



PLANNING & ZONING BOARD MEETING MINUTES

January 17, 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

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
SUSAN GARRETT, TOWN ATTORNEY

ABSENT: JANE LE CLAINCHE, ALTERNATE BOARDMEMBER

CALL TO ORDER – 4:00PM

PLEDGE ALLEGIANCE TO THE FLAG

ADDITIONS, DELETIONS, SUBSTITUTIONS TO THE AGENDA - None

COMMENTS FROM THE TOWN ATTORNEY AND STAFF

Town Attorney Rubin announced that he has to leave for a meeting at 6pm and Town Attorney Garrett will then assume his position.

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. Comments needing a reply will be referred to Staff for research; a report will be forwarded to The Board; and citizens will be contacted.

Public Comments Opened at 4:01pm.

Public Comments Closed at 4:01pm.

CONSENT AGENDA

1. Planning & Zoning Board Minutes for December 4, 2023

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

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

BOARD ACTION/DISCUSSION ITEMS (Public Comment Period was opened for each item below.)

2. Caretta Plat

***MOTION:** Stern/Ferguson made a motion to recommend approval of the proposed re-subdivision/plat to the Town Council.*

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

3. Appearance Review – 479 Ocean Ridge Way

***MOTION:** Stern/Ferguson made a motion to approve the construction of a new three-story single-family residence in the RMT Zoning District, to be located at 479 Ocean Ridge Way.*

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

Boardmember Wolf explained her vote and not having a basis to deny.

4. Ordinance No. 782 – Implementation of Live Local Act

***MOTION:** Stern/Ferguson made a motion to recommend to the Town Council approval of Ordinance No. 782 subject to the suggested changes discussed.*

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

5. Discussion on Tower Features

Chair Davis, Vice Chair Ferguson, Boardmember Stern, and Boardmember Shearer gave consensus to recommend that the Town Council have staff draft language on changing the code to restrict only having air enclosed tower features on adjacent roofs.

COMMENTS FROM THE BOARD

The Board gave unanimous consensus to retract their recommendation for the Board having a 2-year term, and have the code remain status quo.

ADJOURNMENT

Chair Davis adjourned the meeting at 6:38pm.



Diana Davis, Chair



Caitlin E. Copeland-Rodriguez, Town Clerk