

**PLANNING AND ZONING BOARD
REGULAR MEETING MINUTES
August 25, 2015**

CALL TO ORDER

The regular meeting was called to order at 7:02 p.m. by Chairman Rick Ziegler, who led in the Pledge of Allegiance. The meeting was held at Town Hall located at 247 Edwards Lane, Palm Beach Shores, FL 33404.

Town Clerk Browning called the roll and those present were Chairman Rick Ziegler, Members Janet Kortenhaus, and Dodi Glas. Vice Chairman Jason Prince, Member Debi Culotta, and alternate members Tony Lembo and Grace Sterrett were absent.

APPROVAL OF MEETING AGENDA

MOTION AND VOTE: Member Glas moved to approve the Meeting Agenda with the following addition: Add a Discussion after Staff Reports. Member Kortenhaus seconded the motion, which passed unanimously by those present.

CONSENT AGENDA

- a. Planning and Zoning Regular Minutes of July 28, 2015.

MOTION AND VOTE: Member Glas moved to approve the Minutes from the July 28, 2015 meeting. Member Kortenhaus seconded the motion, which passed unanimously by those present.

MISCELLANEOUS BUSINESS

- a. **SPR 15-3, AAR 15-3**, Singer Island Partners LLC, Owner; Jennifer Morton & Lauren McClellan with J Morton as applicants; 224 Inlet Way; Lot 578. Applicant requests approval to construct 6 residential condominium units.

MOTION: Member Glas moved to approve both SPR 15-3 AND AAR 15-3 as follows:

1. Relocation of the A/C unit to the side of the property with landscaping around the unit.
2. Owner to install a soft pipe five feet from the property line to give space for landscaping (requested this be added as a condition).
3. Drainage issues will be addressed by the Engineer at the permitting process.

SECOND AND VOTE: Member Kortenhaus seconded the motion which passed unanimously by those present.

- b. **SPR 15-5, AAR 15-5**, Mayan Towers Condominium II Inc., Owners; Bill Davison with Signs of Progress as applicant; 145 S Ocean; Lot 620-622, Applicant requests approval to install a free standing monument sign.

Note: The applicant nor the contractor were present at the meeting, which will be continued to the September 22, 2015 Planning & Zoning Meeting. Staff was asked to notify the applicant that a representative needs to be present at the September meeting to address any questions of the Board.

Member Kortenhaus also asked if the applicant can provide a site plan to show what landscaping will be removed, where the sign will be located to address any questions concerning the location of the sign as it pertains to the property line and sidewalk (if any), and to include a condition for the replacement and/or relocation of any removed landscaping per code. Member Glas agreed with the requested items. No official vote was taken.

- a. Discussion: Review Town-wide drainage plan (Town Engineer).
 - 1. It was decided that a meeting will be scheduled with Member Glas, Town Engineer Barton, and Zoning Official Palacios to look at different scenarios and proposed cost estimates. These will be brought back to the Board at next month's meeting.
 - 2. The Board will set a date at the next P & Z Meeting to present the above findings during a workshop for the residents.

- b. Discussion: Extension request for 238 Sandal Lane.

MOTION AND VOTE: Member Glas moved to approve a 6 month extension as requested. Member Kortenhaus seconded the motion, which passed unanimously.

- c. Discussion: Processes (*added by motion and vote*)

There was discussion about the staff's process for getting documents to the board members, hard copy vs. electronic. It was decided to give hard copies to the members and also have them available electronically at the meetings. Member Glas also wanted to assist staff in streamlining the application process by creating standardized documents which will allow for a smoother review process.

PUBLIC COMMENT

STAFF REPORTS

- a. Town Zoning Official gave an update on all current projects.

ADJOURNMENT

MOTION AND VOTE: Member Glas moved to adjourn the meeting. Member Kortenhaus seconded the motion, which passed unanimously, and the meeting was adjourned at 8:34 pm.

Approved this 22nd day of September, 2015.



Dodi Glas, Chairman

Attest:



Evyonne Browning, Town Clerk

(Seal)