



PLANNING & ZONING BOARD MEETING MINUTES

February 05, 2024 at 4:00 PM

Council Chambers – 340 Ocean Drive and YouTube

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

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

ABSENT:

AUDIENCE: 13

CALL TO ORDER – 4:00PM

PLEDGE ALLEGIANCE TO THE FLAG

ADDITIONS, DELETIONS, SUBSTITUTIONS TO THE AGENDA – *None*

COMMENTS FROM THE TOWN ATTORNEY AND STAFF – *None*

COMMENTS FROM THE PUBLIC

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 Board will not discuss these items at this time.

Public Comments Opened at 4:01pm.

Public Comments Closed at 4:01pm.

CONSENT AGENDA

1. Planning & Zoning Board Meeting Minutes for January 17, 2024

***MOTION:** Stern/Ferguson made a motion to approve the consent agenda.*

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

BOARD ACTION/DISCUSSION ITEMS

2. Discussion on Artificial Turf

***MOTION:** Ferguson/Wolf made a motion to have staff propose a definition for the term “artificial turf” by referencing the Town of Palm Beach’s definition and incorporating verbiage that it resemble natural sod (see attached chart).*

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

3. Discussion on Parking

***MOTION:** Ferguson/Stern made a motion to recommend that the Town Council have the Town’s Traffic Engineer conduct a study on parking issues in the Town with a focus on reducing the need for onstreet parking and emphasizing multi-family, hotels/motels, and commercial mixed-use designations; use staff’s table as a reference (see attached chart); and provide a professional opinion.*

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

COMMENTS FROM THE BOARD

ADJOURNMENT

Chair Davis adjourned the meeting at 5:27pm.



Diana Davis, Chair



Caitlin E. Copeland-Rodriguez, Town Clerk

COMPARATIVE ARTIFICIAL TURF STANDARDS – WITH JUNO BEACH, NORTH PALM BEACH, JUPITER, TEQUESTA AND PALM BEACH

	ARTIFICIAL TURF REQUIREMENTS				
	JUNO BEACH	NORTH PALM BEACH Section 45-29	JUPITER Memorandum & Attachment A (See attached)	TEQUESTA Ordinance No. 11-23 (See attached)	PALM BEACH Section 66-313 & 66-314
Definition	None Provided	Also referred to as synthetic grass	Additionally, staff notes that Section 27-1 of the Zoning Code defines a structure as "anything constructed, assembled or erected, the use of which requires location on the ground or attachment to something having location on or in the ground;" Most installation processes for artificial turf require the removal of a layer of topsoil and the addition of one or more layers of base materials which are then compacted to provide a subsurface upon which to place the synthetic turf material. Based on this installation process and the fact that artificial turf is a synthetic (not natural) material that is constructed and fastened to the ground, it is consistent with the definition of a structure as noted above.	"Artificial Turf: A man-made surface of synthetic fibers manufactured to look like sod or lawn."	A product manufactured from synthetic materials that simulates the appearance of natural turf, grass, sod or lawn.
Allows Turf	Yes - Not Specified	Yes	Yes	Yes	Yes
Turf Permitted in Back Yards/Rear	Not Specified	Yes	Yes	Yes	Yes
Turf Permitted in Side Yards	Not Specified	Yes	Yes	Yes	Yes
Turf Permitted in Front Yards	Not Specified	No	Not Specified - artificial turf may be installed in side yards within setbacks, similar to sidewalks, stepping stones or mulched paths	Only as a decorative grid design in conjunction with approved pavement materials (pavers or the like) for a walkway and driveway.	Only as driveway accent
Counts Toward Landscape Open Space	Not Specified	Yes	No	Yes	No
Permeability Requirement	Reviewed by the Town's Engineer	Minimum permeability of thirty (30) inches per hour per square yard	Drainage requirements reviewed and shall meet the satisfaction of the Town Engineer.	Artificial turf shall be installed to have a minimum permeability of thirty (30) inches	Calculated as imperious surface
Permitted in the following Zoning Districts	Not Specified	Single-family or Two-family dwelling	Policy only applied to properties in the Town that had green space requirements and not to single family residential units or MXD zoned properties	"A permitted use on lots improved with single family or two-family dwellings. Any commercial or mixed-use zoned property as a special exception."	Artificial turf installation shall be approved by either the Architectural Review Commission or the Landmarks Preservation Commission (depending upon the property designation) and all artificial turf installation requires a building permit.

COMPARATIVE ARTIFICIAL TURF STANDARDS – WITH JUNO BEACH, NORTH PALM BEACH, JUPITER, TEQUESTA AND PALM BEACH

USES	ARTIFICIAL TURF REQUIREMENTS				
	JUNO BEACH Section 34-980	NORTH PALM BEACH Section 45-31	JUPITER Section 27-2828	TEQUESTA Section 78-705	PALM BEACH Section 134-2176
Toxicity	Not Specified	Infill materials for artificial turf are limited to organic materials and sand with a non-toxic coating.	<p>Consequences:</p> <ul style="list-style-type: none"> • Materials used and compaction of base materials and sub-soil result in a product that is either impervious or less pervious than natural turf; • Effectively caps off the most productive layer of topsoil that contains the highest concentration of roots, hosts important microbial activity, sequesters carbon and provides food sources for urban wildlife; • Results in excessive heat radiation (up to 80 degrees higher than the ambient air temperature) and is significantly hotter than asphalt and concrete; • Potential leaching of Per- and polyfluoroalkyl (PFAS) chemicals and micro-plastics into both surface and groundwater; • A limited lifespan (+10 years) resulting in more landfill waste; • Requires periodic cleaning and sanitization to control odors and bacteria growth. Cleaning/sanitizing solutions may result in chemical runoff; 	Artificial turf shall be lead-free. Infill materials for artificial turf must be organic or sand, with a non-toxic coating.	Artificial turf material shall be lead-free.

COMPARATIVE PARKING STANDARDS – WITH JUNO BEACH, NORTH PALM BEACH, JUPITER, TEQUESTA AND PALM BEACH

PARKING REQUIREMENTS					
USES	JUNO BEACH Section 34-981	NORTH PALM BEACH Section 45-31	JUPITER Section 27-2828	TEQUESTA Section 78-705	PALM BEACH Section 134-2176
Accessory Apartments	1 space per dwelling unit if 750 sq. ft. or less; 2 spaces per dwelling unit if greater than 750 sq. ft.	1.25 per unit for all types except detached single family dwelling not permitted.	1 parking space for a one bedroom or studio dwelling unit; 1.5 parking spaces for two bedrooms; 2 parking spaces for accessory residential with three bedrooms + 1 for each bedroom over 3 bedrooms.	No specific regulations for this use.	Please see below.
Single and Two-Family Dwellings and Townhouses	2 spaces per dwelling unit. In addition, for developments with 3 or more attached units, one guest space shall be required for every 7 units.	1.25 per unit for all types except detached single family dwelling not permitted.	2 parking spaces for the first 3 bedrooms + 1 parking space for each bedroom over 3 bedrooms.	Two spaces per dwelling unit. For Two-Family, two spaces per dwelling unit.	For Two-Family Dwellings and townhouses: 2 per dwelling unit, plus one additional per each 5 family dwelling units or portion thereof. Any unit larger than 3,000 square feet shall provide 3 parking spaces plus one additional per each 5 dwelling units or portion thereof. For Single Family dwellings: Two per dwelling unit of 3,000 feet of floor area or less, plus one additional space per each 3,000 square feet or portion thereof of floor area above 3,000 square feet.
Multi Family	2 spaces per dwelling unit for the initial 20 units; 1.75 spaces for each from 21 through 50; 1.50 spaces for units 51 and more. In addition, one guest space shall be required for every 7 units.	For each multiple-family dwelling unit, there shall be provided two (2) or more parking spaces, in accordance with the following formula: Two (2) such spaces shall be provided for each dwelling unit containing not more than two (2) bedrooms, and two and one-half (2½) of such spaces shall be provided for each dwelling unit containing three (3) or more bedrooms.	1.5 parking spaces for a one-bedroom unit 1; 2 parking spaces for 2- and 3-bedroom units + 1 for each bedroom over 3 bedrooms + guest parking of 2 per 10 units for the first 50 units + 1.5 per 10 units for all units over 50 units.	Two spaces per dwelling unit.	a. 3 units - 8 spaces; b. 4 units - 11 spaces; 5 units - 13 spaces; 6 or more units - 2 per dwelling unit plus 1 per five units or portion thereof.
Beach, Swimming, Tennis, Golf and Yacht Clubs, etc.	1 space per each 300 sq. ft. of clubhouse space plus 20 spaces for each swimming pool, 2 spaces for each tennis court, 2 spaces for each golf hole and one space for each boat slip.	Private clubs, lodges, or union headquarters: One (1) per three (3) members based on the maximum design capacity of the facility. Non-Private Clubs: One (1) per five (5) members.	Greater of 1 per 3 seats or 1 per 300 SF of GFA (Gross Floor Area).	Assembly uses, places of assembly: One space per 50 square feet of floor area. Shared parking can be applied to a maximum of 30 percent of the total parking requirement.	One per four members.
Beauty Shops, Barbershop, medical and dental, etc.	1 parking space per 200 sq. feet of gross floor area.	Two (2) per barber or three (3) per beautician based on the design capacity of the structure.	1 per 200 SF of GFA.	One space per 200 square feet of gross floor area, or two spaces per barber chair or three spaces per beautician station, based on the design capacity of the establishment.	One per 200 square feet of gross leasable area (GLA).
Commercial Retail (excluding Convenience stores)	1 parking space per 200 sq. ft. of gross floor area.	One (1) per two hundred (200) square feet of retail floor space (includes convenience stores). For Shopping Center of 5 or more stores/or 15,000 sq. ft.: 4 sq. ft., there shall be a ratio of four (4) square feet of parking (including driveways required for ingress and egress and circulation) to each one (1) square foot of retail floor space.	1 per 250 SF of GFA.	One space per 250 square feet of gross floor area which is devoted to sales, display and customer service.	One per 200 square feet of gross leasable area (GLA).

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USES	PARKING REQUIREMENTS				
	JUNO BEACH Section 34-981	NORTH PALM BEACH Section 45-31	JUPITER Section 27-2828	TEQUESTA Section 78-705	PALM BEACH Section 134-2176
Convenience Stores	1 space per 300 sq. ft. of gross floor area.	One (1) per two hundred (200) square feet of retail floor space.	1 per 250 SF of GFA.	One space per 250 square feet of gross floor area which is devoted to sales, display and customer service.	One per 200 square feet of gross leasable area (GLA).
Trust Companies	1 space per 300 sq. ft. of gross floor area.	One (1) per three hundred (300) square feet of usable floor area, plus one (1) per each three (3) employees.	Number of spaces to be determined by the director of planning and zoning. (For Uses not listed in parking table).	Uses not specifically mentioned: For any use not specifically mentioned, off-street parking requirements for a use which is mentioned and to which the such use is similar shall apply.	One per 200 square feet of gross leasable area (GLA).
Commercial banks, savings and loan associations	1 space per 300 sq. ft. of gross floor area; stacking lane of 5 cars per window.	One (1) per three hundred (300) square feet of usable floor area, plus one (1) per each three (3) employees.	1 per 250 SF of GFA.	Financial institutions: One space per 200 square feet of gross floor area, plus five tandem waiting or loading spaces per drive-in lane.	One per 200 square feet of gross leasable area (GLA).
Furniture Stores (over 5,000 sq. ft.)	1 space per 600 sq. ft. of gross floor area.	One (1) per two hundred (200) square feet of retail floor space.	1 per 250 SF of GFA.	Retail sales and service: One space per 250 square feet of gross floor area which is devoted to sales, display and customer service.	One per 200 square feet of gross leasable area (GLA).
Furniture Stores (under 5,000 sq. ft.)	1 space per 350 sq. ft. of gross floor area.	One (1) per two hundred (200) square feet of retail floor space.	1 per 250 SF of GFA.	Retail sales and service: One space per 250 square feet of gross floor area which is devoted to sales, display and customer service.	One per 200 square feet of gross leasable area (GLA).
Business and professional offices	1 space per 300 sq. ft. of gross floor area.	One (1) per three hundred (300) square feet of usable floor area, plus one (1) per each three (3) employees.	1 per 250 SF of GFA.	Business and professional service, except for financial institutions: One space per 300 square feet of gross leasable area.	One per 250 square feet of gross leasable area (GLA).
Hotel/Motel	1.25 spaces per each occupancy unit plus one space for each three seats offered to the public for restaurant and lounge purposes and one space per 100 sq. ft. of meeting space. Additional spaces may be required for retail shops, beauty shops and barber shops, athletic clubs, etc. if expected to attract additional outside traffic.	Three (3) spaces, plus an additional space for each guest bedroom, plus an additional space for each fifteen (15) rooms or portions thereof. For example, a fifteen-room motel would need nineteen (19) parking spaces.	1 per room + 1 per 5 rooms for employees + 1 per \$5 SF of GFA for restaurant or meeting areas + 1 per 2 seats for lounge areas.	Hotel, bed and breakfast: One space for each room or suite and one space for each employee on the shift of greatest employment. See subsection (2) of this section (assembly use) for conference facilities and see subsection (28) of this section (restaurants, standard) for those accessory use parking space requirements.	One and three-fourths per unit with two or fewer rooms, and 2.75 per unit with more than two rooms; plus one for each 2.5 seats of conference capacity including auditorium, ballroom, banquet facilities, convention hall, gymnasium, meeting rooms, or other similar places of assembly.
Restaurants, nightclubs and/or other eating places	1 space per 90 sq. ft. of gross floor area. For restaurants and shopping plazas with restaurants, a minimum of 60% of the required spaces shall occur on the back yard of the site, not on the street side.	One (1) space for each seventy-five (75) square feet of area devoted to patron use, or one (1) space per three (3) fixed seats, whichever is the greater, plus one (1) space for each one and one-half (1½) projected employees who would be actually working during peak employment hours.	1 per 85 SF of GFA including outdoor seating areas.	Restaurants (standard): One space per three seating accommodations, or one space per 100 square feet of gross floor area, whichever is greater, including permitted outdoor seating areas.	One for each three proposed fixed seats, and/or one for each 45 square feet of floor area in the proposed public seating area not having fixed seats, plus one for each 300 square feet of floor area in the remainder of the floor area.
Libraries & Museums	1 space per 500 sq. ft. of gross floor area.	One (1) per three (3) people based on the maximum design capacity of the structure - places of assembly without fixed seating.	1 per 250 SF of GFA.	Public library: One space per 300 square feet of gross floor area for public use.	One per 500 square feet.

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USES	PARKING REQUIREMENTS			
	JUNO BEACH Section 34-981	NORTH PALM BEACH Section 45-31	JUPITER Section 27-2828	TEQUESTA Section 78-705
Residential Substance Abuse Centers	1 parking space per four patient beds or residents plus one space per employee on shift of greatest employment.	Use is not permitted in C-MU District.	Number of spaces to be determined by the director of planning and zoning (For Uses not listed in parking table).	One space per patient bed. In addition, rehabilitation facilities that provide outpatient treatment to non-residential patients shall provide an additional number of parking spaces equivalent to five percent of the parking spaces required to be provided based on patient beds.
				PALM BEACH Section 134-2176 The Palm Beach Zoning Code does not address this use.

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