

**PLANNING AND ZONING BOARD  
MINUTES  
CITY COMMISSION CHAMBERS  
OCTOBER 14, 2021  
6:00 P.M.**

**Chair Fountain** called the Planning and Zoning Board to order at 6:00 p.m. in the City Hall Chambers located at 120 E. Pomelo Street, Lake Alfred, Florida.

**Chair Fountain** provided the invocation, and it was followed by the Pledge of Allegiance.

**Board Members in Attendance:** Chair Ike Fountain, Vice-Chair Brenda Arnold, Board Member Joseph Hults, Board Member Charles Lake, and Alternate Board Member Cathy Long.

**Board Member Absent:** Board Member Herb Nigg, Board Member Loretta Vittorio, Board Member Wanda Daley, and Alternate Board Member Brandon Davis.

**Staff:** Community Development Director Ameé Bailey, Assistant City Attorney Seth Claytor, and City Clerk Linda Bourgeois.

The Unified Land Development Code text amendments business item was postponed to a future Planning and Zoning Board Meeting.

**Chair Fountain** presented the minutes from the August 12, 2021, Planning and Zoning Board meeting for approval.

**Board Member Lake** made a motion to accept the August 12, 2021, Planning and Zoning Board meeting minutes as presented. **Board Member Hults** seconded the motion. The motion was unanimously approved by voice call vote.

**Chair Fountain** introduced the first business item.

**Assistant City Attorney Claytor** read the Planning and Zoning Board Resolution 01-21 title into the record. He said the Resolution would need to have the provisions inserted as an amendment to the resolution.

**Chair Fountain** opened the floor for discussion by the Planning and Zoning Board.

**Board Member Hults** read Section 6. Trainings, and referenced sections (a) and (b).

6. Trainings.

- a. Board members shall attend one (1) ethics session in the State of Florida within the first year of their appointment and once per term thereafter.
- b. Board members are encouraged to attend one (1) training per year to further individual knowledge of planning principles. A session can include but is not limited to, local workshops, city-sponsored workshops, regional seminars, state conferences, etc. The planning staff will be responsible for informing Board members about educational opportunities. Planning and Zoning Board members may also bring educational opportunities to the attention of planning staff.

He continued and said he didn't recall the city providing workshops for a long time and Community Development Director Bailey reminded him there were workshops hosted on the Unified Land Development Code and the Brownfields. In addition, he asked who had made this decision and said he had spent a lot of time researching the statutes and found it was not required by law for them to take the ethics training as it was for the elected officials. He said his concern was about having too much government.

**Assistant City Attorney Claytor** spoke about the potential to host a Sunshine Law / Public Records training once a year to satisfy the training requirements. He said there were new people on the board and it would be a good refresher course.

**Board Member Lake** suggested changing the wording and it was agreed to change the word "attend" to "complete" in the sentence.

- a. Board members shall ~~attend~~ complete one (1) ethics session in the State of Florida within the first year of their appointment and once per term thereafter.
- b. Board members are encouraged to ~~attend~~ complete one (1) training per year to further individual knowledge of planning principles. A session can include but is not limited to, local workshops, city-sponsored workshops, regional seminars, state conferences, etc. The planning staff will be responsible for informing Board members about educational opportunities. Planning and Zoning Board members may also bring educational opportunities to the attention of planning staff.

Further discussion surrounded the methods of taking the trainings and it was agreed the trainings could be completed in-person or electronically.

Subsection (d) was added to read: Trainings may be completed in person or electronically, via webinar, online, or in any other format that provided proof of completion.

**Chair Fountain** pointed out Section 3. Membership; (4) Removal. Any member may, at any meeting, be removed for cause. Removal by the Board shall be by majority vote.

**Board Member Lake** asked if there were any attendance requirements of the board members.

- b. All Board members are responsible for contacting the City Staff at least twenty-four hours in advance of an unexpected absence. Any Board member who fails to attend three consecutive meetings without notification to the City Staff shall resign or be removed from the Board by the City Commission.

A brief discussion ensued regarding the attendance of former board members and the importance of sending notifications to city staff.

There were no members of the public in attendance for public comments.

**Board Member Lake** made a motion to approve the bylaws with the provisions and amendments as presented. **Vice-Chair Arnold** seconded the motion. The City Clerk conducted a roll call vote and the motion was unanimously approved.

A brief discussion ensued regarding the postponed ULDC text amendment business item, the amendments were relative to clarifications, corrections, and conflicts, and the Planning and

Zoning Board procedures were to vet the amendments and provide a recommendation to the City Commission.

**Board Member Lake** shared he received the “Bob the Builder Award” for the Gulf Coast Safe Streets Summit from the Polk County Transportation Planning Organization.

Without further discussion, **Board Member Lake** made a motion to adjourn. The motion was seconded by **Vice-Chair Arnold**. The meeting was adjourned at 6:30 p.m.

Respectfully Submitted,



Linda Bourgeois, BAS, MMC,  
City Clerk