# PLANNING AND ZONING COMMISSION
# MEETING MINUTES
# TUESDAY, NOVEMBER 27, 2018 9:30 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 Kelly Churney, Secretary to the Planning & Zoning Commission at (561) 227-6408.

## I. CALL TO ORDER AND ROLL CALL

Chair Klein called the meeting to order at 9:35 a.m.

| | |
|---|---|
| Martin I. Klein, Chair | PRESENT |
| Michael Ainslie, Vice Chair | PRESENT |
| Kenneth Walker, Member | PRESENT |
| Carol LeCates, Member | PRESENT |
| Rick Pollock, Member | PRESENT |
| Michael Spaziani, Member | PRESENT |
| Richard Kleid, Member | PRESENT |
| Eric Christu, Alternate Member | PRESENT |
| Ronald Berk, Alternate Member | PRESENT |
| Marilyn Beuttenmuller, Alternate Member | PRESENT |

Staff Members present were:
Josh Martin, Director of Planning, Zoning and Building
Paul Castro, Zoning Administrator
Kelly Churney, Secretary to the Planning and Zoning Commission

## II. INVOCATION AND PLEDGE OF ALLEGIANCE

Ms. Churney led the Commission with the Invocation and the Pledge of Allegiance.

## III. APPROVAL OF THE AGENDA

Mr. Klein welcomed all in attendance. He welcomed Josh Martin, the new Director of Planning, Zoning and Building. He thanked Paul Castro for his continual service to the Town. Mr. Klein thanked Alan Golboro for his service on the Planning and Zoning Commission. Finally, Mr. Klein welcomed Mr. Kleid to the Planning and Zoning Commission.

**Motion made by Mr. Ainslie and seconded by Mr. Spaziani to approve the agenda as presented. Motion carried unanimously.**

## IV. APPROVAL OF JULY 17, 2018 PLANNING AND ZONING COMMISSION MINUTES

**Motion made by Mr. Ainslie and seconded by Mr. Spaziani to approve the minutes as amended from the July 17, 2018 meeting. Motion carried unanimously.**

V. <u>COMMUNICATIONS FROM CITIZENS – 3 MINUTE LIMIT PLEASE</u>

There were no comments heard at this time.

VI. **Workshop of possible short range and long range planning and zoning items to be considered related to Chapter 134, Zoning in the Code of Ordinances and the Town's Comprehensive Plan.**

Mr. Martin began the workshop by presenting an overview of common ideas submitted by the Commissioners and staff as discussion items for the workshop. Mr. Martin stated he grouped all of the suggestions into common themes, such as zoning code reform, parking supply standards, master planning, process improvement, coastal vulnerability and FEMA, landscaping and Chapter 66 and Town & State Policy general. Mr. Martin indicated that at the end of the meeting, the agreed upon discussion items would be presented to the Town Council for their approval and ultimate direction for the Planning and Zoning Commission. Mr. Martin discussed the handouts provided. Mr. Martin reviewed the suggestions and concerns raised regarding zoning code reform.

Mr. Klein called for public comment. There were no comments heard at this time. Mr. Klein asked the Commissioners if they had any comments. There were no comments heard at this time.

Mr. Martin reviewed the suggestions and concerns regarding parking supply standards.

Mr. Kleid addressed the issue as to the future of parking and wondered if a discussion on this topic was relevant. Mr. Martin stated that the future of parking could be added to the list of discussion items.

Mr. Martin reviewed the suggestions and concerns regarding master planning, process improvement, coastal vulnerability and FEMA, landscaping standards/Chapter 66 and Town/State policy.

Mr. Klein called for public comment. There were no comments heard at this time.

Mr. Kleid touched on the suggestion of organizing another charrette raised in the master planning discussion. He stated a similar charrette had taken place approximately 10 years ago. He recounted the meeting and stated that at the end of the meeting, there was no consensus and no further action taken. Mr. Martin provided his thoughts on the topic and discussed the benefits of public engagement.

Mr. Klein stated he believed that the Commission needed to decide whether the Code should be amended or re-written entirely. Mr. Martin provided his thoughts on Code amendments versus a complete rewrite.

Ms. LeCates asked Mr. Martin his thoughts on the existing Comprehensive Plan. Mr. Martin stated he believed that the Comprehensive Plan should remain and the changes should begin with the Code.

Mr. Walker thought the planning should initially begin by looking at the future.

Mr. Klein asked the Commission if the consensus was to recommend to the Town Council that an examination and/or a rewrite of the code was needed.

Mr. Ainslie asked Mr. Martin to elaborate on his comment that 70% of the items today would not be allowed by today's Code. He asked Mr. Martin if the Code was relevant to what citizens want Palm Beach to be. Mr. Martin responded.

Mr. Ainslie thought that urgent items could be addressed while performing an evaluation of the Code. He also suggested a possible alternate Code for the north end of the Town. Mr. Klein responded and stated that Staff had a list of recommendations that could potentially address some of the items that Mr. Ainslie had in mind.

Mr. Pollock stated that he believed that involving the public should occur after the Commission's methodical examination of the Code.

Mr. Spaziani thought the Commission should evaluate and discuss each item on the submitted list. He thought some items could be eliminated while other items needed research before the next discussion.

Mr. Christu stated he looked forward to hearing the Staff's items and thought the Commission's comments were more aspirational. He stated he was in favor of having another charrette.

Mr. Berk thought all of the submitted comments were valid and believed the items need to be prioritized. He stated the Commission needed to look to the future while trying to protect the Town.

Ms. Beuttenmuller agreed that the items needed to be prioritized and addressed in small segments.

Mr. Walker thought that the Commission needed to assess where Palm Beach was heading in 20 years and use that as the target for planning.

Mr. Kleid stated that a committee in the Palm Beach Civic Association was discussing long range strategic planning and what the Town will look like 20 years from now. He suggested asking them to provide input to the Commission.

Mr. Klein stated that community involvement would be paramount. He thought that focusing on planning rather than zoning was a positive step.

Ms. LeCates stated she was in favor of the zoning code reform. She also thanked the Frisbies for their research and report submitted to the Commission.

Mr. Castro presented the staff submitted items which he believed were the short-term, priority issues within the zoning code. Mr. Castro provided an overview on the following items: 1) permitted use in Beach Area Zoning District, 2) required setbacks in commercial districts, 3) off-street parking requirements, 4) unenclosed accessory structures, 5) point of measurement for height in all zoning districts, 6) parking minimum for regulating uses in the commercial districts, 7) identification signs for ground floor businesses, 8) residential tenancy above the first floor as a permitted use in the commercial districts, 9) accessory structures in the street side or rear yard, 10) angle of vision requirement, 11) special exception uses in section 134-227, 12) review the lot grade, topography and drainage in all residential districts, 13) front setback requirements in the R-D(1) and R-D(2) districts, 14) process for dimensional waivers, 15) definition of a logo and 16) prohibit scooter and bicycle ride sharing.

**Motion made by Ms. LeCates and seconded by Mr. Ainslie to submit the staff initiated items to the Town Council for their review and consideration at the request of the Planning and Zoning Commission. Motion carried unanimously.**

Mr. Klein asked Commissioners to return to the meeting in December with 3 to 5 items that they felt were a priority.

Mr. Martin suggested that staff return with a plan to move forward, possibly with short term, mid-term, long-term goals and an overall approach to work towards in the future. The Commission agreed.

Mr. Walker restated that the goals should include looking to the future. Mr. Martin agreed.

Mr. Rob Frisbie, Frisbie Group, thanked the Commission and Messrs. Martin and Castro for highlighting critical issues to ensure success for the Town of Palm Beach.

Mr. Castro stated staff would take the list to the Town Council for their approval. He added that some items would be presented to the Commission soon while others would need research before they would be presented.

VII. COMMENTS FROM PLANNING AND ZONING COMMISSIONERS AND THE PLANNING, ZONING AND BUILDING DIRECTOR

Mr. Martin stated that the informational session for the Carriage House had been canceled.

Mr. Martin presented the 2019 Planning and Zoning Commission meeting dates.

Mrs. Suzanne Frisbie thanked the Commission for looking at the Code and wanting to preserve the Town. However, she believed that the Town needed to preserve the revenue stream. She stated that changes in code would help to preserve the revenue stream.

Mr. Castro stated that Mr. Christu declared a conflict for the discussion of Proposed Future Land Use Map Amendment Changing Private Property Commonly Known as Kaplan Park at the July 17, 2018 meeting and had correctly completed the 8B form in accordance with State Law.

VIII. ADJOURNMENT

The meeting adjourned at 11:11 a.m. without the benefit of a motion.

Respectfully Submitted,

Martin Klein, Chair
Town of Palm Beach
Planning & Zoning Commission

MK/kc