



PLANNING & ZONING BOARD MEETING MINUTES

December 1, 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
CAROL RUDOLPH, ALTERNATE BOARDMEMBER

ALSO PRESENT: FRANK M. DAVILA, DIRECTOR OF PLANNING & ZONING
ZACKERY GOOD, TOWN ATTORNEY
DUNCAN CLARK, PLANNING TECHNICIAN
CAITLIN COPELAND-RODRIGUEZ, TOWN CLERK
NICOLE LONG, ADMINISTRATIVE ASSISTANT TO TOWN CLERK

AUDIENCE: 6

CALL TO ORDER - 4:00 PM

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 4:12pm.

Public Comments Closed at 4:13pm.

CONSENT AGENDA

1. Planning & Zoning Meeting Minute for October 6, 2025

MOTION: Ferguson/Butler made a motion to approve the Planning and Zoning Board Meeting Minutes for October 6, 2025.

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

BOARD ACTION/DISCUSSION ITEMS

2. Ordinance No. 793 – Live Local Act amendment

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

***ACTION:** Motion withdrawn.*

***MOTION:** Ferguson/Butler made a motion to table the item and have staff clarify the language referencing the procedural process and criteria.*

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

COMMENTS FROM THE BOARD

ADJOURNMENT

Chair Stern adjourned the meeting at 4:31pm.

Michael Stern, Chair

Nicole Long, Assistant to the Town Clerk