



PLANNING & ZONING BOARD MEETING MINUTES

April 7, 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
 CAROL RUDOLPH, ALTERNATE BOARDMEMBER

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

ABSENT: BRIAN COLE, BOARDMEMBER
AUDIENCE: 10

CALL TO ORDER – 4:00PM

PLEDGE ALLEGIANCE TO THE FLAG

PRESENTATIONS

1. Swearing in Newly Appointed Planning & Zoning Board Members
2. Designation of Chair & Vice Chair for Planning & Zoning Board
Town Attorney Rubin opened nominations for the positions of Chair.
Boardmember Ferguson nominated Michael Stern.
Michael Stern accepted.
With no further nominations, Michael Stern was selected as Chair.
Town Attorney Rubin opened nominations for the positions of Vice Chair.
Chair Stern nominated Jim Ferguson.
Jim Ferguson accepted.
With no further nominations, Jim Ferguson was selected as Vice Chair.
3. Annual Review of Sunshine Laws
4. Annual Review of Planning and Zoning Board Duties and Responsibilities

ADDITIONS, DELETIONS, SUBSTITUTIONS TO THE AGENDA - None

COMMENTS FROM THE TOWN ATTORNEY AND STAFF

Town Clerk Copeland confirmed the upcoming meeting dates for the year with the Board.

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 4:06pm.

Public Comments Closed at 4:06pm.

CONSENT AGENDA

5. Planning & Zoning Board Meeting Minutes - March 3, 2025

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

ACTION: *The motion passed unanimously.*

BOARD ACTION/DISCUSSION ITEMS (A public comment period was provided for each item below.)

6. Appearance Review – 401 Diana Lane

MOTION: *Ferguson/Butler made a motion to approve the application for appearance review for the proposed single-family residence at 401 Diana Lane.*

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

COMMENTS FROM THE BOARD - None

ADJOURNMENT

Chair Stern adjourned the meeting at 5:05pm.

Michael Stern, Chair

Caitlin E. Copeland-Rodriguez, Town Clerk