



TOWN OF PALM BEACH

Minutes of the Planning and Zoning Commission Meeting Held on August 4, 2026

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 09:32 AM in the Town Council Chambers.

Members Present: Marilyn Beuttenmuller, Victoria Donaldson, Jorge Sanchez, William Gilbane, Gail Coniglio, Barbara Chapman, Martin Klein

Members Absent: Matthew Ailey, Anne Fairfax, Carol LeCates

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

Clerk's Note: Ms. Donaldson voted in the absence of Ms. LeCates.

PLEDGE OF ALLEGIANCE

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

MINUTES

1. Minutes of the July 7, 2026, Planning & Zoning Commission Meeting

A motion was made by Mr. Klein and seconded by Mr. Sanchez to approve the minutes of the July 7, 2026, meeting as presented. The motion was carried unanimously, 7-0.

APPROVAL OF AGENDA

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

COMMENTS

2. OFFICIALS

There were no comments from the Commissioners.

3. STAFF

There were no comments from staff.

4. PUBLIC - 3 MINUTE LIMIT

Ms. Coniglio called for public comment. No one indicated a desire to speak.

UNFINISHED BUSINESS

5. Tranche 5 - Ordinance No. 022-2026 Commercial District Regulations

Jennifer Hofmeister, Planner III provided an overview of the updates to the ongoing commercial district regulation. Work began in April 2025 using a strike-through/underline format, then paused to complete the required tranches and comprehensive plan amendments to maintain consistency across documents. The project resumed in February, focusing on FAR standards, the study of town-serving minimum square footage, and the transition from gross leasable area to gross floor area. The ordinance reflecting these changes is now before the Commission.

Ms. Hofmeister explained that commercial district updates are needed to align the zoning code with the comprehensive plan, particularly regarding intensity standards. The proposed amendments incorporate FAR, consistent with the plan's evaluation and appraisal report. Staff requested a recommendation of approval to forward the ordinance to the Town Council for first reading in September.

Ms. Hofmeister reviewed the clean version of the draft, noting that it condenses the regulations from 43 pages to 11 and introduces a new Division 7.5 for commercial districts. The draft includes updated purpose and intent statements, permitted/conditional/prohibited uses, and design standards in table format. Definitions such as formula retail and formula restaurant will be housed in the glossary of terms. Accessory uses and essential services have been incorporated into the tables. Prohibited uses have been added to each district for consistency. Setbacks, lot standards, FAR, and other development regulations were summarized. Staff noted that FAR variances will not be permitted. Several sections have been relocated for better organization and will ultimately be part of a new Part B of the code for land development regulations.

Commission discussion included questions about permitted and prohibited uses, front setback requirements, definitions of formula retail and restaurant, and how future conditional use criteria will be handled. Members expressed concerns regarding maintaining historic character, encouraging resident-serving businesses, and ensuring consistency with the comprehensive plan. Suggestions included clarifying front yard setback measurement and adding supporting "whereas" clauses regarding resident-serving needs.

Ms. Coniglio called for public comment.

Anita Seltzer, 44 Coconut Row, commented on formatting and consistency issues in the draft, suggesting improvements to punctuation, spacing, and terminology to enhance clarity. She noted an inconsistency where museums appeared as a conditional use in one section but as a

prohibited use in another. She also asked why houses of worship are permitted in the CB district but not in other commercial districts. She requested clarification on references to supplementary district regulations, suggesting that associated sections be made available during deliberations. Finally, she raised a question about the language describing the compatibility of office uses with single-family housing, asking whether it refers to architectural appearance rather than permitted uses. She concluded by thanking the staff for their work.

Ms. Hofmeister responded that several items she noted were scrivener's errors that will be corrected, including the museum designation, and clarified that church and synagogue permissions were existing provisions in the code. The corrections will be done before submission to the Town Council in September.

After discussion, it was recommended that the Town Council adopt Ordinance 022-2026, with added legislative-history language to be drafted by staff, legal counsel, and Mr. Gilbane. The motion was amended to include Mr. Sanchez's proposed change regarding front-yard setbacks: replacing the 10-foot minimum with a "N/A" designation and clarifying the measurement point. Ms. Mittner explained that the revised standard would allow a zero setback at the private property line while maintaining a minimum 10-foot public-realm width, preserving pedestrian space and the historic streetscape without pushing buildings directly to the street.

A motion was made by Mr. Klein and seconded by Mr. Sanchez to recommend that the Town Council adopt Ordinance No. 022-2026, as amended. The motion passed unanimously, 7-0.

ANY OTHER BUSINESS

There were none.

MEETING SCHEDULE

6. The next meeting is scheduled for September 1, 2026

Ms. Beuttenmuller requested that the backup for the next meeting be sent out at least a week before the meeting.

ADJOURNMENT

A motion was made by Mr. Klein and seconded by Ms. Coniglio to adjourn the meeting at 11:03 AM. The motion was carried unanimously, 7-0.

Respectfully Submitted,


Gail Coniglio, Chair