



MEETING MINUTES
NOVEMBER 13, 2025

SEABROOK CITY COUNCIL
JOINT CITY COUNCIL AND PLANNING & ZONING
WORKSHOP SESSION

Mayor Jim Sweeney called the Seabrook Council Workshop to order at 6:00 p.m. in the Council Chambers in Seabrook City Hall. Present were City Councilmembers Jim Sweeney, Buddy Hammann, Jared Sessum, Tom Tollett, Angela Cervantes. Chair Renola called the Planning & Zoning Workshop to order at 6:00 p.m. Present were Planning & Zoning Committee Members Gary Renola, Scott Reynolds, Guy Rodgers, Jared Justus, Byron Hanssen, and Ed Klein. Also in attendance were City Manager Gayle Cook, Deputy City Secretary Amanda Morales, and Deputy City Manager Sean Landis. Mayor Jim Sweeney and Chair Renola declared a quorum and pledges were conducted.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

There were no citizen comments

2. DISCUSSION

2.1 Discussion and possible direction regarding potential amendments to the Seabrook Code of Ordinances related to trailered restrooms, portable toilets, and portalets, and direction to staff to draft ordinance language for future consideration by the Planning and Zoning Commission and City Council.

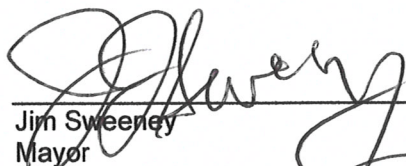
Assistant City Manager Sean Landis gave a presentation regarding portable restrooms and portalets (See Attachment A).

Council directed staff to prepare an ordinance establishing an exception—outside of a declared natural disaster—that defines allowable short-term and long-term use periods for portable restroom facilities, prohibits their permanent use, requires full compliance with applicable plumbing codes, and clarifies that any temporary use of portable restrooms is intended to supplement, not replace, a permanent restroom facility.

3. ADJOURNMENT

Chair Renola adjourned the Planning & Zoning Workshop at 7:25 p.m.
Mayor Sweeney adjourned the City Council Workshop at 7:26 p.m.

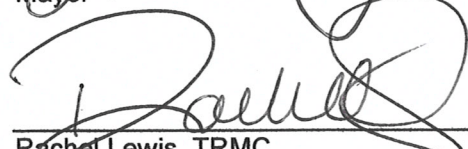
APPROVED:



Jim Sweeney
Mayor

DATE: 12/2/25

ATTEST:



Rachel Lewis, TRMC
City Secretary

Planning & Zoning Signature Page

Gary T. Renola
Gary Renola, Chair

3/19/26
Date

ATTEST:

Ranya Bostros
Ranya Bostros, Administrative Assistant

Exhibit A



Agenda Briefing

Date of Meeting: November 13, 2025

Responsible Department: Community Development

Presenter: Sean Landis, Deputy City Manager | Planning and Zoning Director, Gayle Cook, City Manager

Briefing Prepared By: Sean Landis

Strategic Focus Area:

General Information:

Discussion and possible direction regarding potential amendments to the Seabrook Code of Ordinances related to trailered restrooms, portable toilets, and portalets, and direction to staff to draft ordinance language for future consideration by the Planning and Zoning Commission and City Council.

Executive Summary / Background:

The City of Seabrook's existing code provisions regulating the use of portable sanitation facilities, including trailered restrooms, portable toilets, and portalets, were originally intended to govern temporary installations associated with construction, special events, or emergency operations. These regulations were designed to protect public health, preserve neighborhood aesthetics, and prevent long-term reliance on facilities not intended for permanent use.

Over time, the City has experienced growth in both public events and private development, resulting in an increased number of requests for temporary sanitation facilities. More recently, the City has also received multiple requests to utilize these temporary restroom facilities as a permanent or semi-permanent use. These requests, along with advances in sanitation technology and the City's evolving community needs, have highlighted the need to review and clarify the applicable sections of the City Code.

There are also limitations on the use of these types of facilities established by the City's adoption of the 2021 International Plumbing Code (IPC) and by applicable Federal Emergency Management Agency (FEMA) Floodplain Management Regulations. The IPC restricts the use of portable or non-permanent restroom facilities for permanent occupancy and requires approved sanitary sewer connections for permanent structures. Likewise, FEMA's Floodplain regulations limit the placement of such facilities within

designated flood hazard areas to prevent contamination and ensure public health and safety during flood events. These requirements must be incorporated into any local code revisions to maintain compliance with adopted building and floodplain standards.

Funding / Fiscal Information:

Supporting Materials Attached: None

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation: