

MINUTES
TOWN OF JUNO BEACH
PLANNING AND ZONING BOARD MEETING
September 13, 2021
Council Chambers/YouTube
340 Ocean Drive

PRESENT: MICHAEL STERN, CHAIR
 PAUL SHEA, VICE CHAIR
 JIM FERGUSON, BOARDMEMBER
 JOHN CALLAGHAN, BOARDMEMBER
 HANK COMPTON, BOARDMEMBER
 BRUCE FRANSON, ALTERNATE BOARDMEMBER

ALSO PRESENT: FRANK DAVILA, DIRECTOR OF PLANNING & ZONING
 CURT THOMPSON, PRINCIPAL PLANNER
 CAITLIN COPELAND, TOWN CLERK
 SUSAN GARRETT, TOWN ATTORNEY

ABSENT:

Chair Stern called the Planning and Zoning Board Meeting to order at 5:30 pm.

Audience: 4

- ~ CALL TO ORDER
- ~ PLEDGE OF ALLEGIANCE TO THE FLAG
- ~ ADDITIONS, DELETIONS, SUBSTITUTIONS TO THE AGENDA – *None*
(Time Stamp is based off of [YouTube video](#)) (Time: :50 – 2:01)

Chair Stern asked the Board if they were ok with the dividers being back up.

The Board agreed to keep the dividers up.

1. **PUBLIC COMMENTS** (Time: 2:02 – 4:41)

Public Comments Opened at 5:31pm.

Town Clerk Copeland read resident Chris Huffman's comment submitted through the Town's web forum (*see attached*).

Public Comments Closed at 5:33.

2. **CONSENT AGENDA** (Time: 4:42 – 4:57)

All matters listed under Item 2, Consent Agenda, are considered to be routine by the Planning & Zoning Board and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

A. Approval of Planning & Zoning Board Meeting Minutes for August 2, 2021.

- B. Approval of Recommended Changes to the Comprehensive Development Plan's Coastal Management Element
- C. Approval of Recommended Changes to the Comprehensive Development Plan's Intergovernmental Coordination Element

***MOTION:** Shea/Ferguson made a Motion to Approve the Consent Agenda.*

***ACTION:** The motion passed unanimously.*

3. **APPLICATION FOR DEMINIMUS DEVELOPMENT (LOT SPLIT)** (Time: 4:58 – 16:54)
(Principal Planner Thompson)

Town Clerk Copeland swore in all parties wishing to give testimony.

A. Staff Presentation

Principal Planner Thompson went over the memorandum and asked the Board if they had any questions.

B. Applicant Presentation

Robert Prier, representative for 13440 US Highway 1, briefly explained his request and proposed project and asked the Board if they had any questions.

C. Public Hearing

Public Hearing Opened at 5:41pm.

Public Hearing Closed at 5:41pm.

D. Board Discussion

The Board reviewed, discussed, and asked both staff and Mr. Prier questions on this item.

E. Board Action

***MOTION:** Compton/Shea made a motion recommend approval to the Town Council for the proposed DeMinimus Development subject to confirmation that the septic system is fully located within parcel B.*

***ACTION:** The motion passed unanimously.*

4. **VARIANCE REQUEST BY OLD TOWNE AT JUNO BEACH HOMEOWNER'S ASSOCIATION** (Time: 16:55 – 1:36:59)
(Director of Planning & Zoning Davila)

A. Disclosure of Ex Parte Communications

Town Clerk Copeland asked the Board if they had any ex parte communication and if so to disclose them at this time.

B. Swearing in of Witnesses

Town Clerk Copeland swore in all parties wishing to give testimony.

C. Staff Presentation

Director of Planning & Zoning Davila went over the memorandum and asked the Board if they had any questions.

D. Applicant Presentation

Robert L. Oatman, President of Old Towne at Juno Beach HOA, gave a presentation and provided photos to the Board (*see attached*).

Thomas Frankel, developer of Ocean One, explained the request from Old Towne HOA.

The Board reviewed, discussed, and asked Mr. Oatman, Mr. Frankel, and staff questions on this item.

Barbara Nicklaus, 440 Old Towne Lane provided photos to the Board (*see attached*) and explained her personal situation on this matter.

Robert Smith, 440 Old Towne Lane, spoke on behalf of Mr. Oatman's and Ms. Nicklaus' properties.

Mr. Oatman withdrew his application for a variance.

E. Public Hearing - *None*

F. Planning and Zoning Board Recommendation

MOTION: *Shea/Ferguson made a motion that the Board approve the withdrawal of the application without prejudice.*

ACTION: *The motion passed unanimously.*

5. **ORDINANCE NO. 745 – AMENDING PLANNING & ZONING BOARD DUTIES**

(Time: 1:37:00 – 2:07:14)

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, PROVIDING FOR ARCHITECTURAL REVIEW OF DETACHED SINGLE-FAMILY DWELLINGS; AMENDING DIVISION 1, “GENERALLY,” AND DIVISION 4, “SITE PLAN AND APPEARANCE REVIEW,” OF ARTICLE II, “ADMINISTRATION AND ENFORCEMENT,” OF CHAPTER 34, “ZONING,” OF THE TOWN CODE OF ORDINANCES BY AMENDING SECTIONS 34-28 AND 34-116 TO PROVIDE FOR SITE PLAN AND APPEARANCE REVIEW, INCLUDING ARCHITECTURAL REVIEW, OF DETACHED SINGLE-FAMILY DWELLINGS BY THE PLANNING AND ZONING BOARD; PROVIDING FOR CODIFICATION, SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

(Director of Planning & Zoning Davila)

A. Town Attorney to Read Ordinance Title

Town Attorney Garrett read the Ordinance Title.

B. Staff Presentation

Director of Planning & Zoning Davila went over the memorandum and asked the Board if they had any questions.

C. Public Hearing

Public Hearing Opened at 7:33pm.

Public Hearing Closed at 7:34pm.

D. Board Discussion

The Board reviewed, discussed, and asked staff questions on this item.

Jack Horniman, Town’s Consultant, provided his input on this item.

E. Board Action

MOTION: Ferguson/Shea made a motion to recommend to the Town Council approval of Ordinance No. 745 and authorize the Chair to call for educational workshops with the Planning & Zoning Department when needed.

Boardmember Callaghan inquired about the Juno Beach Architectural Style of Old Florida Memorandum.

ACTION: The motion passed unanimously.

6. **COMMENTS FROM STAFF** (Time: 2:07:15 – 2:07:26)

Town Clerk Copeland announced the next scheduled meeting dates for both the Town Council and the Planning & Zoning Board.

7. **COMMENTS FROM THE BOARD** (Time: 2:07:27 – 2:20:56)

Alternate Boardmember Franson inquired about the comment from Mr. Huffman that was read into the record and asked for a copy.

Town Clerk Copeland stated that she will email a copy of the comment to the Board.

Boardmember Ferguson inquired about the current status of the Stop Work Order for 461 Venus Drive.

Director of Planning & Zoning Davila provided an update.

Boardmember Callaghan inquired about responding back to Mr. Huffman.

The Board gave consensus to have staff respond to Mr. Huffman.

Boardmember Callaghan inquired about having more detailed information from staff on items such as the Variance as far as approvals of the projects themselves.

Chair Stern explained the situation of the from his point of view to the Board

Boardmember Compton agreed and stated that he thought Chair Stern handled that item well.

Boardmember Ferguson asked Town Clerk Copeland to keep the Juno Beach Architectural Style of Old Florida Memorandum in their binders for future reference.

8. **ADJOURNMENT** (Time: 2:20:58 – 2:21:15)

Chair Stern adjourned the meeting at 7:50pm.

Minutes Approved on October 4, 2021.