



[County seal]

## BOARD OF COUNTY COMMISSIONERS

**ACTION SUMMARY**  
**MAY 20, 2025 ~ 9:00 AM**

**COMMISSION CHAMBERS**  
**2401 SE MONTEREY ROAD, STUART, FLORIDA 34996**

---

### **COUNTY COMMISSIONERS**

*Sarah Heard, Chair*  
*Edward V. Ciampi, Vice Chairman*  
*Eileen Vargas*  
*Stacey Hetherington*  
*J. Blake Capps*

*Don G. Donaldson, P.E., County Administrator*  
*George M. Stokus, Assistant County Administrator*  
*Sarah W. Woods, County Attorney*  
*Carolyn Timmann, Clerk of the Circuit Court and Comptroller*

---

### **PRESETS**

9:05 AM - Public Comment  
9:30 AM – One Room Schoolhouse in New Monrovia Facilities Use Agreement (DEPT-6)  
1:30 PM – Road Transfer Agreement with FL Dept of Transportation (PH-1)  
5:05 PM - Public Comment

### **CALL TO ORDER AT 9:05 AM**

Invocation - Moment of Silence  
Pledge of Allegiance - **Shawn Lisowy**, U.S. Army Veteran

### **APPROVAL OF AGENDA**

Additional Items – [The Additional Items of PROC-2, CNST-12, CNST-13, DEPT-5, and DEPT-6 were added to the Agenda.](#)  
Approval of Agenda – [The Agenda was approved.](#)

### **PROCLAMATIONS AND SPECIAL PRESENTATIONS**

#### **PROC-1 PRESENT PROCLAMATIONS PREVIOUSLY APPROVED VIA THE CONSENT AGENDA**

The Chair will present proclamations declaring Memorial Day, recognizing Family Abduction Awareness Day, recognizing Public Works Week, and declaring Safe Boating Week in Martin County, Florida.

Agenda Item: 25-0771

[ACTION TAKEN: The proclamations were presented.](#)

**PROC-2 ADOPT AND PRESENT A PROCLAMATION DECLARING EMERGENCY MEDICAL SERVICES WEEK IN MARTIN COUNTY, FLORIDA**

The Board is asked to adopt and present a proclamation declaring Emergency Medical Services Week in Martin County, Florida.

Agenda Item: 25-1003 **Additional Item**

**ACTION TAKEN:** The Board adopted and presented the proclamation.

**COMMENTS**

Public (9:05 AM) - Please limit comments to three minutes.

Commissioners

County Administrator

**CONSENT AGENDA**

Approval of Consent Agenda – The Board approved the Consent Agenda and withdrew items **CNST-5, CNST-6, CNST-7, CNST-8, and CNST-9.**

Consent Agenda items are considered routine and are enacted by one motion and will have no action noted, but the "Recommendation" as it appears on the Board item is the approved action.

Discussion of Pulled Consent Items – n/a

**ADMINISTRATION**

**CNST-1 CONTRACTS THAT MEET THE THRESHOLD FOR BOARD APPROVAL**

This item is a placeholder on all Board meeting agendas to streamline the process for items that meet the Board approval threshold. Specific items requiring approval, if any, will be provided by Supplemental Memorandum. If there are no items, a Supplemental Memorandum will not be attached.

Agenda Item: 25-0353 **No items**

**CNST-2 BOARD OF COUNTY COMMISSIONERS' APPROVAL OF WARRANT LIST FOR DISBURSEMENT VIA CHECKS AND ELECTRONIC PAYMENTS TO COMPLY WITH STATUTORY REQUIREMENTS**

Pursuant to Chapter 136.06, Florida Statutes, checks, and electronic payments issued by the Board of County Commissioners are to be recorded in the Board meeting minutes. In compliance with statutory requirements, the Warrant List is added to the Consent Agenda for approval by the Board of County Commissioners. This Warrant List is for disbursements made between April 21 and May 4, 2025. Additional details related to these disbursements may be viewed in the office of the Martin County Clerk of Court and Comptroller or on the Clerk's website.

Agenda Item: 25-0364

**CNST-3 NOTED ITEMS**

Noted items are documents for the Board's information that must be a part of the record but do not require any action.

Agenda Item: 25-0371

**CNST-4 ADOPT PROCLAMATIONS COMMENDING JEFFREY BOBO JR., LOGAN HAMMOND, MARLIN BLACK, AND STEPHEN ORHN UPON THE ACHIEVEMENTS OF EAGLE SCOUT**

The Board extends greetings and congratulations to scouts achieving the rank of Eagle Scout.

Agenda Item: 25-0950

**BUILDING**

**CNST-5 REQUEST FOR APPROVAL OF FINE REDUCTION STIPULATION AND AGREED RECOMMENDED ORDER REGARDING THE CODE ENFORCEMENT CASE OF LISA M. CHITTY AND CHRIS BISHOP CASE NUMBER ENF2023020728**

Pursuant to the provisions of Section 1.98B, General Ordinances, Martin County Code, the Board of County Commissioners is asked to consider approval of a Fine Reduction Stipulation and Agreed Recommended Order regarding the Code Enforcement case of Lisa M. Chitty and Chris Bishop.

Agenda Item: 25-0932 [Supplemental Memorandum \(withdrawing item\)](#)

**CNST-6 REQUEST FOR APPROVAL OF FINE REDUCTION STIPULATION AND AGREED RECOMMENDED ORDER REGARDING THE CODE ENFORCEMENT CASE OF DAWN MARIE DECKER CASE NUMBER ENF2019050887**

Pursuant to the provisions of Section 1.98B, General Ordinances, Martin County Code, the Board of County Commissioners is asked to consider approval of a Fine Reduction Stipulation and Agreed Recommended Order regarding the Code Enforcement case of Dawn Marie Decker.

Agenda Item: 25-0934 [Supplemental Memorandum \(withdrawing item\)](#)

**CNST-7 REQUEST FOR APPROVAL OF FINE REDUCTION STIPULATION AND AGREED RECOMMENDED ORDER REGARDING THE CODE ENFORCEMENT CASE OF SHERRY AND GORDON PALMER CASE NUMBER 15-0097780**

Pursuant to the provisions of Section 1.98B, General Ordinances, Martin County Code, the Board of County Commissioners is asked to consider approval of a Fine Reduction Stipulation and Agreed Recommended Order regarding the Code Enforcement case of Sherry and Gordon Palmer.

Agenda Item: 25-0935 [Supplemental Memorandum \(withdrawing item\)](#)

**CNST-8 REQUEST FOR APPROVAL OF FINE REDUCTION STIPULATION AND AGREED RECOMMENDED ORDER REGARDING THE CODE ENFORCEMENT CASE OF TERRY LOU JACOBSON AND CRYSTAL L. FENTON, CASE NUMBER 16-0103045**

Pursuant to the provisions of Section 1.98B, General Ordinances, Martin County Code, the Board of County Commissioners is asked to consider approval of a Fine Reduction Stipulation and Agreed Recommended Order regarding the Code Enforcement case of Terry Lou Jacobson Crystal L. Fenton.

Agenda Item: 25-0936 [Supplemental Memorandum \(withdrawing item\)](#)

**CNST-9 REQUEST FOR APPROVAL OF FINE REDUCTION STIPULATION AND AGREED RECOMMENDED ORDER REGARDING THE CODE ENFORCEMENT CASE OF HOLLY A. SPEAKMAN, CASE NUMBER ENF2024070619**

Pursuant to the provisions of Section 1.98B, General Ordinances, Martin County Code, the Board of County Commissioners is asked to consider approval of a Fine Reduction Stipulation and Agreed Recommended Order regarding the Code Enforcement case of Holly A. Speakman.

Agenda Item: 25-0937 [Supplemental Memorandum \(withdrawing item\)](#)

**PUBLIC WORKS**

**CNST-10 APPOINTMENT OF MARTIN COUNTY REPRESENTATIVE FOR JUNE 5, 2025 PAL MAR WATER CONTROL DISTRICT ANNUAL LANDOWNERS' MEETING AND BOARD OF SUPERVISORS MEETING**

Commissioner Sarah Heard is Martin County's designated representative on the Pal Mar Water Control District. The Annual Landowners' Meeting and Board of Supervisors Meeting is June 5, 2025. It is necessary for the Board of County Commissioners to update the Proxy to authorize Commissioner Heard to vote on June 5, 2025, to effectuate Board of County Commissioner direction.

Agenda Item: 25-0917

**CNST-11 REQUEST TO EXECUTE THE COOPERATION AGREEMENT WITH THE ARMY CORPS OF ENGINEERS FOR THE HUTCHINSON ISLAND SHORE PROTECTION PROJECT**

The Board is requested to review and approve the Cooperation Agreement with the US Army Corps of Engineers for the upcoming Hutchinson Island Shore Protection Project.

Agenda Item: 25-0942

**ADMINISTRATION**

**CNST-12 ADOPT PROCLAMATIONS COMMENDING BENNETT SCOTT AND DAVIS SCOTT UPON THE ACHIEVEMENTS OF EAGLE SCOUT**

The Board extends greetings and congratulations to scouts achieving the rank of Eagle Scout.

Agenda Item: 25-1005 [Additional Item](#)

**CNST-13 APPROVAL OF AN INTERLOCAL AGREEMENT BETWEEN MARTIN COUNTY AND THE VILLAGE OF INDIANTOWN FOR USE OF TIMER POWERS PARK**

The Village of Indiantown is seeking to utilize Timer Powers Park for the purposes of conducting a Heritage Festival.

Agenda Item: 25-1000 [Additional Item](#)

**PUBLIC HEARING**

**PH-1 PUBLIC HEARING TO CONSIDER ADOPTING A RESOLUTION AUTHORIZING EXECUTION OF A ROAD TRANSFER AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR SW MARTIN HIGHWAY, SE INDIAN STREET, NE JENSEN BEACH BOULEVARD, AND NE CAUSEWAY BOULEVARD**

The Board of County Commissioners is asked to adopt a Resolution that authorizes the execution of a Road Jurisdiction Transfer Agreement with the Florida Department of Transportation (FDOT) to transfer: a portion of CR-714 (SW Martin Highway) and SE Indian Street from the County to the FDOT and to transfer SR-732 (NE/NW Jensen Beach Boulevard) and SR-732 (NE Causeway Boulevard) from the FDOT to the County.

Agenda Item: 25-0601 Supplemental Memorandum **1:30 PM PRESET**

ACTION TAKEN: The Board adopted the Resolution authorizing the Chair to execute the Road Jurisdiction Transfer Agreement and delegated the County Administrator to implement the provisions of the Agreement.

**RESOLUTION NO. 25-5.17**

**PUBLIC HEARING QUASI-JUDICIAL**

**PHQJ-1 PUBLIC HEARING TO CONSIDER ADOPTION OF AN AMENDMENT TO THE MARTIN COUNTY ZONING ATLAS TO CHANGE THE ZONING DISTRICT CLASSIFICATION FOR JENSEN BEACH MHP, LLC. (P125-013)**

This is a request by Cuozzo Planning Solutions, Inc., on behalf of Jensen Beach MHP, LLC for a proposed amendment to the county zoning atlas to change the zoning district classification of an approximately 17.27-acres site from Planned Unit Development (PUD) to RS-5 (Low Density Residential District) and LC (Limited Commercial District) or the most appropriate zoning districts. The RS-5 and LC zoning districts are consistent with the site's current future land use designations of Low Density and Commercial Limited. Included with this application is a request for a Certificate of Public Facilities Exemption.

Agenda Item: 25-0931

ACTION TAKEN: The Board received and filed the Agenda Item and all attachments as an exhibit and adopted the Resolution approving the rezoning from Planned Unit Development to LC, Limited Commercial District and RS-5, Low Density Residential District.

**RESOLUTION NO. 25-5.11**

**DEPARTMENTAL  
ADMINISTRATION**

**DEPT-1 OFFICE OF MANAGEMENT AND BUDGET ITEMS WHICH REQUIRE BOARD APPROVAL**

This is a placeholder on all Board meeting agendas to streamline the process for grant applications, awards, budget resolutions, budget transfers from reserves, and CIP amendments. Specific items requiring approval, if any, will be provided by Supplemental Memorandum.

Agenda Item: 25-0383 Supplemental Memorandum (7 items)

**ACTION TAKEN:**

1. Permission to Apply for the Hazard Mitigation Grant Program (HMGP) through the Florida Department of Emergency Management (FDEM) for the Bessey Creek Retrofit Project - The Board authorized the Public Works Department to apply for the Florida Department of Emergency Management Hazard Mitigation Grant Program for the Bessey Creek Retrofit Project and authorized the Chair to sign the HMGP Authorizing Agent Approval Form.
2. Permission to Apply for the Fiscal Year 2025 Safe Streets and Roads For All (SS4A) Implementation Grant for the SE Dixie Highway Complete Streets Project - The Board authorized the Public Works Department to apply for the U.S. Department of Transportation FY25 Safe Streets for All Implementation Grant for the SE Dixie Highway Complete Streets project and authorized the Public Works Deputy Director to be the authorized representative to sign the grant application and other non-monetary documents related to this grant.
3. Permission to Accept the Florida Department of Agriculture and Consumer Services - Urban Forestry Grant for Sailfish Sands Golf Course Tree Planting - The Board authorized the Chair to execute the State of Florida Department of Agriculture and Consumer agreement as well as any non-monetary grant-related documents upon review and concurrence of the County Attorney's Office; adopted the Board Resolution; and adopted the amended FY25 CIP Sheet for the Sailfish Sands Golf Course Phase 4 &5 Project. RESOLUTION NO. 25-5.12
4. Adjustments to the Fiscal Year 2025 Budget
  - A. Budget Resolution to Allocate Unanticipated Contribution from the Chancey Bay Ranch PUD (Planned Unit Development) Zoning Agreement Master and Final Site Plan - The Board adopt the Budget Resolution. RESOLUTION NO. 25-5.13
  - B. Budget Resolution to Allocate Contribution from the Town of Jupiter Island for East Fork Creek Phase II Project - The Board approved the Budget Resolution to accept the \$194,910 contribution into the East Fork Creek Phase II Project and approved the amended East Fork Creek Phase II CIP Sheet. RESOLUTION NO. 25-5.14
  - C. Budget Resolution to Recognize Unanticipated Revenues from Insurance Proceeds - The Board adopted the Budget Resolution. RESOLUTION NO. 25-5.15
  - D. Budget Resolution to Accept Insurance Proceeds Revenues Received - The Board adopted the Budget Resolution. RESOLUTION NO. 25-5.16

**DEPT-2 CONTRACTS THAT MEET THE THRESHOLD FOR BOARD APPROVAL \$1 MILLION OR GREATER**

This item is a placeholder on all Board meeting agendas to streamline the process for items that meet the Board approval threshold. Specific items requiring approval, if any, will be provided by Supplemental Memorandum. If there are no items, a Supplemental Memorandum will not be attached.

Agenda Item: 25-0394 Supplemental Memorandum (2 items)

**ACTION TAKEN:**

**A. CONTRACTS OVER \$1,000,000**

1. Charlie Leighton Park Boat Ramp Renovations & Park Improvements (RFB2025-3657) - The Board awarded the contract to the lowest, responsive, and responsible bidder, Custom Built Marine Construction, Inc., in the amount of \$4,520,177.15 (Base Bid + Bid Alternate No. 1 + Bid Alternate No. 3) and authorized the County Administrator or designee to execute all documents related to this request.
2. SW Fox Brown Road Resurfacing (SR-710/SW Warfield Boulevard to CR-714/SW Martin Highway) (RFB2025-3666) – The Board awarded the contract to the lowest, responsive, and responsible bidder, J.W. Cheatham, LLC, in the amount of \$2,696,329.00 and authorized the County Administrator or designee to execute all documents related to this request.

**DEPT-3 CONSIDERATION TO ADOPT AN OFFICIAL MARTIN COUNTY FLAG**

On April 8, 2025, the Martin County Board of County Commissioners requested that staff bring back an item that outlined the process and considerations necessary for the creation and adoption of a Martin County Flag.

Agenda Item: 25-0918

**ACTION TAKEN:** The Commissioners gave their opinions: Commissioner Ciampi suggested using the County seal, not installing more flag poles, and using the same policy for the flag as the seal. Commissioner Vargas suggested using the intermediate model having NAVA design the flag but not display the flag at multiple locations. Commissioner Capps suggested using the intermediate model having NAVA design the flag. Commissioner Hetherington suggested using the intermediate model but liked the seal on the flag. Commissioner Heard suggested having NAVA design the flag using 2-3 colors suggesting gold, royal, and white, and believed the seal is too busy for a flag.

**DEPT-4 2025 LEGISLATIVE SESSION UPDATE**

Each year, the Martin County Board of County Commissioners adopts a state legislative program that sets the appropriations and policy priorities for the county. This presentation discusses the 2025 legislative priorities, the successes and any additional direction needed within the legislative program.

Agenda Item: 25-0965

**ACTION TAKEN:** The Board heard the update.

**DEPT-5 DISCUSSION OF RECRUITMENT FOR COUNTY ATTORNEY POSITION**

Martin County's County Attorney, Sarah Woods, will be retiring in July 2025. Staff seeks direction from the Board of County Commissioners on the recruitment process to fill this upcoming vacancy.

Agenda Item: 25-0697 **Additional Item**

**ACTION TAKEN:** The Board approved the appointment of Elysse Elder as Acting County Attorney with a 10% salary increase, effective upon Sarah Woods' leaving office in July 2025; directed the County Administrator to conduct an in-house recruitment in consultation with the Human Resources Division; and established a panel (County Administrator, Sheriff, Clerk of Court, Florida Association of Counties representative, and an outside, not development-related attorney) to review the candidates and recommend the top candidates to the Commission. The panel makeup is subject to change.

**DEPT-6 CONSIDER A FACILITIES USE AGREEMENT WITH MARTIN COUNTY BLACK HERITAGE INITIATIVES, INC. FOR USE OF THE ONE ROOM SCHOOLHOUSE IN NEW MONROVIA**

Staff is presenting a Facility Use Agreement with the Black Heritage Initiatives, Inc. (BHI) for use of the One Room Schoolhouse located in New Monrovia.

Agenda Item: 25-1004 **Additional Item**

**9:30 AM PRESET**

**ACTION TAKEN:** The Board approved the Facilities Use Agreement with the changes as suggested by Julie Preast (adding Civil Works Administration).

**PUBLIC - PLEASE LIMIT COMMENTS TO THREE MINUTES.**

**ADJOURNED AT 1:53 PM**

The next meeting is June 17, 2025.

This document may be reproduced upon request in an alternative format by contacting the County ADA Coordinator 772.320.3131, the County Administration Office 772.288.5400, Florida Relay 711, or by completing our accessibility feedback form at [www.martin.fl.us/accessibility-feedback](http://www.martin.fl.us/accessibility-feedback).