



# PLANNING & ZONING BOARD MEETING AGENDA

May 06, 2024 at 4:00 PM

Council Chambers – 340 Ocean Drive and YouTube

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**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](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). The Town Clerk or designee will read public comments into the record at the appropriate time for no more than three (3) minutes; 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](mailto: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 4pm 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**

**PRESENTATION/BOARD ACTION**

- [1.](#) Swearing in newly appointed Planning and Zoning Board Members
- [2.](#) Planning and Zoning Board Members to designate the positions of Chair and Vice Chair

**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**

- [3.](#) Planning & Zoning Board Meeting Minutes for March 4, 2024

**BOARD ACTION/DISCUSSION ITEMS**

- [4.](#) Annual Review of Sunshine Laws
- [5.](#) Annual Review of Planning and Zoning Board Duties and Responsibilities
- [6.](#) Ordinance No. 785 - Schedule of Off-Street Parking Requirements Multiple-Family Use.
- [7.](#) Discussion on prioritizing agenda items for appointed officials

**COMMENTS FROM THE BOARD**

**ADJOURNMENT**



**Meeting Name:** Planning and Zoning Board

**Meeting Date:** April 1, 2024

**Prepared By:** Caitlin Copeland-Rodriguez, MMC, Town Clerk

**Item Title:** Swearing in newly appointed Planning and Zoning Board Members

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**BACKGROUND:**

Town Clerk Copeland-Rodriguez will swear in the newly appointed Planning and Zoning Board Members.



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**Meeting Name:** Planning and Zoning Board

**Meeting Date:** April 1, 2024

**Prepared By:** Davila, F, CFM.

**Item Title:** Planning and Zoning Board Members to designate the positions of Chair and Vice Chair

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In selecting the Chair and Vice Chair, the Town adheres to the following procedures:

- Town Attorney opens nominations for Chair.
- Members of the Board make nominations (nominations do not require a second, and a member may decline a nomination)
- Town Attorney closes nominations.
- Town Clerk calls for a roll call vote and each Board member casts a vote for one of the nominees. The person receiving a majority of the votes is elected to the position. If there are three nominees and one nominee does not receive a majority, the Board members shall choose between the two members who received the highest number of votes.



# PLANNING & ZONING BOARD MEETING MINUTES

March 04, 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: 10

**CALL TO ORDER**

**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. 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 on 4:01pm.*

*Public Comments Closed on 4:01pm.*

**CONSENT AGENDA**

1. Planning & Zoning Board Meeting Minutes for February 5, 2024

***MOTION:** Stern/Ferguson 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. Ordinance No. 766 – Exterior Lighting on Residential Housing and Addressing Spillover to Neighboring Properties.

***MOTION:** Ferguson/Stern made a motion to table Ordinance No. 766, and request that the Town Council provide funding for staff to work with the engineer on creating lighting criteria/measurements to address residential spillover with a view towards eliminating nuisances.*

***ACTION:** The motion passed 4-1 with Boardmember Wolf opposed.*

3. Discussion on LEED/Green Building

*No action on this item.*

**COMMENTS FROM THE BOARD**

**ADJOURNMENT**

Chair Davis adjourned the meeting at 5:23pm.

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Diana Davis, Chair

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Caitlin E. Copeland-Rodriguez, Town Clerk



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**Meeting Name:** Planning and Zoning Board  
**Meeting Date:** April 1, 2024  
**Prepared By:** Davila, F, CFM.  
**Item Title:** Annual Review of Sunshine Laws

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**BACKGROUND:**

Town Attorney Rubin will be conducting a review of the Sunshine Laws with the Planning and Zoning Board members.

**RECOMMENDATION:**

Staff is prepared to discuss and answer any questions on this item.

Attachments:

- Copy of memorandum from the Town Attorney regarding Sunshine Laws.

**TORCIVIA, DONLON,  
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P.A.**

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CITY COUNTY AND LOCAL GOVERNMENT ATTORNEY

JENNIFER H.R.  
HUNECKE

SUSAN M. GARRETT

ELIZABETH V.  
LENIHAN\*

RUTH A. HOLMES

BEN SAVER

TANYA M. EARLEY

DANIEL HARRELL, OF  
COUNSEL

**PLANNING AND ZONING BOARD WORKSHOP**

**I. Government in the Sunshine Law**

**What is the Government in the Sunshine Law?**

The Government in the Sunshine Law, as codified in section 286.011, Florida Statutes, provides a right of public access to governmental proceedings at the state and local levels.

**When does the Sunshine Law apply?**

- A. The Sunshine Law applies to any gathering of two or more members of the same municipal board to discuss some matter which foreseeably **may** come before that board for action.
- B. The Sunshine Law is not limited to standing boards and councils and applies equally to advisory boards created by the Town Council, even when the recommendations of such boards are not binding on the Council.

**What are the basic requirements of the Sunshine Law?**

As applied to municipal boards, the Sunshine Law has three basic requirements:



A. All Meetings Must be Open to the Public

- (1) Public meeting cannot be held at any facility that discriminates on the basis of sex, age, race, creed, color, origin or economic status, or which operates in such a manner as to unreasonably restrict public access.
- (2) Public has right to record public meetings (video and audio) so long as such recording is not disruptive.

*This is generally not an issue for advisory boards.*

B. Public Must be Given Reasonable Notice of Such Meetings

- (1) No “bright line” test for what constitutes reasonable notice. Type of notice required depends on the particular facts and circumstances. In some instances, posting is sufficient. In others, publication in a newspaper may be necessary.
- (2) The Sunshine Law does not require that a public agency provide notice of each item to be discussed at a public meeting via a published agenda. Such a requirement would preclude access to meetings by members of the general public who wish to bring specific issues before a governmental body.

C. Minutes of the Meeting Must be Taken

- (1) Minutes of public meeting, including workshop meetings, must be promptly recorded and open for public inspection.
- (2) The use of the term “minutes” contemplates a brief summary or series of brief notes or memoranda reflecting the events of the meeting (also known as “action minutes”).
- (3) No requirement that meetings be recorded; however, once recordings have been made, they are public records and subject to public records retention schedule established by the Department of State.

**What are the practical applications of the Sunshine Law to members of municipal boards?**

- A. Two or more members of the **same board** cannot privately “discuss” any matter that will foreseeably come before the board for official action, regardless of when or where the discussions take place.

**ALL CONVERSATIONS REGARDING BOARD BUSINESS MUST OCCUR DURING THE COURSE OF A PUBLIC MEETING.**

- (1) This prohibition includes conversations at informal gatherings, all telephone conversations, and all exchanges of written communications, including e-mail.

*Note: The Sunshine Law is not violated if a communication by a board member to another board member is only “one way” and there is no response. See AGO 01-20 (e-mail communication of factual background from one city council member to another that does not result in exchange of comments or responses does not constitute a meeting under the Sunshine Law); AGO 01-21 (council members may distribute “position statements” to other council members so long as they avoid any discussion or debate among themselves on those statements).*

- (2) Members of the same board may not have any private discussions or communications relating to issues before the board before or after the board meeting. Additionally, such discussions are prohibited during the meeting (including recesses) if such discussions are not audible to the public attending the meeting. Such discussions or communications violate the letter and spirit of the Sunshine Law.

*Note: This prohibition specifically includes any “off-microphone” discussions between board members and the exchange of written notes, e-mails or text messages during the course of a meeting.*

- (3) Members of the same board are not precluded from attending social or business functions together so long as board matters are not addressed at such functions.
- (4) Members of one board are not prohibited from attending meetings of another municipal board and commenting on agenda items that may subsequently come before their board for final action so long as the members do not discuss the items among themselves. For example, members of the Town Council may attend advisory board meetings and comment upon items. AGO 00-68,

- B. Board members may discuss board matters with the Town Manager, members of Town Staff, legal counsel or a member of a different board. However, the Town Manager (or any other non-board member) may not act as a liaison for board members by circulating information and the thoughts of the individual board members. AGO 74-47. Such discussions cannot act as a substitute for a public meeting. Within the context of the Sunshine Law, “polling” occurs when a non-member seeks to ascertain a member’s vote on a matter pending before the board.
- C. Members of a municipal advisory board are not prohibited from conducting “inspection trips” to view properties or other matters that are the subject of board

action, but members may not take such trips together or discuss such inspections prior to the public meeting. **Such trips should be disclosed as ex parte communications.**

- D. The Sunshine Law generally allows members to participate in meetings via telephone so long as a legal quorum is physically present in a public location and the person on the telephone can hear all those present and the persons present can hear the member. See AGO 92-44.
- E. A member of a Town board who is present at a meeting of that body at which an official decision, ruling or other official act is to be taken or adopted may **not** abstain from voting. A vote shall be recorded or counted for each such member present, *except when there is or appears to be a conflict of interest or voting conflict.* § 286.012, Fla. Stat. Failure to vote, however, does not invalidate the proceeding. City of Hallandale v. Rayel Corporation, 313 So. 2d 113 (Fla. 4<sup>th</sup> DCA 1975).

*Note: When a member of a local advisory board is required to abstain, the member is disqualified from voting and may not be counted for the purposes of determining a quorum. AGO 86-61.*

#### 5. **What are the consequences for a violation of the Sunshine Law?**

- A. *Criminal penalties:* A knowing violation of the Sunshine Law is a second-degree misdemeanor and is punishable by up to 60 days in jail and/or a fine not exceeding \$500.00.
- B. *Civil penalties:* Noncriminal violations of the Sunshine Law are punishable by a fine not exceeding \$500.00. The state attorney may pursue such actions on behalf of the state. AGO 91-38.
- C. *Attorney's fees:* Attorney's fees may be assessed against both the board and the individual members when sued for a Sunshine Law violation (except that the individual board members are not liable for attorney's fees where the board sought, and took, the advice of its attorney).
- D. *Effect on board action:* Any action taken by a board in violation of the Sunshine Law is invalid and of no effect. A violation can be cured by independent final action (as opposed to mere ratification) in the sunshine. Tolar v. School Board of Liberty County, 398 So. 2d 427 (Fla. 1981).
- E. *Civil action for declaratory or injunctive relief:* A civil action for declaration or injunctive relief can be pursued by any citizen of the state. The mere showing that the Sunshine Law has been violated constitutes "irreparable injury."

## II. **Ex parte communications.**

### 1. **Disclosure.**

The Town's quasi-judicial procedures require that members of the Town Council and the Planning and Zoning Board disclose the substance of all ex parte communications at the beginning of any quasi-judicial proceeding.

*Note: Proceedings are quasi-judicial where the Board's decision is based on facts or alternatives presented at a hearing involving the application of existing policies or regulations to a limited number of persons. Examples of quasi-judicial proceedings include: site plan approvals, site specific rezoning requests, variances and PUD approvals.*

### 2. **Types of Ex Parte Communications.**

A. An ex parte communication is any communication, written or oral, outside of the public meeting that relates to a matter under review by the Board.

B. Ex parte communications include site visits.

### 3. **Presumption of Prejudice.**

A. Ex parte communications are presumed prejudicial until such presumption is removed through disclosure.

B. Because the Board's decision must be based on the evidence presented during the course of the hearing, affected parties must be given the opportunity to address any communications that may have occurred outside the public hearing to dispel any preconceived notions or conclusions.



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**Meeting Name:** Planning and Zoning Board  
**Meeting Date:** April 1, 2024  
**Prepared By:** Davila, F, CFM.  
**Item Title:** Annual Review of Planning and Zoning Board Duties and Responsibilities

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**BACKGROUND:**

At the March 27, 2024, Town Council meeting, Council appointed members for the Planning and Zoning Board along with an Alternate Board Member for a one-year term so that the Board may resume its regular functions for the Town Council.

Staff is prepared to discuss and answer any questions on the duties and responsibilities of the Planning and Zoning Board.

**Attachments:**

- Copy of Juno Beach Code Sections 20-23 through 20-27 and Section 34-28.

### **Sec. 20-23. Established; membership; terms and removal.**

- (a) *Establishment and membership.* A planning and zoning board is hereby established and shall consist of five members and one alternate members who shall be residents of the town. Alternate members shall act in the absence, disability or disqualification of any regular member. No regular or alternate member of the board shall be an employee or elected official of the town.
- (b) *Terms.* The term of each regular and alternate planning and zoning board member serving as of the effective date of this ordinance shall expire on March 31, 2008. Thereafter, the town council shall appoint all regular and alternate members for one-year terms commencing on April 1st and ending on March 31st.
- (c) *Method of appointment.* Each member of the town council shall nominate one member for appointment to the planning and zoning board, subject to approval by vote of the town council. One alternate member may be nominated by any member of the town council and shall be appointed by vote of the town council.
- (d) *Removal.* Members of the board shall serve at the pleasure of the town council and may be removed by vote of the council with or without cause. Any board member who is absent from three scheduled meetings during his or her term shall be sent, by hand delivery, a letter from the town manager notifying the member that he or she shall be removed from the board unless the member provides a written explanation for the absences within three (3) working days of receipt of the letter. If the member fails to provide such written explanation within the time allocated, the member shall be automatically removed from the board. If the member does provide such written explanation, the matter shall be forwarded to the town council to determine whether the member should be removed or retained.
- (e) *Vacancies.* Vacancies shall be filled by the town council within 30 days to serve unexpired terms.

(Code 1980, § 11-17; Res. No. 7-76, § 1, 5-19-1976; Ord. No. 307, § 2, 8-13-1986; Ord. No. 430, § 16, 10-28-1992; Ord. No. 609, § 2, 7-25-2007)

### **Sec. 20-24. Duties.**

The duties of the planning and zoning board shall be as assigned to it from time to time by the town council.

(Code 1980, § 11-18; Res. No. 7-76, § 2, 5-19-1976; Ord. No. 430, § 16, 10-28-1992)

### **Sec. 20-25. Officers; procedures.**

The planning and zoning board shall appoint its own chairman and vice chairman, as well as adopt such procedures as it deems necessary for the efficient conduct of its meetings which are to be conducted in public. Minutes of all such meetings will be kept and made a matter of public record. The town clerk's office shall perform all secretarial and administrative duties of the board.

(Code 1980, § 11-19; Res. No. 7-76, § 3, 5-19-1976; Ord. No. 609, § 2, 7-25-2007)

### **Sec. 20-26. Meetings; quorum; majority vote required.**

The planning and zoning board shall meet twice per month, unless cancelled by the town manager. Additional meetings shall be held at its own discretion, or if required of the board by the town council or the town manager. A quorum of three attending members shall be necessary for any meeting, and a majority vote shall be required for all determinations of the planning and zoning board at any of its meetings.

(Code 1980, § 11-20; Res. No. 7-76, § 4, 5-19-1976; Ord. No. 609, § 2, 7-25-2007)

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**Sec. 20-27. Use of services of town attorney and engineer.**

The planning and zoning board may from time to time utilize, in an advisory capacity only, the services of either the town attorney or the town engineer, subject to the prior approval, in each instance, of the town manager.

(Code 1980, § 11-21; Res. No. 7-76, § 5, 5-19-1976; Ord. No. 430, § 16, 10-28-1992)

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**Sec. 34-28. Planning and zoning board duties.**

The planning and zoning board shall issue recommendations to the town council and zoning board of adjustment and appeals, as applicable, on all matters involving community planning, including, but not limited to, the comprehensive plan, site plan and appearance reviews, preliminary plat reviews, variances, administrative appeals, and special exception uses. The planning and zoning board shall have final decision-making authority on appearance review, specifically including architectural review, of detached single-family dwellings not located within an approved planned unit development. It shall exercise its power as defined in this chapter and as further established by F.S. ch. 163, part II. The planning and zoning board shall be the local planning agency required to be designated as such by F.S. § 163.3174.

(Ord. No. 207, § 8.20, 8-8-1979; Ord. No. 686 , § 2, 8-10-2016; Ord. No. 745 , § 2, 10-27-2021; Ord. No. 753 , § 2, 9-28-2022)






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**Meeting Name:** Planning and Zoning Board  
**Meeting Date:** May 6, 2024  
**Prepared By:** Davila, F. CFM.  
**Item Title:** Ordinance No. 785 - Schedule of Off-Street Parking Requirements Multiple-Family Use.

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**DISCUSSION:**

At the February 5<sup>th</sup>, 2024, Planning and Zoning Board meeting, the Board discussed Parking within the Town. The Board unanimously recommended to Council to have the Town's Traffic Engineer conduct a study on parking issues in the Town with focus on reducing the need for on-street parking and emphasizing on multi-family, hotels/motels, and commercial mixed-use designations and to use staff's table as a reference (see the attached chart) and provide a professional opinion on the proposed changes.

At the February 28<sup>th</sup>, 2024, Town Council meeting, Council directed staff to get a ballpark figure from the traffic engineer on conducting a townwide parking study and to look into the revisions of the current multi-family and guest spot requirements.

At the May 1<sup>st</sup>, 2024, Town Council meeting, staff provided Council the cost for the Town Engineer to perform a townwide review of the Town's parking code and to perform a parking study, the proposal amount is \$14,500. The Council decided not to move forward with the Town wide review of the parking code and directed staff to move forward with the code text amendment for the multi-family use section of the parking code along with additional amendments within the Commercial General, Commercial Office, and Medical Commercial zoning districts and other districts as as they relate to multi-family parking.

As directed by Council, staff is proposing to amend Code Section 34-981(b)(5), schedule of off-street parking requirements, multiple-family dwelling to provide for the following:

- To modify the requirement of parking spaces per unit to a minimum of 2 parking spaces per dwelling unit (for all dwelling units),
- To modify the requirement of guest parking spaces from 1 guest parking space for every 7 units to 1 guest parking space for every 5 units.

The Town’s current code, for multiple family requires the following:

Multiple-Family Dwelling	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.
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In addition, staff is proposing to modify the following sections of the code to refer parking requirements only to Article IV, division 4.

- Code Section 34-290, building site area regulations for the Residential Multiple-Family – Medium Density Zoning District.
- Code Section 34-314, building site area regulations for the Residential Multiple-Family – Moderate Density Zoning District.
- Code Section 34-337 building site area regulations for the Residential, Transient and Multiple-Family – Moderate Density Zoning District.
- Code Section 34-368 building site area regulations for the Residential Multiple-Family – High Density Zoning District.
- Code Section 34-400 building site area regulations for the Multiple-Family – Moderate Density Open Space Option Zoning District.
- Code Section 34-631(12)(a), building site area regulations for the Commercial General Zoning District.
- Code Section 34-658, building site area regulations for the Commercial Office Zoning.
- Code Section 34-855(10), building site area regulations for the Commercial Office Zoning District.

**RECOMMENDATION:**

Staff recommends that the Planning and Zoning Board review and consider Ordinance No. 785 and provide a recommendation to Town Council.

Attachment(s):

1. Comparative Parking Requirement Chart
2. Ordinance No. 785.

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

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
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).	<i>Assembly uses, places of assembly:</i> 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).

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

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).	<i>Uses not specifically mentioned:</i> 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.	<i>Financial institutions:</i> 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.	<i>Retail sales and service:</i> 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.	<i>Retail sales and service:</i> 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.	<i>Business and professional service, except for financial institutions:</i> 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 barbershops, 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 85 SF of GFA for restaurant or meeting areas + 1 per 2 seats for lounge areas.	<i>Hotel, bed and breakfast:</i> 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.	<i>Restaurants (standard):</i> 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.	<i>Public library:</i> One space per 300 square feet of gross floor area for public use.	One per 500 square feet.

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

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
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.	The Palm Beach Zoning Code does not address this use.

TOWN OF JUNO BEACH, FLORIDA

ORDINANCE NO. 785

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA AMENDING CHAPTER 34, "ZONING," OF THE TOWN CODE OF ORDINANCES TO REVISE THE OFF-STREET PARKING REQUIREMENTS FOR MULTI-FAMILY USES AND APPLY THE REVISED REQUIREMENTS TOWN-WIDE; AMENDING ARTICLE III, DISTRICT REGULATIONS," BY AMENDING THE BUILDING SITE AREA REGULATIONS IN DIVISION 3, "RESIDENTIAL MULTIPLE-FAMILY - MEDIUM DENSITY (RM-1) ZONING DISTRICT," DIVISION 4, "RESIDENTIAL MULTIPLE-FAMILY - MODERATE DENSITY (RM-2) ZONING DISTRICT," DIVISION 5, "RESIDENTIAL, TRANSIENT AND MULTIPLE-FAMILY - MODERATE DENSITY (RMT) ZONING DISTRICT," DIVISION 6, "RESIDENTIAL MULTIPLE-FAMILY - HIGH DENSITY (RH) ZONING DISTRICT," DIVISION 7, "RESIDENTIAL MULTIPLE-FAMILY - MODERATE DENSITY OPEN SPACE OPTION (RM-00) ZONING DISTRICT," DIVISION 14, "COMMERCIAL GENERAL (CG) ZONING DISTRICT," DIVISION 15, "COMMERCIAL OFFICE (CO) ZONING DISTRICT," AND DIVISION 22, "MEDICAL COMMERCIAL (MC) ZONING DISTRICT;" PROVIDING FOR CODIFICATION, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, the Town Council determines that the current off-street parking requirements for multi-family use within the Town's zoning districts allowing such use are insufficient to meet current parking demands; and

WHEREAS, the Town Council wishes to increase the off-street parking requirement for multi-family use to two spaces per residential unit and require one guest space for every five units and apply this requirement on a Town-wide basis; and

WHEREAS, the Town's Planning and Zoning Board has conducted a public hearing on this Ordinance and provided its recommendation to the Town Council; and

WHEREAS, the Town Council has determined that the adoption of this Ordinance is in the best interests of the health, safety, and welfare of the current and future residents of the Town of Juno Beach.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA as follows:

**Section 1.** The foregoing "Whereas" clauses are hereby ratified as true and confirmed and are incorporated herein.

**Section 2.** The Town Council hereby amends Article III, "District Regulations," of Chapter 34, "Zoning," of the Town Code of Ordinances to read as follows (additional language is underlined and deleted language is ~~stricken through~~):

\* \* \*

DIVISION 3. RESIDENTIAL MULTIPLE-FAMILY – MEDIUM DENSITY (RM-1) ZONING DISTRICT

\* \* \*

**Sec. 34-290. Building site regulations.**

\* \* \*

(18) Minimum parking: See article IV, division 4 of this chapter. ~~For multi-family developments: two spaces per dwelling unit for the first 200 units; 1.75 spaces for the next 21-50 units; and 1.5 spaces for each dwelling unit in excess of 50. Also, one guest space for ever seven dwelling units.~~

\* \* \*

DIVISION 4. RESIDENTIAL MULTIPLE-FAMILY – MODERATE DENSITY (RM-2) ZONING DISTRICT.

\* \* \*

**Sec. 34-314. Building site regulations.**

\* \* \*

(18) Minimum parking: See article IV, division 4 of this chapter. ~~For multi-family developments: two spaces per dwelling unit for the first 200 units; 1.75 spaces for the next 21-50 units; and 1.5 spaces for each dwelling unit in excess of 50. Also, one guest space for ever seven dwelling units.~~

\* \* \*

DIVISION 5. RESIDENTIAL, TRANSIENT AND MULTIPLE-FAMILY – MODERATE DENSITY (RMT) ZONING DISTRICT.

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**Sec. 34-337. Building site regulations.**

\* \* \*

(18) Minimum parking: See article IV, division 4 of this chapter. ~~For multi-family developments: two spaces per dwelling unit for the first 200 units;~~





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DIVISION 14.COMMERCIAL GENERAL (CG) ZONING DISTRICT.

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**Sec. 34-631. Building site regulations.**

\* \* \*

(12) Minimum parking:

- a. See article IV, division 4 of this chapter. ~~In addition, a minimum of two parking spaces shall be required per residential unit for permitted residential uses.~~

\* \* \*

DIVISION 15. COMMERCIAL OFFICE (CO) ZONING DISTRICT

\* \* \*

**Sec. 34-658. Building site area regulations.**

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Minimum parking	See article IV, division 4 of this chapter. <del>However, one parking space shall be required per residential unit and one guest parking space shall be required for every three residential dwelling units.</del>
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DIVISION 22. MEDICAL COMMERCIAL (MC) ZONING DISTRICT

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**Sec. 34-856. Building site regulations.**

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(10) Minimum parking:

- a. See article IV, division 4 of this chapter. ~~In addition, a minimum~~

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1 of two parking spaces shall be required per residential unit for  
2 permitted residential uses.

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6 **Section 3.** The Town Council hereby amends Division 4, "Parking Requirements," of  
7 Article IV, "Supplemental Regulations," of Chapter 34, "Zoning," of the Town Code of  
8 Ordinances to read as follows (additional language is underlined and deleted language is  
9 ~~stricken through~~):

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13 **Sec. 34-981. General requirements; off-street parking plan.**

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15 \* \* \*

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17 (b) *Off-street parking plan.*

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21 (5) *Schedule of off-street parking requirements.*

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23 a. *Generally.* The schedule of off-street parking  
24 requirements is as follows. The town encourages  
25 the use of angled parking for its residents.

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28 **SCHEDULE OF OFF-STREET PARKING REQUIREMENTS**  
29 **JUNO BEACH, FLORIDA**

Use	Space Required Per Unit (unless otherwise specified in a particular zoning district)
Accessory apartment	1 space per dwelling unit if 750 sq. ft. or less; 2 spaces per dwelling unit if greater than 750 sq. ft.
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.
Multiple-family dwelling	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 <u>7 5</u> units.

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**Meeting Name:** Planning and Zoning Board

**Meeting Date:** May 6, 2024

**Prepared By:** Davila, F. CFM.

**Item Title:** Discussion on prioritizing agenda items for appointed officials

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**BACKGROUND:**

At the January 25, 2023 Town Council meeting, Council approved the procedure and guidelines on how appointed officials may add discussion items to the Planning and Zoning Board agenda, please see below:

Procedure

1. Prior to the next Planning and Zoning meeting, each Planning and Zoning board member is to give a list of three potential agenda items to staff.
2. If any Planning and Zoning board member does not have proposed agenda items, then they can pass.
3. At the following Planning and Zoning Board meeting, the Board will receive the potential eighteen agenda items on a list, in no particular order.
4. During the Planning and Zoning Board meeting, the list of potential agenda items will be ranked by each Board member. The ranking procedure is to be determined by the Board. The ranked list is handed back to the Planning and Zoning staff.
5. Planning and Zoning Staff is to make an excel spreadsheet with the suggested agenda items with the highest priority item first to the last item. This list will be e-mailed to the Board for their information.

6. Staff will decide on the number of agenda items that will be heard at the Planning and Zoning Board meetings. The number of items will vary depending on the number of agenda items already scheduled for the meeting (i.e. ARB applications, Development Applications, Variances, etc.)

#### Guidelines

- Board members shall provide the backup material, if any, 14 days prior to the meeting. This will allow staff to make the necessary copies and be able to provide all required documentation to the Board 7 days prior to the meeting.
- Discussion items may not pertain matters that may come before the Board in the form of an application. At the discretion of staff, after consulting with the Town Attorney, such items may be considered at a later date depending on the application status.
- Discussion items shall strictly reference Chapter 34 – Zoning or the Town’s Comprehensive Development Plan.

As stated in the procedure above, please provide up to three discussion topics to staff by the end of the day on May 3<sup>rd</sup>. At the May 6<sup>th</sup> meeting, staff will provide a list of all the topics for the Boards review and ranking. Please note that due to time constraints, the list will only be available to be distributed by the meeting time on May 6<sup>th</sup>.

#### **RECOMMENDATION:**

Staff recommends for the Board to rank the potential agenda items, the ranking procedure is to be determined by the Board.