



# PLANNING & ZONING BOARD MEETING MINUTES

July 7, 2025 at 4:00 PM

Council Chambers – 340 Ocean Drive and YouTube

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**PRESENT:** MICHAEL STERN, CHAIR  
JIM FERGUSON, VICE CHAIR  
JONATHAN BUTLER, BOARDMEMBER  
BRIAN COLE, BOARDMEMBER  
CAROL RUDOLPH, BOARDMEMBER

**ALSO PRESENT:** FRANK M. DAVILA, DIRECTOR OF PLANNING & ZONING  
LEONARD RUBIN, TOWN ATTORNEY  
CAITLIN COPELAND-RODRIGUEZ, TOWN CLERK  
STEPHEN MAYER, PRINCIPAL PLANNER

**ABSENT:** JAMES EHRET, BOARDMEMBER

**AUDIENCE:** 4

**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 4:00pm.*

## CONSENT AGENDA

1. Planning & Zoning Board Meeting Minutes for June 2, 2025

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

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

## BOARD ACTION/DISCUSSION ITEMS

2. Appearance Review – 441 Apollo Drive

***MOTION:*** Ferguson/Rudolph made a motion to approve the application for appearance review for the proposed addition for the property located at 440 Apollo Drive.

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

## COMMENTS FROM THE BOARD

## ADJOURNMENT

Chair Stern adjourned the meeting at 4:15pm.

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Michael Stern, Chair

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Caitlin E. Copeland-Rodriguez, Town Clerk