

The Local Planning Agency of the City of Monticello, Florida met in regular session on January 29, 2019 at 7:00 PM at City Hall. The following members were present:

Tom Dunn  
Rick Anderson  
Merry Ann Frisby  
Julie Conley, Ex-Officio Member

Others present were:

Emily Anderson, City Clerk/Treasurer  
Bruce Leinback, City Attorney

Chairman Rick Anderson called the meeting to order.

**APPROVAL OF MINUTES OF 12/11/2018** On motion of Merry Ann Frisby, seconded by Tom Dunn, minutes of the December 11, 2018 meeting were approved by unanimous vote.

**UPDATE ON CITY MANAGER REPORT ON BUILDING PERMIT**

**APPLICATION AND INSPECTION** The Board discussed options for consideration regarding an easement encroachment of new construction on Johnson Street and lack of ability to determine that a modified site plan was reviewed and approved prior to construction. The Board noted that the property owner/applicant complied with all requests of the building department and acted in good faith to all regulations presented, but determined that a process should be established and documented which ensures city review of construction prior to issuance of a building permit to ensure that improvements meet city code requirements.

On motion of Tom Dunn, seconded by Merry Ann Frisby, the Board voted unanimously to recommend that the City Council immediately appoint a current employee or consultant, on an interim basis, to be responsible for reviewing any permit for new construction, renovation or new additions prior to a building permit being issued.

**AESTHETIC CONSIDERATIONS FOR MODULAR/SINGLE-FAMILY HOMES**

Board Member Dunn presented a modified draft, noting strikethroughs and new additions to the draft based on previous discussion. Board Member Frisby noted the difficulty of determining “visual compatibility” and who makes that determination. Ex-Officio Board Member Conley also noted the standards need to be defensible and also opined there may have to be an appeal process. It was also determined that the process would apply to renovations which change the elevation appearance of a property. The issue of variances/exceptions was also discussed. Attorney Leinback suggested a variance process was not needed. The timetable for scheduling application review was also discussed so that the process would be user-friendly.

The Board discussed the process of review and responsibility of final determination of appropriateness of an application, who would be responsible for initial review of an

application. In order to expedite the process of review, it was determined that the Local Planning Agency should be the body responsible for approval of proposed construction, but an appeal process would be available through the City Council. The ordinance will mirror the Historic Design Review Board process. The attorney will re-draft the ordinance to incorporate the review process, which will include an advertised public hearing at the time of Local Planning Agency decision. Applicants should receive a copy of these regulations at the time of permitting. It was also determined that standards should only apply to those permits which are not otherwise covered by restrictive covenants governing aesthetic standards, and the standards will apply to accessory structures over 120 square feet. It was noted that an application should also be subject to basic review to ensure the permit meets the city code before review of standards.

The attorney will work on the proposed draft and deliver it to the Council probably in March.

#### **OLD BUSINESS**

**\*Discussion of Accessory Dwelling Unit Regulation** On motion of Merry Ann Frisby, seconded by Tom Dunn, the Board voted unanimously to continue the item, but determined to set a February meeting to discuss the options for regulation of accessory dwelling units. The Clerk will work with the attorney to see what dates are available in February for a meeting.

There being no public comment or other business, the meeting was adjourned.

Respectfully submitted,

Emily Anderson  
City Clerk/Treasurer

NOTE: These proceedings were digitally recorded (two digital files)