

APPROVED
TOWN OF LAUDERDALE-BY-THE SEA
PLANNING AND ZONING BOARD MEETING MINUTES
JARVIS HALL, 4505 N OCEAN DRIVE, 33308
Wednesday, November 5, 2025

1. CALL TO ORDER

Chair Karen Sylvester called the in-person Planning and Zoning (P&Z) Board meeting for the Town of Lauderdale-By-The-Sea (L-B-T-S) to order at approximately 6:03PM.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

The Pledge of Allegiance was recited. Before the Board got started with its business, Development Services Director (DSD) Campbell notified of the passing of Board Member William “Bill” Ferrante and a moment of silence was observed in remembrance of him. Board Member Piersante then announced that he would reclude himself from tonight’s only agenda item and explained why.

ROLL CALL & WELCOME

Board Clerk Megan Small called the roll and present in-person were Chair Karen Sylvester, Board Member Ron Piersante, Board Member Jeff Goldman and Board Member MaShawn Simpson. Vice Chair Leslie Richardson arrived present in-person late (approximately 6:14PM). Present in person were Town Attorney James White, Development Services Director Jhanelle Campbell, Assistant Development Services Director David Lee, Planner Alex Battle, and Board Clerk Megan Small.

The discussions and actions taken, etc. during the meeting were not limited to what was typed.

3. APPROVAL OF MINUTES

a. Planning & Zoning (P&Z) Meeting Minutes – October 1, 2025

Board Member Goldman made a motion to approve the P&Z Minutes of October 1, 2025 as written and was seconded by Board Member Piersante. The motion to approve carried 4-0 (Vice Chair Richardson not present yet).

4. PUBLIC COMMENTS

Chair Sylvester opened the meeting to the public for comments for any item not on the agenda. She closed this agenda item as there were no requests from the public to speak now.

5. NEW BUSINESS

5.A.

Pursuant to Chapter 30, “Unified Land Development Regulations,” Article IV, “Development Permits, Applications, Requirements and Review Procedures,” Division 2, “Site Plan Procedures and Requirements,” Section 30-123 “Modification of Approved Site Plan,” of the Town’s Code of Ordinances, the Applicant requests approval of a site plan modification for 231 Lake Court to reconfigure units by: (i) combining portions of existing Units 1, 2, and 4 on the ground floor into the ground-floor level of Unit 1 and relocating Unit 2 into the existing garage; (ii) reducing Unit 3 to a one-bedroom unit located over the existing garage (proposed Unit 2); (iii) converting the balance of the second floor into the three-bedroom sleeping quarters of Unit 1, creating a two-level Unit 1; (iv) constructing a second-floor addition above the existing one-story portion to accommodate a third bedroom and associated bathroom for Unit 1; (v) establishing a rooftop terrace above the new second-floor addition for passive recreation, in compliance with Town Code requirements for rooftop use; and (vi) constructing a new garage to serve the reconfigured development renovations to meet the Town’s zoning and land use requirements for property located at 231 Lake Court.

Development Services Director (DSD) Campbell presented this Level 2 Site Plan Modification for 231 Lake Court. It would reconfigure an existing, multi-family building that currently has four units and reduce that to three units. This reconfiguration included things like an expansion, architectural upgrades to the façade of the building, rooftop terrace for passive recreation, removal of existing garage, constructing a new garage, etc. She also explained about the existing, legal non-conforming site conditions including the parking as it was today. The density would be reduced and remained compliant and the height would not exceed the Town's maximum of 33 feet. She explained the rules and regulations for the allowed rooftop terrace. Architectural Review was completed with approval received. A Citizen Participation Meeting was held on October 6th with one attendee and no opposition plus the Town did not receive any negative objections. She explained that the total parking requirement for this type of project would normally be six spaces but they would be deficient one space. They were maintaining the five spaces that they have had but reconfigured the parking in order to make it safer. The Town recommended approval as this project met all their requirements, enhanced the existing structure, and used Mid-Century Modern architecture. DSD Campbell called for Board questions.

Board Member Simpson asked if more people would now be occupying this building because there would be one extra bedroom and they were deficient one parking space already. DSD Campbell answered about the parking. *For the record, Vice Chair Richardson arrived.* DSD Campbell would have the applicant explain the number of bedrooms. Mark Budd, architect, and Michael George, owner, went to the podium. They explained the configuration of units and bedrooms. Vice Chair Richardson asked about the two requirements for the proposed rooftop deck and DSD Campbell put the wording from the code on the screen. Discussion ensued and everything was explained. Architect Budd spoke about this complicated project and praised the Town for holding the building height. There were no public comments. Chair Sylvester asked if this was a family home. Mr. George said this property would be his home where his family, in-laws, parent, and children would come to. There were no further comments/questions and the Chair called for a motion on the application as presented.

Vice Chair Richardson made a motion to approve this application as presented under New Business today for the property located at 231 Lake Court and the motion was seconded by Board Member Goldman. The motion to approve carried 4-0 (Board Member Piersante was recused and did not vote).

6. OLD BUSINESS
None.

7. UPDATES/BOARD MEMBER COMMENTS
None.

8. ADJOURNMENT
Vice Chair Richardson made a motion to adjourn at approximately 6:22PM and the motion was seconded by Board Member Goldman. The motion to adjourn carried 5-0.


Chair Karen Sylvester

ATTEST:

Date Accepted: 12/10/25