

**MINUTES
PLANNING BOARD MEETING
January 09, 2018
REGULAR MEETING 6:00 P.M.**

CALL TO ORDER: CHAIR JOSEPH HULTS

INVOCATION AND PLEDGE OF ALLEGIANCE

ROLL CALL: MAMIE DRANE, ADMINISTRATIVE ASSISTANT

Members in Attendance, Chairman Joseph Hults, Vice Chair Deborah Byrne, Board Member Karen Abdul Hameed, Board member Loretta Vittorio, Board Member Wanda Daley (late).

Also in attendance: Community Development Director Ameé Bailey, Administrative Assistant Mamie Drane and CFRPC Jennifer Codo Salisbury

Members not in attendance: Matthew Noone and Bette Biggar

APPROVAL OF MINUTES: OCTOBER 13, 2017 MEETING

Board Member Vittorio moved to approve the minutes from October 13, 2017 seconded by **Vice Chair Byrne**. The motion was approved by unanimous voice call vote.

BUSINESS ITEMS - PUBLIC HEARING:

1) APPOINTMENT OF CHAIR AND VICE CHAIR

The floor was opened for nominations for Chairman of the Planning Board.

Board Member Abdul Hameed nominated Joe Hults to continue as Chairman of the Planning Board the nomination was seconded by **Vice Chair Deborah Byrne**. The nomination passed by unanimous voice call vote.

The floor was opened for nominations for Vice Chairman of the Planning Board.

Board Member Vittorio nominated **Vice Chair Deborah Byrne** to continue as Vice Chairman, **Board Member Abdul Hameed** seconded the nomination. The nomination passed by unanimous voice call vote.

2) BYLAWS REVIEW

Community Development Director Bailey stated the original By Laws were adopted in 2005 and in 2015 they were amended. Staff is proposing minor changes at this time, including .

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meeting day, time and schedule. In the By Laws Wednesday is listed as the meeting day, the suggested day is the second Tuesday of the month, if the date falls on a holiday the meeting would move to the fourth Tuesday. The time in the By Laws is 7:00 p.m. and the board now meets at 6:00 p.m., the time would be officially changed to 6:00 p.m. per this amendment. The Code states the Planning Board meets monthly, this cannot be changed in the By Laws. However the Planning Board has been meeting on an as needed bases and the Board will continue to meet in that fashion. The schedule has been made as the board will meet monthly, in part, to identify when applications are due for future meetings. The changes will not require a vote at this time if the consensus is favorable the items will be added to the agenda for the next meeting. Asking for a consensus regarding changing the meeting time to 6:00 p.m. on the second Tuesday. The Board responded favorably.

Community Development Director Bailey reviewed the schedule handout with the all the boards meeting days and times, explaining what the lead dates to the meetings meant in regard to applications and advertising requirements

Board Member Abdul Hameed mentioned the By Law requirement on notifying the City staff at least 24 hours when they would be absent, it's helpful to read through and refresh the rules.

Community Development Director Bailey stated the City Commission appointed Board Member Wanda Daley to the Planning Board moving from the Board of Adjustment. Her move will complete the Planning Board as there are now seven members. Staff calls before the meetings to remind you of the meeting and find out who will be coming to the meeting, this would allow the City time to invite the alternates.

Chair Hults asked **Board Member Daley** to introduce herself.

Board Member Daley stated she has been a life-long resident of Lake Alfred. She has served on Board of Adjustments and she is greatly involved with the community and church. Mrs. Daley said she is a substitute teacher and also semi-retired.

3) MEETING PROCEDURES

Community Development Director Bailey stated at the beginning of the meeting someone within staff will explain the procedures, not for the board but for the audience, this will help develop a procedure or protocol for conducting the meetings in the future. This includes educating the public and conducting the meetings in a consistent and knowledgeable manner.

The applicant will have 30 minutes to speak, and the opposition, if there is any, will also have 30 minutes to speak, and members of the general public will have 3 minutes to speak, the applicant will be given the opportunity to rebut any of the opposition.

Chair Hults suggested having a brief definition of items pertinent to the property that the Planning Board has been asked to make a decision on.

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Board Members discussed the different time limits for speakers addressing the board. The consensus is to keep the guideline as is, allowing each speaker a limit of time with the set times varying with the applicant, opposition or general public, with the board realizing that the time limits are not absolute.

Community Development Director Bailey stated the board will be meeting at least every other month due to the extensive project list. A few cases coming forward will be the solar plan development. The Central Florida Regional Planning Council has looked at the City's comprehensive plan identifying some items that should be addressed. Most items are minor but changes are required to match the Florida Statutes. The annexations that the City is experiencing wouldn't necessarily be an agenda item for the Planning Board, but some parcels are coming into the City without land use or zoning. Depending on the property, the Planning Board will be asked to make the recommendation to the Commission on land use and zoning. The City is also looking at the roads to bring into the city limits, some the City is already maintaining. Also, looking at the City's land use and zoning maps, notice that all parcels have a land use, but not all of them have zoning assigned, this is another task for the planning board. **Director Bailey** discussed the other codes that the Planning Board will review and fine tune.

Jennifer Codo-Salisbury The Central Florida Regional Planning Council explained a part of the City code that the Planning Board will be addressing and updating concerns places of gathering, examples are churches, daycares and fraternal lodges, and how the City permits these establishment and how they are referred to.

BOARD MEMBER COMMENTS

Board Member Vittorio asked is there a Code that is focused on communication, such as Broad band? Will there be hot spots throughout the City?

Community Development Director Bailey replied there's not a code that directly covers broadband since it's mostly underground. There will be code revisions addressing cell towers. The City will be regulating where and how high the structure can go. Concerning the hot spots, the City has already included Cat 5 cable in their budget

Board Member Abdul Hameed stated she wanted to thank Staff for combing through the code and identifying the problems the City may encounter with how the code is written.

Jennifer Codo-Salisbury stated that Director Bailey will be sending out a notice in the spring about a Planning Commissioner Training, more information will be sent out as it becomes available.

Board Member Abdul Hameed asked if the City will be going to exclusively digital for communication via email. That is not something she is comfortable with as the last Training the board attended personal email usage was cautioned against.

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Community Development Director Bailey assured the Board that personal email was not the issue as long as it's with the City. When correspondence via email becomes a problem is between yourself and another board member, you have now created a public record that you are responsible for keeping.

The board had a brief discussion regarding personal emails versus City emails.

Board Member Vittorio thanked staff for bring the information to the board and that she is looking forward to working on the ULDC.

Vice Chair Byrne also thanked staff for organizing the areas that they will be covering, stating the presentation was informative and very well put together.

Board Member Daley stated she enjoyed her first meeting with the planning board and she looks forward to working with them in the future.

Board Member Abdul Hameed welcomed Board Member Daley and thanked the staff again.

Board Member Vittorio made a motion to adjourn **Board Member Abdul Hameed** seconded the motion. The motion was approved by unanimous voice call vote.

The meeting was adjourned at 8:02

Respectively Submitted,

Mamie Drane
Deputy City Clerk

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