



CODE OF CONDUCT & QUASI-JUDICIAL PROCEDURES WORKSHOP MINUTES

June 02, 2025 at 9:00 AM

Council Chambers – 340 Ocean Drive and YouTube

PRESENT: PEGGY WHEELER, MAYOR
JOHN CALLAGHAN, VICE MAYOR
DIANA DAVIS, VICE MAYOR PRO TEM
DD HALPERN, COUNCILMEMBER
MARIANNE HOSTA, COUNCILMEMBER

ALSO PRESENT: ROBERT A. COLE, TOWN MANAGER/FACILITATOR
LEONARD RUBIN, TOWN ATTORNEY
CAITLIN COPELAND-RODRIGUEZ, TOWN CLERK

AUDIENCE: 5

CALL TO ORDER – 9:00AM

Council gave consensus to discuss the Quasi-Judicial Procedures first.

QUASI-JUDICIAL PROCEDURES

2. Discussion On Proposed Resolution No. 2025-01 (Amending the Town's Quasi-Judicial Procedures)

Council gave unanimous consensus to approve Section 1 – Definitions with the following amendments: incorporate the definition of “interested person” using the standing language as presented in the North Palm Beach example; revise the applicable distance reference from 500 feet to 300 feet; and include a clause addressing the interests of communities with common interests.

Council gave unanimous consensus to approve Section 2 – General Standards with no changes to Section (A) and Section (C) and to revise Section (B) to change the time from 3 days to 5 business days and include “and supporting materials” after the term “report.”

Mayor Wheeler, Vice Mayor Callaghan, and Councilmember Hosta gave consensus to approve Section 3 – Communications between Council and Town Staff as presented.

Mayor Wheeler, Vice Mayor Callaghan, and Councilmember Hosta gave consensus to approve Section 4 – Ex Parte Communications, with an amendment to Section (C) to change “view” to “inspection” and delete the reference to “drive by.”

Council gave unanimous consensus to proceed with the following Sections as presented: Section 5 – Town Staff File; Section 6 – Disclosure; Section 7—Basis of Decision; Section 10 – Testimony Under Oath or Affirmation; Section 13 – Record of the Case; and Section 14 – Applicability. Council also gave unanimous consensus to approve Section 8 – Public Workshops with a change of the term “workshop” to “presentation;” subsections (B) through (F) of Section 9 – Conduct of Hearing; and Section 11 – Cross Examination with the term “mayor” changed to “presiding officer.”

Mayor Wheeler, Vice Mayor Callaghan, Councilmember Hosta and Councilmember Halpern gave consensus to proceed with subsection (A) of Section 9 as presented.

Mayor Wheeler, Vice Mayor Callaghan, Councilmember Halpern, and Councilmember Hosta gave consensus to proceed with Section 12 – Time Limits, with the following revisions: change “mayor” to “presiding officer;” include a section for interested parties with a 30-minute time limit; and revise subsections (B)(ii) and B(iii) to begin each section with “each speaker.”

Vice Mayor Pro Tem Davis, Councilmember Hosta, and Councilmember Halpern gave consensus to proceed with Section 15 – Rehearing/Reconsideration and Appeal as presented.

(See attached handout from Vice Mayor Callaghan.)

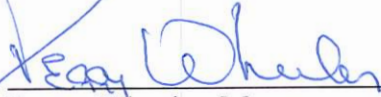
CODE OF CONDUCT

1. Discussion on Code of Conduct

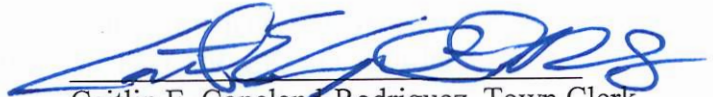
Council gave unanimous consensus to schedule a workshop for June 4, 2025, from 3PM-6PM to discuss this item.

ADJOURNMENT

Town Manager Cole adjourned the Workshop at 12:05pm.



Peggy Wheeler, Mayor



Caitlin E. Copeland-Rodriguez, Town Clerk

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Vice Mayor John Callaghan*

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Provided by
Vice Mayor Callaghan



Caitlin Copeland

Tue, Mar 18,
3:32 PM (2
days ago)

to me, Frank

Good Afternoon Councilmember Callaghan:

The entire [Code of Ordinances](#) can be found on the Town's website. Over the past few years, many council members have preferred using the electronic version, as it allows for quicker access to any updates compared to hard copies.

For your convenience, I have also provided the list below with corresponding links to specific policies, ensuring quicker access:

[Town Charter](#)

[Chapter 34 Zoning Code](#)

[Elections](#)

I have also attached a copy of the New Councilmember Orientation document that addresses questions about the Sunshine Law, Code of Ethics, etc. and Ordinance No. 778 - Council Salary.

Should you need any additional information, further assistance, or have additional questions, please feel free to reach out.



Caitlin Copeland

Mar 19, 2025,
4:43 PM (19
hours ago)

to me, Frank

Good Afternoon Councilmember Callaghan:

Attached please find a zip folder with current policies and procedures. For a list of Building Department Documents; Special Event Applications; and Zoning Applications, please see the following links to the Town's Website:

[Building Permit Forms](#)

[Affidavit Forms](#)

[Business Tax Receipt Applications](#)

[Demolition Release Forms](#)

[Utilities/Drainage Easement Agreement Forms](#)

[Fee Booklet](#)


















[Planning & Zoning and Special Event Forms](#)

Regarding the use of the Town Center for Meetings, for Juno Beach HOAs/POAs and sponsored organizations can utilize the Town Center meeting rooms for their annual meetings based on availability at no cost. All HOAs/organizations must be here prior to 5pm to get into the building (no keys are given out) if the meeting is planned for after hours. We do not allow meetings to take place on weekends or holidays. The Police Department is notified of the meetings and checks the doors after they leave.

In reference to Steve's comment, I am not quite sure if that is an informal policy that the department has been following but will look into it.

Let me know if you have any additional questions.

Name

 Microsoft Edge PDF...	2025 Executed Safety Policy and Procedures.pdf
 Microsoft Edge PDF...	Cellular Phone Policy.pdf
 Microsoft Edge PDF...	Donation Policy.pdf
 Microsoft Edge PDF...	Ethics Training Policy .pdf
 Microsoft Edge PDF...	Executed Take Home Policy 2022.pdf
 Microsoft Edge PDF...	Florida Statute Chapter 166, Section 241 - Municipalities Fiscal Years, Budgets, Budget Amendments.pdf
 Microsoft Edge PDF...	Hurricane Policy 2024.pdf
 Microsoft Edge PDF...	Information Technology Use Policy (2024).pdf
 Microsoft Edge PDF...	Nomination Procedure - Selection of Vice Mayor and Vice Mayor Pro Tem.pdf
 Microsoft Edge PDF...	OASYS eTRIM Annual Review User Guide.pdf
 Microsoft Edge PDF...	Personnel Manual 2023 (1).pdf
 Microsoft Edge PDF...	Procedure & Guidelines for PZ Agendas.pdf
 Microsoft Edge PDF...	PROCEDURE ON SETTING THE TOWN COUNCIL AGENDA.pdf
 Microsoft Edge PDF...	Purchasing Policy 2024 (1).pdf
 Microsoft Edge PDF...	Resolution No. 2024-06 - Sponsorship of Juno Beach Organizations.pdf
 Microsoft Edge PDF...	Town Center Rental Application.pdf
 Microsoft Edge PDF...	Travel Policy.pdf