

PLANNING & ZONING COMMISSION MEETING MINUTES
JULY 16, 2024

Meeting Minutes of the Planning and Zoning Commission of the Town of Ocean Ridge held on Tuesday, July 16, 2024, in the Town Hall Meeting Chambers.

CALL TO ORDER

The meeting was called to order at 9:00 a.m. by Chair Ferber.

ROLL CALL

Town Clerk Avery led the roll call, which was answered by the following:

Chair Shields Ferber	Present
Vice Chair Kenneth Kaleel	Present
Member Ferenc Stephen Varga	Absent
Member Marc de Baptiste	Present
Member Fady Khairallah	Present
Alternate Member Neal Sigety	Present
Alternate Member Roger Brinner	Absent

Member Varga and Alternate Member Brinner were absent with notice.

PLEDGE OF ALLEGIANCE

Chair Ferber led the Pledge of Allegiance.

PUBLIC COMMENT

Chair Ferber called for public comment, and there was none.

APPROVAL OF MINUTES

1. Approval of the Meeting Minutes of the May 21, 2024, Regular Meeting

Vice Chair Kaleel moved to adopt the minutes of May 21, 2024; seconded by Member De Baptiste. Motion carried 5-0.

DISCUSSION/ ACTION ITEMS

2. Permit Fees – If the Town Commission decides not to charge the full amount upfront for submitted building permits, what percentage should we charge for Plan Review in order to cover our Plan Review time (use what we currently have, or should it be changed?)

Town Clerk Avery explained the item.

The board asked questions regarding the building permit application fee schedule, plan review, and processing time. Town Clerk Avery answered their questions. Further discussion ensued regarding the scanning and review process.

There was a consensus to collect 30% upfront nonrefundable building permit fees, which will be credited towards the balance.

3. Comment Response Period – When a building permit is going through review and comments are given, how long do we want to give contractors to respond before we consider the permit null/void

Town Clerk Avery explained the item and explained the reasoning behind her suggestion.

The board discussed time limitations for plan review comments. Town Attorney Goddeau explained that the ordinance is in the process of being updated. The Commission requested that once the ordinance is updated, the item be brought back for review and approval. More discussion ensued on the number of days to address comments.

There was consensus from the Board to allow ten (10) business days and one (1) extension addressing building permit applications regarding responses for comments and ninety (90) days for responses to Planning and Zoning development plan review comments.

4. Staging Process/Plan for New Construction – How do we handle this for streets that are exceptionally small? For construction in general?

Town Clerk Avery explained the item and explained the reasoning behind her suggestion.

The board discussed and gave their suggestions for a staging process plan for new construction. The board suggested a mandatory meeting with the Police Department. Town Attorney Goddeau explained that details would also be included in the “Construction Site Handbook”.

Attorney Goddeau will bring the proposed ordinance changes back to the Commission for their review before it goes to the Town Commission for their approval.

COMMISSIONER COMMENTS

Chair Ferber thanked and welcomed Member Sigety to the board. He asked Town Clerk Avery to provide the next items for discussion, and she provided the items.

ADJOURNMENT


Meeting adjourned at 10:40 a.m.

Minutes prepared by Deputy Town Clerk Pinder and adopted by the Planning & Zoning Commission on September 17, 2024.



Shields Ferber, Chair

Attest:



Kelly Avery, Town Clerk

