

# PLANNING AND ZONING

## MEETING MINUTES

**Date:** 08/09/2022

**Roll Call:**

Mr. Lydick- Present  
Mr. Cooper-Not Present  
Mr. Nelson-Present  
Ms. Georgalis-Present

Mr. Carter-Not Present  
Mrs. McKellum-Present  
Mr. McMahon-Not Present

**Approval of Past Minutes-**No minutes to approve

**Motion By:**  
**Seconded By:**

**Comments or Revisions:** None

**Old Business:** None

**New Business:** None

**Workshop:**

**Discussion:** Discuss I-Pads for the Board      **Presenter:** Robert Angelo

Robert opened up discussion with questions and concerns from the Board concerning the I-Pads. Mr. Lydick asked if he could put other email accounts on the tablet. Robert recommended not to as they are subject to public record. Robert discussed how to connect to the WIFI. Robert went over with the Board best practices and where things are located on the tablet. Robert also discussed how to download files.

**Discussions:** Discuss Orientation Manuals for Board      **Presenter:** Mavis Georgalis

Robert introduced manuals to the Board, then turned the discussion over to Ms. Georgalis. Ms. Georgalis started discussion with referencing the Land Development Regulations (LDR) 3.1.2.1 and how the Board shall establish its rules for operations and make the available to the public. Ms. Georgalis stated that the rules will be in the orientation manual where most of the information will be. Ms. Georgalis discussed the flow and layout of the rules. Ms. Georgalis discussed the appointing of seats. Mr. Lydick asked if an appointment needed two city council hearings or just one. Mr. Flagg read the LDR where it is done by resolution and does not stated that it needs two readings. Ms. Georgalis asked if the Board approved of the seat numbers and that their names are on the document. The Board had no objections to the rules and procedure as a beginning draft.

Ms. Georgalis discussed the orientation manuals. Ms. Georgalis discussed the flow charts and introduced a sample of what she would like to see them look like. Robert asked to clarify if the Board wanted the flow charts redone. Ms. Georgalis discussed the documents that the Staff presents to the Board for projects. Ms. Georgalis recommended that the documents be numbered and stored in a spot

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where they can be saved and preserved. Mr. Flagg clarified that any document or procedure needs to be tied to the land development code.

Mr. Flagg discussed Sun Shine law and how it ties to emails and I-Pads. He stated that if a question was asked that is related to a upcoming project thru email the answer would not come till the meeting that way everyone had a chance to discuss.

**Motion to close Public Comment:** None

**Motion Seconded By:** None

**Motion to Approve/Deny By:** Mr. Lydick

**Motion Seconded By:** Mr. McMahon

**Voted Approved/Denied:** Approved unanimously

**Ms. Mavis closed the meeting.**

**Motion to Adjourn by:** Mr. Lydick

**Time:** 6:41pm

**Motion Seconded By:** Mr. Carter

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**Mavis Georgalis, Board Chairperson**

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**Date Approved**

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**Robert Angelo, Secretary**

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**Date Approved**