

PLANNING AND ZONING BOARD
Reorganization Meeting
March 27, 2024
6:30pm
247 Edwards Lane / Palm Beach Shores, FL 33404

Chairman
Vice Chairman Kevin Banks

Member Tony Lembo
Member Weston Gracida
Member- vacant
Alternate Anastasia S. Karloutsos
Alternate Member Janet Kortenhaus

Town Attorney Dylan Brandenburg
Josh Nichols, Zoning Official
Rob Rennebaum, Engineer
Town Clerk Jude M. Goudreau

PUBLIC PARTICIPATION MAY OCCUR REMOTELY

Meeting link:

<https://townofpalmbeachshores.my.webex.com/townofpalmbeachshores.my/j.php?MTID=mfefe7f3e1358e0b0c3dc74d9cbb7c49c> Meeting number: 2632 775 0110 Password: 0327 (0327 from phones and video systems)
Join by phone +1-408-418-9388 United States Toll Access code: 263 277 50110

1. **CALL TO ORDER:**
 - a. Pledge of Allegiance
 - b. Roll Call
2. **APPROVAL OF MEETING AGENDA:** (Additions, substitutions, deletions)
3. **INSTALLATION:**
 - a. Swearing in of Planning & Zoning Board Members
 - b. Election of Chairman
 - c. Election of Vice Chairman
 - d. Selection of DRC Member
 - e. Selection of Landscape Approval Member
4. **ANNUAL LEGAL UPDATE:**
5. **PUBLIC COMMENT:**
6. **ADJOURNMENT:**

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision made by the Planning & Zoning Board with respect to any matter considered at this meeting or hearing, such interested person will need a record of the proceedings, and for such purpose may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. The meeting/hearing will be continued from day to day, time to time, place to place, as may be found necessary during the aforesaid meeting.

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA), THIS DOCUMENT CAN BE MADE AVAILABLE IN AN ALTERNATE FORMAT (LARGE PRINT) UPON REQUEST AND SPECIAL ACCOMMODATIONS CAN BE PROVIDED UPON REQUEST WITH THREE (3) DAYS ADVANCE NOTICE. FOR HEARING ASSISTANCE: If any person wishes to use a hearing device, please contact the Town Clerk.

Dylan Brandenburg, Esq.

Email: dylan@davislawteam.com

MEMORANDUM

TO: Planning and Zoning Board
FROM: Assistant Town Attorney Brandenburg
CC: Town Clerk Goudreau
DATE: March 25, 2024

RE: 2024 Legal Update

In conjunction with the annual Legal Update to be given at the March 27, 2024 Reorganization Meeting, I am providing you with the following information which is directly applicable to your service on the Town's Planning and Zoning Board ("P&Z Board"), including:

1. Composition and appointment of the P&Z Board;
2. Duties of the P&Z Board;
3. Decision-making processes of P&Z Board;
4. Other laws and rules governing the P&Z Board; and
5. Additional information.

1. WHAT IS THE P&Z BOARD?

- The P&Z Board is a voluntary board comprised of five (5) regular members and two (2) alternate members.
- Board members are appointed by the Town Commission at its annual organization meeting (See Charter § 3.10).
- Board members serve for 1-year terms at the pleasure of the Town Commission and may be removed at any time by the Town Commission (See Charter §§ 3.10, 3.17).
- The P&Z Board selects its own chairperson, vice-chairperson and representative to serve on the Development Review Committee ("DRC").
- The P&Z Board's representative to DRC serves as chairperson of DRC in the absence of the DRC chair, who is a member of the Town Commission (currently the Mayor).

2. WHAT DOES THE P&Z BOARD DO?

- Reviews the Town's Comprehensive Plan ("Comp Plan"), zoning code and land development regulations on a continual basis and advises the Town Commission of potential updates to serve the present and future needs of the Town (See Charter § 4.7).
- Sits as the Town's Local Planning Agency ("LPA") under Florida law responsible for review of the Town's Comp Plan and amendments thereto (See Code §50-30).

- Reviews the Town’s Comp Plan annually and recommends changes and/or additions to the Town Commission (See Code §50-52).
- Makes final determinations on applications for site plan review (See Code §14-62; Charter § 4.7).
- Makes final determinations on applications for architectural and aesthetic review using specific review criteria (See Code §§14-86 and 14-87).
- Reviews all applications for sign permits and conducts architectural and aesthetic review to determine compliance with the Town Sign Ordinance (See Code §58-35).
- Performs review for the construction of docks, pilings and boat lifts (See Charter § 4.7).
- Makes recommendations to the Town Commission on variance and special exception applications (See Code §§ Pf. 15.4 and Pf. 15.5; criteria for review contained in §§ Pf. 15.3 and Pf. 15.7).

3. HOW DOES THE P&Z BOARD MAKE DECISIONS?

- **Sunshine Law: all decisions must be made in accordance with §286.011, Fla. Stat.**
 - Any meeting of two or more P&Z Board members, who discuss any item on which foreseeable action will be taken by the Board, must be conducted “in the Sunshine”.
 - “In the Sunshine” means at a publicly-noticed meeting which is open to the public and recorded via minutes.
 - Board members **shall not** discuss any matter on which foreseeable action will be taken by the P&Z Board, except at a meeting “in the Sunshine”.
 - Knowing and intentional violation of Sunshine Law carries criminal penalties.
 - NOTE - Members of a city planning and zoning commission violated the Sunshine Law when they participated in discussions at meetings of a community improvement organization which involved planning and zoning matters. *City of Bradenton Beach v. Metz* (Fla. 12th Cir. Ct. August 9, 2019).
 - Sunshine Law does not apply to Board members’ individual conversations with the Town Manager or Town Attorney.
 - One-on-one private discussions with the Town Manager or Town Attorney are permissible at any time.
 - *One-way communication* from one Board member to all others (*e.g.*, one-way email, *etc.*) does not violate the Sunshine Law, but if the one-way communication becomes a conversation or discussion (*e.g.*, someone replies to your one-way email), then the Sunshine Law is violated.
- **Quasi-Judicial Proceedings: most meetings of the Board are quasi-judicial in nature.**
 - P&Z Board review of applications for site plan review, architectural and aesthetic review, variances, and special exception uses are quasi-judicial proceedings.
 - *Quasi* means like; these meetings are judicial—or court-like proceedings and inherently more formal than other public meetings.
 - All quasi-judicial proceedings involve the application of codified criteria to an application or request.
 - Variances are requests to develop land contrary to codified Code criteria. The applicant must prove (among other criteria) that application of the Code creates a hardship that does not allow reasonable use of the land.
 - Special Exceptions are requests to use land in a manner that has been determined to be permissible so long as certain protections are in place.
 - In a quasi-judicial proceeding, the P&Z Board must take action (vote) on an application and make a decision based on evidence provided at the hearing.

- The applicant has the responsibility of demonstrating (“burden of proof”) by competent substantial evidence that the applicable standards have been met. For non-rezoning applications, the responsibility then shifts to those seeking to deny the application to prove by competent substantial evidence that the standards have not been met and that the request is adverse to the public interest.
- The decision the P&Z Board reaches must be supported by competent, substantial evidence.
 - ✓ Be sure motions contain sufficient detail to substantiate the action (*e.g.*, specify exactly which criteria have not been met in denying an application).
- Proceeding is not an opportunity for the P&Z Board to make a decision based on “what the Town wants”. It is an opportunity for the Board to consider the application and determine whether the application has satisfied the criteria of the Town Code, *i.e.*, “did the Applicant do what he/she is required to do?”
- More information regarding the evidence and criteria considered at quasi-judicial proceedings may be provided by the Town Attorney or Staff in advance of specific applications.
- At quasi-judicial hearings, P&Z Board members should disclose any *ex parte* communications related to the application. *Ex parte* communications include: all forms of communications, investigations, site visits, and expert opinions.
 - If you fail to disclose *ex parte* communication, the communication is considered prejudicial.
 - Rule of thumb: if you question the need to disclose, it is best to do so!
 - Remember: site visits must be disclosed!
- Conditions of approval may be imposed on decisions made at quasi-judicial hearings.
 - All conditions of approval must be *reasonably related* and *proportional* to the request being made.
 - Violation of this concept can, under recent case law, expose the Town to takings claims.
- **The P&Z Board makes many decisions based on codified processes and criteria.**
 - The *site plan review* procedure is found at Code §14-62.
 - Specific land development regulations are found in the Town’s Comprehensive Zoning Ordinance (“Town Zoning Ordinance”), located in *Appendix A* of the Town Code.
 - Other projects that the P&Z Board may review are regulated by the following chapters of the Town’s Code of Ordinances: 14, 50, 58, 62, 70, 78, and 82.
 - The *Architectural and Aesthetic Review* (“AAR”) criteria are found at Code §14-87.
 - The *Variance* (“VAR”) procedure and review criteria are found at Pf. 15.3 and Pf. 15.4, Town Zoning Ordinance.
 - The *Special Exception* (“SE”) procedure and criteria are found at Pf. 15.8 and Pf. 15.7, Town Zoning Ordinance.
 - ✓ *Please review and familiarize yourself with these portions of the Town Code and Zoning Ordinance.*

4. OTHER LAWS IMPACTING THE P&Z BOARD?

- **Florida’s Public Records Act (See Chapter 119, Fla. Stat.)**
 - Any document, regardless of the medium created, made, or received in connection with P&Z Board business is a public record.
 - This includes e-mails, text messages, and social media posts.

- If a public record is created using your personal e-mail (*e.g.*, you send an email to the Town Clerk via your personal Gmail account), then you have created a public record. The Town's policy regarding public records is that you are responsible for maintaining these documents pursuant to Florida's records retention guidelines (See §119.021, Fla. Stat.).
- Avoid text messages and avoid using social media for Town-related matters.
- Knowing violations of this law carry criminal penalties.
- **Palm Beach County Code of Ethics.**
 - All P&Z Board members must read the Palm Beach County Code of Ethics, receive training on the requirements of the Code of Ethics, and sign an acknowledgment form within sixty (60) days of installation and once every two (2) years.
 - For more information visit: <http://www.palmbeachcountyethics.com/training.htm>.
- **Gifts — avoid them!**
 - Any gift from a vendor or lobbyist with annual aggregate value that *exceeds \$100.00* is prohibited (See §2-444 Palm Beach County Code of Ethics; §112.3148, Fla. Stat.).
 - Gifts valued at \$100.00 *or more* must be reported to the state (with a copy to the county) quarterly. Gifts from relatives are exempt from this reporting requirement (See §2-444 Palm Beach County Code of Ethics; §112.3148, Fla. Stat.).
 - Please see the Town Attorney and Town Clerk to report a gift.
- **Voting Conflicts — what to do?**
 - Any item before the P&Z Board in which the Board's action will result in a *special* personal benefit or loss or a *special* financial benefit or loss to family member, spouse, principal or business associate causes you to have a voting conflict. (See § 2-443 Palm Beach County Code of Ethics; § 112.3143, Fla. Stat.).
 - *Special* is a benefit or loss that exceeds what the generally affected population would enjoy or suffer.
 - Any P&Z Board member with a voting conflict *must* abstain from participation and voting. The Board member must *disclose* the nature of the conflict and must *complete a voting conflict form* that will be appended to the meeting minutes and a copy of which is provided to the Palm Beach County Commission on Ethics. (See § 2-443 Palm Beach County Code of Ethics; See also § 112.3143, Fla. Stat.).
 - Please see the Town Attorney and Town Clerk to report or discuss a voting conflict.

5. ADDITIONAL INFORMATION.

- Specific information will be provided to you as certain matters appear before the P&Z Board.
- If you have any questions about anything in this memorandum or otherwise, please do not hesitate to ask!

PLANNING AND ZONING BOARD
Regular Meeting
March 27, 2024
Immediately following the Reorganization Meeting
247 Edwards Lane / Palm Beach Shores, FL 33404

Chairman TBD
Vice Chairman Kevin Banks

Member Tony Lembo
Member Weston Gracida
Member (Open Seat)
Alternate Member Janet Kortenhaus
Alternate Member Anastasia Stogiannis-Karloutsos

Town Attorney, Dylan Brandenburg
Josh Nichols, Zoning Official
Rob Rennebaum, Engineer
Town Clerk, Jude M. Goudreau

PUBLIC PARTICIPATION MAY OCCUR REMOTELY

Meeting link:

<https://townofpalmbeachshores.my.webex.com/townofpalmbeachshores.my/j.php?MTID=mfefe7f3e1358e0b0c3dc74d9cbb7c49c> Meeting number: 2632 775 0110 Password: 0327 (0327 from phones and video systems)
Join by phone +1-408-418-9388 United States Toll Access code: 263 277 50110

AGENDA

1. CALL TO ORDER:

- a. Pledge of Allegiance
- b. Roll Call

2. APPROVAL OF MEETING AGENDA: (Additions, substitutions, deletions)

3. APPROVAL OF CONSENT AGENDA:

- a. Approve February 28, 2024, P&Z Meeting Minutes.
- b. Approve, February 28, 2024, LPA Minutes
- c. Approve, March 14, 2024, Special LPA Minutes

4. ACTION ITEMS:

- a. **SPR24-05/AAR24-05:** Eric Vermillion, Owner of 313 Claremont Lane, requests Site Plan Review and Architectural & Aesthetic Review Approval to demolish the existing home and build a new 3,346 SF single-family home in its place.
- b. **SE24-01:** Buccaneer Unit A LLC, Owner of 142 Lake Drive, requests Special Exception Use approval for a “commercial dock” and “marina” on the property.

4. PUBLIC COMMENT:

5. DISCUSSION ITEMS:

- a. Building Department Development Project Update (*Orlando Rodriguez, Building Department*)

6. ADJOURNMENT:

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision made by the Planning & Zoning Board with respect to any matter considered at this meeting or hearing, such interested person will need a record of the proceedings, and for such purpose may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. The meeting/hearing will be continued from day to day, time to time, place to place, as may be found necessary during the aforesaid meeting.
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**PLANNING AND ZONING BOARD
REGULAR MEETING
MINUTES
February 28, 2024**

CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Vice Chairman Kevin Banks. The meeting was held in the Commission Chambers of Town Hall at 247 Edwards Lane, Palm Beach Shores, FL 33404.

Town Clerk Jude Goudreau called the roll. Vice Chairman Kevin Banks, Alternate Members Janet Kortenhaus and Anastasia Stogiannis-Karloutsos, Town Attorney Dylan Brandenburg, Zoning Official Josh Nichols, and Town Engineer Rob Rennebaum were present.

APPROVAL OF MEETING AGENDA: (Additions, substitutions, deletions)

MOTION: Janet Kortenhaus made a motion to approve the meeting.

SECOND AND VOTE: Anastasia Stogiannis-Karloutsos seconded the motion, which passed unanimously by those present.

CONSENT AGENDA:

Approve the Planning & Zoning Board Meeting Minutes of January 24, 2024.

Approve the LPA Minutes of January 24, 2024.

MOTION: Kortenhaus made a motion to approve the consent agenda.

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

ACTION ITEMS:

Attorney Brandenburg swore all the applicants and staff in before the Board heard the action items.

SPR24/01-AAR24-01: Eric and Abigail Woodworth, owners of 222 Claremont, request a Site Plan Review and Architectural and aesthetic Review Approval to install a new pool, spa, sand set paver deck, and electric heater. The Applicant and their contractor were both present via Webex.

Motion: Anastasia Stogiannis-Karloutsos made a motion to approve the plans, subject to the conditions stated by staff.

Second and Vote: Janet Kortenhaus seconded the motion, which passed unanimously by those present.

SPR24-03/AAR24-03 Larry and Ellen Waltz, owners of 126 Tacoma Lane, request a Site Plan Review and Architectural & Aesthetic Review Approval to enclose the currently open pool deck. The Applicant was present for the meeting.

Motion: Janet Kortenhaus made a motion to approve the plans.

Second and Vote: Anastasia Stogiannis-Karloutsos seconded the motion, which was passed unanimously by those present.

SPR24-04/AAR24-04 Barbara Dawson, owner of 221 Linda Lane, requests approval for a Site Plan Review, Architectural Review, and aesthetic Review to add an extension to the garage.

Motion: Janet Kortenhaus made a motion to approve the plans, subject to the conditions stated by staff.

Second and Vote: Anastasia Stogiannis-Karloutsos seconded the motion, which was passed unanimously by those present.

PUBLIC COMMENT: No Public Comments

DISCUSSION ITEMS:

Building Department Update. The Board discussed the Building Department Update provided by Orlando Rodriguez.

ADJOURNMENT:

MOTION, SECOND, AND VOTE: Janet Kortenhaus moved to adjourn the meeting, with Anastasia Stogiannis-Karloutsos seconding the motion. The motion passed unanimously, and the meeting was adjourned at 6:55 p.m.

APPROVED this **27th** day of **March** 2024.

ATTEST:

Jude Marie Goudreau, Town Clerk

Kevin Banks, Vice-Chairman

(Seal)

PLANNING AND ZONING BOARD

**Sitting as the
Local Planning Agency
Regular Meeting
February 28, 2024**

Minutes

CALL TO ORDER

The meeting was called to order at 6:55 p.m. by Vice Chairman Kevin Banks. The meeting was held in the Commission Chambers of Town Hall at 247 Edwards Lane, Palm Beach Shores, FL 33404. Town Clerk Jude Goudreau called the roll, and those present were Vice Chairman Kevin Banks and Alternate Members Janet Kortenhaus and Anastasia Stogiannis-Karloutsos. Also present were the Town Attorney, Dylan Brandenburg, Zoning Official Josh Nichols, and Town Engineer, Rob Rennebaum.

APPROVAL OF MEETING AGENDA: (Additions, substitutions, deletions)

MOTION: Janet Kortenhaus made a motion to approve the meeting agenda.

SECOND AND VOTE: Anastasia Stogiannis-Karloutsos seconded the motion, which passed unanimously by those present.

ACTION ITEMS:

ORDINANCE NO. O-5-23

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING ITS COMPREHENSIVE DEVELOPMENT PLAN TO ADOPT EVALUATION AND APPRAISAL (“EAR”) BASED AMENDMENTS PURSUANT TO SECTION 163.3191, FLORIDA STATUTES, WHICH PROVIDES FOR AN EVALUATION AND FOR PLAN AMENDMENTS DETERMINED TO BE NECESSARY PURSUANT TO THE REQUIREMENTS OF SECTION 163.3191, FLORIDA STATUTES; BY ADOPTING A PRIVATE PROPERTY RIGHTS ELEMENT AND BY AMENDING THE COASTAL MANAGEMENT ELEMENT TO ADDRESS PERILS OF FLOOD, ALL PURSUANT TO THE REQUIREMENTS OF SECTION 163.3184 FLORIDA STATUTES AND THE ADDITION OF CLIMATE CHANGE MITIGATION ELEMENT WHICH PROVIDES STRATEGIES TO REDUCE GREENHOUSE GAS EMISSIONS THAT LEAD TO MORE EXTREME WEATHER PATTERNS AND SEA LEVEL RISE PURSUANT TO THE REQUIREMENTS OF SECTION 163.3177(1)(A), FLORIDA STATUTES, PROVIDING FOR TRANSMITTAL TO THE STATE LAND PLANNING AGENCY; PROVIDING A CONFLICTS CLAUSE AND A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Discussion: Attorney Brandenburg only read the Ordinance by title and briefly described it. Josh Nichols provided a summary of the Comp Plan and Ordinance. The language in the Comp Plan and its process were briefly discussed.

Motion: Janet Kortenhaus made a motion to recommend the Ordinance move forward to the Commission for approval.

Second and Vote: Anastasia Stogiannis-Karloutsos seconded the motion, passed unanimously by those present.

ORDINANCE NO. O-7-23

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING APPENDIX A – ZONING ORDINANCE., SECTION IX – WALLS, FENCES AND HEDGES. AT PF. 9.2. – LIMITATIONS. TO ESTABLISH A MAXIMUM RETAINING WALL HEIGHT AND REVISE THE POINT OF MEASUREMENT

FOR MEASURING FENCES WHERE UNEVEN GRADES EXIST AT THE COMMON PROPERTY LINE; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Attorney Brandenburg read the Ordinance by title only.

Discussion: Attorney Brandenburg gave a brief overview of the Ordinance and said that it is back before the Board after some modifications by the Commission. Josh Nichols commented that this allows for a three (3) foot maximum height for retaining walls, with an allowance for a six (6) foot-high fence or wall measured from the higher of the two grades. The most significant change was that the previous version allowed for a 7-foot wall or fence measured from the lower of the two grades. Board Member Janet Kortenhaus is not in favor of the change. The basis behind this Ordinance was to find the least invasive way to give everyone their privacy and allow them to landscape over and above a seven-foot fence; it seemed the most pleasant way to obtain this goal. This Ordinance seems to favor new homes and not the existing older homes with lower levels. Mrs. Kortenhaus feels that the seven-foot maximum and landscaping are the best ways to address privacy issues. Board Member Anastasia Stogiannis-Karloutsos commented that she feels the new homes will look into the older homes, and there will be a loss of privacy.

Public Comments: Ray Woloszak commented that he isn't in favor of the Ordinance as written, and changing the size of the fences to allow for a mismatch of sizes does not accomplish anything.

Motion: Anastasia Stogiannis-Karloutsos made a motion to approve for recommendation Ordinance O-7-23. Motion failed 2/1.

Motion: Janet Kortenhaus made a motion to deny the recommendation to the Commission for Ordinance O-7-23.

Second and Vote: Anastasia Stogiannis-Karloutsos seconded the denial motion, which passed 3-0.

DISCUSSION ITEMS:

There was a discussion regarding the meeting date for a Special Local Planning Agency Meeting. The Board agreed to meet on March 14, 2024, at noon.

By Consensus, the Board would like to reduce the number of copies submitted with the DRC and P&Z Application.

ADJOURNMENT:

MOTION: moved to adjourn the meeting.

SECOND AND VOTE: second the motion, which passed unanimously. The meeting was adjourned at 7:20 p.m.

APPROVED this ____ day of _____, 2024.

ATTEST:

Jude Marie Goudreau, Town Clerk

Chairman

(Seal)



**PLANNING AND ZONING BOARD
SITTING AS THE LOCAL PLANNING AGENCY
REGULAR MEETING
MINUTES
March 14, 2024**

CALL TO ORDER

Vice Chairman Kevin Banks called the meeting to order at 12:00 p.m. It was held in the Commission Chambers of Town Hall at 247 Edwards Lane, Palm Beach Shores, FL 33404.

Town Clerk Jude Goudreau called the roll. Vice Chairman Kevin Banks, Alternate Members Janet Kortenhaus and, Anastasia Stogiannis-Karloutsos, and Assistant Town Attorney Dylan Brandenburg were present.

APPROVAL OF MEETING AGENDA: (Additions, substitutions, deletions)

MOTION: Janet Kortenhaus made a motion to approve the meeting.

SECOND AND VOTE: Anastasia Stogiannis-Karloutsos seconded the motion, which passed unanimously by those present.

ACTION ITEMS:

ORDINANCE NO. O-1-24

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING THE CODE OF ORDINANCES AT APPENDIX A. ZONING ORDINANCE. TO REVISE THE DEFINITION OF THE TERM "FAMILY" AND AT CHAPTER 18. BUSINESSES, OCCUPATIONS AND PROFESSIONS. TO ADD AN ENTIRELY NEW ARTICLE IV. "VACATION RENTALS." CREATING NEW SECTIONS 18-52 THROUGH 18-58 TO PROVIDE VACATION RENTAL USE REGULATIONS FOR VACATION RENTALS OPERATING WITHIN THE TOWN; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF APPENDIX A AND CHAPTER 18 SHALL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY ADOPTED; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Attorney Brandenburg read the Ordinance by title only. There was a discussion regarding the Ordinance. Member Tony Lembo asked how we would get the word out to residents about this new Ordinance. Attorney Brandenburg responded that the ordinances are legally noticed. Clerk Goudreau commented that it would be well-advised on the town's website and in the town's newsletter. Janet Kortenhaus commented that the language that required a "landline" seems unnecessary. Mrs. Kortenhaus also questioned the language regarding a "map" of the building for residential units. There was a further discussion about the procedures and requirements for obtaining the Short-Term Vacation Rental Permit.

MOTION: Janet Kortenhaus made a motion to recommend the Ordinance for approval with the proposed language edits.

SECOND AND VOTE: Tony Lembo seconded the motion, which passed unanimously by those present.

PUBLIC COMMENT: No Public Comments

ADJOURNMENT:

MOTION, SECOND, AND VOTE: Janet Kortenhaus moved to adjourn the meeting, with Anastasia Stogiannis-Karloutsos seconding the motion. The motion passed unanimously, and the meeting was adjourned at 12:24 p.m.

APPROVED this **27th** day of **March** 2024.

ATTEST:

Jude Marie Goudreau, Town Clerk

Kevin Banks, Vice-Chairman

(Seal)