

PLANNING & ZONING COMMISSION MEETING MINUTES  
MAY 20, 2025

Meeting Minutes of the Planning and Zoning Commission of the Town of Ocean Ridge held on Tuesday, May 20, 2025, in the Town Hall Meeting Chambers.

**CALL TO ORDER**

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

**ROLL CALL**

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

Chair Shields Ferber	Absent
Vice Chair Kenneth Kaleel	Present
Member Marc de Baptiste	Present
Member Fady Khairallah	Present
Member Neal Sigety	Present
Member Jason Sutherland	Present

Chair Ferber was absent with notice.

**PLEDGE OF ALLEGIANCE**

Vice Chair Kaleel led the Pledge of Allegiance.

**ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA**

**Member Sigety moved to approve the agenda; seconded by Member Khairallah. Motion carried 5-0.**

**PUBLIC COMMENT**

There was none.

**APPROVAL OF MINUTES**

**1. Adopt Minutes of the April 15, 2025, Regular Meeting.**

Member De Baptiste mentioned that there was a correction to the minutes.

**Member De Baptiste moved to adopt the minutes of April 15, 2025, as corrected; seconded by Member Sigety. Motion carried 5-0.**

**DISCUSSION/ACTION ITEMS**

**2. Selection of Chair & Vice Chair**

**Member De Baptiste moved to select Shields Ferber as Chair and Kenneth Kaleel as Vice Chair; seconded by Member Sutherland. Motion carried 5-0.**

**3. Discussion of Artificial Turf Ordinance – Can any changes be made?**

Town Attorney Goddeau mentioned that a bill is before the governor to preempt the use of artificial turf on single-family residences. She recommended that the board table the item until the state rule is in effect.

**Member de Baptiste moved to table the item until the state rule is in effect; seconded by Member Sutherland. Motion carried 5-0.**

**4. Discussion of Deck Setback Ordinance – Could there be a reduction in setbacks or eliminate the setbacks for decks?**

Vice Chair Kaleel introduced the item.

The board discussed whether they would like to change the setback to three (3) feet or should the setback remain five (5) feet.

There was a consensus with no change and bring the item back for discussion of changes to the single-family residence.

**5. Discussion of Landscaping Ordinance/Tree Ordinance in Determining Whether Protecting the Canopy is Necessary**

Vice Chair Kaleel introduced the item.

Town Clerk Avery provided background information on the item.

The board needed clarity on whether the purpose is aesthetics or shade. Further discussion ensued regarding obtaining a permit for trees.

Town Attorney Goddeau mentioned that the town has no specific landscape requirements for new development regarding single-family residential. She stated that it is the discretion of the board to have requirements.

Member Sigety questioned if a permit was required for the removal of the existing landscape, and Town Engineer Bamber answered yes. Town Attorney Goddeau explained the state statute regarding single-family residents: if a tree is dead, dying, or a danger to the property, you can have a certified arborist provide documentation, and you can remove the tree without obtaining a permit. Otherwise, removing a tree in town requires you to obtain a permit.

There was discussion regarding multi-family landscape requirements versus the requirements allowed for single-family residential. Further discussion ensued regarding defining protecting the canopy and whether a landscape architect or arborist can look at the provision and offer any suggestions.

PLANNING & ZONING COMMISSION MEETING MINUTES  
MAY 20, 2025

There was a consensus to get a landscape architect or arborist and bring the item back for discussion.

**COMMISSIONER COMMENTS**

Vice Chair Kaleel mentioned that he spoke to the town attorney before regarding three non-confirming lots on the south end of town that need to be addressed. Town Attorney Goddeau explained that the three properties do not meet the basic requirements; they cannot be redeveloped because they are non-conforming lots. She stated that we are uncertain if the properties were legally built non-conforming or illegally. She explained what happened in the past with an issue on Old Ocean, which had bigger lots.

There was a consensus to allow staff to address non-conforming lots.

Vice Chair Kaleel thanked the staff for a phenomenal job managing outstanding permits. He explained that he had experienced a situation involving an outstanding permit, and he viewed the correspondence given to the property owner and everyone involved, including the contractor. He emphasized that the staff managed the situation very professionally. He stated that the staff need help, as the contractors are leaving permits open, which is causing a problem for property owners who are unaware of the issue. He suggested that he and Town Clerk Avery would work together to produce a process that could alert the property owners. There was further discussion regarding the process to notify the contractor/property owner that the permit is expiring.

**ADJOURNMENT**

Meeting adjourned at 9:57 a.m.

Minutes prepared by Deputy Town Clerk Pinder and adopted by the Planning & Zoning Commission on June 17, 2025.

  
\_\_\_\_\_  
Shields Ferber, Chair

Attest:

  
\_\_\_\_\_  
Kelly Avery, Town Clerk

