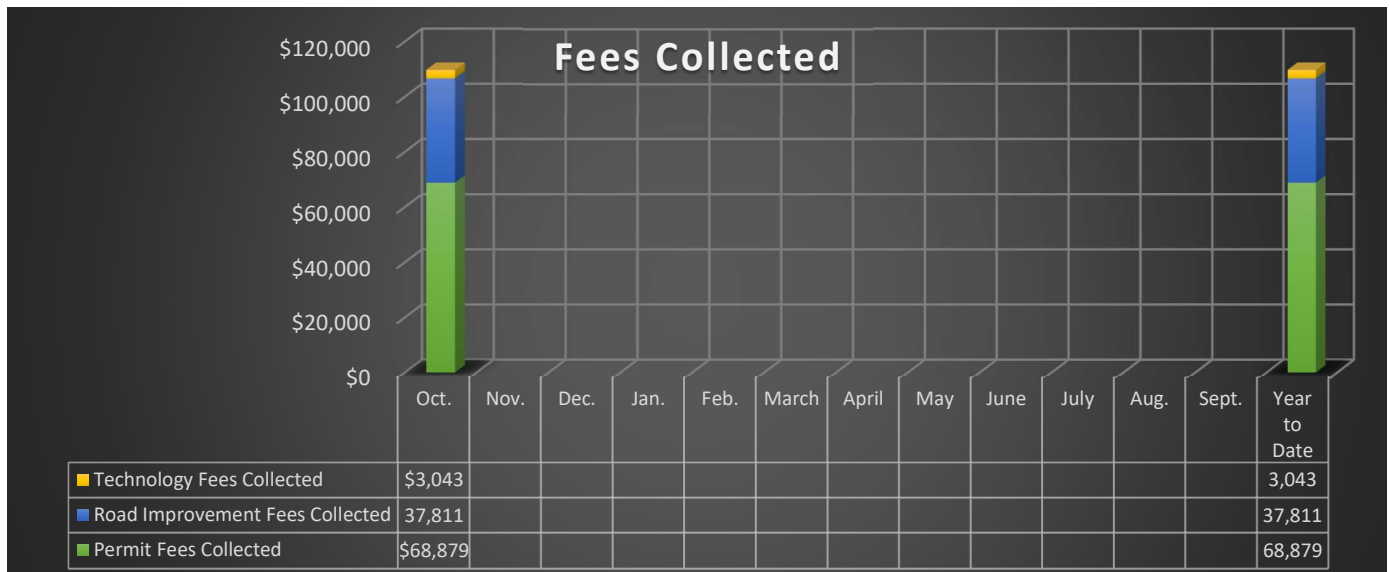
Guidelines for Public Comments

- Everyone will have 3 minutes
- When recognized step forward to the podium and state your name for the record
- All remarks should be addressed to the Commission as a body
- The public comment period is for receipt of public comments, not debate. It is not intended as a time for problem solving but rather for hearing the citizens for their input
- Any person addressing the Commission who disrupts the orderly and efficient conduct of the meeting, uses profane or obscene language may be removed from the meeting

TOWN OF SEWALL'S POINT



TO: Town Commission
FROM: Jack Reisinger, Building Official through Robert Daniels, Town Manager
SUBJECT: 2024-2025 Building Permitting Report
 Regular Commission Meeting of November 12, 2024



Building Department Budget for 2024-2025

- Building Permit Fees: \$430,000 of which \$68,879 has been collected for the fiscal year to date.
- Road Improvement Fees: \$150,000 of which \$37,811 has been collected for the fiscal year to date.

Recommendation: Staff recommends approval of the monthly Building Reports as presented.

JOHN TOMPECK
Mayor

FRANK FENDER
Vice Mayor

VINNY BARILE
Commissioner

DAVE KURZMAN
Commissioner

KAIJA MAYFILED
Commissioner

TOWN OF SEWALL'S POINT



ROBERT DANIELS, ICMA-CM
Town Manager

APRIL C. STONCIUS, MMC
Town Clerk

TINA CIECHANOWSKI
Chief of Police

JACK REISINGER, CBO
Building Official/PW Director

MARIA PIERCE
Finance/HR Director

**Regular Town Commission Meeting Minutes
October 22, 2024
6:00 p.m.**

I. CALL TO ORDER

Mayor Tompeck called the meeting to order at 6:00 p.m.

a. Pledge of Allegiance to the Flag

Mayor Tompeck lead the assembly in the Pledge of Allegiance.

b. Roll Call

The Town Clerk called the roll with the following Commissioners present: Mayor Tompeck, Vice Mayor Fender, Commissioner Barile, Commissioner Kurzman, and Commissioner Mayfield.

II. PROCLAMATIONS AND PRESENTATIONS

There was nothing scheduled under this item.

III. PUBLIC COMMENT ON NON-AGENDA ITEMS- PLEASE SUBMIT A COMMENT CARD TO THE TOWN CLERK PRIOR TO THE START OF THE MEETING AND LIMIT YOUR COMMENTS TO THREE MINUTES. *If the thirty (30) minute time period has been exhausted, the Commission will entertain any remaining comments near the end of the meeting with the same three (3) minute per person time limitation.*

There was nothing heard under this item.

IV. ADDITIONS, DELETIONS OR CHANGES TO THE AGENDA

The Town Manager requested that Item 11 b), Town Manager's Evaluation, be pulled and tabled to the November 12, 2024, Regular meeting.

V. APPROVAL OF AGENDA

There being no further discussion, Vice Mayor Fender **moved** to approve the Agenda, with Item 11 b), tabled to the November 12, 2024, Regular meeting. Commissioner Mayfield **seconded** the motion, which **passed unanimously** by roll call vote.

VI. CONSENT AGENDA

- a. Building Report – September
- b. Minutes – October 8, 2024, Regular Meeting

There being no further discussion, Commissioner Kurzman **moved** to approve the Consent Agenda. Commissioner Mayfield **seconded** the motion, which **passed unanimously** by roll call vote.

VII. PUBLIC HEARING - ORDINANCE - SECOND READING

a. Ordinance No. 468 – Marijuana Dispensary Definitions

The Town Attorney read the title into the record. Mayor Tompeck called for any public comments, to which there were none.

There being no discussion, Commissioner Mayfield **moved** to approve the Second Reading of Ordinance No. 468. Vice Mayor Fender **seconded** the motion, which **passed unanimously** by roll call vote.

b. Ordinance No. 469 – Marijuana Use in Public Places

The Town Attorney read the title into the record. Mayor Tompeck called for any public comments, to which there were none.

There being no further discussion, Commissioner Kurzman **moved** to approve the Second Reading of Ordinance No. 469. Vice Mayor Fender **seconded** the motion, which **passed unanimously** by roll call vote.

VIII. PUBLIC HEARING - ORDINANCE - FIRST READING

a. Ordinance No. 470 – Dock Structures

The Town Attorney read the title into the record. Mayor Tompeck called for any public comments.

Jay Goldwasser, Realtor, stated that he had a property on North Sewall's Point road under contract, and inquired as to if the dock moratorium would have an effect on the lot. The Building Official responded that it was in reference to the structures on a dock, and was not regarding the actual dock itself.

Commissioner Mayfield requested the typo on Page 32 of the packet (Page 9 of 11 of ordinance) be amend from 'boat lift cover' to 'dock gazebo.'

Commissioner Barile questioned if a resident could rebuild their dock, if there was damage to it during a storm, to which the Building Official answered that it was required to be rebuilt

up to the current standards of the Florida Building Code.

Mayor Tompeck asked for clarification in reference to a one-sided gazebo, to which the Building Official replied that the ordinance would be amended to indicate more than 'one open-sided' gazebo. Mayor Tompeck stated that under Section 62-175, (2), 'in all probability,' should be removed.

There being no further discussion, Commissioner Kurzman **moved** to approve the First Reading of Ordinance No. 470, with the stated changes. Vice Mayor Fender **seconded** the motion, which **passed unanimously** by roll call vote.

IX. RESOLUTIONS

There was nothing scheduled under this item.

X. OLD BUSINESS

a. Communications Plan – Snyder Marketing Solutions & Events

Rachel Snyder stated that she was submitting a Communications Plan for approval that included Guiding Principles and Community Engagement, as well as a Crisis Communication Plan.

Vice Mayor Fender thanked Ms. Snyder for the communications process, as he had seen an improvement over the last year.

Commissioner Barile inquired as to if the information was distributed to the community prior to a Commission meeting, to which Ms. Snyder responded that the Spotlight digital newsletter was sent to the residents after the meeting as a highlight and recap of what had occurred.

There being no further discussion, Commissioner Kurzman **moved** to approve the Communications Plan. Commissioner Mayfield **seconded** the motion, which **passed unanimously** by roll call vote.

XI. NEW BUSINESS

a. Alternate Use – Stringers – Town Planner

The Town Planner, Bonnie Landry, stated that the request entailed a proposal from Nick Darley for an alternate use regarding the Stringers restaurant that included a package liquor store, which would be renamed to The Catch. She stated that it would not be a detriment to the Town, as it would be operated up to Sewall's Point standards, and recommended approval with the following conditions: the applicant shall not add a drive-thru window; the hours of operation shall be Monday through Thursday, and Sunday and close no later than 10:00 p.m.; Friday and Saturday to close no later than 11:00 p.m.

Nick Darley, Applicant, stated that the store would be ran in a manner that was respectful to the community, and encouraged any feedback or input from the Commission.

Mayor Tompeck called for any public comments.

Ronnie Piccolo, 8 Via Lucindia, stated that communication was the key, as she had spoken to a number of people that were opposed to the proposal and were unaware that it was being presented. She pointed out that communication after-the-fact was not valuable, and requested that the item be tabled until community input could be attained.

Carol Ball, 9 Heritage Way, stated that a liquor store did not fit the demographics of Sewall's Point, and that there were two other stores in close proximity. She offered her services, as she was previously a property manager, in reference to the crisis plan that she implemented.

Mike Antheil, 18 Fieldway Drive, stated that if the store was similar to Harbour Bay Gourmet's standards, it would be acceptable, and requested the timeline in which it would be open for business.

Commissioner Kurzman stated that the two other liquor locations were multi-billion dollar business, which was much different than a small business owner such as the applicant. He recommended that the closing hours be adjusted to 9:00 p.m.

Mr. Darley stated that he was proposing more of a boutique-style store that included retail merchandise. He estimated that the store could be ready to open around January/February of 2025.

Commissioner Kurzman suggested tabling the item, in order to receive more community input prior to the next meeting.

Mr. Darley said that his business had a packaging license for over 40 years and that he was interested in putting it to use for the residents to enjoy. He was concerned about the lack of traffic into Harbour Bay Plaza, and pointed out that it may help the other businesses become more sustainable.

Commissioner Barile stated that the applicant would be competing against himself, as he also owned the Dolphin Bar and Conchy Joe's restaurants. He said that with the name change, there could be a possibility that the business would be sold with the packaging license. Mr. Darley assured the Commission that the business was not for sale, as he had invested a significant amount of funds into the restaurant. Commissioner Barile was not in favor of a packaged liquor store in Sewall's Point.

Vice Mayor Fender stated that he was a valuable member of the community, and that he was impressed with the Stringers buildout. He recommended more communication with the community, and requested visuals of what was being proposed.

Commissioner Mayfield stated that Mr. Darley’s restaurants were well-established and that he was very generous with the community. She stated that the residents would enjoy an establishment that had wine and charcuterie, which could be an accent to a restaurant when residents did not want a full meal. Commissioner Mayfield pointed out that if it was presented correctly, he would receive a lot of positive support from the community.

Mayor Tompeck stated that he agreed with the Commission, and requested a more detailed plan be presented in reference to the boutique. He suggested citizen input be gauged, and that the results be returned to the Commission for their review. Mayor Tompeck recommended that the information be placed on the website for residents to evaluate.

There being no further discussion, Commissioner Mayfield **moved** to table Item 11 a), Stringers Alternate Use to the November 12, 2024, Regular meeting. Commissioner Kurzman **seconded** the motion, which **passed** by roll call vote with Mayor Tompeck, Vice Mayor Fender, Commissioner Kurzman, and Commissioner Mayfield voting in favor, and Commissioner Barile voting against.

b. Town Manager Evaluation - Human Resources Director

(Clerk’s Note: Item 11b) was tabled to the November 12, 2024, Regular meeting.)

XII. DISCUSSION

There was nothing scheduled under this item.

XIII. COMMISSION AND STAFF CLOSING COMMENTS

a. STAFF

**Town Manager – Premier Realty Halloween Event - TC Halloween Half Marathon
October 27, 2024**

The Town Manager stated that the Trunk & Treat event was being sponsored by Premier Realty, which was on their webpage. He said that the Treasure Coast Halloween Half Marathon would take place on October 27, 2024, from Stuart into Sewall’s Point.

Town Clerk – General Election – Early Voting

The Town Clerk stated that the Trunk & Treat event would take place on Tuesday, October 29, 2024, beginning at 5:30 p.m. to 7:00 p.m. at Premier Realty.

The Town Clerk stated that early voting began on Monday, October 21, 2024, and would be available through November 2, 2024, from 8:00 a.m. to 5:00 p.m. at the following local polling locations: Stuart Supervisor of Elections Office, Hoke Library, and the Robert Morgade Library.

b. COMMISSIONERS

Mayor Tompeck stated that he attended the Treasure Coast Regional Planning Council's last meeting wherein there was a presentation on the health of Lake Okeechobee and the surrounding waterways provided by John Mahl, Martin County Environmental Resource Administrator. He explained that there was a new water control plan that was placed in effect on August 12, 2024, that included no water releases until the water level was at 17 feet, which would reduce discharges by 75%. Mayor Tompeck confirmed that the C-44 Reservoir was in working order, and that Hurricane Milton raised the Lake by less than 3 inches.

Commissioner Mayfield inquired as to the homes on South Sewall's Point Road regarding the first phase of the sewer and the delay from the county. The Town Manager responded that the controller panels were delayed, but that they had their DEP inspection and were awaiting the proper permits. He estimated that by the middle of November, Martin County would have accepted the system, and letters would be mailed to the residents and the 169 corresponding connections, giving them the opportunity to connect.

Vice Mayor Fender queried about the status of the debris pick up, to which the Town Manager responded that crews were working on either side of the peninsula and storing the debris behind Town Hall.

Commissioner Kurzman stated that there were grants available for underground utilities, and that he had forwarded the information to the Town Manager for further review and follow-up. Mayor Tompeck requested an update on all of the grants at the November 12, 2024, Regular meeting.

XV. ADJOURN

There being no further business, the meeting adjourned at 7:15 p.m.

APPROVED:

Mayor John Tompeck, Presiding Officer

ATTEST:

April C. Stoncius, Town Clerk

Minutes approved at the meeting of: November 12, 2024



TOWN OF SEWALL'S POINT - 2025 Commission Meeting Calendar

Tuesday, January 14, 2025 - 6:00 pm	Commission Regular Meeting
Tuesday, January 28, 2025 - 6:00 pm	Commission Regular Meeting
Tuesday, February 11, 2025 - 6:00 pm	Commission Regular Meeting
Tuesday, February 25, 2025 - 6:00 pm	Commission Regular Meeting
Tuesday, March 11, 2025 - 6:00 pm	Commission Regular Meeting
Tuesday, March 25, 2025 - 6:00 pm	Commission Regular Meeting
Tuesday, April 8, 2025 - 6:00 pm	Commission Regular Meeting
Tuesday, April 22, 2025 - 6:00 pm	Commission Regular Meeting
Tuesday, May 13, 2025 - 6:00 pm	Commission Regular Meeting
Tuesday, May 27, 2025 - 6:00 pm	Commission Regular Meeting
Tuesday, June 10, 2025 - 6:00 pm	Commission Regular Meeting
Tuesday, July 8, 2025 - 6:00 pm	Commission Regular Meeting
Tuesday, August 12, 2025 - 6:00 pm	Commission Regular Meeting
Tuesday, September 9, 2025 - 6:00 pm	Tentative Budget & Regular Meeting
Tuesday, September 23, 2025 - 6:00 pm	Final Budget & Regular Meeting
Tuesday, October 14, 2025 - 6:00 pm	Commission Regular Meeting
Tuesday, November 18, 2025 - 6:00 pm	Commission Regular Meeting
Tuesday, December 9, 2025 - 6:00 pm	Commission Regular Meeting

TOWN OF SEWALL'S POINT



TO: Town Commission

FROM: April C. Stoncius, MMC-RMLO, Town Clerk

SUBJECT: Board of Zoning Adjustment - Board Member Vacancy

DATE: Regular Commission Meeting - November 12, 2024

The Board of Zoning Adjustment has two (2) regular board member vacancies and two (2) alternate positions, due to recent resignations of board members.

I am recommending Mona Leonard be appointed to the board.

Staff recommendation: appoint Mona Leonard to the BZA Board.

Division 3 - Board of Zoning Adjustments - Section 2-101 - Established; membership; term of members.

(a) There shall be a board known as the board of zoning adjustment, which shall consist of five members appointed by the town commission.

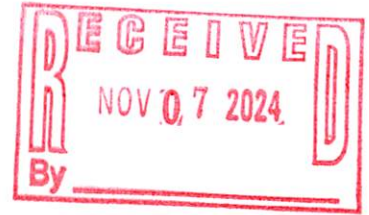
(b) The town commission shall also appoint two alternate members of the board of zoning adjustment to serve at the request of the chair of the board of zoning adjustment if any regularly appointed member of the board of adjustment is unable to attend a meeting of the board.

(c) No regular member of the board of zoning adjustment or an alternate of the board of zoning adjustment shall be appointed who holds an elective public office or is a public employee or a public official, except in his capacity as a member of the board of zoning adjustment, and, further, such regular or alternate member of the board of zoning adjustment must be a resident of the town.

(d) Members of the board of zoning adjustment shall serve for overlapping terms of three years, or thereafter until their successors are appointed. Not more than a minority of the terms of such members shall expire in any one year.

(e) Vacancies for the unexpired term of any member of the board shall be filled by the town commission.

(Ord. No. 95, § XV.A.1—5, 11-17-1976)



TOWN OF SEWALL'S POINT, FLORIDA

APPLICATION TO SERVE ON TOWN BOARD

1. Name: Mona Leonard Home Telephone: 772-530-6131
2. Address: 1 Heritage Way
Email Address: monaleonardrealtor@gmail.com
3. Business Name & Address: Mona Leonard, P.A. - Keller Williams Realty of the Treasure Coast
4. Business Telephone: 772-439-0400
5. Brief Resume of Education and Experience:
Real Estate Investor since 1978. Native Floridian and Martin County Resident since 1979. Masters in Business Administration Registered Respiratory Therapist and Ran Martin Memorial's Pulmonary Depts and Arterial Blood Gas Labs. Realtor since 2016
6. Are you a registered voter in Sewall's Point? Yes No
7. Check the Board(s) for which you are applying: Board of Zoning Adjustment
Code Enforcement
8. What are your qualifications to serve on this Board?
As a Realtor I am familiar with zoning types and processes for zoning and land use changes.
9. Why do you want to serve on this Board?
Residents want to continue enjoying the small town charm we have and I want to contribute to that.
10. Do you now have, or in the past three years had, any business dealings with the Town? If so, please explain:
No
11. Do you now have, or in the past three years had, any personal matters before any of these Boards? If so, please explain:
No
12. Would you consider serving on a different Board than you selected? Yes No

Signature: Mona Leonard Date: 11/7/24

NOTES: If you have any questions, please contact Town Clerk at 287-2455 x.14. This application is effective for one year from the above date. If you are appointed to one of the Boards, THE STATE OF FLORIDA REQUIRES THAT YOU COMPLETE ITS FINANCIAL DISCLOSURE FORM. Please attach additional pages if needed to complete any item.

JOHN TOMPECK
Mayor

FRANK FENDER
Vice Mayor

VINNY BARILE
Commissioner

DAVID KURZMAN
Commissioner

KAIJA MAYFIELD
Commissioner

TOWN OF SEWALL'S POINT



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Town Manager

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Chief of Police

JACK REISINGER, CBO
Building Official/PW Director

MARIA PIERCE
Finance/HR Director

TO: Mayor and Commissioners

FROM: Robert Daniels; Town Manager

SUBJECT: Ordinance No. 470 – Regulates Dock Structures

DATE: Commission Meeting – November 12, 2024
Second Reading

EXECUTIVE SUMMARY:

The Town of Sewall's Point currently has Ordinance No. 444, Marine Structures, in place that was established to permit property owners on the east side of town, where the land has lower elevation, to protect their boats by covering their boat lifts. However, during the process of amending the existing ordinance on docks, the term "covered docks" was inadvertently replaced with "covered boat lifts." As a result, covered docks are currently not addressed in the town's ordinances.

Ordinance No. 470 corrects that oversight by allowing both covered boat lifts and covered docks, along with specific restrictions based on the upland grade requirement and reinstates the regulations concerning dock structures to protect sea grass and the quality of life in our community.

Ordinance 470 was approved by the Town Commission at first reading on October 22, 2024.

RECOMMENDATION:

Staff recommends adopting Ordinance No. 470 after the second reading.



Town of Hall One South Sewall's Point Road Sewall's Point, FL 34996
(772) 287-2455 Fax (772) 220-4765
townhall@sewallspoint.org
www.sewallspoint.org





ORDINANCE NO. 470

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SEWALL'S POINT, FLORIDA, AMENDING CHAPTER 62 MARINE ACTIVITIES, FACILITIES AND STRUCTURES, ARTICLE III MARINE STRUCTURES, DIVISION 2 MARINE STRUCTURE REGULATIONS, SUBDIVISION I IN GENERAL, SECTION 62-132 DEFINITIONS, TO ADD A DEFINITION FOR "DOCK GAZEBO"; AMENDING SECTION 62-151 TO PROVIDE FOR NONCONFORMITIES: AMENDING SUBDIVISION III, TECHNICAL REQUIREMENTS AND STANDARDS, SECTION 62-175, BOAT LIFT COVERS, TO ADD REGULATIONS FOR DOCK GAZEBOS; AND AMENDING SECTION 62-176 TO PROVIDE FOR ALTERNATIVE COMPLIANCE; AND FOR OTHER PURPOSES; PROVIDING FOR SEVERABILITY, THE REPEAL OF ALL CONFLICTING ORDINANCES, CODIFICATION AND AN EFFECTIVE DATE.

WHEREAS, the Town of Sewall's Point, Florida is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town of Sewall's Point, located on a peninsula surrounded by water to the east, south, and west, is known for its many waterfront homes and often called a boaters' paradise; and

WHEREAS, for many Sewall's Point residents, the availability of dock facilities, plays an important role in the use, enjoyment, protection and value of their property; and

WHEREAS, the Town has established regulations regarding the construction of docks in Chapter 62 "Marine Activities, Facilities and Structures,"

including necessary minimum construction regulations to better protect the environment, abutting riparian property owners' rights, and the Town; and

WHEREAS, unless properly regulated, dock structures, including boat lift covers and dock gazebos, may have negative impacts on the marine environment, including critical seagrass beds; and

WHEREAS, unless properly regulated, dock gazebos may also detract from neighboring property owners' use and enjoyment of their property by obstructing and/or cluttering the view; and

WHEREAS, the reasonable regulation of the size, location and appearance of dock gazebos serves to protect against harmful environmental and aesthetic impacts while allowing the reasonable use and enjoyment of property; and

WHEREAS, on September 27, 2022, the Town Commission of the Town of Sewall's Point approved Ordinance No. 444 regulating the construction of boat lift covers; and

WHEREAS, Ordinance No. 444 does not regulate the construction of other types of dock structure, such as gazebos; and

WHEREAS, the Town Commission desires to amend Chapter 62 to provide for the reasonable regulation of the size, location and appearance of dock gazebos; and

WHEREAS, the Town Commission finds that the proposed amendments further the public health, safety and general welfare of the residents and citizens of the Town.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION
OF THE TOWN OF SEWALL'S POINT, FLORIDA THAT:**

Section 1. The foregoing recitals are hereby fully incorporated herein by reference as legislative findings of the Town Commission of the Town of Sewall's Point.

Section 2. Chapter 62, Marine Activities, Facilities and Structures, Article III, Marine Structures, Division 2, Marine Structure Regulations, Subdivision I, In General, Section 62-132, Definitions, is hereby amended by adding definitions for the term "dock gazebo" as follows (deletions are shown by overstrike; additions are underlined):

Dock gazebo means an open-sided structure constructed on a private dock in conformity to the requirements of this Chapter for the purpose of providing shade for standing or sitting.

Section 3. The definition of "dock permit" set forth in Chapter 62, Marine Activities, Facilities and Structures, Article III, Marine Structures, Division 2, Marine Structure Regulations, Subdivision I, In General, Section 62-132, Definitions, is hereby amended as follows (deletions are shown by ~~overstrike~~; additions are underlined):

Dock permit means, collectively or individually, the permit required by any of the agencies and the town for a person to construct, add to, or structurally repair or alter a dock, a dock gazebo, or a boat lift cover within the jurisdictional limits of the town.

Section 4. Chapter 62 Marine Activities, Facilities and Structures, Article III, Marine Structures, Division 2, Marine Structure Regulations, Subdivision Subdivision II, Permit, Section 62-151, Permit Requirements: Subsection (c)(1), Nonconforming Use, Generally, is hereby amended as follows (deletions are shown by ~~overstrike~~; additions are underlined):

(c) *Nonconforming use.*

(1) *Generally.* Subject to all permit requirements, notwithstanding any contrary provision of this Code, a nonconforming dock, dock gazebo, or boat lift cover or other nonconforming marine structure may be rebuilt or repaired to its previously permitted size and configuration, notwithstanding any deterioration or damage from any cause, including fire, hurricane, flood or collision.

Section 5. Chapter 62 Marine Activities, Facilities and Structures, Article III, Marine Structures, Division 2, Marine Structure Regulations, Subdivision Subdivision III, Technical Requirements and Standards, section 62-175, Boat lift covers, is hereby amended as follows (deletions are shown by ~~overstrike~~; additions are underlined):

Sec. 62-175. Boat lift covers. Dock Structures.

The only allowable dock structures are boat lift covers and dock gazebos, as defined in this chapter. No other type of structure may be constructed or placed on a dock. The applicant must submit plans for a proposed boat lift cover or dock gazebo to be constructed as part of an existing or proposed dock to the building department for approval. The following conditions must be met:

(a) *Boat lift covers.*

- (1) The plans shall indicate that the height of the boat lift cover shall not exceed the finished grade of the upland riparian property to which the dock is appurtenant; however, in no event shall the height of the boat lift cover exceed 15 feet measured from the terminal platform of the dock to which the boat lift cover is appurtenant.
- (2) The plans shall be engineered so that the boat lift cover will be constructed of materials and in a manner that will withstand winds of 170 miles per hour as specified by the Florida Building Code.
- (3) All boat lift covers shall be a pitched, hip or gable design except those approved for alternative compliance under section 62-176.

(b) Dock gazebos. A private residential dock may have not more than a one open-sided dock gazebo as provided in this section.

- (1) The area covered by a dock gazebo shall not exceed 150 square feet.
- (2) The dock gazebo may not be placed within a side setback.
- (3) The dock gazebo roof shall have a pitched, hip or gable design. The roof may not extend beyond the width of the dock.
- (4) With the exception of chickee huts as defined by section 58-39(6) of this Code, dock gazebos shall be designed and constructed in an architectural style complimentary to the existing residence. Chickee huts used as dock gazebos must conform to all other dock gazebo requirements.

(5) The height of the dock gazebo shall not exceed the finished grade of the upland riparian property to which the dock is appurtenant; however, in no event shall the height of the dock gazebo exceed 15 feet measured from the terminal platform of the dock to which the dock gazebo is appurtenant.

Section 6. Chapter 62 Marine Activities, Facilities and Structures, Article III, Marine Structures, Division 2, Marine Structure Regulations, Subdivision III, Technical Requirements and Standards, Section 62-176(a), Variances, Alternative compliance, is hereby amended as follows (deletions are shown by overstrike; additions are underlined):

Sec. 62-176. - Variances; Alternative compliance.

- (a) The town commission may vary any of the technical requirements and construction standards for marine structures set forth in Section 62-171 and Section 62-172 by the granting of a variance pursuant to the procedures set forth in Sections 82-111 through 82-116 of this Code. If the Florida Department of Environmental Protection or other governmental entity has jurisdiction over the subject matter of the variance, the variance shall be contingent upon the approval of all such entities.
- (b) An applicant may request alternative compliance for a building permit to add a boat lift cover to an existing or proposed dock which exceeds the maximum height as set forth in Section 62-175(a)(1), when meeting the maximum height requirement is not reasonably possible

due to constraints caused by a differential between riparian grade and mean high water level for the affected property. The board of zoning adjustment shall be authorized to consider the request at a quasi-judicial hearing, following procedures substantially similar to those applicable to requests for conditional use permits as provided in Sections 82-126 and 82-128. A request for alternative compliance for a boat lift cover may only be approved when the board of zoning adjustment has determined that:

- (1) Constraints exist as a result of a differential between the riparian grade and mean high water level which effectively prohibit the construction of a boat lift cover under Section 62-175 of this article, and
- (2) The proposed boat lift cover meets all of the following design criteria established in order to minimize visual intrusiveness:
 - a. The boat lift cover and frame will not significantly obstruct the water views of surrounding properties.
 - b. Boat lift cover materials (other than the frame) must be canvas or vinyl.
 - c. Boat lift covers must be of one, solid subtle color with an emphasis on earth tones, or pale blue or gray hues.
 - d. Boat lift covers shall be a dome shape and shall not include side curtains.

(3) As an additional condition of any such approval, the applicant shall be required to remove and store the canopy portion of the boat lift cover within 24 hours of the National Weather Service or National Oceanic and Atmospheric Administration, or other comparable governmental agency issuing a tropical storm or hurricane warning for all or any portion of the Town or Martin County. The boat lift cover frame may remain. Failure to remove the boat lift cover canopy within such time period shall result in the loss of authorization for alternative compliance, requiring the permanent removal of the boat lift cover and frame.

(c) An applicant may request alternative compliance for a building permit to add a dock gazebo to an existing or proposed dock which exceeds the maximum height as set forth in Section 62-175(b)(5), when meeting the maximum height requirement is not reasonably possible due to constraints caused by a differential between riparian grade and mean high water level for the affected property. The Board of Zoning Adjustment shall be authorized to consider the request at a quasi-judicial hearing, following procedures substantially similar to those applicable to requests for conditional use permits as provided in Sections 82-126 and 82-128. A request for alternative compliance for a dock gazebo may only be approved when the board of zoning adjustment has determined that:

- (1) Constraints exist as a result of a differential between the riparian grade and mean high water level which effectively prohibit the construction of a dock gazebo under section 62-175 of this article, and
- (2) The proposed dock gazebo will meet all other requirements of Section 62-175(b) and will be constructed in a manner designed to minimize visual intrusiveness; and
- (3) The proposed dock gazebo will not significantly obstruct the water views of surrounding properties.

Section 7. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 8. Repeal of Laws in Conflict. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 9. Codification. The sections of the ordinance may be made a part of the Town Code of Laws and ordinances and may be re-numbered or re-lettered to accomplish such, and the word “ordinance” may be changed to “section,” “division,” or any other appropriate word.

Section 10. Effective Date. This ordinance shall take effect immediately upon adoption.

Commissioner Kurzman offered the Ordinance for its first, reading and moved its adoption. The motion was seconded by Vice Mayor Fender, and upon being put to a vote, the vote was:

	<u>AYE</u>	<u>NAY</u>
JOHN TOMPECK, MAYOR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FRANK FENDER, VICE MAYOR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VINNY BARILE, COMMISSIONER	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DAVE KURZMAN, COMMISSIONER	<input checked="" type="checkbox"/>	<input type="checkbox"/>
KAIJA MAYFIELD, COMMISSIONER	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Passed first reading at the Regular Meeting of the Town Commission held on the 22nd day of October, 2024.

_____ offered the Ordinance for its second reading and moved its adoption. The motion was seconded by _____, and upon being put to a vote, the vote was:

	<u>AYE</u>	<u>NAY</u>
JOHN TOMPECK, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>
FRANK FENDER, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>
VINNY BARILE, COMMISSIONER	<input type="checkbox"/>	<input type="checkbox"/>
DAVE KURZMAN, COMMISSIONER	<input type="checkbox"/>	<input type="checkbox"/>
KAIJA MAYFIELD, COMMISSIONER	<input type="checkbox"/>	<input type="checkbox"/>

Passed second reading at the Regular Meeting of the Town Commission held on the 12th day of November, 2024. The Mayor thereupon declared this Ordinance approved and adopted by the Town Commission on this 12th day of November, 2024.

TOWN OF SEWALL'S POINT, FLORIDA

John Tompeck, Mayor

ATTEST:

Approved as to form and legal sufficiency:

April Stoncius, MMC, Town Clerk

Glen J. Torcivia, Town Attorney
Florida Bar No. 343374

(TOWN SEAL)



ORDINANCE NO. 471

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SEWALL'S POINT, FLORIDA, AMENDING CHAPTER 82, ZONING, ARTICLE I, GENERALLY, SECTION 82-1, DEFINITIONS, TO ADD A DEFINITION FOR "PORTABLE STORAGE UNIT" AND AMENDING CHAPTER 82, ZONING, ARTICLE V, SUPPLEMENTARY REGULATIONS, BY ADDING A NEW DIVISION 8, PORTABLE STORAGE UNITS; AND FOR OTHER PURPOSES; PROVIDING FOR SEVERABILITY, THE REPEAL OF ALL CONFLICTING ORDINANCES, CODIFICATION AND AN EFFECTIVE DATE.

WHEREAS, the Town of Sewall's Point, Florida ("Town") is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town Commission of the Town of Sewall's Point, Florida, desires to provide for and regulate the use of portable storage units; and

WHEREAS, the Town Commission of the Town of Sewall's Point, Florida, desires to add to Section 82-1 a definition of the term "portable storage unit"; and

WHEREAS, the Town Commission of the Town of Sewall's Point, Florida, desires to amend Chapter 82, Zoning, Article V, Supplementary Regulations by adding a new Division 8, Portable Storage Unit.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF SEWALL'S POINT, FLORIDA THAT:

Section 1. The foregoing recitals are hereby fully incorporated herein by reference as legislative findings of the Town Commission of the Town of Sewall's Point.

Section 2. Chapter 82, Zoning, Article I, In General, Section 82-1, Definitions, is hereby amended by adding a definition of "portable storage unit," as follows (deletions are shown by overstrike; additions are underlined):

Portable storage unit (PSU). A container intended to be used for the offsite storage of personal property that is on the property solely for loading and unloading.

Section 3. Chapter 82, Zoning, Article V, Supplementary Regulations, is hereby amended by adding a new Division 8, Portable Storage Units, as follows (deletions are shown by overstrike; additions are underlined):

Sec. 82-488. – Portable Storage Units.

The use of portable storage units (PSUs) is subject to the following conditions:

- (a) A PSU shall not exceed eight (8) feet in width, sixteen (16) feet in length, and nine (9) feet in height.
- (b) A PSU shall be placed either on the driveway, approved parking area, or in the buildable portion of the lot and shall not be placed in the street, alley or right-of-way, except as provided for in this section.

(c) When physical limitations of the property prevent locating the PSU within the areas designated above, the town manager or his/her designee may approve the placement of the PSU in a right-of-way, street or alley. The following conditions shall govern approval of placement of the PSU in a right-of-way, street, or alley:

(1) The PSU may only be placed within an area approved for parking;

(2) The street or alley must be adjacent to the property using the PSU and no sale(s) may be conducted from a PSU in these locations;

(3) The PSU shall have safety reflectors on all sides of the container facing oncoming traffic;

(4) The PSU shall be removed within 72 hours of the placement, or the town may have the PSU removed at the owner's expense;

(5) The placement of the PSU shall not create any unsafe condition; and

(6) Any other restriction deemed necessary by the town manager or his/her designee to avoid creating a threat to the safety of persons and property.

(d) The placement of a PSU shall be subject to limits on frequency and duration as provided herein. For the purposes of this section, a "use" shall mean the delivery and pick-up of the PSU. Uses shall be non-consecutive.

1. Residential property: A maximum of ten calendar days per use, with a maximum of two uses per calendar year.

2. Non-residential property: A maximum of ten calendar days per use, with a maximum of two uses per calendar year per each nonresidential unit on a property.

(e) The PSU shall have clearly posted on the exterior of the unit the name, current phone number, and address of the company providing the PSU, and the date the PSU was placed on the site.

(f) The PSU shall be locked and secured by the owner or tenant of the unit or property at all times when loading or unloading is not taking place. Storage of hazardous materials is prohibited.

(g) PSU's placed on construction sites must have a current building permit posted on the side of the PSU that is visible to the street.

(h) If the National Weather Advisory Service, or other qualified weather advisory service, identifies weather conditions which are predicted to include winds of 75 miles per hour or greater, every PSU shall be removed from all properties at least 24 hours prior to the predicted onset of such winds, or as soon as reasonably possible if less than 24 hours' notice is provided. Removal of a PSU under the provisions of this subsection shall not be considered a "use."

(i) The town manager shall be authorized to waive the time frames above in cases where catastrophic damage has occurred or there is other good cause for a reasonable extension of time.

Section 4. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 5. Repeal of Laws in Conflict. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 6. Codification. The sections of the ordinance may be made a part of the Town Code of Laws and ordinances and may be re-numbered or re-lettered to accomplish such, and the word “ordinance” may be changed to “section,” “division,” or any other appropriate word.

Section 7. Effective Date. This ordinance shall take effect immediately upon adoption.

_____ offered the Ordinance for its first, reading and moved its adoption. The motion was seconded by _____, and upon being put to a vote, the vote was:

	<u>AYE</u>	<u>NAY</u>
FRANK FENDER, VICE MAYOR	_____	_____
VINNY BARILE, COMMISSIONER	_____	_____
DAVE KURZMAN, COMMISSIONER	_____	_____
KAIJA MAYFIELD, COMMISSIONER	_____	_____

FRANK TIDIKIS, COMMISSIONER

Passed first reading at the Regular Meeting of the Town Commission held on the 12th day of November, 2024.

_____ offered the Ordinance for its second reading and moved its adoption. The motion was seconded by _____, and upon being put to a vote, the vote was:

	<u>AYE</u>	<u>NAY</u>
FRANK FENDER, VICE MAYOR	_____	_____
VINNY BARILE, COMMISSIONER	_____	_____
DAVE KURZMAN, COMMISSIONER	_____	_____
KAIJA MAYFIELD, COMMISSIONER	_____	_____
FRANK TIDIKIS, COMMISSIONER	_____	_____

Passed second reading at the Regular Meeting of the Town Commission held on the 10th day of December, 2024. The Mayor thereupon declared this Ordinance approved and adopted by the Town Commission on this 10th day of December, 2024.

TOWN OF SEWALL’S POINT, FLORIDA

John Tompeck, Mayor

ATTEST:

Approved as to form and legal sufficiency:

April Stoncius, MMC, Town Clerk

Glen J. Torcivia, Town Attorney
Florida Bar No. 343374

(TOWN SEAL)

TOWN OF SEWALL'S POINT



TO: Town of Sewall's Point Commission
FROM: Maria Pierce, Finance/Human Resources Director
SUBJECT: Town Manager Annual Performance Appraisal
DATE: Regular Commission Meeting – October 22, 2024

History:

The Town's agreement for the Town Manager's employment calls for an annual evaluation. In the agreement, upon receiving a satisfactory or higher annual performance evaluation, the Town Manager will receive the same percentage increase provided to the other Town employees (FY25 4% increase). The agreement also states that at the discretion of the Town Commission, an additional increase of up to 5% may be awarded for outstanding performance.

The Town Commission was asked to complete the Town Manager's annual review in preparation for the FY25 preliminary budget. Upon receiving the last few evaluations, I have summarized the scores and comments on the attached performance evaluation form. The overall rating the Town Manager received for his 2nd year of service was an average of 4.7 out of 5 for his performance.

Recommendation:

Provide direction regarding the Town Manager's salary adjustment effective October 1, 2024.

**Town of Sewall's Point
Town Manager Performance Appraisal**

Town Manager: Robert Daniels

Evaluation period: August 7, 2023 to August 8, 2024

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the Town Manager performance.

Evaluation Rating Chart				
5. Consistently Exceeds Performance Expectations	4. Frequently Exceeds Performance Expectations	3. Performance Expectations Fulfilled	2. Inconsistently Fulfills Performance Expectations	1. Fails to Meet Performance Expectations
<ul style="list-style-type: none"> • Consistently exceeds performance expectations • Demonstrates exceptional quality of work in all essential areas of responsibility • Always makes an exceptional or unique contribution in achievement of unit, department, and Town objectives 	<ul style="list-style-type: none"> • Always achieves performance expectations and frequently exceeds them • Demonstrates performance of a very high level of quality • Significantly contributes to the success of the services and projects they support 	<ul style="list-style-type: none"> • Consistently fulfills performance expectations and <i>periodically</i> may exceed them • Work is of high quality in all significant areas of responsibility • Any performance concerns are resolved through coaching, feedback, and self-initiative 	<ul style="list-style-type: none"> • The Town Manager's work does not consistently meet the most basic job requirements of the position. While the employee may have performed acceptably in some areas, overall job performance needs to be improved • A performance improvement plan is to be discussed and agreed to by the employee and the supervisor • Failure to demonstrate improvement may result in additional action 	<ul style="list-style-type: none"> • The Town Manager's work is below the basic requirements and immediate and continued improvement is required • A performance improvement plan is to be discussed and agreed to by the employee and the supervisor • Continued failure to show improvement may result in additional action

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period.

TOWN MANAGER'S PERFORMANCE APPRAISAL PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS (Rating "1" Poor/Low – "5" Excellent)

- 4.8 • Diligent and thorough in the discharge of duties, "self-starter"
- 5 • Exercises good judgment
- 5 • Displays enthusiasm, cooperation, and will to adapt
- 5 • Exhibits composure, appearance and attitude appropriate for the position

The overall average for this category is 4.95.

Rating Explanation - *Individual Characteristics*

- We are fortunate to have Bob administering the duties of our Town. He shows good judgement in often difficult circumstances. His demeanor is open and approachable, a characteristic that serves him and the town well. Personally, I enjoy working with Bob and feel like he is responsive to my requests as a Commissioner.
- Bob continues to be an excellent representative for Sewall's Point. He is always enthusiastic and has shown good cooperation with the residents. He makes time to meet with the residents.
- Really understands and embraces the role of Town Manager, and exhibits all of the characteristics above that are essential to an excellent leader.
- Bob is a great leader who does his own research and has always conducted himself professionally.

**TOWN MANAGER’S PERFORMANCE APPRAISAL
PERFORMANCE CATEGORY SCORING**

2. PROFESSIONAL SKILLS AND STATUS (Rating “1” Poor/Low – “5” Excellent)

- 4.8 • Maintains knowledge of current developments affecting municipal operations
- 4.6 • Demonstrates a capacity for innovation and creativity
- 5 • Anticipates and analyzes problems to develop effective approaches for solving them
- 4.6 • Willing to try new ideas proposed by governing body members and/or staff

The overall average for this category is 4.75.

Rating Explanation - *Professional Skills & Status*

- Bob is engaged with the duties of a dedicated town manager and demonstrates the experience of having administered several municipalities in the past. His experience in law enforcement also serve him well in navigating the legal and judicial aspects of Sewall’s Point municipal management.
- Bob is familiar with neighboring community’s issues and has worked well with other local leaders. He has shown a willingness to work with new ideas identified by the Commission.
- Stays up to date on issues pertinent to local government and works well with others to address and try to solve town problems.

TOWN MANAGER'S PERFORMANCE APPRAISAL PERFORMANCE CATEGORY SCORING

3. PRODUCTIVITY AND ACCOUNTABILITY (Rating "1" Poor/Low – "5" Excellent)

- 4.8 • Consistently performs work accurately and completely
- 4.6 • Assumes personal responsibility for completion of assigned tasks on or before deadlines without being reminded
- 4.8 • Holds all employees accountable for their actions and conduct and administers discipline in accordance with Department and Town Employee policies and procedures
- 4.4 • Provides regular information and reports to the governing body concerning matters of importance

The overall average for this category is 4.65.

Rating Explanation – *Productivity and Accountability*

- I have found Bob's management style to be an appropriate level of forthright "the buck stops here" accountability. In this role there are dynamics often out of the control of any town manager. These often relate to personnel issues and the limitations of the personalities available to work with at any given time. We seem to have been challenged over time with issues related to building permit management and issues with builders negatively impacting residents. The 10 Oakwood Drive issue is an example.
- I think there is room for improvement in the agenda packages. We've discovered errors during our meetings and there are too many last minute additions to the packages.
- Does good, solid work and never makes excuses for himself or others if an issue arises.

TOWN MANAGER'S PERFORMANCE APPRAISAL PERFORMANCE CATEGORY SCORING

4. POLICY EXECUTION (Rating "1" Poor/Low – "5" Excellent)

- 4.8 • Consults with the Town Commission, as appropriate, in formulating policies and regulations governing the activities of the Town
- 4.8 • Understands local government's laws, policies, and ordinances
- 4.8 • Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- 4.6 • Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

The overall average for this category is 4.75.

Rating Explanation – *Policy Execution*

- Bob is consistently updating the Commission on activities that impact the town and affect the voting management of town affairs. On occasion I have been surprised by changes that have impacted the town without prior notification. Most recently these have been related to building projects, trees, and impact to the canopy.
- Bob has been proactive interacting with Town Commissioners. He is open to resident suggestions for modifications to existing ordinances and polices.
- Maintains objectivity well, but still able to offer suggestions or solutions for consideration. Great understanding of local governments.

TOWN MANAGER'S PERFORMANCE APPRAISAL PERFORMANCE CATEGORY SCORING

5. CITIZEN RELATIONS (Rating "1" Poor/Low – "5" Excellent)

- 4.4 • Responsive to requests from citizens
- 5 • Demonstrates a dedication to service to the community and its citizens
- 4.6 • Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- 4.6 • Gives an appropriate effort to maintain citizen satisfaction with the Town

The overall average for this category is 4.65.

Rating Explanation – *Citizen Relations*

- Citizen relations is always a difficult process to manage given the wide variety of personalities in our resident community. Bob does an admirable job at balancing that dynamic. I am appreciative of his effort and diplomacy this activity requires.
- Received favorable feedback from residents on availability of Town Manager to meet with residents. Has done excellent job with Town events.
- Aware and considerate to residents and their concerns. Always ready to listen and help.

TOWN MANAGER'S PERFORMANCE APPRAISAL PERFORMANCE CATEGORY SCORING

6. STAFFING (Rating "1" Poor/Low – "5" Excellent)

- 4.75 • Applies an appropriate level of supervision to improve any areas of substandard performance
- 4.75 • Stays accurately informed and appropriately concerned about employee relations
- 4.75 • Promotes training and development opportunities for employees at all levels of the organization
- 5 • Sustains or improves staff performance by evaluating the performance of department staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback

The overall average for this category is 4.8 .

Rating Explanation – *Staffing*

- Bob seems to have the respect for staff and maintains an appropriate managerial level of authority with his team. Having the skill to manage both the police staff and administrative staff effectively requires a level of experience that Bob has deftly brought to bear in his current role. He deserves appreciation for this difficult task.
- Although I have no firsthand knowledge of the Town Manager's supervision of employees, the staff is working well together and no specific problems have been identified.
- I have somewhat limited knowledge in this area, but based on the fact that the staff seems to be satisfied and working well together, it appears the town manager is doing a great job at managing staff.
- I am not qualified to answer this question. Don't have enough info – However, that being said, I think he does a good job.

**TOWN MANAGER’S PERFORMANCE APPRAISAL
PERFORMANCE CATEGORY SCORING**

7. SUPERVISION (Rating “1” Poor/Low – “5” Excellent)

- 4.75 • Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their duties
- 5 • Develops and maintains a friendly and informal relationship with the staff and work force in general
- 5 • Set high standards of professional excellence, moral character, and integrity for the Town
- 5 • Delegates responsibility and authority for employees to effectively execute their duties

The overall average for this category is 4.9 .

Rating Explanation – *Supervision*

- As exemplified during the recent hurricane response, Bob’s team were all on site the morning after the storm helping to assist residents and clear the roads. The operation and upgrades around town hall are evident and the staff provides the professional appearance of a professionally run organization.
- Staff works well together and displays enthusiasm when interacting with the public. The Town has recognized excellent performance of staff members.
- I have somewhat limited knowledge in this area, but based on the fact that the staff seems to be satisfied and working well together, it appears the Town Manager is doing a great job at managing staff.
- Can’t respond to this statement; don’t have enough info.

TOWN MANAGER'S PERFORMANCE APPRAISAL PERFORMANCE CATEGORY SCORING

8. MANAGEMENT AND FISCAL RESPONSIBILITY (Rating "1" Poor/Low – "5" Excellent)

- 4.8 • Appropriately monitors and manages fiscal activities of the Town
- 4.8 • Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- 4.6 • Seeks continuous improvement by identifying and trying work methods that will improve service or efficiency of the Town
- 4.6 • Provides leadership, direction and guidance with regard to the Town's strategies and priorities

The overall average for this category is 4.7.

Rating Explanation – *Management and Fiscal Responsibility*

- Understands the crucial role finances play in the efficient and effective running of a municipality. Acts accordingly.
- Town budgets have been effectively prepared and implemented. Appropriate supervision has resulted in effective control.
- We are under constant pressure and scrutiny on fiscal matters related to management of public funds. The optics of this are as important as the physical bookkeeping. Bob, with the assistance of Maria, clearly have a handle on the finances. Personally I would still like to see more in terms of percentage deltas from the previous time periods on all reports. Inflation has made cost control even more difficult that it has been in recent years. We have had some recent success with cost containment, an ongoing battle. After significant success we currently appear to be struggling with grant attainment.

**TOWN MANAGER’S PERFORMANCE APPRAISAL
PERFORMANCE CATEGORY SCORING**

9. COMMUNITY

- 4.8 • Shares responsibility for addressing the difficult issues facing the town
- 4.8 • Avoids unnecessary controversy
- 4 • Cooperates with neighboring communities and the county
- 4.4 • Helps the commission address future needs and develop adequate plans to address long term trends

The overall average for this category is 4.5.

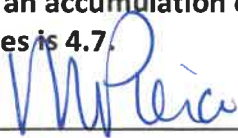
Rating Explanation – *Community*

- Represents the Town well and looks to foster and cultivate community relationships both within and beyond town boundaries, both presently and for the future.
- Bob understands his customer base (staff, commissioners, residents) and has developed a good relationship with all.
- Citizen and municipal neighbor relations is always a difficult process to manage given the wide variety of personalities in our community and the unique broader election cycle within which we find ourselves. Bob also does an admirable job at balancing these dynamics. Again, I am appreciated of his efforts and diplomacy these activities require.

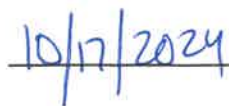
In closing, I would like to personally thank Bob for his hard work and dedication. Often this is a difficult job with issues somewhat beyond his control. Well done.

The above scoring and comments are an accumulation of all five Town Commissioners. The overall average all the above categories is 4.7.

Human Resource Director’s Signature: _____



Date: _____



2024-2025 COMMISSION BOARD MEMBERSHIPS			
BOARD	MEMBER	ALTERNATE	Meetings
Airport Noise Advisory Committee (ANAC)	Kurzman	N/A	Quarterly 4th Thursday - Aiport Maint. Bldg. Conference Room
Florida League of Cities (FLC)	Barile		Annual Conference
Treasure Coast Regional League of Cities (TCRLC)	Mayfield		10 a.m. - 3rd Wednesday of the month - Chamber of Commerce in St. Lucie County
Treasure Coast Regional Planning Council	Tompeck - Primary Appointment	1/9/24 - 11/2024	9:30 a.m. - 3rd Friday of the month - Indian River State College Chastain Campus
Metropolitan Planning Organization (MPO)	Mayfield	N/A	9:00 a.m. - February 26, 2024 - Martin County Administrative Center – Commission Chambers
Tourist Development Council (TDC)	Fender	N/A	3:00 p.m. - Martin County Commission Chambers
Treasure Coast Council of Local Governments (TCCLG)	Tompeck		10:00 a.m. - 1st Wednesday of the month- St. Lucie County Admin Annex

From: [Donna Gordon](#)
To: "lgulick@tcrpc.org"; [John Tompeck](#); stthomas@indiantownfl.gov
Cc: [Robert Daniels](#); [April Stoncius](#); tkryzda@indiantownfl.gov; lmcbride@indiantownfl.gov; mmortell@ci.stuart.fl.us; mvcicat@ci.stuart; rgarlo@tji.martin.fl.us; kkogos@tji.martin.fl.us
Subject: Treasure Coast Regional Planning Council municipal appointments
Date: Tuesday, January 9, 2024 9:13:27 AM

The Board of County Commissioners, at their January 9, 2024 meeting, confirmed the appointments of Mayor John Tompeck as the Town of Sewall's Point primary municipal appointment and Mayor Susan Gibbs Thomas as the Village of Indiantown's *alternate* municipal appointment to the **Treasure Coast Regional Planning Council**. The terms begin immediately and end November 2024.

Donna Gordon

Administrative Services Program Coordinator
Martin County Administration
2401 SE Monterey Road
Stuart, FL 34996

[Martin County Board of County Commissioners](#)
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From: [Donna Gordon](#)
To: [Robert Daniels](#); [April Stoncius](#); lmcbride@indiantownfl.gov; tkryzda@indiantownfl.gov
Cc: mmortell@ci.stuart.fl.us; mkindel@ci.stuart.fl.us; rgarlo@tji.martin.fl.us; kkogos@tji.martin.fl.us; ["Igulick@tcrpc.org"](mailto:Igulick@tcrpc.org)
Subject: Treasure Coast Regional Planning Council - Municipal Appointment
Date: Wednesday, October 16, 2024 9:40:04 AM
Attachments: [image001.png](#)

Good morning!! It's that time of year again.

The Primary municipal appointee to the **Treasure Coast Regional Planning Council** for calendar year 2025 will be the Town of Sewall's Point. The alternate will be the Village of Indiantown.

Who will serve as the Town of Sewall's Point Primary appointee to the Treasure Coast Regional Planning Council for 2025?

Who will serve as the Village of Indiantown alternate appointee to the Treasure Coast Regional Planning Council for 2025?

The individuals must be elected officials. **Please let me know the person's name and contact information by Wednesday, November 13, 2024** (via email is fine).

If you have any questions, please ask. **Thank you!**



Donna Gordon
Administrative Services Program Coordinator
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November 1, 2024

Town of Sewall's Point
1 South Sewall's Point Road
34996

Re: 7 Heritage Way

Dear Mayor, Vice-Mayor and Commissioners:

As you know, 7 Heritage Way did not procure a buyer for the asking price. I had a number of low-ball verbal offers (meaning less than \$500,000) that were not in keeping with your expectations. I invested a good amount of time and money in marketing this property.

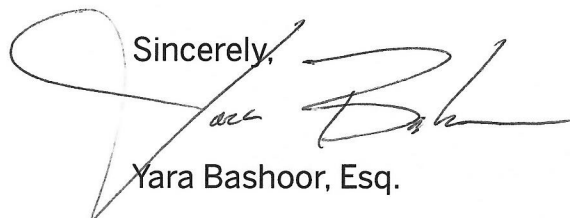
There has been little activity with regards to the selling of land in Sewall's Point. The 0.57-acre lot at 6 Mandalay continues to be on the market for \$750,000. By comparison, the Heritage Way lot consists of .37 acres at \$599,000. The property at 24 Lucinda Drive sold as a package deal with the adjacent 15,000 SF lot. In other words, the 2,097 SF home on a total of about 30,000 SF (0.69 acres) sold for \$1,355,000. The amount attributable to the adjacent parcel is less than \$500,000. Prior to that, 27 Rio Vista at 15,576 SF (0.36 acres) sold for \$482,500 on 10/27/2023. Before that on 6/30/2023, 7 Palm Rd at 15,050 SF (0.35 acres) sold for \$580,000, and it included a boat dock.

Given that the election will soon be behind us, interest rates are beginning to come down, and the high season is upon us, there should be more interest in 7 Heritage Way.

My listing agreement with the town expires on November 14, 2024. I will not be asking to renew the listing.

I respectfully withdraw from my position as the Town's real estate professional at the conclusion of November 14. Sewall's Point is home to a number of excellent realtors. I particularly admire Kim Spears. I recommend that the Town encourage the participation of its resident realtors on finding the right buyer.

Thank you.

Sincerely,

Yara Bashoor, Esq.