



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