



PLANNING & ZONING BOARD MEETING AGENDA

July 07, 2025 at 4:00 PM

Council Chambers – 340 Ocean Drive and YouTube

NOTICE: If any person decides to appeal any decision of the Planning & Zoning Board at this meeting, he or she will need a record of the proceedings and for that purpose, he or she may need to ensure that a verbatim record of the proceedings is made, such record includes the testimony and evidence upon which the appeal is to be based. The Town does not prepare or provide such record. ***Persons with disabilities requiring accommodations in order to participate in the meeting should contact Caitlin E. Copeland-Rodriguez, Town Clerk, at least 48 hours in advance to request such accommodations.***

The meeting will be broadcast live on The Town of Juno Beach YouTube page and can be viewed any time at: <https://www.youtube.com/@townofjuno-beach477/streams>

HOW CITIZENS MAY BE HEARD: Members of the public wishing to comment publicly on any matter, including items on the agenda may do so by: Submitting their comments through the Public Comments Webform at: https://www.juno-beach.fl.us/towncouncil/webform/public-comments#_blank (all comments must be submitted by Noon on day of Meeting). Please be advised that all email addresses and submitted comments are public record pursuant to Chapter 119, Florida Statutes (Florida Public Records Law); or make their comment in-person; or participate from a remote location using Zoom – please contact the Town Clerk at ccopeland@juno-beach.fl.us by Noon on the day of the meeting to receive the Meeting ID and Access Code. (Please note that all members participating via Zoom must login at least 15 minutes prior to the meeting and will be muted upon entry until Public Comments is called).

****Please note that the Zoom meeting will lock for public comments at 4:00pm and no other entries will be permitted.***

All matters listed under 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.

CALL TO ORDER

PLEDGE ALLEGIANCE TO THE FLAG

ADDITIONS, DELETIONS, SUBSTITUTIONS TO THE AGENDA

COMMENTS FROM THE TOWN ATTORNEY AND STAFF

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.

CONSENT AGENDA

1. Planning & Zoning Board Meeting Minutes for June 2, 2025

BOARD ACTION/DISCUSSION ITEMS

2. Appearance Review – 441 Apollo Drive

COMMENTS FROM THE BOARD

ADJOURNMENT



PLANNING & ZONING BOARD MEETING MINUTES

June 2, 2025 at 4:00 PM

Council Chambers – 340 Ocean Drive and YouTube

PRESENT: MICHAEL STERN, CHAIR
JIM FERGUSON, VICE CHAIR
JAMES EHRET, BOARDMEMBER
JONATHAN BUTLER, BOARDMEMBER
BRIAN COLE, BOARDMEMBER

ALSO PRESENT: FRANK DAVILA, DIRECTOR OF PLANNING & ZONING
LEONARD RUBIN, TOWN ATTORNEY
STEPHEN MAYER, PRINCIPAL PLANNER
FABINNE AZEMAR, PLANNING TECHNICIAN
CAITLIN COPELAND-RODRIGUEZ, TOWN CLERK

ABSENT: CAROL RUDOLPH, ALTERNATE BOARDMEMBER

AUDIENCE: 9

CALL TO ORDER – 4PM

PLEDGE ALLEGIANCE TO THE FLAG

ADDITIONS, DELETIONS, SUBSTITUTIONS TO THE AGENDA

Director of Planning & Zoning Davila stated that Item #3 was being pulled and will be placed on the July agenda.

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 - April 7, 2025

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

ACTION: The motion passed unanimously.

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

2. Appearance Review – 430 Mars Way

MOTION: Ferguson/Ehret made a motion to approve the application for appearance review for the proposed addition to the single-family residence located at 430 Mars Way.

ACTION: The motion passed unanimously.

- ~~3. Ordinance No. 793 – Removal of Architectural Review (Building Design Elements) in Appearance Review for Single Family (and Two Family) Dwellings~~

COMMENTS FROM THE BOARD

The Board unanimously gave consensus to recommend that the Town Council remove the “passing of the gavel” language from the proposed Rules of Procedure and Town Council Protocols, deeming it unnecessary.

ADJOURNMENT

Chair Stern adjourned the meeting at 4:50pm.

Michael Stern, Chair

Caitlin E. Copeland-Rodriguez, Town Clerk



Meeting Name: Planning & Zoning Board
Meeting Date: July 7, 2025
Prepared By: Stephen Mayer
Item Title: Appearance Review – 441 Apollo Drive

DISCUSSION:

The Town has received an application for Appearance Review from Ralph Cantin (“Agent”) on behalf of Richard Rosetti (“Applicants and Owners”) for the property located at 441 Apollo Drive (“Property”). The Property is zoned Residential Single Family (RS-1) with a Future Land Use classification of Low Density Residential (LDR) (up to 5 DU/AC). The existing one-story home was built in 1968 and is approximately +/- 2,076 square feet in size (1,637 square feet under air), with a lot area of .33 acres or +/- 14,431 square feet.





Rendering showing proposed addition in the rear of the yard.

Notes: Top left corner is front facing façade, top right corner is elevated from rear facing southeast, bottom left corner is elevated facing southwest, bottom right corner is from the rear of the property at ground level, looking toward the proposed addition

The Applicant is seeking to construct a 597 square foot under air addition for a new home office, a 179 square foot outdoor exercise room, 205 square foot outdoor kitchen and a new porch and breezeway with the addition. This will increase the total building square footage under roof from 2,076 square feet to 2,673 square feet. The total footprint will increase from 2,379 to 3,444 square feet, and the lot coverage will increase from 16.5% to 23.8%. Section 34-116(3) (b) (items 2 through 7) of the Town's Zoning Code requires the Planning and Zoning Board (acting as the Architectural Review Board) to determine whether the proposed addition meets the criteria below. For the Board's review and consideration, staff has provided its professional opinion to the Appearance Review Criteria (staff response is in **bold**).

Appearance Review Criteria

2. Is of a design and proportion which enhances and is in harmony with the area. The concept of harmony shall not imply that buildings must look alike or be of the same style. Harmony can be achieved through the proper consideration of setback, scale, mass, bulk, proportion, overall height, orientation, site planning, landscaping, materials, and architectural components including but not limited to porches, roof types, fenestration, entrances, and stylistic expression. For the purpose of this section, the comparison of

harmony between buildings shall consider the preponderance of buildings or structures within 300 feet from the proposed site of the same zoning district;

The area of the lot is +/-14,431 square feet, or 0.33 acres, and the proposed lot coverage ratio of the 3,444 square-foot footprint would be 23.8%, which complies with the Town's Zoning Code requirement for lot coverage per Section 34-268. In the backup materials provided, page S2 indicates how applicant has provided a review of the residential structures in the context of the property. Using data from the Property Appraiser's Office, staff has created the following table summary for the Board's review:

<i>Address</i>	<i>Year Built</i>	<i>Lot Total (acres)</i>	<i>Tower Feature</i>	<i>Lot Size to Total Square Feet Ratio</i>	<i>Total Square Feet</i>	<i>Square Feet Under Air</i>	<i>Story</i>
371 Apollo Drive	1963	.25	No	.22	2,442	1384	1
401 Apollo Drive	1962	.23	No	.23	2,342	1546	1
411 Apollo Drive	1959	.23	No	.27	2,735	1987	1
431 Apollo Drive	1965	.23	No	.27	2,734	1316	1
441 Apollo Drive (Existing)	1968	.33	No	.16	2,379	1,637	1
<i>Proposed</i>				.20	2,976	2,234	1
370 Apollo Drive	2003	.31	Yes	.33	4,490	3211	3
400 Apollo Drive	1959	.23	No	.25	2,527	1823	1
410 Apollo Drive	1960	.23	No	.27	2,736	1829	1
440 Apollo Drive	1973	.28	No	.25	3,152	2266	1
470 Apollo Drive	2004	.28	No	.33	4,143	3147	1
411 Diana Lane	1974	.23	No	.29	2,932	2022	1
401 Diana Lane	1971	.23	No	.26	2,613	1,832	1
<i>Average</i>			<i>0%</i>	.26	2,969		<i>0%</i>

Figures in **Red** are the highest in the range, figures in **Green** are the lowest in the range.

The **bold** figures are the subject property.

Study Area Summary Statistics: FAR Range is 0.16 to 0.33. FAR Average = 0.26

TOTAL Square Foot Range = 2,342 to 4,143 square feet. TOTAL Square Foot Average = 2.969 square feet

According to the table above, the proposed first floor addition would result in an increase in overall square footage of the proposed residence (by 597 square feet) and would be inside the range of the total square footage for the study area. The proposed square footage (2,976 square feet) would be 1,514 square feet smaller than the largest existing home in the study area. Staff notes the applicant is proposing a one-story addition that will be increasing the lot coverage by 7.3% to 23.8%, however this is much lower than the maximum lot coverage allowed (35%). The proposed first floor addition is located on the rear of the property and would not be visible from the public right of way.

Staff considers other harmony factors such as proper site orientation, landscaping, proportion, materials and architectural styles. The addition uses the existing materials and architectural styles and would blend into the existing home. The location of the single-story addition in the rear of the property provides adequate consideration of the development impact to their neighbors. The property is well landscaped, and the lot is larger than other houses in the study area. Using FAR as a better metric, the request will increase the volume of the house in relation to the lot to 0.20. That FAR is actually far less than the average FAR in the study area, demonstrating that the addition is well within the definition of harmony.

3. Elevator and stairwell shafts and other modern operations and features of a building shall be either completely concealed or shall incorporate the elements of the architectural style of the structure; rooftop equipment and elevator and mechanical penthouse protrusions shall be concealed; and parking garages and other accessory structures shall be designed with architectural features and treatments so that they are well proportioned and balanced and in keeping with the architectural style of the principal structure;

There are no changes to the architectural features of the home. All modern operations and features of the building are completely concealed.

4. Shall have all on-site structures and accessory features (such as, but not limited to, light fixtures, benches, litter containers, including recycling bins, traffic and other signs, letter boxes, and bike racks) compatible in design, materials, and color;

There are no additional accessory structures on this site, as the addition will be connected by roof with a breezeway between the existing home and the addition. The applicant proposes an outdoor kitchen area attached to the main structure and the entire area is contained within a 6-foot surrounding wall.

5. Buildings over 40 feet in height shall appear more horizontal or nondirectional in proportion rather than vertical, accomplished using architectural treatments as described in these criteria;

The height of the applicant's addition will comply with these criteria, the addition is a one-story addition with a match roof height to the existing residence and will enhance the horizontal appearance of the house. The maximum height of the proposed home is not increasing.

6. Shall locate and design mechanical equipment with architectural treatments so that any noise or other negative impact is minimized;

There are no new mechanical equipment proposed.

Harmony

In consideration of the term “harmony” staff believes that the proposed single-family home **is harmonious** (please see below). Harmony means a quality which produces an aesthetically pleasing whole as in an arrangement of varied architectural and landscape elements. Harmony can be achieved through the proper consideration of scale, mass, bulk, proportion, height, orientation, site planning landscaping, materials and architectural components including but not limited to porches, roof types, fenestration, entrances, and stylistic expression.

Bulk means the overall size and volume of a building or structure.

Staff’s response: The proposed structure on 441 Apollo Drive is a total of 2,976 gross square feet, which is within the range of the homes in the study area. The Floor Area Ratio of the total gross area of the building to the lot size is 0.20. The size and volume of the proposed single-family home is compatible to the average Floor Area Ratio (the average is 0.26) and total square footage (the average is 2,969). The proposed bulk is about the same as the average home in the study area.

Mass means the relationship and sizes between different volumes of a building or structure.

Staff’s response: As mentioned, the total gross square footage for the other structures in the study area ranges between 2,342 square feet and 4,490 square feet with the average size being 2,969 square feet. The proposed structure is 2,976 total gross square feet. Therefore, the mass of the proposed single-family home is within the range and only 10 square feet above the average in the context of the other structures located in the study area. The proposed addition is 1,511 square feet smaller than the largest house within 300 feet of the property.

Proportion means the visual effect of relationship of one portion to another or of a portion to the whole. or of one thing to another.

Staff’s response: The proportion (ratio) of the elements such as windows, doors, and garages are compatible with the façade (size) of the building. The applicant is maintaining the style of the building and not changing elements such as windows, doors and garage doors.

Scale means the proportions of a building in relation to its surroundings, particularly other buildings in the surrounding context.

Staff’s response: The scale of the proposed single-family home (proportion) is compatible, as the visual effect of the addition does not add any height to the structure.

In summary, it is the staff’s professional opinion that the proposed first floor home office addition of 597 square feet under air in the rear of the property is in harmony with the other structures in the study area.

RECOMMENDATION:

Staff recommends that the Planning and Zoning Board review the information that has been provided, and consider approval or denial, or approval with modifications, considering constructing a 597 square foot under air addition for a new home office, a 179 square foot outdoor exercise room, 205 square foot outdoor kitchen and a new porch and breezeway with the addition.

ATTACHMENTS:

441 Apollo Drive Appearance Review Application and Backup Material



Town of Juno Beach
340 Ocean Drive; Juno Beach, FL 33408
Phone: (561) 626-1122; Fax: (561) 775-0812

For Official Use Only
Date Stamp

Item #2.

Appearance Review Application

The following information and items shall be provided to the Planning and Zoning Department for processing and dissemination in association with scheduling of submittals before the Town's Planning and Zoning Board. The Board meets on the First Monday of each month, unless otherwise changed. The submittal of a completed packet, to include the application, plans, photos, etc. shall be submitted on the Monday, forty-five (45) days prior to the meeting. All of staff's comments shall be addressed twenty-one (21) days prior to the meeting. An application is deemed complete once staff has determined that all comments have been addressed via notification to the applicant by email or mail. A pre-application meeting with staff is required prior to the submittal of the application.

Date: May 1, 2025

Project Address: 441 Apollo Drive

Property Control Number: 28-43-41-28-13-000-0080 Zoning District: RS-1 Single Family

Description of Request: (please provide a brief, comprehensive and summarized description of the proposed project below). _____

Create an 840 sq. ft. addition to the main residence consisting of a home office, bathroom, storage closet and an outdoor covered exercise equipment area. NOTE: There is no kitchen in the addition per Town zoning and ordinances. Create a new 205 sq. ft. covered outdoor kitchen. The new addition will match the existing materials and colors and not be visible to the street. Provide a 6 ft. tall site wall with breeze block details to enclose the pool area.

Design Professional Name: Ralph Cantin, A.I.A. License #: AR 0015176

Phone Number: 561-310-8039 E-mail: tincan1015@gmail.com

Construction Company Name: TBD

Phone Number: _____ E-mail: _____

Property Owner's Name: Richard G. Rosetti

Owner's Address (if different from project address): 1202 Troy Schenectady Rd. Latham, NY 12110

Phone Number: 518-857-8709 E-mail: rich@rgrosetti.com

Applicant/Owner signature: Richard Rosetti Date: 5/2/25

Please note: The Appearance Review solely addresses the Appearance Criteria of the proposed project, it does not encompass a zoning, engineering, or building review. Further reviews by Town staff will commence once a building permit has been submitted.



441 Apollo Drive

Rosetti Residence
441 Apollo Drive
Juno Beach, FL 33408

Code Data

Florida Building Code Residential (FBC-R)
8th Ed. (2023)
Florida Fire Prevention Code 8th Ed. (2023)
National Electrical Code NFPA70 2023
Occupancy Group: R-3
Construction Type: VB Unprotected
Town of Juno Beach
RS-1 Zoning: Single Family
Flood Zone X

Project Description

- Create a new 840 sq. ft. addition (597 sq. ft. air conditioned) to the main residence consisting of a home office, bathroom, storage closet and outdoor covered exercise equipment area.
NOTE: There is no kitchen in the addition per Town zoning and ordinances.
- Create a new 205 sq. ft. covered outdoor kitchen.
- The new addition will not be visible to the street and will feature breeze block and other mid-century details in harmony with the existing structure and neighborhood.
- Provide 6 ft. tall site wall with breeze block details to enclose the pool area.

General Notes

- Contractor shall perform work in compliance with all codes and ordinances in effect in the Town of Juno Beach.
- Do not scale drawings, use plan dimensions. Report any discrepancies to Owner/Architect before proceeding with construction.
- Contractor shall coordinate the work of all the trades.
- Contractor to verify and coordinate all finishes with Owner.
- Contractor shall verify all utilities, electrical and mechanical equipment prior to construction.
- Contractor shall perform the work in first class workmanlike manner, complete, in place, and ready for use.

Building Area by Renovation Status		
ID	Name	Area
Existing		
A01	Existing Residence	1,637
A02	Garage	439
A03	Front Porch	61
A04	Rear Porch	242
		2,379 ft ²
New		
A05	Breezeway	45
A06	Exercise	179
A07	Office Porch	39
A08	New Addition	597
A09	Outdoor Kitchen	205
		1,065 ft ²
		3,444 ft ²

Building Area

Building Area Schedule by HVAC		
ID	Name	Area
01 Conditioned		
A01	Existing Residence	1,637
A08	New Addition	597
		2,234 ft ²
02 Unconditioned		
A02	Garage	439
		439 ft ²
03 Exterior		
A03	Front Porch	61
A04	Rear Porch	242
A05	Breezeway	45
A06	Exercise	179
A07	Office Porch	39
A09	Outdoor Kitchen	205
		771 ft ²
		3,444 ft ²

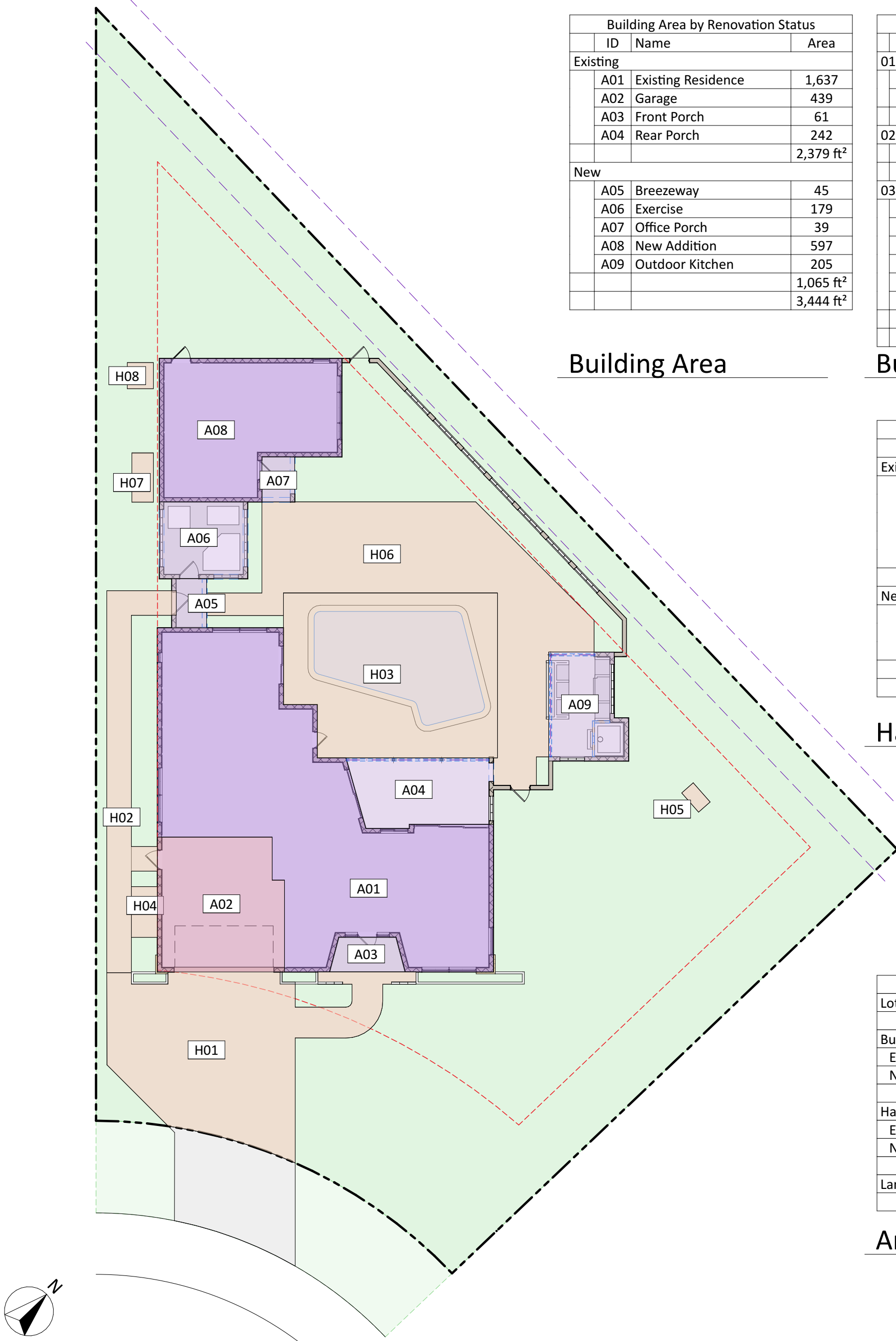
Building Area by HVAC

Hardscape Area by Renovation		
ID	Name	Area
Existing		
H01	Driveway	880
H02	Walk	295
H03	Pool & Patio	887
H04	Pad	35
H05	Generator Pad	10
		2,107 ft ²
New		
H06	Patio Extension	991
H07	Pool Equip Pad	28
H08	HVAC Pad	18
		1,037 ft ²
		3,144 ft ²

Hardscape Area

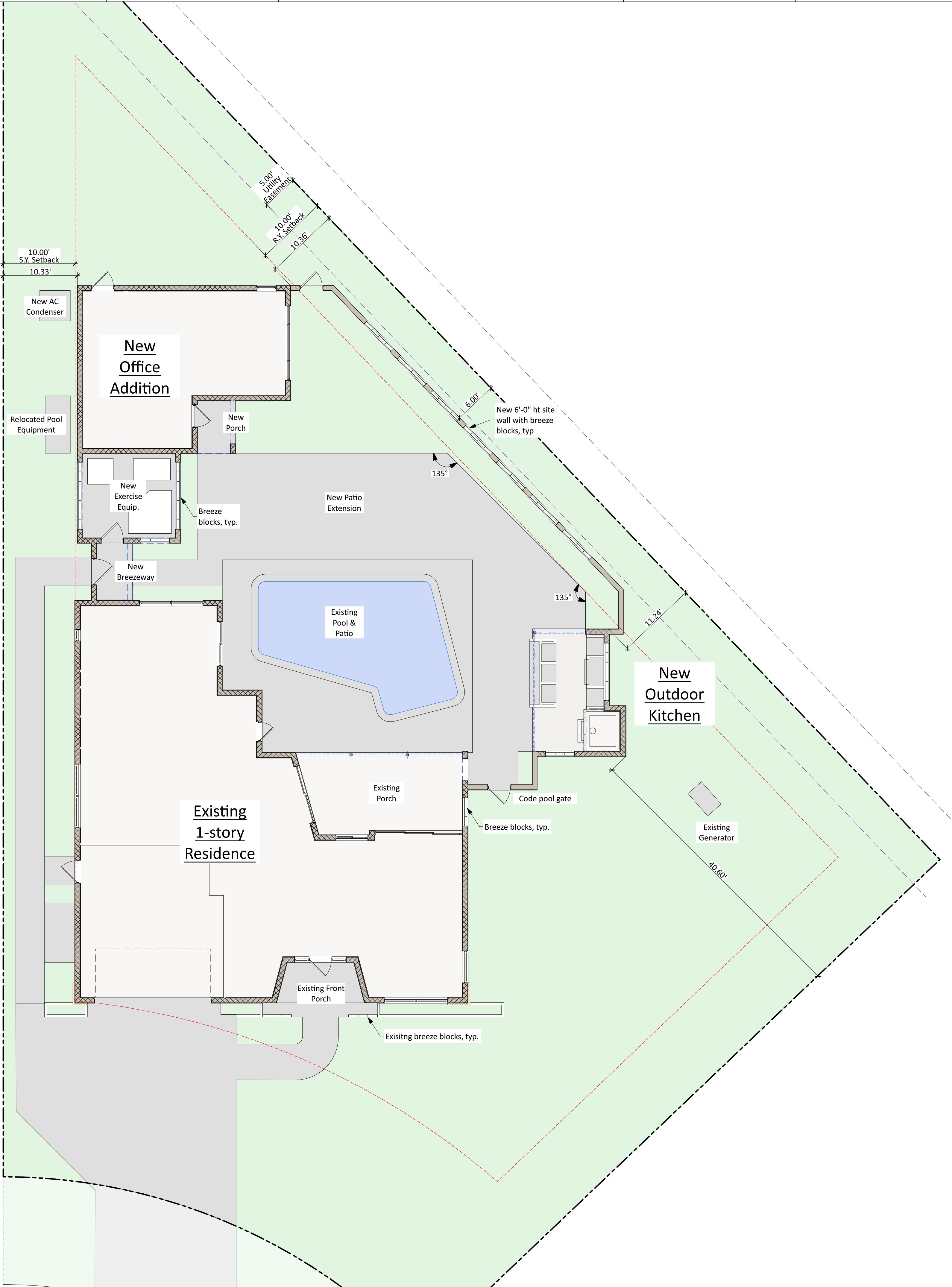
Area Calculations		
Lot Area	14,431	100%
Building Area (35% max.)		
Existing	2,379	
New	1,065	
	3,444	23.9%
Hardscape Area		
Existing	2,107	
New	1,037	
	3,144	21.8%
Landscape Area (25% min.)		
	7,843	54.3%

Area Calculations



Site Plan Area Diagram

Scale: 1/16" = 1'-0"



Proposed Site Plan

Scale: 1/8" = 1'-0"



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Project Name

Rosetti Residence

Project Address

441 Apollo Drive
Juno Beach FL 33408

Issues & Revisions

ID	Date	Description
JB-ARB	5/13/25	Transmittal Set

Sheet Name

Site Plan

Juno Beach ARB

Project No. 295 Rosetti

Sheet Date 5/13/25

Drawn By RTC

Sheet No.

A101



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ID	Date	Description
JB-ARB	5/13/25	Transmittal Set

Sheet Name

Proposed Floor Plan

Juno Beach ARB

Project No. 295 Rosetti

Sheet Date 5/13/25

Drawn By RTC

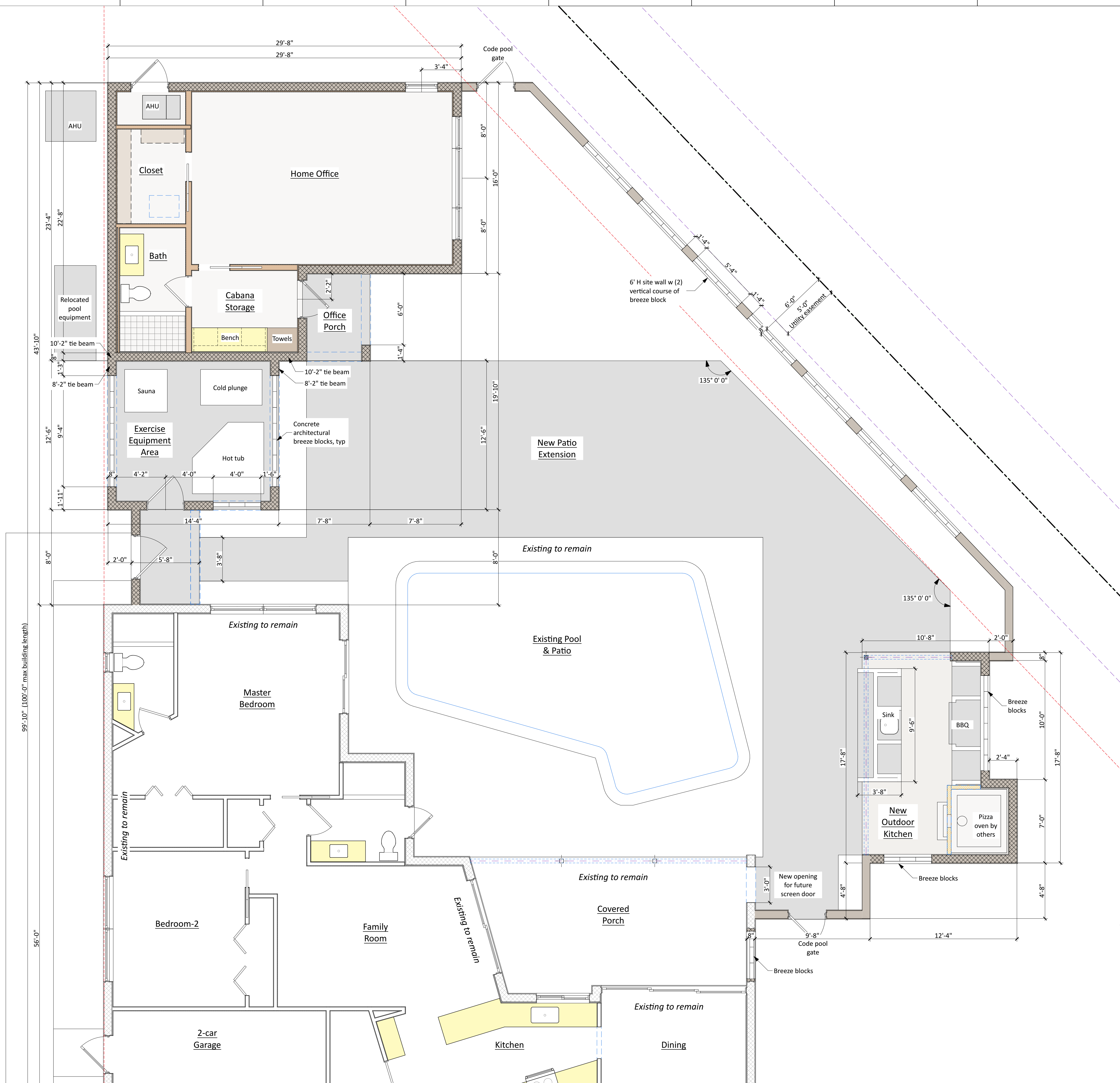
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A102

295 Rosetti AC27 250428 Ver 02.pln

Proposed Ground Floor Plan

Scale: 1/4" = 1'-0"



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Rosetti Residence

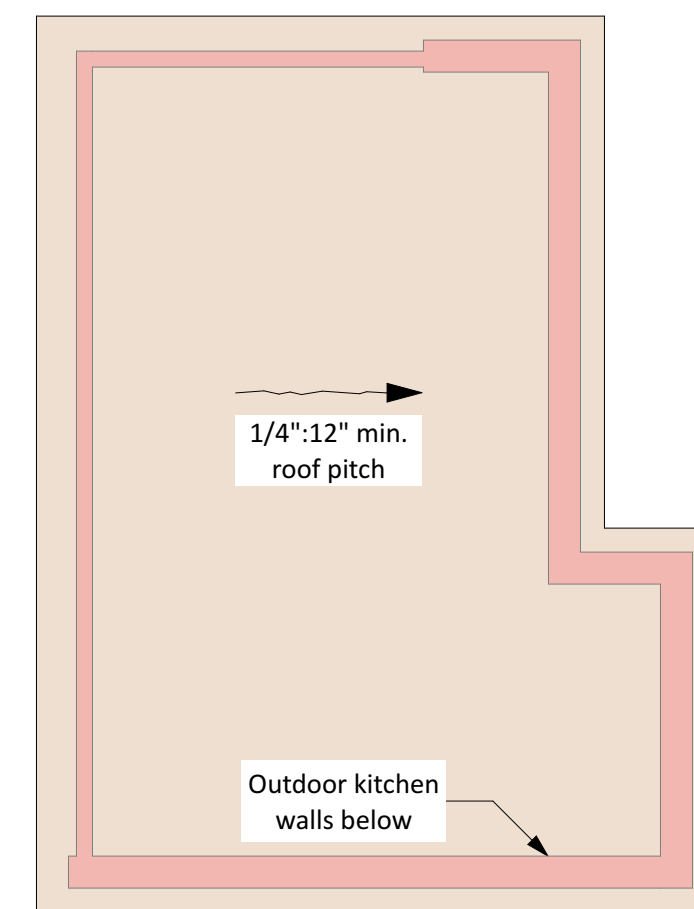
441 Apollo Drive
Juno Beach FL 33408

Issues & Revisions		
ID	Date	Description
JB-ARB	5/13/25	Transmittal Set

Proposed Roof Plan

Sheet No.

13



Scale: $\frac{1}{4}" = 1'-0"$



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431 Apollo Dr



411 Apollo Dr



401 Apollo Dr



371 Apollo Dr



441 Apollo Dr



410 Apollo Dr



400 Apollo Dr



370 Apollo Dr



451 Apollo Dr



440 Apollo Dr



461 Apollo Dr



470 Apollo Dr



461 Apollo Dr



411 Diana Lane



411 Diana Lane

Project Name

Rosetti Residence

Project Address

441 Apollo Drive
Juno Beach FL 33408

Issues & Revisions

ID	Date	Description
JB-ARB	5/13/25	Transmittal Set

Sheet Name

Neighborhood
Images

Juno Beach ARB

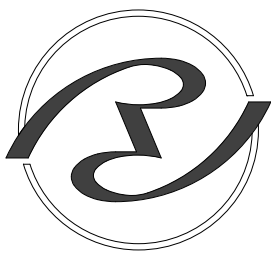
Project No. 295 Rosetti

Sheet Date 5/13/25

Drawn By RTC

Sheet No.

A201a

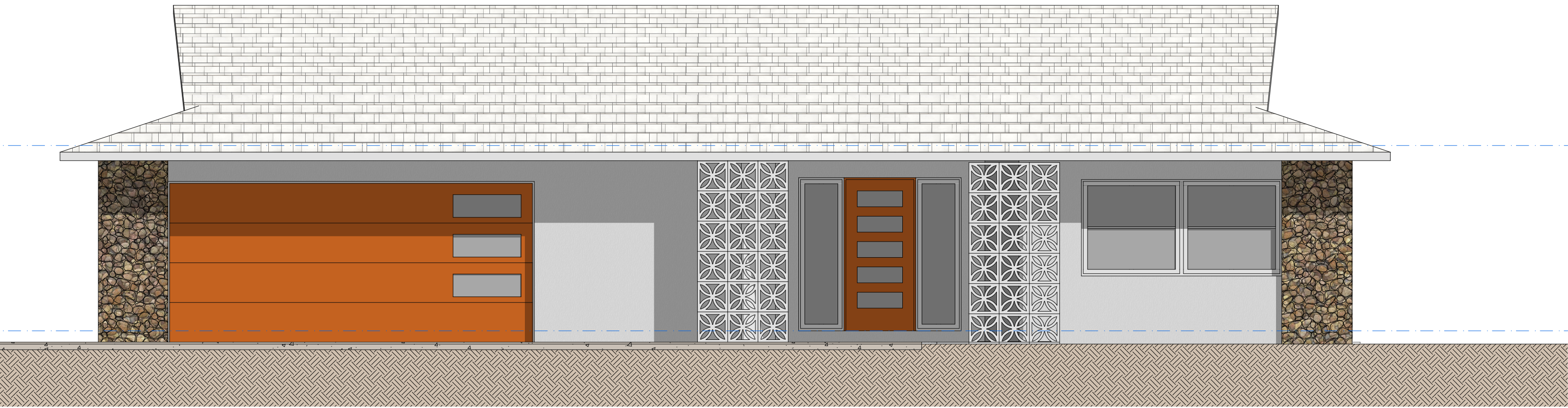


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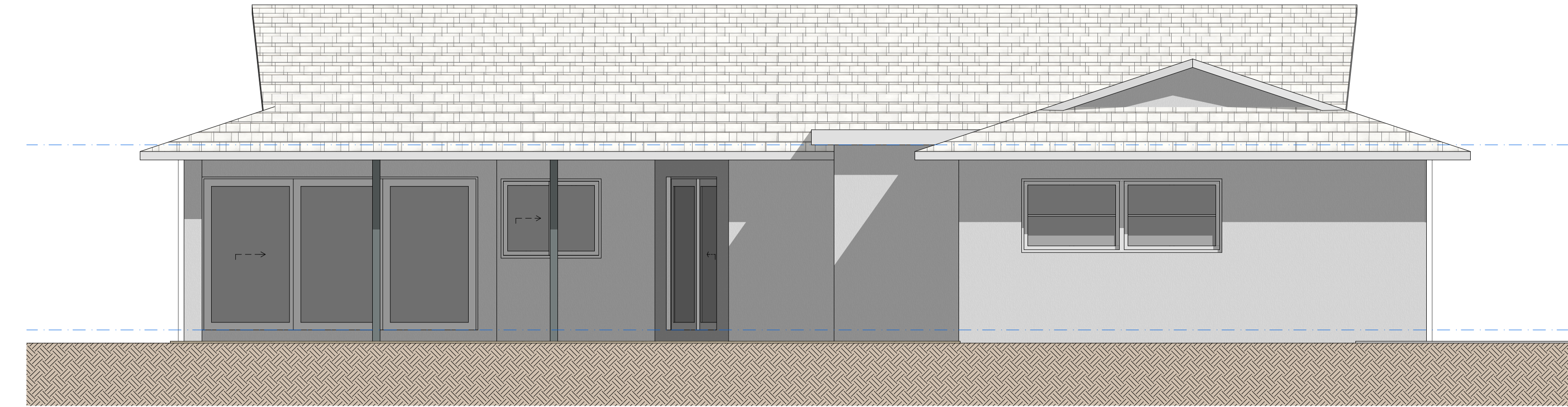


441 Apollo Dr



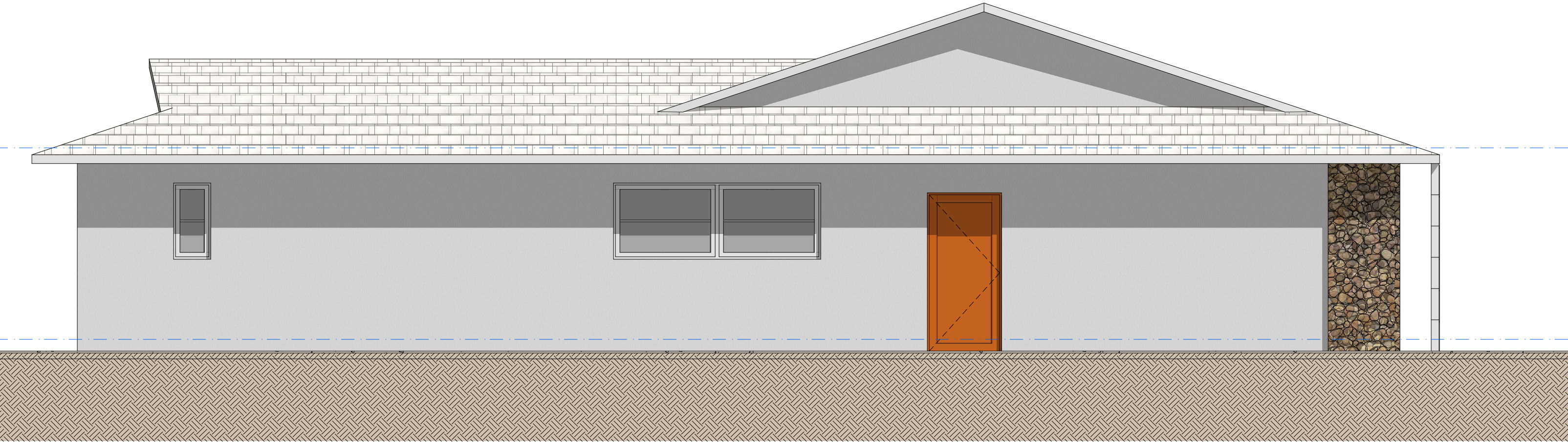
Existing East (Front) Elevation

Scale: 1/4" = 1'-0"



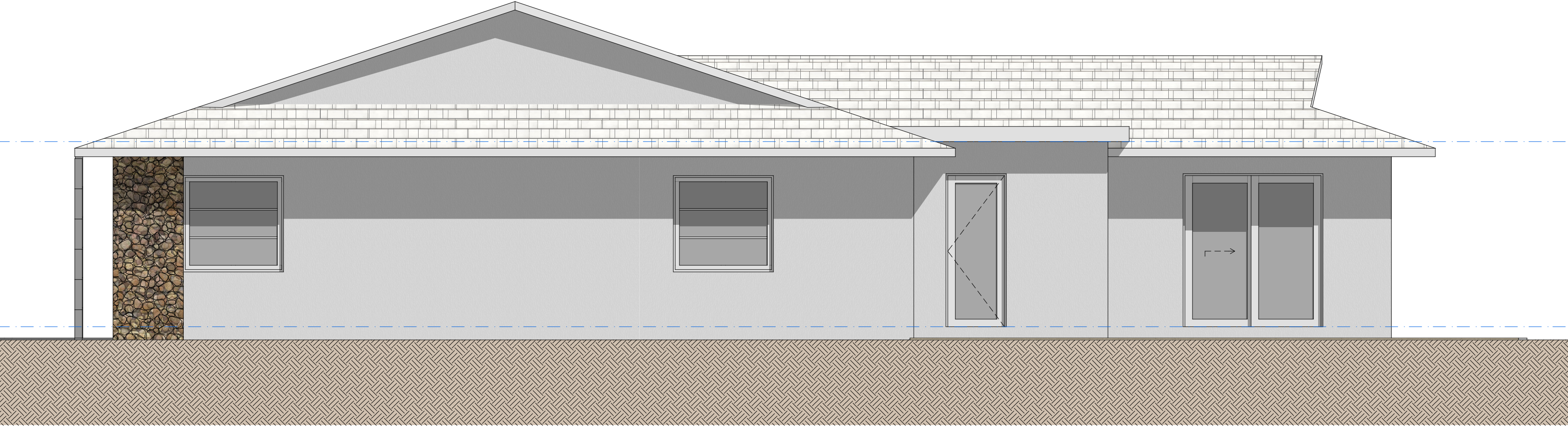
Existing West (Rear) Elevation

Scale: 1/4" = 1'-0"



Existing South (Side) Elevation

Scale: 1/4" = 1'-0"



Existing North (Side) Elevation

Scale: 1/4" = 1'-0"

Project Name

Rosetti Residence

Project Address

441 Apollo Drive
Juno Beach FL 33408

Issues & Revisions

ID	Date	Description
JB-ARB	5/13/25	Transmittal Set

Sheet Name

Existing Elevations

Juno Beach ARB

Project No. 295 Rosetti

Sheet Date 5/13/25

Drawn By RTC

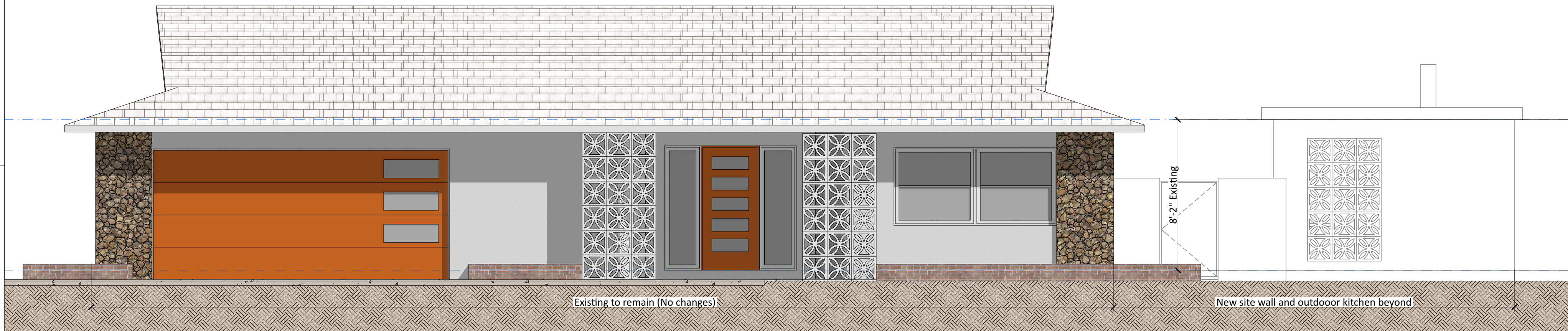
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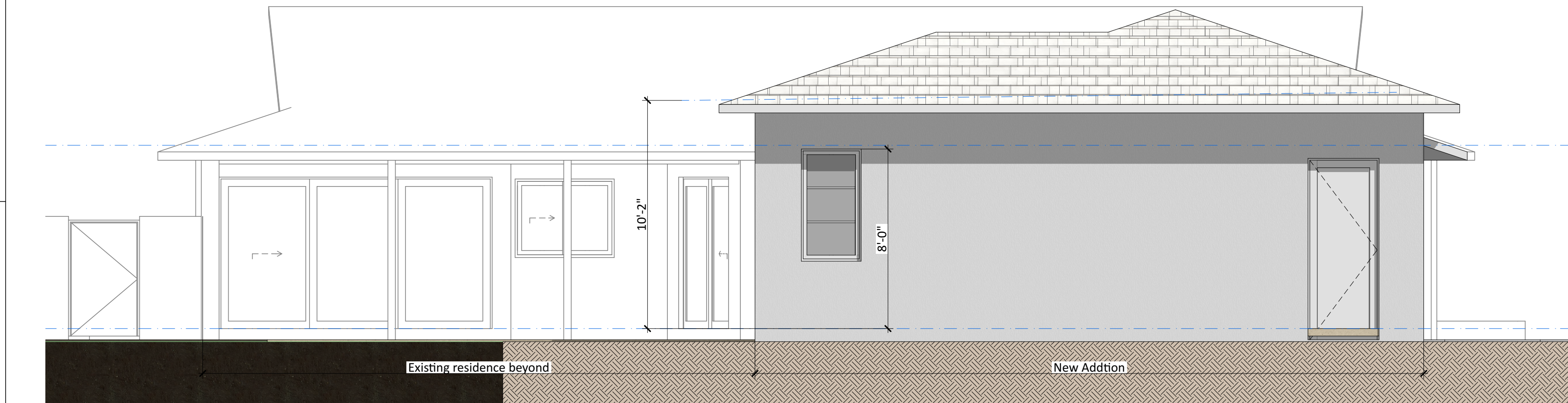
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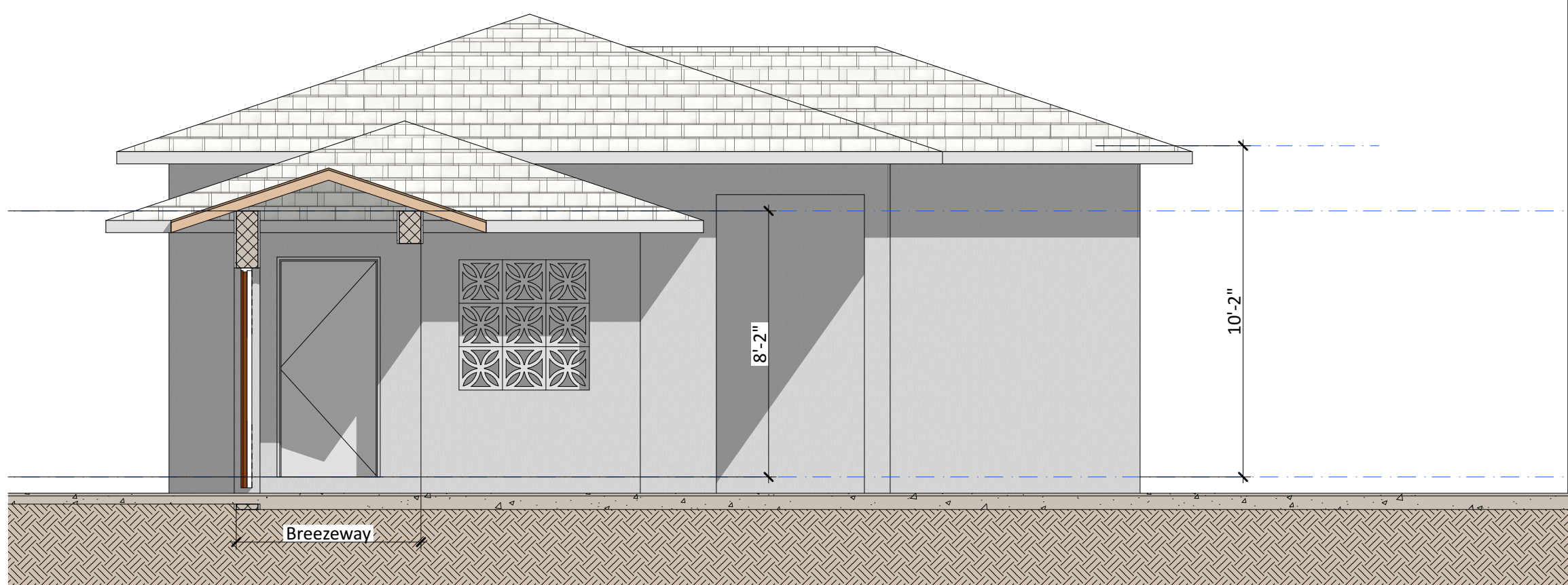
Proposed East (Front) Elevation

Scale: 1/4" = 1'-0"



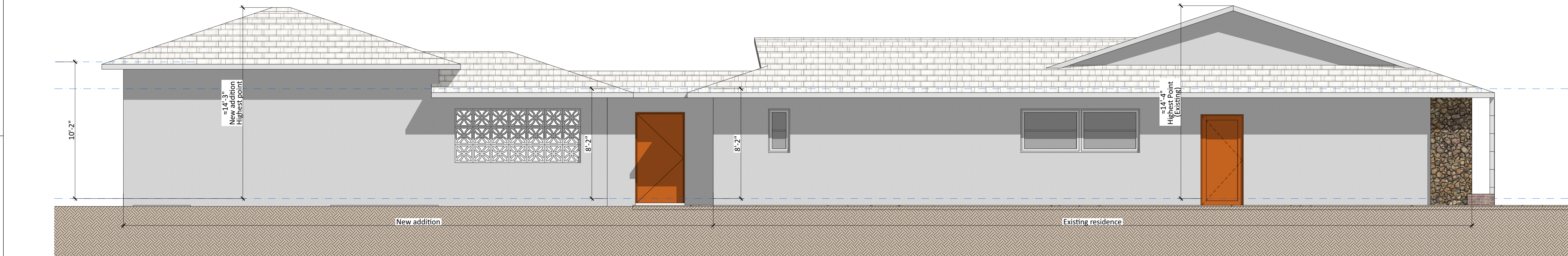
Proposed West (Rear) Elevation

Scale: 1/4" = 1'-0"



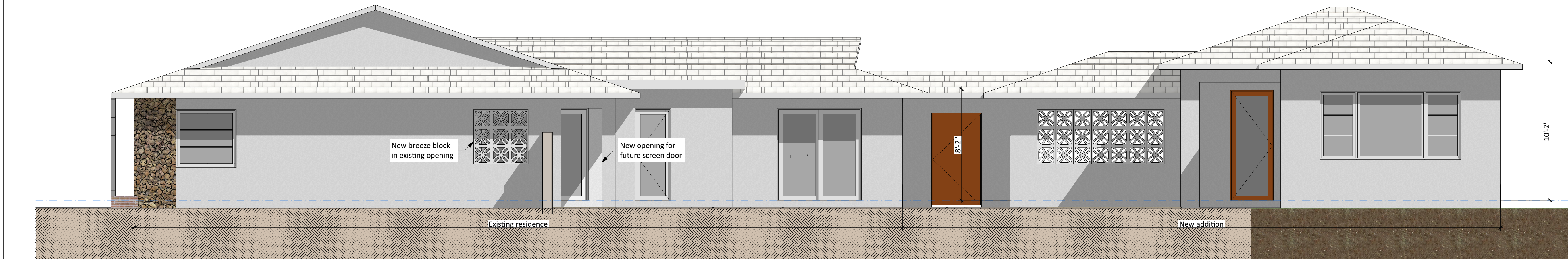
Proposed East (Courtyard) Elevation

Scale: 1/4" = 1'-0"



Proposed South (Side) Elevation

Scale: 1/4" = 1'-0"



Proposed North (Side) Elevation

Scale: 1/4" = 1'-0"

Project Name

Rosetti Residence

Project Address

441 Apollo Drive
Juno Beach FL 33408

Issues & Revisions

ID	Date	Description
JB-ARB	5/13/25	Transmittal Set

Sheet Name

Proposed Elevations

Juno Beach ARB

Project No. 295 Rosetti

Sheet Date 5/13/25

Drawn By RTC

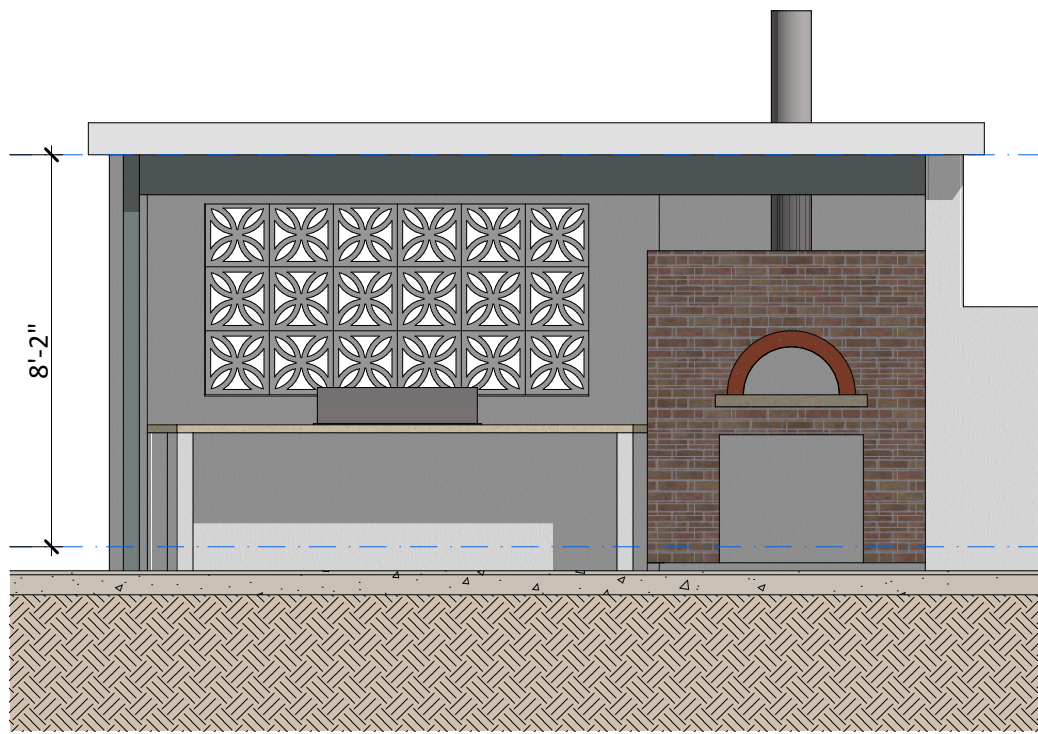
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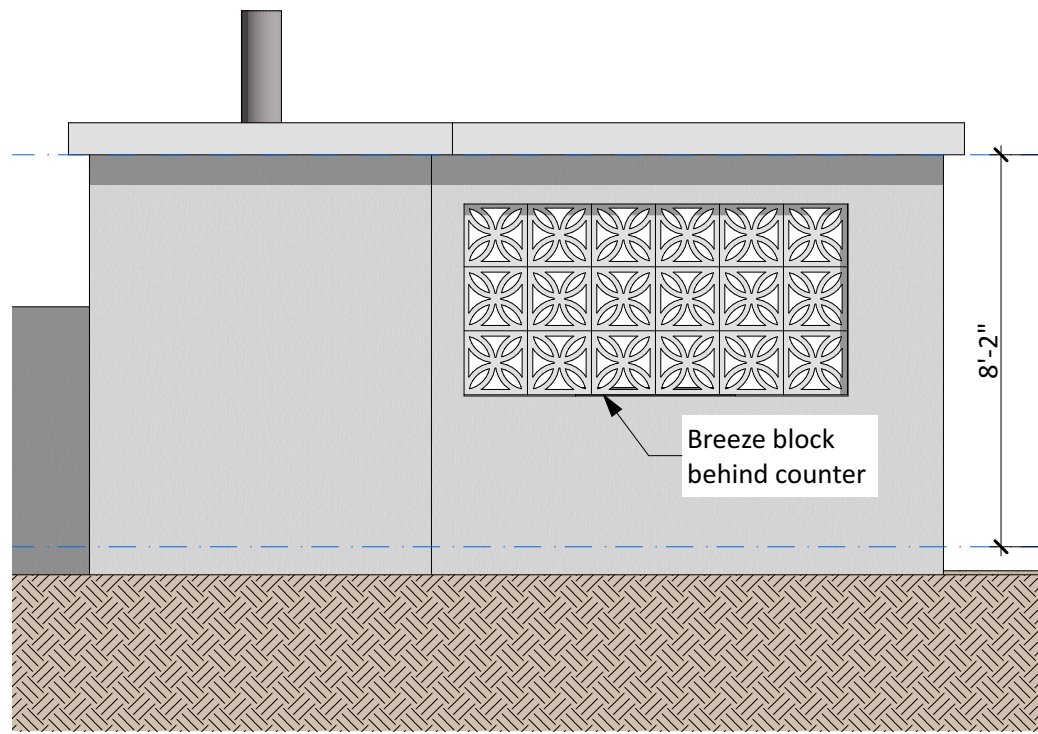


Ralph Cantin
Architect, Inc.

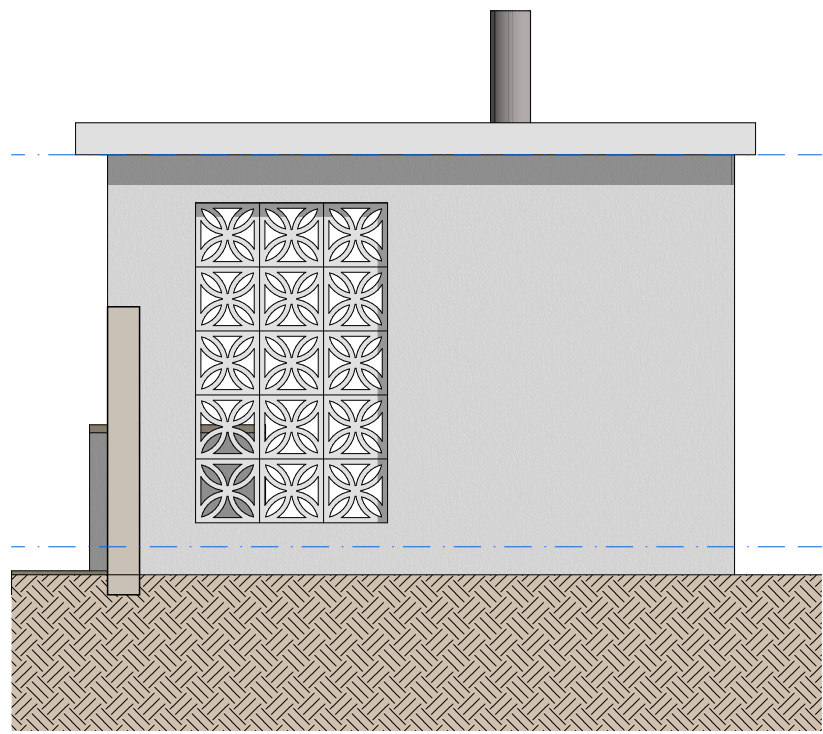
Ralph Cantin A.I.A.
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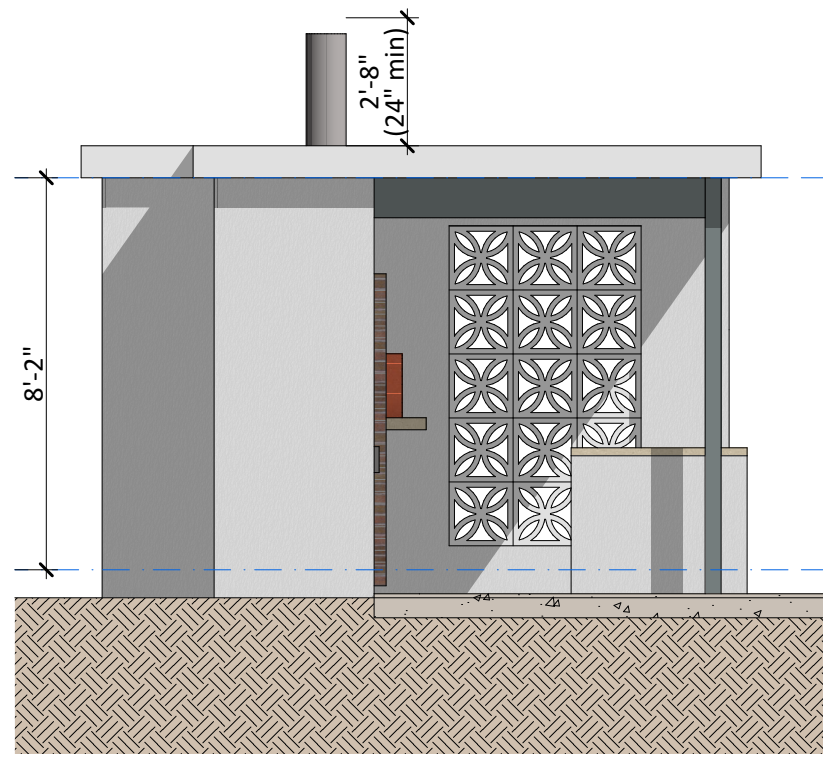
Proposed Outdoor Kitchen South Elevation
Scale: 1/4" = 1'-0"



Proposed Outdoor Kitchen North Elevation
Scale: 1/4" = 1'-0"



Proposed Outdoor Kitchen East Elevation
Scale: 1/4" = 1'-0"



Proposed Outdoor Kitchen West Elevation
Scale: 1/4" = 1'-0"

Project Name

Rosetti Residence

Project Address

441 Apollo Drive
Juno Beach FL 33408

Issues & Revisions

ID	Date	Description
JB-ARB	5/13/25	Transmittal Set

Sheet Name

Outdoor Kitchen
Elevations

Juno Beach ARB

Project No. 295 Rosetti

Sheet Date 5/13/25

Drawn By RTC

Sheet No.

A202



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Project Name

Rosetti Residence

Project Address

441 Apollo Drive
Juno Beach FL 33408

Issues & Revisions

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JB-ARB	5/13/25	Transmittal Set

Sheet Name

3D Views

Juno Beach ARB

Project No. 295 Rosetti

Sheet Date 5/13/25

Drawn By RTC

Sheet No.

A203