



TOWN COUNCIL REGULAR MEETING MINUTES

May 28, 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

ALSO PRESENT: ROBERT A. COLE, TOWN MANAGER
FRANK DAVILA, INTERIM TOWN MANAGER
STEPHEN MAYER, PRINCIPAL PLANNER
ANDREA DOBBINS, PROJECT COORDINATOR/RISK MANAGER
LEONARD RUBIN, TOWN ATTORNEY
CAITLIN E. COPELAND-RODRIGUEZ, TOWN CLERK

AUDIENCE: 36

CALL TO ORDER – 5:00PM

PLEDGE ALLEGIANCE TO THE FLAG

ADDITIONS, DELETIONS, SUBSTITUTIONS TO THE AGENDA

Mayor Wheeler, Vice Mayor Callaghan, Vice Mayor Pro Tem Davis, and Councilmember Halpern gave consensus to move consent agenda items #11 and #12 to the end of the agenda.

PRESENTATIONS

1. Ceremonial Swearing In – Officer Ethan Curreri
2. Palm Beach County Fire Rescue Annual Report Presentation
3. Employee of the Year – 2024

MOTION: *Halpern/Hosta made a motion to recognize Frank Davila and Tim Hannon as Employees of the year for 2024; and approve \$2,650 from contingency to support the 2024 Employee of the Year recognitions.*

ACTION: *The motion passed unanimously.*

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

Mayor Wheeler, Vice Mayor Callaghan, Vice Mayor Pro Tem Davis, and Councilmember Halpern gave consensus to have an Executive Session on June 25, 2025 at 3:30pm.

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 5:19pm.

Public Comments Closed at 5:27pm.

CONSENT AGENDA

4. Town Council Meeting Minutes for April 23, 2025
5. Minutes for Appearance Review Criteria for Single-Family Homes Workshop - May 2, 2025
6. Police Foundation Donation Request – Blue Voice
7. Asset Disposals
8. Year to Date (YTD) Financial Statements
9. Special Event Request – 2025 Loggerhead Triathlon
10. Special Event Request - Aloha Surf Camp
- ~~11. Pelican Lake Aquatic Weed and Algae Control~~
- ~~12. Juno Beach Ecology Group Native Plant Donation~~

MOTION: *Davis/Callaghan made a motion to approve the consent agenda as amended.*

ACTION: *The motion passed unanimously.*

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

13. Discussion - Appearance Review Criteria for Single-Family Homes *(See attached staff presentation.)*

Council gave unanimous consensus to include the emails recently received by the Town Council in reference to “Harmony” and “Codes” as part of the record.

Vice Mayor Pro Tem Davis provided handouts to the Council (see attached).

MOTION: *Davis/Halpern made a motion to keep architectural review for single family homes as described in chapter 34-116(b3-1).*

Davis/Halpern withdrew the motion.

Mayor Wheeler recessed the meeting at 7:38pm.

Mayor Wheeler reconvened the meeting at 7:47pm.

MOTION: Hosta made a motion to repeal Ordinance No. 780.

Mayor Wheeler passed the gavel and seconded the motion.

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

Mayor Wheeler recessed the meeting at 9:02pm.

Mayor Wheeler reconvened the meeting at 9:08pm.

MOTION: Callaghan/Halpern made a motion to adopt the proposed Council direction as outlined in staff's memorandum and including a, b, c, and d:

- Amend the code to remove the architectural review of single-family and two-family homes from the Appearance Review criteria as directed at the May 2nd, 2025, workshop.
- Create a Zoning in Progress (ZIP) to provide staff with ample time to update the code as necessary, this will prevent applications for substantially improved and new single-family homes from going through the current Appearance Review and Building Permit process.
- Amend the code to remove Appearance Review from single-family homes. Please note that the Appearance Review will still apply to other projects (two-family and above). For single-family homes, with the addition of the proposed tools (a-d), harmony would be further emphasized within base zoning.
- Amend the code to revert the review and the approval/denial of single-family dwellings from the Planning and Zoning Board to staff. Please note that only staff review and approval would be required.
- Amend the code to remove the comparison of harmony language that reads “consider the preponderance of buildings or structures within 300 feet from the proposed site of the same zoning district” and replace it with “comparison of the buildings or structures within the same contiguous zoning district”.
- Amend the code to implement additional regulations (see options a through d below) to the Building Site Area Regulations (base zoning) for each zoning district with the “Single-family detached dwellings” use to promote harmony through base zoning;
 - a. Step-Back / Setbacks for 2nd stories – a similar regulation is currently referred to in the Saturn Lane Historic Zoning District which requires “All floors above the first floor level shall be set back an additional five feet from the first floor front yard setback”, another example is the Commercial General Zoning District which requires “For all buildings higher than two stories, all stories above the first two stories shall be set back a minimum of five feet from the first story building facade and shall include an architecturally compatible roof treatment or element along such building line break”. The proposed language would require a second story and above to provide an additional 5-foot minimum setback for all yards.
 - b. 2nd Story Floor Area Limit (FAL) – The Village of North Palm Beach adopted a second story floor area regulation for their residential zoning district which reads: “Second-Story Floor Area. The floor area of the second story of a single-family dwelling shall not exceed seventy-five percent (75%) of the floor area of the first story. For the purposes of this subsection, floor area shall include all areas lying within the building perimeter established by the interior side of the exterior walls of the building, including garages, covered patios, and other open-air exterior areas that are under roof. The floor area for the second story shall include areas open to below.” Staff would propose adopting the same language.

- c. *Increase Minimum Landscape Open Space Percentage – the Town’s minimum Landscape Open Space Percentage for single-family dwelling uses range between 20-25%. The increase in the percentage would require for the balance of the lot coverage to not be used for non-permeable surfaces, such as driveways, concrete pads, pool decks, artificial turf, etc... The Town’s consultant Chen Moore & Associates (CMA) is currently reviewing the Town’s Landscape Requirements in its entirety, where regulations for single family homes such as minimum landscape open space, and the addition of trees, hedges and/or other landscape materials may be recommended.*
- d. *Design Review – At the workshop, the implementation of a design/pattern book was discussed. The Town cannot enforce the architecture of single-family homes not located in a PUD but may provide a pattern/design book which highlights the Town’s desired architectural styles reflecting the vernacular of Old Florida as identified in Code Section 34-116 (3)(b)(1) that would serve as a recommendation guide for single-family projects. The pattern book would be helpful as the Town can still enforce Architectural Styles for projects other than single-family and two-family dwellings.*

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

14. Engineering Analysis Report for the Pelican Lake Gazebo

Mayor Wheeler, Vice Mayor Callaghan, and Councilmember Halpern gave consensus to move this item to the next meeting.

15. (Originally Item #11) Pelican Lake Aquatic Weed and Algae Control

MOTION: *Davis/Callaghan made a motion to authorize staff to implement any combination of management techniques recommended by the Town’s environmental consultant, as needed, to maintain the health and appearance of Pelican Lake without requiring prior approval from the Town Council for each treatment; have spray logs available for Town Council; and notify Council when the chemical changes.*

ACTION: *The motion passed unanimously.*

16. (Originally Item #12) Juno Beach Ecology Group Native Plant Donation

MOTION: *Halpern/Callaghan made a motion to approve the donation.*

ACTION: *The motion passed 4-1 with Mayor Wheeler opposed.*

COMMENTS FROM THE COUNCIL

Mayor Wheeler, Vice Mayor Callaghan, and Councilmember Halpern gave consensus to have the Town Manager facilitate the June 2nd Workshop.

Council gave unanimous consensus to proceed with a roundtable format for the June 2nd workshop, contingent upon microphone compatibility with the proposed layout.

ADJOURNMENT

Mayor Wheeler adjourned the meeting at 9:59pm.