PLANNING AND ZONING COMMISSION
RECORD AND REPORT
TOWN HALL – COUNCIL CHAMBERS – SECOND FLOOR
360 S COUNTY ROAD, PALM BEACH
TUESDAY, APRIL 21, 2015, 09:30 a.m.

Please be advised that in keeping with a recent directive from the Town Council, the minutes of all Town Boards and Commissions will be "abbreviated" in style. Persons interested in listening to the meeting, after the fact, may access the audio of that item via the Town's website at www.townofpalmbeach.com or may obtain an audio recording of the meeting by contacting Debby Morakis, Secretary to the Planning & Zoning Commission at (561) 227-6411. As a point of reference, you will find the recording times listed on these minutes at the beginning of each item.

I. CALL TO ORDER AND ROLL CALL (09:27:20 AM)

Chair Markin called the meeting to order at 9:30 a.m.

Susan Markin, Chair	PRESENT
Michael Jay Scharf, Vice Chair	PRESENT
Jeffrey A. Cloninger, Member	PRESENT
Lewis Crampton, Member	PRESENT
Carol Mack, Member	PRESENT
Floyd Wideman, Jr., Member	PRESENT
Martin I. Klein, Member	PRESENT
Michael Vincent John Spaziani, Alternate Member	PRESENT
Susan Watts, Alternate Member	PRESENT
Rick Pollock, Alternate Member	ABSENT (excused)

Staff Members present were:
John Page, Director of Planning, Zoning, Building
Paul Castro, Zoning Administrator
Debby Morakis, Secretary to the Planning and Zoning Commission

II. INVOCATION AND PLEDGE OF ALLEGIANCE (09:27:34 AM)

Ms. Morakis led the Commission with the Invocation and Pledge.

III. OATH OF OFFICE FOR NEW COMMISSION MEMBER (09:27:59 AM)

Ms. Morakis administered the oath of office to new Commissioner Martin I. Klein.

IV. ELECTION OF CHAIR AND VICE CHAIR (09:32:04 AM)

Susan Markin was nominated for Chair by Mr. Cloninger. The nomination was seconded by Mr. Scharf. Mr. Crampton asked questions of Ms. Markin relative to the direction of her leadership of the Commission. Ms. Markin stated that her objective from the beginning was to do what the Council wanted and added that she felt the Commission served at the pleasure of the Council, but, that didn't mean the Commission could not respectfully disagree with Council. Mr. Cloninger added that he felt a wise Town Council would encourage a lively debate.

Mr. Page asked if there were other nominations and there were none. Mr. Page asked for a motion to close the nomination process and declare Ms. Markin Chair by unanimous consent.

MOTION BY MR. WIDEMAN TO CLOSE THE NOMINATION PROCESS AND DECLARE MS. MARKIN CHAIR BY UNANIMOUS CONSENT.
MOTION SECONDED BY MR. SCHARF. MOTION CARRIED.

Mr. Scharf was nominated for Vice Chair by Ms. Markin. The motion was seconded by Mr. Cloninger. Ms. Mack nominated Mr. Klein. Mr. Page stated that nominations for officers did not need to be seconded. It was determined that written ballots would be used and Mr. Page distributed those to the Commission. After the ballots were tallied, Mr. Page announced that Mr. Scharf was elected Vice Chair by a vote of 4-3.

V. APPROVAL OF THE AGENDA(09:42:43 AM)

MOTION BY MR. CRAMPTON FOR APPROVAL OF THE AGENDA.
MOTION SECONDED BY MR. KLEIN.
MOTION CARRIED UNANIMOUSLY.

VI. APPROVAL OF MARCH 17, 2015 PLANNING AND ZONING COMMISSION MINUTES (09:53:00 AM)

MOTION BY MR. KLEIN TO APPROVE THE MINUTES OF THE MARCH 17, 2015 PLANNING AND ZONING COMMISSION MEETING.
MOTION SECONDED BY MR. CRAMPTON.
MOTION CARRIED UNANIMOUSLY.

VII. PRESENTATION BY STAFF ON THE TOWN'S COMPREHENSIVE PLAN (09:53:14 AM)

Mr. Page distributed to the Commission copies of a report he recently provided to Council and summarized the memo for the Commission. Mr. Page stated that the Council, acting as the Local Planning Agency, has direct oversight of the Comprehensive Plan and added that because state law has been streamlined, communities now have the option of looking at and updating only a portion of or the entire Comprehensive Plan. Mr. Page explained staffing limitations would require the use of a consultant and added that $45,000 is currently budgeted in the long-term financial plan to pay those costs associated with updating the Town's Comprehensive Plan. Mr. Page added that Council decided to direct staff to return to Council in May with a list of areas staff believes should be updated or changed in the Plan.

Mr. Page added that last month Chair Markin asked staff to present to the Commission a brief explanation of the Comprehensive Plan in general. Ms. Markin asked if staff believed there would be a role for the Commission in the changes to the Comprehensive Plan and Mr. Page stated that he felt confident there would be a role for the Commission once staff receives further direction from the Council. Mr. Crampton asked how much time the Commission would have to review the materials and provide input and Mr. Page stated that staff won't know in detail what the role for the Commission will be until after it gets further direction from Council in June when it provides Council with staff's list of recommended changes. A brief discussion continued.

Veronica Close, Assistant Director of the Planning, Zoning and Building Department, provided the Commission with a power point presentation that explained the origin of the legislation that established zoning regulations and the establishment of Comprehensive Plans throughout the country and in the State of Florida. Ms. Close explained the Town's Plan of Palm Beach that was established by the Garden Club in 1929. Ms. Close explained the various elements of the Comprehensive Plan that include data and graphs that went into the formulation and text of the Plan. Ms. Close added that the required elements of the Plan include a future land-use plan, transportation, housing, utilities and infrastructure, capital improvements, conservation, coastal management, recreation and open space, inter-governmental coordination, and, a school facilities plan. Ms. Close added that Historic Preservation in included as an optional element. It was noted by Mr. Crampton that no cultural element currently exists and Ms. Close stated that optional elements could be added to and adopted in the Plan.

John Lindgren, Town Planner, used a power point presentation to explain the various levels of service definitions and explained that new data in 2011 shows the levels of service have improved and answered questions from the Commission.

Ms. Close continued with her presentation and displayed the zoning map which is now available on the Town's website. Other examples of various elements in the Comprehensive Plan were discussed including the Capital Improvements element and the Historic Preservation element.

Mr. Lindgren explained changes made in comprehensive planning in 2011 as a result of the Community Planning Act and how those changes affect the Town. Mr. Lindgren explained that as a result, the Department of Community Affairs was eliminated and the Department of Economic Opportunity was created. The DCA reported that 93% of all local Comprehensive Plans were found in compliance and the state wanted to give local government more control of growth. An expedited state review process was created for comprehensive plan amendments, transportation and school concurrency are now optional, the Evaluation and Appraisal process is altered, the financial feasibility element was eliminated, and the repeal of 9J5 of the Florida Administrative Code were incorporated into state statute. Mr. Lindgren continued, explaining the new evaluation process of the Comprehensive Plan and stated that by April of 2016, the Town is to notify the State by letter of any intended changes to the Comprehensive Plan. The Town will then have one year to amend the Comprehensive Plan. Mr. Lindgren then explained the adoption process and answered questions from the Commission.

In answer to questions from the Commission, Mr. Page explained that the Town has two consulting firms it uses - Eiler Planning Group and Calvin Giordano. Once there is a better understanding of what parts of the Comprehensive Plan may change, it will have to be determined what part staff could do and what part a consultant may do. Mr. Page stated there is no expiration date on the contracts held with these two consulting firms but their services would have to be negotiated once a scope of service is determined. Comments were heard from the Commission and a recommendation was made that the addition of a cultural element to the Comprehensive Plan be suggested to Council. A discussion took place regarding the US Census done in 2010 and Mr. Lindgren noted the population is now 8,161. Discussion continued and Mr. Page reiterated staff's direction received from Council, noting the next step for staff is to create a list of what changes should be made to the Comprehensive Plan for presentation to Council in June.

Ms. Close indicated that staff will prepare a list of recommendations for Council and Council will provide direction to staff and determine if a consultant will be used. Discussion continued and comments and questions were heard from the Commission. It was noted that the Comprehensive Plan is available online.

VIII. STATUS UPDATE ON PROPOSED ORDINANCES REGARDING POLITICAL SIGNAGE AND PARKS (11:10:07 AM)

Mr. Page provided an update on the political signage ordinance stating that the second reading of the ordinance took place last week and Council has amended the Code. Regarding the parks ordinance, last month staff came to the Commission to explain the zoning ordinance needed to be amended to allow parks as a permissible land-use in the C-TS zoning district. The Commission recommended approval, Council accepted it and has approved first reading of an ordinance making that change.

Mr. Page explained that Council has asked staff to look at existing regulations to see if they could be eased to allow reasonable use of children's play equipment. Any recommended changes will be brought to the Planning and Zoning Commission for their consideration in the months ahead. Mr. Page explained that a discussion regarding shared-parking will be on the agenda for the May 19, 2015 meeting of the Planning and Zoning Commission.

Mr. Cloninger commented about the existing street signs being of different sizes and colors and wondered if it were within the purview of the Commission to suggest standardization of all signs. Mr. Castro stated that signage within the right-of-way would be an issue for ORS and suggested Mr. Cloninger attend a Council meeting to bring it to their attention.

IX. COMMENTS FROM PLANNING AND ZONING COMMISSIONERS AND THE PLANNING, ZONING AND BUILDING DIRECTOR (11:16:26 AM)

Mr. Scharf brought to the Commission's attention two emails that he received from Alexander Ives regarding the Commission's election of officers. Mr. Scharf read his response for the record. Ms. Markin stated she also received an email but did not respond to it. Ms. Markin recognized the many years of involvement of each member of the Commission and stated that she was pleased to serve with each member and that she respects what staff and each member brings to the table.

X. ADJOURNMENT (11:24:40 AM)

MOTION WAS MADE BY MR. SCHARF TO ADJOURN AND SECONDED BY MS. MARKIN.

Respectfully Submitted,

Susan Markin, Chair
Town of Palm Beach
Planning & Zoning Commission

Michael Jay Scharf, Vice Chair
Town of Palm Beach
Planning & Zoning Commission