



CODE OF CONDUCT & QUASI-JUDICIAL PROCEDURES WORKSHOP MINUTES

June 02, 2025 at 9:00 AM

Council Chambers – 340 Ocean Drive and YouTube

PRESENT: PEGGY WHEELER, MAYOR
JOHN CALLAGHAN, VICE MAYOR
DIANA DAVIS, VICE MAYOR PRO TEM
DD HALPERN, COUNCILMEMBER
MARIANNE HOSTA, COUNCILMEMBER

ALSO PRESENT: ROBERT A. COLE, TOWN MANAGER/FACILITATOR
LEONARD RUBIN, TOWN ATTORNEY
CAITLIN COPELAND-RODRIGUEZ, TOWN CLERK

AUDIENCE: 5

CALL TO ORDER – 9:00AM

Council gave consensus to discuss the Quasi-Judicial Procedures first.

QUASI-JUDICIAL PROCEDURES

2. Discussion On Proposed Resolution No. 2025-01 (Amending the Town's Quasi-Judicial Procedures)

Council gave unanimous consensus to approve Section 1 – Definitions with the following amendments: incorporate the definition of “interested person” using the standing language as presented in the North Palm Beach example; revise the applicable distance reference from 500 feet to 300 feet; and include a clause addressing the interests of communities with common interests.

Council gave unanimous consensus to approve Section 2 – General Standards with no changes to Section (A) and Section (C) and to revise Section (B) to change the time from 3 days to 5 business days and include “and supporting materials” after the term “report.”

Mayor Wheeler, Vice Mayor Callaghan, and Councilmember Hosta gave consensus to approve Section 3 – Communications between Council and Town Staff as presented.

Mayor Wheeler, Vice Mayor Callaghan, and Councilmember Hosta gave consensus to approve Section 4 – Ex Parte Communications, with an amendment to Section (C) to change “view” to “inspection” and delete the reference to “drive by.”

Council gave unanimous consensus to proceed with the following Sections as presented: Section 5 – Town Staff File; Section 6 – Disclosure; Section 7—Basis of Decision; Section 10 – Testimony Under Oath or Affirmation; Section 13 – Record of the Case; and Section 14 – Applicability. Council also gave unanimous consensus to approve Section 8 – Public Workshops with a change of the term “workshop” to “presentation; ” subsections (B) through (F) of Section 9 – Conduct of Hearing; and Section 11 – Cross Examination with the term “mayor” changed to “presiding officer.”

Mayor Wheeler, Vice Mayor Callaghan, Councilmember Hosta and Councilmember Halpern gave consensus to proceed with subsection (A) of Section 9 as presented.

Mayor Wheeler, Vice Mayor Callaghan, Councilmember Halpern, and Councilmember Hosta gave consensus to proceed with Section 12 – Time Limits, with the following revisions: change “mayor” to “presiding officer;” include a section for interested parties with a 30-minute time limit; and revise subsections (B)(ii) and B(iii) to begin each section with “each speaker.”

Vice Mayor Pro Tem Davis, Councilmember Hosta, and Councilmember Halpern gave consensus to proceed with Section 15 – Rehearing/Reconsideration and Appeal as presented.

(See attached handout from Vice Mayor Callaghan.)

CODE OF CONDUCT

1. Discussion on Code of Conduct

Council gave unanimous consensus to schedule a workshop for June 4, 2025, from 3PM-6PM to discuss this item.

ADJOURNMENT

Town Manager Cole adjourned the Workshop at 12:05pm.

Peggy Wheeler, Mayor

Caitlin E. Copeland-Rodriguez, Town Clerk