



## PLANNING AND ZONING BOARD MINUTES

January 5, 2026 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 M. DAVILA, DIRECTOR OF PLANNING & ZONING  
ZACKERY GOOD, TOWN ATTORNEY  
NICOLE LONG, ADMINISTRATIVE ASSISTANT TO TOWN CLERK  
STEPHEN MAYER, PRINCIPAL PLANNER  
DUNCAN CLARK, PLANNING TECHNICIAN

ABSENT: CAROL RUDOLPH, ALTERNATE BOARDMEMBER  
AUDIENCE: 18

### 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.*

*Public Comment Opened at 4:02pm.*

*Public Comments Closed at 4:20pm.*

### CONSENT AGENDA

1. Planning & Zoning Meeting Minutes for December 1, 2025

***MOTION:*** Ferguson/Butler made a motion to approve the Planning and Zoning Board Meeting Minutes for December 1, 2025.

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

## BOARD ACTION/DISCUSSION ITEMS

2. Variance Request – (Bates) Unaddressed Cocoanut Avenue

***MOTION:*** *Butler made a motion to recommend approval to the Town Council of the requested variance from Code Section 34-268 of the Town's Code of Ordinances to reduce the minimum front setback from 25 ft. to 20 ft.*

***ACTION:*** *The motion failed for lack of second.*

***MOTION:*** *Ferguson/Ehret made a motion to recommend denial to the Town Council of the requested variance from Code Section 34-268 of the Town's Code of Ordinances to reduce the minimum front setback from 25 ft. to 20 ft.*

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

3. Appearance Review - 451 Neptune Road

***MOTION:*** *Butler/Ferguson made a motion to approve the proposed new two-story single-family home at 3,736 square feet in size, to be located at 451 Neptune Road.*

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

4. Ordinance No. 793 – Live Local Act amendment (Continuation)

***MOTION:*** *Ferguson/Ehret made a motion to recommend approval of Ordinance No. 793 to the Town Council.*

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

5. ORDINANCE NO. 795

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING DIVISION 4, "SITE PLAN AND APPEARANCE REVIEW," OF ARTICLE II, "ADMINISTRATION AND ENFORCEMENT," OF CHAPTER 34, "ZONING" OF THE TOWN CODE OF ORDINANCES TO PROVIDE FOR ADMINISTRATIVE REVIEW AND APPROVAL OF APPEARANCE FOR SINGLE FAMILY DWELLINGS; AND CLARIFYING COMPLIANCE OF APPEARANCE REVIEW WITH FLORIDA LAW; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.

***MOTION:*** *Ferguson/Butler made a motion to recommend approval of Ordinance No. 795 to the Town Council.*

***ACTION:*** *The motion passed 3-2 with Boardmember Ehret and Boardmember Cole opposed.*

6. ORDINANCE NO. 796

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING SECTION 34-115, "INTENT AND PURPOSE," OF DIVISION 4,

“SITE PLAN AND APPEARANCE REVIEW,” OF ARTICLE II, “ADMINISTRATION AND ENFORCEMENT,” OF CHAPTER 34, “ZONING” OF THE TOWN OF JUNO BEACH’S CODE OF ORDINANCES TO CLARIFY THE STATED LEGISLATIVE INTENT OF SITE PLAN AND APPEARANCE, INCLUDING ARCHITECTURAL, REVIEWS WITH RESPECT TO SINGLE-FAMILY AND TWO-FAMILY DWELLINGS; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.

***MOTION:*** Ferguson/Butler made a motion to recommend approval of Ordinance No. 796 to the Town Council.

***ACTION:*** The motion passed 3-2 with Boardmember Ehret and Boardmember Cole opposed.

## 7. ORDINANCE NO. 797

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA AMENDING DIVISION 1, “GENERALLY,” OF ARTICLE II, “ADMINISTRATION AND ENFORCEMENT,” OF CHAPTER 34, “ZONING,” OF THE TOWN CODE OF ORDINANCES BY AMENDING SECTION 34-28, “PLANNING AND ZONING BOARD DUTIES,” TO REMOVE REVIEW OF PLATS AND REMOVE REVIEW OF SINGLE FAMILY SITE PLANS AND APPEARANCE (INCLUDING ARCHITECTURAL) FROM THE PLANNING AND ZONING BOARD TO ADMINISTRATIVE STAFF; PROVIDING FOR ADOPTION OF RECITALS; CONFLICTS, CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

***MOTION:*** Ferguson/Butler made a motion to recommend approval of Ordinance No. 797 to the Town Council.

***ACTION:*** The motion passed 3-2 with Boardmember Ehret and Boardmember Cole opposed.

## COMMENTS FROM THE BOARD

### ADJOURNMENT

Chair Stern adjourned the meeting at 6:18PM