



HISTORIC TOWN OF EATONVILLE, FLORIDA PLANNING AND ZONING BOARD MEETING MEETING MINUTES

Thursday, January 11, 2024, at 6:30 PM

Town Hall (Council Chamber) - 307 E Kennedy Blvd. 32751

SPECIAL NOTICE: These meeting minutes are presented in an abbreviated format intended as a public record discussion of stated meeting according to the Florida's Government-in-the-Sunshine law. Meetings are opened to the public, noticed within reasonable advance notice, and transcribed into minutes for public record. ***Audio Recording are available through the Town's website on the Council Agenda Page.*

CALL TO ORDER AND VERIFICATION OF QUORUM: Chair Charles Bargaineer called the meeting to order at 6:36 p.m. and quorum was established by roll call through Mrs. Veronica King after the pledge of allegiance

PRESENT: (5) Chairman Charles Bargaineer; **Board Members:** George Williams; Angela Thomas; Angela Johnson; Milliard Livatt, (**Absent:** Vice-Chair Louissteen Cummings)

STAFF: (6) Veronica King, **Town Clerk;** Clifford Shepard, **Town Attorney;** Cobbin McGee, **Planner 1;** Tara Salmieri, **Town Planning Consultant;** Brittani Gragg, **Permit Clerk**

INVOCATION AND PLEDGE OF ALLEGIANCE: Chair Charles Bargaineer led the Prayer of Invocation followed by the Pledge of Allegiance

APPROVAL OF MINUTES: (MOTION) Chair Bargaineer calls for motion to approve the April 13, 2023, Meeting Minutes; moved by Board member Johnson; second by Board Member Thomas; **AYE: ALL, MOTION PASSES.**

INTRODUCTIONS: Tara Salmieri (Town Planning Consultant), Cobbin McGee (Planner 1), Brittani Gragg, (Permit Administrator) were introduced as new staff to the planning department. **Updates:** File Bank (record management); New Software system forthcoming (applications and permits requests online); Fiber optic cable (increase capacity and speed); permit clerk has dual role including marketing specialist/IT backup, currently addressing business tax receipt and permit back log, goal is to process permits in a timely manner; the role of the planning consultant (support role to the new staff).

PLANNING UPDATES: Tara Salmieri (Planning Consultant) provided updates on current open projects with the Planning Department (PowerPoint was presented). Discussed the zoning map, and changes needed for consistency with the comprehensive plan, everything is now online (research, data, zoning districts, land use, overlays, parcel map, etc.); Orange County has digitized the maps and currently have an interlocal agreement with the town for ongoing services; plan to streamline applications, group areas for future changes, identifying all parcels, in-house digitizing is a huge undertaking, electronic copies will be easier. The filebank database consist of both physical and digital records (all records are not digitalized), inconsistencies in the comprehensive plan will need to be addressed, the moratorium will need to be extended (currently permits being received are roofs, fencing, existing structures), no new developments because of the moratorium, code requires for permits to be acted on within five days of receiving application (no set code turnaround time), roofing permits have two inspections (in progress and final) at \$50 per inspection, discussed doing a zoning audit, Municode is

a resource that has the codes of every city and county within the entire state of Florida. Need updated use tables, any permits that come in within the historic district are looked at through the lens of the Historic Preservation to ensure standards are met (Historic Preservation Board will be reactivated). The staff is currently having weekly meetings.

PUBLIC PARTICIPATION: None

COMMENTS (Staff/Board):

Board Member Angela Thomas – Request that packages are not delivered at nine o'clock at night. (Clerk will inform the Chief of Police).

Board Member Angela Johnson – Inquired about the next meeting; the next meeting will probably be in two months as it relates to the zoning map unless an application comes in for the board to review.

Board Chair Charles Bargaineer: Inquired about the availability of board package if time was ample time for proper review (yes). **(Clerk)** The council and CRA board, by resolution, receive packages a week in advance; the planning and zoning board received their package in following the same protocol.

STAFF COMMENTS: None

ADJOURNMENT:

ADJOURNMENT Chair Bargaineer motions for adjournment of meeting (Moved by Board Member Thomas; Second by Board Member Williams; **AYE: ALL, MOTION PASSES. Meeting Adjourned at 7:16 P.M.**

Respectfully Submitted by:

Veronica L King, Town Clerk