



# PLANNING & ZONING BOARD MEETING MINUTES

January 17, 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

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  
SUSAN GARRETT, TOWN ATTORNEY

ABSENT: JANE LE CLAINCHE, ALTERNATE BOARDMEMBER

Audience: 13

## CALL TO ORDER – 4:00PM

## PLEDGE ALLEGIANCE TO THE FLAG

## ADDITIONS, DELETIONS, SUBSTITUTIONS TO THE AGENDA - None

## COMMENTS FROM THE TOWN ATTORNEY AND STAFF

Town Attorney Rubin announced that he has to leave for a meeting at 6pm and Town Attorney Garrett will then assume his position.

## 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 at 4:01pm.

Public Comments Closed at 4:01pm.

## CONSENT AGENDA

1. Planning & Zoning Board Minutes for December 4, 2023

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

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

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

2. Caretta Plat

***MOTION:** Stern/Ferguson made a motion to recommend approval of the proposed re-subdivision/plat to the Town Council.*

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

3. Appearance Review – 479 Ocean Ridge Way

***MOTION:** Stern/Ferguson made a motion to approve the construction of a new three-story single-family residence in the RMT Zoning District, to be located at 479 Ocean Ridge Way.*

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

Boardmember Wolf explained her vote and not having a basis to deny.

4. Ordinance No. 782 – Implementation of Live Local Act

***MOTION:** Stern/Ferguson made a motion to recommend to the Town Council approval of Ordinance No. 782 subject to the suggested changes discussed regarding notice to the public, an expression of intent, and acknowledging the potential for future revisions.*

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

5. Discussion on Tower Features

*Chair Davis, Vice Chair Ferguson, Boardmember Stern, and Boardmember Shearer gave consensus to recommend that the Town Council have staff draft language on amending the code to restrict only having enclosed tower features on adjacent flat roofs.*

**COMMENTS FROM THE BOARD**

*The Board gave unanimous consensus to retract its recommendation to extend the terms for Boardmembers to two years, and have the code remain status quo; and to put the discussion on amending the parking code onto the February agenda.*

**ADJOURNMENT**

Chair Davis adjourned the meeting at 6:38pm.

---

Diana Davis, Chair

---

Caitlin E. Copeland-Rodriguez, Town Clerk