



TOWN OF PALM BEACH

Minutes of the Planning and Zoning Commission Meeting Held on July 7, 2026

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 9:30 a.m. in the Town Council Chambers.

Members Present: Gail Coniglio, William Gilbane (via Microsoft Teams), Marilyn Beuttenmuller, Jorge Sanchez, Barbara Chapman, Carol LeCates, Martin Klein, Anne Fairfax

Members Absent: Matthew Ailey, Victoria Donaldson

Staff Present: Wayne Bergman, Jennifer Hofmeister, Friederike Mittner, Pat Gayle-Gordon, and Town Attorney Joanne O'Connor

Clerk's Note: Mr. Gilbane appeared via Microsoft Teams and was not permitted to vote. Therefore, Ms. Fairfax voted in his absence.

PLEDGE OF ALLEGIANCE

Deputy Town Clerk Gayle-Gordon gave the Invocation, and Chair Coniglio led the Pledge of Allegiance.

MINUTES

1. Minutes of the June 2, 2026, Planning and Zoning Commission Meeting

Ms. Beuttenmuller requested revisions to the draft minutes to include the previously stated definition of "town serving" and to expand the summary of the discussion regarding primary versus accessory uses for greater clarity. Deputy Town Clerk Gayle-Gordon explained that the minutes under review had been prepared by an outside vendor, while future minutes will be summaries with actions at the Town Council's direction. Ms. Hofmeister agreed to incorporate the requested clarifications, and the Commission raised no objections.

Chair Coniglio inquired about the traffic standards but was informed that it would be discussed during the discussion.

Clerk's Note: Ms. Fairfax arrived at 9:35 a.m.

A motion was made by Mr. Klein and seconded by Ms. Chapman to approve the minutes of the June 2, 2026 meeting as amended. The motion was carried unanimously, 7-0.

APPROVAL OF AGENDA

A motion was made by Mr. Klein and seconded by Ms. LeCates to approve the agenda as presented. The motion was carried unanimously, 7-0.

COMMENTS

2. OFFICIALS

The Commission discussed the relationship between the Comprehensive Plan and the Town Code, noting the importance of distinguishing broader policy guidance from enforceable code standards, particularly when evaluating intensity of use. Commissioners also reviewed upcoming code revisions, including the transition from special exceptions to conditional uses, the addition of use-specific regulations, and new Floor Area Ratio (FAR) standards. The discussion also focused on traffic impacts and the development of impact, mobility, and resiliency fees to ensure appropriate mitigation. Overall, the Commission emphasized the importance of clear, consistent, and enforceable code language that provides meaningful standards for applicants and supports effective implementation and compliance.

3. STAFF

There were no staff comments.

4. PUBLIC - 3 MINUTE LIMIT

There were no public comments.

UNFINISHED BUSINESS

5. **12-2026** An Ordinance Of The Town Council Of The Town Of Palm Beach, Palm Beach County, Florida, Amending The Adopted 2024 Town Of Palm Beach Comprehensive Plan, Pursuant To Chapter 163.3191, Florida Statutes, By Amending The Future Land Use Element, The Historic Preservation Element, And The Infrastructure Element And By Amending The Adopted 2024 Comprehensive Plan Map Series To Replace The Future Land Use Map, The Zoning Map And The Archaeological Sites Map; Providing For Incorporation Of Recitals; Providing For Severability; Providing For Repeal Of Ordinances In Conflict Here Within; Providing For Codification; Providing An Effective Date.

Jennifer Hofmeister presented the second transmittal hearing for amendments to the 2024 Comprehensive Plan, including updates to the Future Land Use, Historic Preservation, and Infrastructure Elements, the Water Supply Facilities Work Plan, and the Comprehensive Plan map series. She explained that revisions were made in response to state agency comments, including restoring fractional residential density calculations, updating resiliency and potable water policies, and making various technical amendments. Ms. Hofmeister also introduced an

expanded draft Glossary of Terms for the future Land Development Code, intended to consolidate land development terminology and improve consistency throughout the Code. At the request of legal counsel, the Commission first completed action on Ordinances 12-2026 and 13-2026 before continuing its discussion of the glossary. The Commission unanimously recommended approval of both ordinances for Town Council consideration.

Commissioners requested clarification regarding the restoration of fractional density calculations, the purpose and future use of the expanded glossary, and the status of definitions still under review. They generally supported the Comprehensive Plan amendments and the development of a comprehensive glossary, noting that it would improve consistency and clarity as work on the Land Development Code continues.

A motion was made by Mr. Klein and seconded by Ms. LeCates to approve Ordinance No. 012-2026. The motion was carried unanimously, 7-0.

Ms. Beuttenmuller noted that the Comprehensive Plan ordinance title referenced a specific statutory section rather than just the Florida statute chapter and questioned whether the title should be revised to state the Chapter. Ms. Hofmeister explained that the cited Florida Statute section pertains to Comprehensive Plan amendments and that the ordinance has already been advertised. The Commission agreed that staff should review the issue and, if appropriate, make any necessary revisions before Town Council consideration, while determining whether re-advertisement would be required.

6. **13-2026 An Ordinance Of The Town Council Of The Town Of Palm Beach, Palm Beach County, Florida, Amending The Official Zoning Map By Replacing The Existing 1974 Official Zoning Map Of The Town Of Palm Beach Last Updated September 2024 With A New 2026 Official Zoning Map; Providing For Incorporation Of Recitals; Providing For Severability; Providing For Repeal Of Ordinances In Conflict Here Within; Providing For Codification; Providing An Effective Date.**

Public Comment

Anita Seltzer, 44 Cocoanut Row, requested clarification on the intent of the comprehensive plan and Future Land Use Map, noting that the Future Land Use Map should not be used alone to justify project approval without considering the Town's goals and policies.

Ms. Hofmeister explained the differences between the Future Land Use Map Series and the zoning map, noting that the Future Land Use Map provides broad land-use designations, while the zoning map identifies specific zoning districts and regulations. Town Attorney O'Connor added that the Comprehensive Plan contains goals and policies that may apply across multiple districts, emphasizing that both mapping tools are important resources for residents. Following the discussion, the Commission agreed to move the Ordinance forward for adoption.

A motion was made by Mr. Klein and seconded by Ms. LeCates to recommend approval by the Town Council of Ordinance No. 013-2026.

Ms. LeCates asked why staff reports often reference only the Future Land Use Map when evaluating Comprehensive Plan consistency. Ms. Hofmeister explained that staff considers multiple Comprehensive Plan elements, including concurrency, compatibility, and applicable policies, and noted that future staff reports will more clearly reference those additional factors.

The motion was carried unanimously, 7-0.

7. Presentation & Review of Draft Glossary of Terms Focused on Specific Terminology Related to Non-Residential Uses

Discussion continued regarding the draft Glossary, which now spans 54 pages and consolidates terminology from multiple sections of the Code of Ordinances. Ms. Hofmeister emphasized that the Glossary is an evolving working document, not yet ready for ordinance form, and invited Commissioners to flag any terms needing refinement. Director Bergman noted that the Glossary will continue to expand as the Town updates regulations for the RB districts, the South End, parking, and other land-development topics, and highlighted that several items remain under review.

Commissioners discussed ensuring that definitions, particularly those relating to accessory uses, are clear and enforceable. Several members agreed the draft should be reviewed further over time, with additional feedback submitted to staff as needed. No specific changes were requested at this meeting, and staff confirmed they will continue refining the document and incorporate future comments.

8. Second Review of Proposed Conditional Use Criteria

Ms. Hofmeister reviewed the proposed revisions to the special exception criteria, which would be retitled as conditional use criteria, explaining that the standards were reorganized to improve clarity by focusing on the proposed use, Comprehensive Plan consistency, site planning, and project impacts. The Commission discussed the meaning of "design," Comprehensive Plan consistency requirements, and the Town-serving percentage for conditional uses. Staff and Town Attorney O'Connor clarified the legal framework for evaluating applications and noted that the Town-serving percentage would be revisited as part of the broader commercial regulations update.

Public Comment

Anita Seltzer, 44 Cocoanut Row, suggested clarifying provisions of the draft conditional use criteria, including the definitions of key terms, references to parking impacts, the use of the term "design," the Town-serving requirements, and the standards for imposing conditions.

The Commission discussed the conditional use criteria, including the use of "design," "material," and "immediate," to improve consistency and avoid ambiguity. Commissioners also discussed the legal standards for Comprehensive Plan consistency, the Town-serving percentage requirements, and the Town Council's ability to establish project-specific conditions, while acknowledging that the final approved site design governs compliance.

Public Comment

Anita Seltzer, 44 Cocoanut Row, expressed concern that conditional use criteria should be satisfied before approval and cautioned against relying on post-approval declaration of use agreements to address deficiencies.

No final action was taken, and staff will return with revised language reflecting the Commission's guidance.

NEW BUSINESS

9. **20-2026** An Ordinance Of The Town Council Of The Town Of Palm Beach, Palm Beach County, Florida, Amending The Town Code Of Ordinances At Chapter 134, Zoning, Article Vi, District Regulations, At Division 6. - R-D(1) High Density Residential District, Section 134-1000; And At Division 7. - R-D(2) High Density Residential District, Section 134-1055, To Remove Public And Private Academic School As Special Exception Uses In The R-D(1) And R-D(2), Respectively; Providing For Severability; Providing For Repeal Of Ordinances In Conflict; Providing For Codification; Providing An Effective Date.

Ms. Hofmeister reviewed the history of the proposed ordinance removing public and private schools as a special exception use in residential zoning districts. She explained that the ordinance corrects an inadvertent omission from an ordinance and implements the Town Council's direction to prohibit schools in the RD-1 and RD-2 districts town-wide while retaining the special exception option in the C-TS commercial district. The Commission also noted the importance of continuing to evaluate South End traffic impacts as planning efforts move forward.

A motion was made by Ms. Coniglio and seconded by Mr. Klein to approve Ordinance No. 020-2026. The motion was carried unanimously, 7-0.

ANY OTHER BUSINESS

There was no other business to discuss.

MEETING SCHEDULE

10. The next meeting is scheduled for Tuesday, August 4, 2026

ADJOURNMENT

A motion was made by Mr. Klein and seconded by Ms. Chapman to adjourn the meeting at 12:00 PM. The motion was carried unanimously, 7-0.

Respectfully Submitted,


Gail Coniglio, Chair