



[County seal]

BOARD OF COUNTY COMMISSIONERS

ACTION SUMMARY
APRIL 8, 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

Sarah W. Woods, County Attorney

*Carolyn Timmann, Clerk of the Circuit
Court and Comptroller*

PRESETS

9:05 AM - Public Comment

9:30 AM – 2025 Legislative Session Update (DEPT-3)

5:05 PM - Public Comment

CALL TO ORDER AT 9:00 AM

Invocation - **Father Christian Anderson**, St. Mary's Episcopal Church

Pledge of Allegiance - **Drew Brown**, US Navy & Air National Guard Veteran

APPROVAL OF AGENDA

Additional Items – [The Additional Items of CNST-9, CNST-10, and DEPT-3 were added to the Agenda.](#)

Approval of Agenda – [The Agenda was approved with DPQJ-3 being withdrawn at the applicant's request.](#)

PROCLAMATIONS AND SPECIAL PRESENTATIONS

PROC-1 PRESENT PROCLAMATIONS PREVIOUSLY APPROVED VIA THE CONSENT AGENDA

The Chair will present proclamations declaring Alcohol Awareness Month and Child Abuse Prevention Month in Martin County, Florida.

Agenda Item: 25-0769

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

COMMENTS

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

Commissioners – [At the request of a resident, the Board supported the suggestion of an official Martin County flag.](#)

County Administrator

CONSENT AGENDA

Approval of Consent Agenda – [The Consent Agenda was approved minus CNST-6, CNST-7, and CNST-8. See below for action on these items.](#)

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

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: 25-0350 [Supplemental Memorandum \(1 item\)](#)

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 March 10 and March 23, 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: 25-0361

CNST-3 ADOPT A PROCLAMATION DECLARING HURRICANE PREPAREDNESS WEEK IN MARTIN COUNTY, FLORIDA

The Board is asked to adopt a proclamation declaring Hurricane Preparedness Week in Martin County, Florida.

Agenda Item: 25-0789

CNST-4 ADOPT A PROCLAMATION DECLARING INTERNATIONAL DARK SKY WEEK IN MARTIN COUNTY, FLORIDA

The Board is asked to adopt a proclamation declaring International Dark Sky Week in Martin County, Florida.

Agenda Item: 25-0816

CNST-5 ADOPT A PROCLAMATION DECLARING SEXUAL ASSAULT AWARENESS MONTH IN MARTIN COUNTY, FLORIDA

The Board is asked to adopt a proclamation declaring Sexual Assault Awareness Month in Martin County, Florida.

Agenda Item: 25-0836

FIRE RESCUE

CNST-6 APPROVAL OF THE INTERLOCAL AGREEMENT BETWEEN THE MARTIN COUNTY BOARD OF COUNTY COMMISSIONERS AND ST. LUCIE FIRE DISTRICT FOR AUTOMATIC AID

In pursuit of enhancing and strengthening our ISO (Insurance Services Office) rating by improving response distance and increasing response times. Martin County Fire Rescue and the St. Lucie County Fire District (SLCFD) are requesting to enter into an Interlocal Agreement for Automatic Aid with an attached Letter of Understanding, which clarifies and formalizes the specific geographic boundaries and responsibilities for automatic aid responses, particularly addressing the Evergreen Club neighborhood in Palm City.

Agenda Item: 25-0833

ACTION TAKEN: The Board approved the Interlocal Agreement between Martin County and St. Lucie Fire District.

PUBLIC WORKS

CNST-7 A REQUEST FOR A FOURTH AMENDMENT TO LEASE AGREEMENT WITH THE CHILDREN'S MUSEUM OF THE TREASURE COAST, INC. FOR THEIR FACILITY AND LEASED AREA AT INDIAN RIVERSIDE PARK IN JENSEN BEACH

This is a request for the approval of a Fourth Amendment to Lease Agreement between Martin County and Children's Museum of the Treasure Coast, Inc. (Children's Museum), to clarify requirements under the Lease relating to the Children's Museum's responsibilities for payment to the County of Common Area Maintenance (CAM) and to amend the boundary of the Additional Premises added under the Third Amendment to Lease Agreement.

Agenda Item: 25-0821

ACTION TAKEN: The Board approved the Fourth Amendment to Lease Agreement between Martin County and Children's Museum of the Treasure Coast, Inc. and authorized the Chair to execute all documents associated with this transaction.

CNST-8 ENVIRONMENTAL LANDS ACQUISITION PROGRAM

The purpose of this board item is to adopt the Environmental Land Oversight Committee Manual (ELOCM). The purpose of the ELOCM is to outline the process by which the Board of County Commissioners appointed the Environmental Lands Oversight Committee (ELOC), as well as the process by which the ELOM will review, evaluate and provide recommendations for environmentally sensitive lands that have been nominated for acquisition as a part of the 2024 Sales Tax Referendum.

Agenda Item: 25-0822

ACTION TAKEN: The Board adopted the Manual.

ADMINISTRATION

CNST-9 ADOPT A PROCLAMATION DECLARING EARTH DAY IN MARTIN COUNTY, FLORIDA

The Board is asked to adopt a proclamation declaring Earth Day in Martin County, Florida.

Agenda Item: 25-0855 [Additional Item](#)

CNST-10 ADOPT A PROCLAMATION DECLARING HISTORIC PRESERVATION MONTH IN MARTIN COUNTY, FLORIDA

The Board is asked to adopt a proclamation declaring Historic Preservation Month in Martin County, Florida.

Agenda Item: 25-0856 [Additional Item](#)

PUBLIC HEARING

PH-1 LEGISLATIVE PUBLIC HEARING TO CONSIDER ADOPTION OF COMPREHENSIVE PLAN AMENDMENT (CPA) 24-25, CORAL GARDENS VAC STATION FLUM

This is a request for a small-scale amendment to the FLUM on a ±4.2-acre parcel, owned by Martin County, located on the northeast corner of SE Willoughby Boulevard and SE Coral Lakes Way. The request proposes to change the future land use designation from Institutional-Recreational to the Institutional-General.

Agenda Item: 25-0498 [Supplemental Memorandum](#) [ORDINANCE NO. 1256](#)

[ACTION TAKEN: The Board approved the Ordinance adopting CPA 24-25, Coral Gardens Vac Station which assigns the Institutional-General future land use designation.](#)

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 THE CORAL GARDENS VAC STATION REZONING

This application is a request by the Board of County Commissioners to change the zoning district from PR, Public Recreation to PS-1, Public Service on a ±4.2-acre parcel located south of SE Pomeroy Street on the northeast corner of SE Willoughby Boulevard and SE Coral Lakes Way.

Agenda Item: 25-0504 [Supplemental Memorandum](#) [RESOLUTION NO. 25-4.1](#)

[ACTION TAKEN: The Board received and filed the Agenda Item Summary and all attachments as an exhibit and amended the Martin County Zoning Atlas to change the zoning district on the subject property from PR to PS-1.](#)

DEPARTMENTAL QUASI-JUDICIAL
GROWTH MANAGEMENT

DPQJ-1 **REQUEST FOR APPROVAL OF THE MARTIN DOWNS PLANNED UNIT DEVELOPMENT (PUD) PARCEL 38/40 MARTIN DOWNS VILLAGE CENTER REVISED FINAL SITE PLAN (M035-216)**

This is a request by Insite Studio, Inc. on behalf of Brixmor Property Group for approval of a revised final site plan to construct two stand-alone restaurants with drive throughs totaling approximately 4,553 square feet within the parking area of the Village Center, an existing commercial development, located on Parcels 38 and 40 within the Martin Downs PUD. The approximate 20.12-acre property is located on the southwest corner of SW High Meadow Avenue and SW Martin Downs Boulevard at 3090 SW Martin Downs Boulevard, in Palm City. Included is a request for a Certificate of Public Facilities Reservation.

Agenda Item: 25-0759 Supplemental Memorandum RESOLUTION NO. 25-4.2

ACTION TAKEN: The Board received and filed the Agenda Item Summary and all attachments as an exhibit and adopted a Resolution approving the revised site plan for the Martin Downs PUD, Parcel 38/40, Village Center PUD project.

DPQJ-2 **REQUEST PLAT APPROVAL FOR THE NEWFIELD CROSSROADS PHASE 1A-3 PROJECT (P172-022)**

This is a request by Mattamy Palm Beach LLC, for plat approval for Newfield Crossroads Phase 1A-3. The plat is to be consistent with the Newfield Crossroads Phase 1A-3 Revised Final Site Plan which includes 155 lots and civic areas. The approximate 32.56-acre site is a portion of the approved 139-acre Crossroads Neighborhood Master Plan and is located northeast of SW Newfield Parkway, approximately 0.7 mile south of the C23 Canal, in Palm City. Included is a request for a Certificate of Public Facilities Exemption.

Agenda Item: 25-0407

ACTION TAKEN: The Board received and filed the Agenda Item Summary and all attachments as an exhibit and approved the Newfield Crossroads Phase 1A-3 Plat, including the Contract for Construction of Required Improvements and Infrastructure.

DPQJ-3 **REQUEST PLAT APPROVAL FOR 3600 SE SEA POINT COURT (S276-003), BEING A REPLAT OF LOT 5, SEA'S SUBDIVISION**

This is a request by Cotleur & Hearing on behalf of Terrence J. Wiler for approval of the plat of 3600 SE Sea Point Court. The replat of lot 5, Sea's Subdivision is to be consistent with the revised minor final site plan that established a new mean high-water line and the associated 75-foot shoreline protection zone. The subject site is located at 3600 SE Sea Point Court in Stuart. Included is a request for a Certificate of Public Facilities Exemption.

Agenda Item: 25-0772 Supplemental Memorandum (applicant requests to withdraw)

ACTION TAKEN: This item was withdrawn at the applicant's request.

**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: 25-0380 Supplemental Memorandum (6 items)

ACTION TAKEN:

1. Permission to Apply for the Fiscal Year 2025-2026 Florida Inland Navigation District (FIND) Waterway Assistance Program - The Board approved the resolution authorizing the Environmental Resource Division to apply for the 2025-2026 FIND Waterway Assistance Program and authorized the Environmental Resource Manager to be the authorized representative to sign the grant application and other non-monetary documents related to this grant. RESOLUTION NO. 25-4.3
2. Permission to Accept the Local Agency Program (LAP) Supplemental Agreement No. 1 to Contract G3595 for Funds Through the Florida Department of Transportation (FDOT) for the SE Avalon Drive Sidewalk Project (from SE Cove Road to SE Salerno Road) - The Board authorized the Chair to execute the LAP Supplemental Agreement No. 1 to contract G3595, and the Martin County Administrator, or designee, to execute any non-monetary and/or time extension grant related documents upon review and concurrence of the Martin County Attorney's Office; adopted the Board Resolution to accept the Local Agency Program Agreement; and adopted the Budget Resolution to approve the budget decrease. RESOLUTION NOS. 25-4.4 and 25-4.5
3. Permission to Accept the Contract Amendment #1 to the FY25 Mosquito Control Financial Assistance Agreement from the State of Florida, Department of Agriculture and Consumer Services - The Board authorized the Chair to execute Amendment #1 to the FY25 Florida Department of Agriculture and Consumer Services Financial Assistance Agreement, as well as any future grant related documents with no monetary change implications, upon review and concurrence of the County Attorney's Office.
4. Permission to Accept the FY2025-2026 Florida Department of Environmental Protection (FDEP) Wastewater Treatment Facility (WWTF) Sand and Grit Removal Grant - The Board authorized the Chair to execute the FDEP WWTF Sand and Grit Removal grant agreement as well as any non-monetary grant-related documents upon review and concurrence of the County Attorney's Office and adopted the Budget Resolution. RESOLUTION NO. 25-4.6
5. Permission to Accept the Florida Department of Environmental Protection (FDEP) Grant #NF124 Manatee Pocket Southwest Prong Water Quality Retrofit - The Board authorized the Chair to execute FDEP Grant #NF124 agreement as well as any non-monetary grant-related documents upon review and concurrence of the County Attorney's Office and adopted the Budget Resolution. RESOLUTION NO. 25-4.7
6. Budget Transfer to Request Funds for Medical Examiner - The Board approved the Budget Transfer from General Fund Reserves in the amount of \$12,276 for Fiscal Year 2025 to fund the Medical Examiner's salary adjustment request.

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: 25-0391 Supplemental Memorandum (3 items)

ACTION TAKEN:

A. CONTRACTS OVER \$1,000,000

1. Real Estate Brokerage Services (RFP2025-3646) – The Board awarded the contract to the two highest scoring proposers Jones Lang LeSalle Americans, Inc. and Cushman & Wakefield U.S., Inc. and authorized the County Administrator or designee to execute all documents related to this request.
2. Food, Food Service Items & Cleaning Supplies (Re-Bid) (RFB2025-3661) – The Board formally rescinded the contract award for RFB2025-3635: Food, Food Service Items & Cleaning Supplies (awarded to Allure Hospitality Suppliers, Inc. and Sysco Southeast Florida, LLC on January 14, 2025 under DEPT-2); awarded the contract for RFB2025-3661: Food, Food Service Items & Cleaning Supplies to the sole responsive and responsible bidder, Cheney Brothers; and authorized the County Administrator or designee to execute all documents related to this request.

B. CONTRACT AMENDMENTS OVER 10% OF ORIGINAL CONTRACT VALUE

1. Building 17 Renovation for the Reach Center (RFB2023-3538) – The Board approved Change Order #4 to All-Site Construction, Inc. in the amount of \$191,082.93 and authorized the County Administrator or designee to execute all documents related to this request.

DEPT-3 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 2052 legislative priorities, the successes and any additional direction needed within the legislative program.

Agenda Item: 25-0859 Additional Item

9:30 AM PRESET

ACTION TAKEN: The Board heard the presentation.

PUBLIC - PLEASE LIMIT COMMENTS TO THREE MINUTES.

ADJOURNED AT 12:02 PM

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