



# PLANNING & ZONING BOARD MEETING AGENDA

February 03, 2025 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 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 January 6, 2025

**BOARD ACTION/DISCUSSION ITEMS**

2. Ordinance No. 792 (Establishing a Temporary Moratorium on Commercial, Mixed-Use and Multi-Family Development Applications)

**COMMENTS FROM THE BOARD**

**ADJOURNMENT**



# PLANNING & ZONING BOARD MEETING MINUTES

January 06, 2025 at 4:00 PM

Council Chambers – 340 Ocean Drive and YouTube

PRESENT: MICHAEL STERN, CHAIR  
 JIM EHRET, VICE CHAIR  
 JIM FERGUSON, BOARDMEMBER  
 LAURE SHEARER, BOARDMEMBER  
 CAROL RUDOLPH, BOARDMEMBER

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

AUDIENCE: 11

**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 4:00pm.*

*Public Comments Closed at 4:01pm.*

**CONSENT AGENDA**

1. Planning & Zoning Board Meeting Minutes for December 2, 2024  
**MOTION:** *Ferguson/Rudolph made a motion to approve the consent agenda.*  
**ACTION:** *The motion passed unanimously.*

**BOARD ACTION/DISCUSSION ITEMS**

- 2. Appearance Review – 451 Neptune Road

***MOTION:** Ehret/Ferguson made a motion to deny the appearance review application for the proposed single-family home to be located at 451 Neptune Road because it did not meet the required harmony criteria.*

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

- 3. Appearance Review – 401 Diana Lane

*Applicant withdrew the application to work with staff and bring a revised plan back to the Board at a future meeting.*

**COMMENTS FROM THE BOARD**

**ADJOURNMENT**

Chair Stern adjourned the meeting at 5:24pm.

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Michael Stern, Chair

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Caitlin E. Copeland-Rodriguez, Town Clerk

DRAFT



Caitlin Copeland <ccopeland@juno-beach.fl.us>

**Form submission from: PUBLIC COMMENTS**

1 message

#3

Town of Juno Beach Florida <juno-beach-fl@municodeweb.com>  
Reply-To: Town of Juno Beach Florida <ccopeland@juno-beach.fl.us>  
To: ccopeland@juno-beach.fl.us

Mon, Jan 6, 2025 at 10:27 AM

Submitted on Monday, January 6, 2025 - 10:27am

Submitted by anonymous user: 172.58.132.85

Submitted values are:

First Name Scott  
Last Name Shaw  
Address 400 Apollo Dr  
Email Address shaw4098@bellsouth.net  
Agenda Item Number (Ex: 1, 2, 3) 3. Appearance Review – 401 Diana Lane.....New home at 401 Diana  
Public Comment / Question

The plan shows a home that is not compatible or harmonious with the neighborhood. Juno Beach has guidelines to insure new construction is in harmony with the neighborhood.

The plan shows a home more than twice as large as the homes of many neighbors. Pictures of nearby homes tend to show the largest of the large, so the character of the neighborhood is not accurately shown.

In our particular case the pool deck is 5' from the property line, and 8' from the edge of the pool. That's too close. Thus far, I only see the existing 5' aluminum fence on the drawing. I do not see any effort to improve privacy with additional fencing.

In closing, we object to approval of this plan.

Scott and Debbie Shaw  
561-801-2748 -2747

The results of this submission may be viewed at:

<https://www.juno-beach.fl.us/node/2951/submission/19866>



Caitlin Copeland <ccopeland@juno-beach.fl.us>

**Form submission from: PUBLIC COMMENTS**

#3

1 message

Town of Juno Beach Florida <juno-beach-fl@municodeweb.com>  
Reply-To: Town of Juno Beach Florida <ccopeland@juno-beach.fl.us>  
To: ccopeland@juno-beach.fl.us

Mon, Jan 6, 2025 at 12:00 PM

Submitted on Monday, January 6, 2025 - 12:00pm

Submitted by anonymous user: 72.189.210.169

Submitted values are:

First Name Clinton  
Last Name Thomas  
Address 411 Diana Lane  
Email Address flswamper@hotmail.com  
Agenda Item Number (Ex: 1, 2, 3) 3. 401 Diana Lane  
Public Comment / Question

I have only had a chance to start my review of the project. I immediately noticed the proposed aluminum fence on the west boundary of the property between 401 Diana Lane and my property (411 Diana Lane). The plans fail to show the retaining wall that exists at that location and is within the boundary of 401 Diana lane. The wall is structural and retains as much as 4 feet of vertical soil offset between the two properties. The retaining wall will likely need to be replaced as part of the construction.

The results of this submission may be viewed at:

<https://www.juno-beach.fl.us/node/2951/submission/19867>



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**Meeting Name:** Planning and Zoning Board Meeting  
**Meeting Date:** February 3, 2025  
**Prepared By:** Leonard G. Rubin, Town Attorney  
**Item Title:** Ordinance No. 792 (Establishing a Temporary Moratorium on Commercial, Mixed-Use and Multi-Family Development Applications)

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#### **DISCUSSION:**

The Town Council requested that this office prepare an Ordinance declaring a temporary moratorium on new commercial, mixed-use, and multi-family projects within the Town. The Town Council is concerned with the potential impacts of such new development, including, but not limited to, the effect of such development on traffic, congestion, surrounding property values, aesthetics, and the demand for Town services.

The Town Council seeks to evaluate its existing Comprehensive Development Plan and Zoning Code to ensure that all legal and necessary steps are taken to preserve the Town's character as a small seaside community. To that end, the Town Council has engaged the services of the Treasure Coast Regional Planning Council to analyze existing conditions within the Town, complete a market study, explore various redevelopment strategies, and solicit public input for the creation of a Community Vision and Master Plan. The Town Council wishes to preserve the status quo while formulating the Community Vision and Master Plan to promote effective planning and development strategies and determine the appropriate methods and regulatory controls to ensure that future development fits within the Town's vision and does not permanently alter the character of the Town or overwhelm existing infrastructure capacity and roadways, thereby jeopardizing the safety and welfare of current and future residents and visitors.

To that end, the attached Ordinance establishes a temporary moratorium on the acceptance, processing, and consideration of any new applications for development approval of a commercial, mixed-use, or multi-family residential project within the Town's commercial and multi-family zoning districts. This moratorium includes the processing of any applications required for such projects, including, but not limited to, comprehensive plan amendments, rezonings, special exception approvals, and site plan and appearance approvals. The moratorium shall not apply for applications for development permits or appearance review within the Town's Residential Single-Family (RS) or Historic Preservation (HIST) Zoning Districts.

The moratorium shall remain in effect for a period of up to one (1) year or the completion of the Community Vision and Master Plan, whichever first occurs.

An Ordinance imposing a moratorium is subject to the same statutory requirement for adoption as a rezoning ordinance. Consequently, before it is adopted, this Board must provide a recommendation to the Town Council.

**RECOMMENDATION:**

Town Staff requests that this Board consider Ordinance No. 792 imposing a temporary moratorium on new applications for development approval for commercial, mixed-use, or multi-family residential projects within the Town’s commercial and multi-family zoning districts and provide a recommendation to the Town Council.



**TOWN OF JUNO BEACH, FLORIDA**

**ORDINANCE NO. 792**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, ESTABLISHING A TEMPORARY MORATORIUM ON THE ACCEPTANCE, PROCESSING, AND CONSIDERATION OF ANY NEW APPLICATION FOR DEVELOPMENT APPROVAL OF A COMMERCIAL, MIXED-USE, OR MULTI-FAMILY RESIDENTIAL PROJECT WITHIN THE CORPORATE LIMITS OF THE TOWN FOR A PERIOD OF UP TO ONE YEAR; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.**

WHEREAS, the Town of Juno Beach is a municipal corporation with the constitutional and statutory authority to exercise any power for a municipal purpose, except when expressly prohibited by law, and regulates zoning and land use within its corporate limits through its Comprehensive Development Plan and Zoning Code; and

WHEREAS, the Town Council is concerned with the potential impacts of new development, including, but not limited to, the effect of new development on traffic, congestion, surrounding property values, aesthetics, the demand for Town services; and other concerns impacting the general welfare; and

WHEREAS, the Town of Juno Beach is located on a barrier island between the Intracoastal Waterway, with limited routes in and out of the Town’s corporate limits further hampered by drawbridge access, and wishes to evaluate the impacts of new commercial, mixed-use, and multi-family projects on traffic volume, movement, and congestion, as well as the ability to evacuate the Town in the event of a major storm event; and

WHEREAS, the Town further wishes to evaluate its existing Comprehensive Development Plan and Zoning Code to ensure that all legal and necessary steps are taken to preserve the Town’s character as a small seaside community; and

WHEREAS, the Town has engaged the services of the Treasure Coast Regional Planning Council to analyze existing conditions within the Town, complete a market study, explore various redevelopment strategies, and solicit public input for the creation of a Community Vision and Master Plan; and

WHEREAS, the Town Council wishes to preserve the status quo while formulating the Community Vision and Master Plan to promote effective planning and development strategies and determine the appropriate methods and regulatory controls to ensure that future development fits within the Town’s vision and does not permanently alter the character of the Town or overwhelm existing infrastructure capacity and roadways, thereby jeopardizing the safety and welfare of current and future residents and visitors; and

1           WHEREAS, the Town has held all required public hearings necessary to enact a  
2 moratorium, including review by the Town’s Planning and Zoning Board, sitting as the  
3 Local Planning Agency; and  
4

5           WHEREAS, the Town Council determines that the adoption of this Ordinance is in  
6 the interests of the public health, safety, and welfare.  
7

8           NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE  
9 TOWN OF JUNO BEACH, FLORIDA as follows:  
10

11           **Section 1. Recitals.** The foregoing “Whereas” clauses are ratified as true and  
12 correct and are hereby incorporated herein by reference.  
13

14           **Section 2. Moratorium Imposed.** The Town Council hereby declares a  
15 moratorium on the acceptance, processing, and consideration of any new application for  
16 development approval of a commercial, mixed-use, or multi-family residential project  
17 within the Town’s commercial and multi-family zoning districts. This moratorium includes  
18 the processing of any applications required for such projects, including, but not limited to,  
19 comprehensive plan amendments, rezonings, special exception approvals, and site plan  
20 and appearance approvals.  
21

22           **Section 3. Exceptions.** This moratorium shall not apply to applications for  
23 development permits or appearance review within the Town’s Residential Single-Family  
24 (RS) Zoning Districts or Historic Preservation (HIST) Zoning Districts.  
25

26           **Section 4. Duration of Moratorium.** This moratorium shall remain in effect for a  
27 period of up to one (1) year from the effective date of this Ordinance or the completion of  
28 the Community Vision and Master Plan, whichever first occurs.  
29

30           **Section 5. Severability.** If any section, paragraph, sentence, clause, phrase, or  
31 word of this Ordinance is for any reason held by a court of competent jurisdiction to be  
32 unconstitutional, inoperative, or void, such holding shall not affect the remainder of the  
33 Ordinance.  
34

35           **Section 6. Conflicts.** All ordinances and resolutions, or parts of ordinances and  
36 resolutions, in conflict with this Ordinance are hereby repealed to the extent of such  
37 conflict.  
38

39           **Section 7. Effective Date.** This Ordinance shall become effective immediately  
40 upon adoption.  
41

1 FIRST READING this \_\_\_\_\_ day of \_\_\_\_\_, 2025.  
2  
3 SECOND, FINAL READING AND ADOPTION this \_\_\_\_\_ day of \_\_\_\_\_, 2025.  
4

5  
6 \_\_\_\_\_ AYE      \_\_\_\_\_ NAY      \_\_\_\_\_ PEGGY WHEELER, MAYOR

7  
8 \_\_\_\_\_ AYE      \_\_\_\_\_ NAY      \_\_\_\_\_ DD HALPERN, VICE MAYOR

9  
10 \_\_\_\_\_ AYE      \_\_\_\_\_ NAY      \_\_\_\_\_ MARIANNE HOSTA, VICE MAYOR PRO TEM

11  
12 \_\_\_\_\_ AYE      \_\_\_\_\_ NAY      \_\_\_\_\_ DIANA DAVIS, COUNCILMEMBER

13  
14 \_\_\_\_\_ AYE      \_\_\_\_\_ NAY      \_\_\_\_\_ JOHN CALLAGHAN, COUNCILMEMBER

15  
16 ATTEST:      APPROVED AS TO FORM AND LEGAL  
17      SUFFICIENCY:

18  
19 \_\_\_\_\_ CAITLIN COPELAND-RODRIGUEZ      \_\_\_\_\_ LEONARD G. RUBIN  
20 TOWN CLERK      TOWN ATTORNEY  
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