TOWN COUNCIL REGULAR MEETING MINUTES

November 12, 2025 at 5:00 PM

Council Chambers – 340 Ocean Drive and YouTube

PRESENT:	PEGGY WHEELER, MAYOR
	JOHN CALLAGHAN, VICE MAYOR
	DIANA DAVIS, VICE MAYOR PRO TEM
	MARIANNE HOSTA, COUNCILMEMBER
	DD HALPERN, COUNCILMEMBER *(Via Zoom)*
ALSO PRESENT:	ROBERT A. COLE, TOWN MANAGER
	TG LAW PLLC, TOWN ATTORNEY
	CAITLIN COPELAND-RODRIGUEZ, TOWN CLERK
AUDIENCE: 15	

CALL TO ORDER – 5:00PM

PLEDGE ALLEGIANCE TO THE FLAG

ADDITIONS, DELETIONS, SUBSTITUTIONS TO THE AGENDA

Council gave unanimous consensus to move Item #6 up before Item #4.

COMMENTS FROM THE TOWN MANAGER, THE TOWN ATTORNEY, AND STAFF

MOTION: Callaghan/Hosta made a motion to have staff send a letter of support to the local Fire Department.

ACTION: The motion passed unanimously (4-0).

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 Town Council). Town Council will not discuss these items at this time.

Public Comments Opened at 5:14pm.

Public Comments Closed at 5:22pm.

CONSENT AGENDA

1. Town Council Meeting Minutes - October 22, 2025
2. Year to Date (YTD) Financial Statements

3. Resolution 2025-18 (PBA Collective Bargaining Memorandum of Understanding)

    MOTION: Callaghan/Hosta made a motion to approve the consent agenda.

    ACTION: The motion passed unanimously (4-0).

COUNCIL ACTION/DISCUSSION ITEMS *(A Public Comment Period was provided for each item below.)*

6. Single-Family Appearance Review Discussion (Council request)

    Councilmember Halpern entered the meeting via zoom.

    (See attached handouts provided by Vice Mayor Callaghan and Vice Mayor Pro Tem Davis.)

    MOTION: Callaghan made a motion to create an ordinance that amends the Zoning Code to return appearance review for single family detached homes to the Town Planning & Zoning Department and removes it from the responsibilities of the Planning & Zoning Board; Create an ordinance that adds clarifying language to our Zoning Code stating the original intent is to be followed when judging Harmony for single family homes, which is that the Harmony requirements adopted in 1992 restricted the Appearance of a proposed home (no castles or domes), but not the size, mass, bulk, scale, or proportion of the home; publicize the existing zoning code restrictions on house sizes by the height and lot coverage limits, and minimum setbacks listed for the various zoning districts; publicize that the existing harmony definition and statements in our code regarding aesthetically pleasing buildings, etc. are informational regarding the intent of town codes, but not enforceable requirements; create an ordinance that revises the architecture requirements in our zoning code to clarify that "building design elements" are not to be used in staff decision making as to whether a proposed single family detached home is acceptable; and continue with current plans to encourage voluntary compliance with the town's preferred architectural styles such as with the Pattern Book now being produced.

    Mayor Wheeler passed the gavel and seconded the motion.

    MOTION TO AMEND: Davis/Halpern made a motion to amend to include that harmony stays in place and note rely only on base zoning.
    ACTION ON MOTION AMEND: The motion failed 2-3 with Mayor Wheeler, Vice Mayor Callaghan, and Councilmember Hosta opposed.

    MOTION TO AMEND: Davis/Halpern made a motion to amend to vote each item out separately.
    ACTION ON MOTION TO AMEND: The motion failed 2-3 with Mayor Wheeler, Vice Mayor Callaghan, and Councilmember Hosta Opposed.

    Mayor Wheeler, Vice Mayor Pro Tem Davis, and Councilmember Halpern gave consensus to have the Town Attorney provide a legal analysis on Vice Mayor Callaghan's proposal.

    ACTION: The motion passed 3-2 with Vice Mayor Pro Tem Davis and Councilmember Halpern opposed.

    Mayor Wheeler recessed the meeting at 8:17pm.

    Mayor Wheeler reconvened the meeting at 8:26pm.

4. Format and Discussion Plan for Upcoming Work Session

   MOTION: Callaghan/Hosta made a motion to have staff proceed with the format as presented.
   ACTION: The motion passed unanimously.

5. Discussion on Communications/Events Manager Position

   MOTION: Davis/Halpern made a motion to explore communications policy.
   ACTION: The motion failed 2-3 with Mayor Wheeler, Vice Mayor Callaghan, and Councilmember Hosta opposed.

   MOTION: Callaghan made a motion to hire a Communication/Events Manager.
   ACTION: Motion failed for lack of a second.

   MOTION: Davis/Halpern made a motion to not hire or fund a Communication/Events Manager position.
   ACTION: The motion passed 3-2 with Vice Mayor Callaghan and Councilmember Hosta opposed.

   Mayor Wheeler, Vice Mayor Callaghan, and Councilmember Halpern gave consensus to proceed with the agenda.

   Mayor Wheeler, Vice Mayor Pro Tem Davis, and Councilmember Halpern gave consensus to have the discussion on Records Retention Policy.

7. ~~3D GIS Scene View Discussion (Council Request)~~

8. Discussion on Records Retention Policy

   MOTION: Callaghan/Halpern made a motion to adopt a town policy that states public records are to be made available on the Town's website except as exempted by Council and applicable law.

   MOTION TO AMEND: Davis/Callaghan made a motion amending to change the term records to documents.
   ACTION ON MOTION TO AMEND: Vice Mayor Pro Tem Davis withdrew the motion.

   ACTION: The motion failed 1-4 with Mayor Wheeler, Vice Mayor Pro Tem Davis, Councilmember Halpern, and Councilmember Hosta opposed.

   Mayor Wheeler, Vice Mayor Pro Tem Davis, Councilmember Halpern gave consensus to proceed with the Town Attorney's recommendation on having the Town Attorney work with staff on preparing an agenda item to reflect the Vice Mayor's intent regarding the posting of records for the next meeting.

COMMENTS FROM THE COUNCIL

ADJOURNMENT

Mayor Wheeler adjourned the meeting at 10:00pm.

_____   _____
Peggy Wheeler, Mayor   Caitlin E. Copeland-Rodriguez, Town Clerk