

MINUTES  
TOWN OF JUNO BEACH  
PLANNING AND ZONING BOARD MEETING

**May 1, 2023**

Council Chambers/YouTube  
340 Ocean Drive

PRESENT:           DIANA DAVIS, CHAIR  
                      JIM FERGUSON, VICE CHAIR  
                      MICHAEL STERN, BOARDMEMBER  
                      LAURE SHEARER, BOARDMEMBER  
                      NANCY WOLF, BOARDMEMBER  
                      JANE LE CLAINCHE, ALTERNATE BOARDMEMBER

ALSO PRESENT:   FRANK DAVILA, DIRECTOR OF PLANNING & ZONING  
                      CURT THOMPSON, PRINCIPAL PLANNER  
                      ISABELLA HICKEY, PLANNING TECHNICIAN  
                      CAITLIN E. COPELAND-RODRIGUEZ, TOWN CLERK  
                      LEONARD RUBIN, TOWN ATTORNEY

ABSENT:

Chair Davis called the Planning and Zoning Board Meeting to order at 4:00pm.

Audience: 8

- ~ CALL TO ORDER
- ~ PLEDGE OF ALLEGIANCE TO THE FLAG
- ~ ADDITIONS, DELETIONS, SUBSTITUTIONS TO THE AGENDA  
(Time Stamp is based off of [YouTube video](#)) (Time: :25 – 4:55)

Chair Davis asked to add a discussion on the Workshop held earlier in the day to the agenda, as well as a discussion on another workshop date.

*The Board gave consensus to add Discussion on the Workshop as agenda item #8; and Discussion on the next Workshop date as agenda Item #9.*

Town Clerk Copeland-Rodriguez announced a minor correction that was made to the April 3<sup>rd</sup> minutes (page 6).

1. **PUBLIC COMMENTS** (Time: 4:56 – 5:04)

*All Non-Agenda items are limited to three (3) minutes. Anyone wishing to speak is asked to complete a comment card with their name and address prior to the start of the meeting as well as state their name and address for the record when called upon to speak (prior to addressing the Board). **The Planning & Zoning Board will not discuss these items this evening.** Any issues will be referred to Staff for investigation; a report will be forwarded to the Planning & Zoning Board; and citizens may be contacted.*

Public Comments Opened at 4:04pm.

Public Comments Closed at 4:04pm.

2. **CONSENT AGENDA** (Time: 5:05 – 6:09)

*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 April 3, 2023.

***MOTION:** Ferguson/Stern made a Motion to Approve the Consent Agenda as amended.*

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

3. **ORDINANCE NO. 761 –RETURNING SITE PLAN REVIEW TO THE PLANNING & ZONING BOARD** (Time: 6:10 – 22:18)

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA 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 RETURN FINAL SITE PLAN AND APPEARANCE REVIEW, INCLUDING ARCHITECTURAL REVIEW, OF DETACHED SINGLE-FAMILY DWELLINGS TO 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~~

B. Staff Presentation

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

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

C. Public Hearing

Public Hearing Opened at 4:20pm.

Public Hearing Closed at 4:20pm.

D. Planning & Zoning Board Recommendation

***MOTION:** Ferguson/Wolf made a motion to recommend Town Council approve Ordinance No. 761.*

***ACTION:** The motion passed 3-2 with Boardmember Stern and Boardmember Shearer opposed.*

4. **ORDINANCE NO. 763 –DEFINING THE TERM “HARMONY”** (Time: 22:19 – 54:28)

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA AMENDING CHAPTER 34, “ZONING,” OF THE TOWN CODE OF ORDINANCES TO DEFINE AND PROVIDE CRITERIA FOR THE TERM HARMONY; AMENDING ARTICLE I, “IN GENERAL,” BY AMENDING SECTION 34-4, “DEFINITIONS,” TO DEFINE HARMONY AND RELATED TERMS; AMENDING DIVISION 4, “SITE PLAN AND APPEARANCE REVIEW,” OF ARTICLE II, “ADMINISTRATION AND ENFORCEMENT,” BY AMENDING SECTION 34-116, “REQUIRED; CRITERIA,” TO PROVIDE ADDITIONAL CRITERIA FOR DETERMINING HARMONY WITH THE AREA; PROVIDING FOR CODIFICATION, SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

(Director of Planning & Zoning Davila)

~~A. Town Attorney to Read Ordinance Title~~

B. Staff Presentation

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

Chair Davis provided her comments to the Board (*see attached*).

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

C. Public Hearing

Public Hearing Opened at 4:52pm.

Public Hearing Closed at 4:52pm.

D. Planning & Zoning Board Recommendation

***MOTION:*** Ferguson/Wolf made a motion to recommend that the Town Council approve Ordinance No. 763.

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

5. **DISCUSSION ON OPEN HOUSE SIGNS** (Time: 54:29 – 1:07:25)

(Director of Planning & Zoning Davila)

Director of Planning & Zoning Davila went over the memorandum and clarified the purposed of this item.

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

***The Board gave consensus to recommend that the Town Council direct them to review the all of the regulations governing temporary signs.***

6. **DISCUSSION ON PRIORITIZING THE BOARD'S AGENDA ITEM LIST** (Time: 1:07:26 – 1:42:59)  
(Per the request of the Board)

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

Chair Davis recommended adding the following items to the list: Discussion on Floor Area Ratio; adding pervious surfaces to the discussion on artificial turf; and a discussion on LEED/Green Building Design.

*The Board gave consensus to add the above items to the list.*

The Board reviewed and asked staff about a workshop on June 1st for architectural styles.

Chair Davis inquired about the Town purchasing the McAllister book for the Board's reference.

Staff stated that they would look into it for reference purposes only.

The Board ranked the items on the list (*see updated list attached*).

7. **DISCUSSION ON RECOMMENDING LECTURE SERIES SPEAKERS** (Time: 1:43:00 – 1:51:19)  
(Per the request of the Board)

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

Chair Davis recommended having a speaker from the Treasure Coast Regional Planning Council as the TCRPC participated in the creation of the Pattern Book used in Jupiter.

Vice Chair Ferguson recommended having a speaker from the Town of Palm Beach on Lessons Learned.

*The Board gave consensus to have staff reach out to speakers from the Treasure Coast Regional Planning Council on the topic of the Pattern Book; and have Alternate Boardmember Le Clinche reach out to a speaker from the Town of Palm Beach for the topic on lessons learned.*

8. **DISCUSSION ON WORKSHOP (MAY 1, 202 AT 9AM)** (Time: 1:51:20 – 1:52:27)

***MOTION:** Ferguson/Stern made a motion to recommend that all items for which consensus was reached at the Workshop be brought up to the Town Council to provide direction.*

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

9. **DISCUSSION ON NEXT WORKSHOP DATE** (Time: 1:52:58 – 1:54:19)

*The Board gave consensus to have a Workshop on June 1, 2023 on Architectural Styles; or on their prioritized agenda list if the Charrette Report has not been received yet.*

10. **COMMENTS FROM TOWN ATTORNEY** (Time: 1:54:20 – 2:13:12)

Town Attorney Rubin went over the legislative updates and provided additional information on the adopted Live Local Act/Senate Bill 102 (*see attached*) and asked the Board if they had any questions.

The Board briefly asked Town Attorney Rubin questions on this item and thanked him for the update.

Jacob Rosengarten, 1613 E. Hemingway Dr, commented on this item.

Chair Davis inquired about the proposed Ordinance Language that she provided to the Board on topographical features (*see attached*).

*The Board gave consensus to recommend that the Town Council review the proposed language and direct the Planning & Zoning Board on how to proceed.*

11. **COMMENTS FROM STAFF** (Time: 2:13:13 – 2:13:59)

Town Clerk Copeland-Rodriguez went over upcoming event and meeting dates.

12. **COMMENTS FROM THE BOARD** (Time: 2:14:00 – 2:17:39)

Chair Davis inquired about the agenda and backup material being available on the Town's website; brought an additional copy of Vice Chair Ferguson's proposed language for Pelican Lake protections (*see attached*); and confirmed with Town Clerk Copeland-Rodriguez that all material provided to the Board this evening will be included as backup to the minutes.

Vice Chair Ferguson, Boardmember Shearer and Boardmember Wolf thanked Chair Davis and staff for their preparation and participation in today's Workshop.

Boardmember Wolf also confirmed with Town Clerk Copeland-Rodriguez that the consensus to define the terms "surface water" and "graywater" will be brought to the Town Council.

13. **ADJOURNMENT** (Time: 2:17:40 – 2:17:55)

Chair Davis adjourned the meeting at 6:17pm.

*Minutes Approved on June 5, 2023.*